

Student Handbook

Pathologists' Assistant Program

West Virginia University



Effective August 2020

For the Class of 2022

Introduction

This handbook is a guide for students enrolled in the Pathologists' Assistant Program at West Virginia University, and is used in conjunction with *The Department of Pathology, Anatomy, and Laboratory Medicine (PALM) Professional Programs Policy on Academic and Professional Standards*. The contents of this handbook are the official policies and procedures for the Program.

To maintain the goals and fulfill the mission of West Virginia University, the courses, requirements, and regulations contained herein are subject to continuing review and changes by the West Virginia Higher Education Policy Commission, the WVU Board of Governors, University Administrators, and the Faculty of the Pathologists' Assistant Program. The Program reserves the right to change, delete, supplement, or amend the information, course offering, requirements, rules, and policies without prior notice.

The Pathologists' Assistant Program is committed to a policy of Equal Opportunity and does not discriminate on the basis of race, color, sex, age, religion, handicap, veteran status, sexual orientation, or national origin in the administration of its educational program, activities, or with respect to admission and employment.

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Faculty and Staff

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Faculty and Staff

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HSCN - HSC North side (Pylons)

HSCS - HSC South side (cafeteria side)

Mission and Goals

The mission of the Pathologists' Assistant Program at West Virginia University is to provide a high quality educational experience leading to a Master's Degree in Health Science as a Pathologists' Assistant. This degree prepares Pathologists' Assistants for their integral role as a member of a healthcare team.

The goals of this program are:

1. To provide a program for Pathologists' Assistants that meets the academic standards of the University.
2. To offer high quality, skilled graduates to a variety of healthcare setting in both surgical and autopsy pathology.
3. To provide educational background that enables graduates to assume teaching and supervisory roles in pathology and medical laboratories.

Student Learning Outcomes

After successful completion of the program, graduates will:

- 1. Demonstrate proficiency in surgical pathology.**
 - a. Distinguish between normal and abnormal tissue both grossly and microscopically.
 - b. Choose the appropriate tissue to submit based on clinical history.
 - c. Gross complex surgical cases using the most recent cancer staging protocols.
 - d. Choose the appropriate stains - routine, special, or IHC - to assist the pathologists in making a diagnosis.
- 2. Demonstrate proficiency in autopsy pathology.**
 - a. Perform an autopsy using different techniques.
 - b. Gather pertinent clinical history and all necessary documentation for a case.
 - c. Compose a gross description for the autopsy report.
 - d. Select tissue for processing.
- 3. Demonstrate concepts in medical laboratory management.**