

University of Nebraska Medical Center
Division of Cytotechnology
School of Allied Health Professions

ADMISSION POLICY

PURPOSE

The Division of Cytotechnology maintains an admission policy which insures that qualified applicants are selected to fill student positions.

ACADEMIC REQUIREMENTS

Admission to the Cytotechnology Program requires the applicant to possess a bachelor's degree and be well grounded in the biological sciences, chemistry and mathematics. Biological science courses should equal or exceed 20 semester hours (30 quarter hours) which may include laboratory session. Such courses should emphasize body structure, development, tissue organization and function. Chemistry courses should equal or exceed 8 semester hours (12 quarter hours) including laboratory sessions. At least 3 semester hours (4 quarter hours) of mathematics round out the desirable components of academic preparation for the technical curriculum. Overall GPA must be at least 2.5 on a 4.0 scale.

OTHER REQUIREMENTS

Candidates for admission are required to submit a completed application form, complete transcripts of all college work, and three letters of recommendation. Personal interviews will be scheduled for the top candidates.

In accordance with University policy, UNMC prohibits the denial of admission, or of Medical Center privileges, to students or applicants on the basis of race, color, sex, national origin, age, handicap, religious or political beliefs.

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STUDENT HEALTH AND SAFETY POLICY

PURPOSE

The Student Health and Safety Policy establishes guidelines for health care, hospitalization and safety for students enrolled in the Division of Cytotechnology.

POLICY

The University of Nebraska Medical Center provides a system of emergency out-patient health care for students. Students are required to pay the current UNMC fees for outpatient care. Outpatient services are listed in the current UNMC Student Handbook.

Students are required to have health and accident insurance. A group plan for inpatient care is available through UNMC. Students will be required to participate in this plan unless evidence is documented that the student is adequately covered by another plan.

Students are instructed in safe practices and universal precautions in the clinical laboratory. Students are required to comply with laboratory safety policies and procedures.

Each student must provide a medical history and evidence of vaccination or immunity as required by UNMC.

UNMC provides its students with an opportunity for immunization for Hepatitis B.

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CYTOTECHNOLOGY STUDENT ATTENDANCE POLICY

PURPOSE

The Cytotechnology Student Attendance Policy defines acceptable attendance requirements.

POLICY

Full-time attendance in the Cytotechnology Program is required. Aside from holidays and scheduled breaks, students are expected to attend all lectures and assigned microscope time periods. During the clinical practicum, students must be present at their assigned laboratory 40 hours per week (not including lunch).

ABSENCES

Students are allowed no more than 40 hours (5 days) leave during the entire 12 month program. This includes all excused, unexcused, expected, and unexpected time off. All expected time off must be requested in advance and scheduled with the Program Director. Students are required to make up any absences accrued over 40 hours.

INTERVIEW ABSENCES

Cytotechnology students are allowed no more than 24 hours (3 days) time off for interview purposes. No deduction in leave balance is made.

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CYTOTECHNOLOGY STUDENT EMPLOYMENT

PURPOSE

The Cytotechnology Student Employment Policy establishes guidelines for employment of students enrolled in the Division of Cytotechnology.

POLICY

Cytotechnology students may work additional hours outside the normal educational program for remuneration provided that the student continues to maintain a satisfactory performance level in the educational program. The work should be outside the field of cytotechnology. Students may seek non-technical employment in the Department of Pathology and Microbiology or other department of the University of Nebraska Medical Center. A cytotechnology student may be employed in a technical position for which he/she is currently certified.

STIPEND

Cytotechnology students do not receive stipends for any portion of the required Cytotechnology Program Clinical Practicum or activities in the Division of Cytotechnology.

SCHEDULE

A student's work schedule shall not interfere with any class or clinical assignment as scheduled in the Cytotechnology Program.

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STUDENT DRESS POLICY

PURPOSE

Student Cytotechnologists represent the Division of Cytotechnology and the Department of Pathology. The Student Dress Policy ensures that the student is attired in a manner which will comply with safety requirements and will present a professional appearance to the patient, visitor, medical staff and hospital personnel when present in NMC's cytology laboratory and in all other laboratories for clinical rotations.

POLICY

Cytotechnology students will attend classroom and laboratory in appropriate attire. When in any hospital or laboratory, students will dress professionally and while in the laboratory, students will cover their clothes with the provided fluid-resistant yellow gown. Legs and feet must be covered at all times when in the laboratory. Therefore, students must wear nylons with their knee-length skirts and must wear shoes that cover their entire foot.

ACCEPTABLE SCHOOL ATTIRE

Jeans - no holes or frayed ends
Walking shorts (must be 1" above knee)
Sandals
Open toe shoes
Tennis shoes
Dresses (must be 1" above knee or longer)
Slacks/capris
Capris

UNACCEPTABLE SCHOOL ATTIRE:

Short Shorts or skirts
T-shirts
Jeans with holes or frayed ends

ACCEPTABLE HOSPITAL/LAB ATTIRE

Dresses (with nylons)
Slacks
Skirts (1" above knee or longer-nylons)
Full shoe (heel and toe)
Scrubs

UNACCEPTABLE HOSPITAL/LAB ATTIRE

Dresses without nylons
Jeans (of any color)
Short skirts
Capris
Shorts
Tank tops
T-shirts
Sandals

In the event the Program Director determines attire is inappropriate or unacceptable, the student will be asked to leave class, change their clothes, return, and make up the time absent.

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STUDENT GUIDANCE POLICY

PURPOSE

The Student Guidance Policy describes the opportunities available to cytotechnology students who are in need of guidance or counseling.

POLICY

Providing a quality education and initiating a successful career as a cytotechnologist are goals of the Cytotechnology Program. Acquiring the knowledge necessary to perform cytologic evaluations is essential. Guidance is available to assist students in understanding course content and in observing program policies and practices. All Division of Cytotechnology faculty and staff will provide additional individual help and consultation when requested.

When problems occur that interfere with a student's progress in the program, a conference may be requested with or initiated by the Program Director.

Counseling is available to UNMC students through the Student Counseling Center. Services are available on either a walk-in or appointment basis. All services are free of charge and are strictly confidential. Students can contact the center by calling 559-7276.

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STUDENT COUNSELING FORM

NAME: _____

DATE: _____

SITUATION:

SUMMARY OF DISCUSSION WITH STUDENT:

FOLLOW-UP:

Student signature

Date

Program Director signature Date

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STUDENT GRIEVANCE POLICY

PURPOSE

The Student Grievance Policy exists to describe the procedure available to students for handling a grievance.

POLICY

Cytotechnology students having a complaint or grievance should endeavor to resolve that problem at the lowest possible administrative level.

PROCEDURE

To resolve a grievance, contact the individuals in the sequence of administrative levels:

1. Person directly involved in the problem or situation
2. Person with major educational responsibilities in that area or department
3. Cytotechnology Program Director
4. Cytotechnology Medical Director
5. Associate Dean of the School of Allied Health Professions
6. School of Allied Health Grievance Committee

CT Student Policies

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TUITION AND FEES PROCEDURE

PURPOSE

The Tuition and Fees Procedure describes the appropriate method of tuition payment.

PROCEDURE

The Office of the Cashier coordinates payment of all tuition, fees, service charges and deposits, and maintains the necessary records. Billing statements for tuition and fees are sent to the campus mailboxes of all students. Checks are payable to the University of Nebraska Medical Center. Tuition and fees can be paid annually or semi-annually. First half tuition and fees are payable the first month of classes. A late fee of \$20.00 is assessed on unpaid tuition and/or fees 10 days after the bills are delivered. Students will be considered for disenrollment by the Director of Student Services if they have not paid their bill in full by the end of 20 class days after the billing due date.

Failure to pay any financial obligation to the University or to any department, or division will result in denial or readmission, denial of transcripts, denial of registration for ensuing terms, withholding of diplomas, disenrollment, and denial of grade reports until such debt is paid in full.

Please see full policy in the Allied Health Student Handbook.

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TUITION REFUND POLICY

PURPOSE

The Tuition Refund Policy defines the allowable rate of tuition refund that may be obtained by cytotechnology students upon withdrawal.

POLICY

A cytotechnology student who withdraws from the Cytotechnology Program during any term for which he/she is registered is entitled to claim a refund of a portion of his/her fees. The actual portion of tuition and fees refunded is determined by the date of withdrawal.

TUITION AND FEES REFUND SCHEDULE

Withdrawal Date	Refund
First week	100%
Second week	75%
Third week	50%
Fourth week	25%
Fifth week or later	0%

Please refer to the Allied Health student handbook for complete policy.

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STUDENT WITHDRAWAL POLICY

PURPOSE

The Student Withdrawal Policy describes the process for requesting a withdrawal from the Cytotechnology Program.

POLICY

Students may withdraw from courses with the approval of the Program Director and Associate Dean of the School of Allied Health Professions in the event of serious illness or other circumstances that make completion of the Program impossible.

Students withdrawing from the Program are required to notify the Cytotechnology Program Director and start their withdrawal process in the Office of Academic Records. The withdrawal form must be completed with appropriate signatures and returned to Academic Records to ensure appropriate entry for the permanent record. See the Tuition Refund Policy for appropriate procedures for obtaining a refund of tuition.

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STUDENT PROBATION POLICY

PURPOSE

The Student Probation Policy describes the causes for student discipline and criteria for academic or non-academic probation.

POLICY

A student will be notified in a conference with the Program Director that he/she has been placed on probation. The student will receive a written memorandum indicating the reasons for probation and the plan recommended for correction of deficiencies. A copy will be forwarded to the Medical Director and the Associate Dean of the school of Allied Health Professions.

A student may be placed on probation for any of the following reasons:

Academic probation: Failure to maintain a passing grade in each component or course in the curriculum.

Non-academic probation: Failure to comply with the University, hospital, or laboratory regulation or policies, including non-professional behavior. This may include receiving an unacceptable evaluation at any point in the program.

APPEAL

A student has the right to appeal probation by using the approved grievance procedures established by UNMC. Students are entitled to see their personal file and make copies of those documents that they consider important.

REMOVAL OF PROBATION

Probationary status may be rescinded when the deficiencies are removed to the satisfaction of program officials.

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STUDENT DISMISSAL POLICY

PURPOSE

The student Dismissal Policy guidelines for dismissal of students enrolled in the Cytotechnology Program.

POLICY

A student will be notified of dismissal in a conference with the Program Director. The notice will also be in writing and mailed by certified mail. A copy will be forwarded to the Medical Director and the Associate Dean of the School of Allied Health Professions.

A student may be subject to dismissal for the following reasons:

Academic dismissal:

1. A student whose performance warrants simultaneous probation in a second course is subject to dismissal.
2. A student who fails to satisfactorily remove probation may be subject to dismissal.

Non-academic dismissal:

1. Dishonesty on an examination, a laboratory test or report
2. Failure to comply with University, hospital, or laboratory regulations or policies Including non-professional behavior may be grounds for immediate dismissal.
3. Failure to correct an unacceptable evaluation

APPEAL

A student has the right to appeal dismissal action by using the approved grievance procedures established by UNMC. A student is entitled to see his/her file and make copies of any documents that he/she considers important.

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STUDENT LEAVE OF ABSENCE POLICY

PURPOSE

The student Leave of Absence Policy describes the procedure for requesting a leave of absence from the Cytotechnology Program.

POLICY

A leave of absence for a limited time may be granted by the Program Director to students in good standing. A leave of absence will be considered for personal or professional reasons and will be reviewed by the Program Director on an individual case basis. A leave of absence is permission for an absence. It does not excuse the student from any course requirements.

PROCEDURE

1. Request for a leave of absence is made to the Program Director for a defined period of time.
2. The request is approved or denied
3. Upon returning, the student completes any course requirements necessary.

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STUDENT GRADUATION POLICY

PURPOSE

The Student Graduation Policy defines the criteria necessary for graduation from the Cytotechnology Program.

POLICY

Successful completion of the Cytotechnology Program required completion of all didactic and clinical courses. Included in the *Clinical Practicum* are five gynecologic and five non-gynecologic microscope proficiency tests of which the student must receive an average score of 90% and 70% or better respectively. Failure to achieve this places the student on probation and requires retesting on a new slide set. The lowest previous score may be substituted by the sixth test grade, if higher. If, after 6 PT exams, the student fails to achieve the required grade, they will fail the *Clinical Practicum* course and will not be allowed to graduate or sit for the ASCP Board of Registry Examination.

Also included in the *Clinical Practicum* are a final written exam and a final 50 microscopic screening test. Students must achieve a 70% or better on each in order to pass this course.

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STUDENT ACADEMIC POLICY

PURPOSE

The Student Academic Policy defines the criteria necessary for successful completion of courses within the Cytotechnology Program.

POLICY

Successful completion of the Cytotechnology Program requires an average of 70% or above on all didactic and clinical courses unless specified otherwise in the syllabus (i.e. proficiency exams, daily screening averages). Please see below for a list of courses for the cytotechnology program:

SAHP 518	Research Methodologies
CYTO 701	Intro to Cyto, Cytoprep
CYTO 702	Cytology of the Female Genital Tract
CYTO 703	Cytology of the Respiratory Tract
CYTO 704	Cytology of the Urinary Tract
CYTO 705	Cytology of Body Fluids & CSF
PAMM 690	Biology of Disease
CYTO 710	Cytology of the Gastrointestinal Tract
CYTO 711	Fine Needle Aspiration Cytology
CYTO 712	Immunocytochemistry
CYTO 713	Cytology Laboratory Management
CYTO 714	Cytotechnology Clinical Practicum

Failure to achieve a 70% average places the student on academic probation. The student will stay on academic probation until the grade is brought up to a 70% or better. If a student is below a 70% average in two or more areas/courses the student is subject to dismissal.

If a student is unable to bring his/her grade up to a 70%, the Program Director and Medical Director will determine if remedial action can be taken or if a student should be dismissed.

If a student does not complete the program they will not be allowed to graduate or sit for the ASCP Board of Registry Examination.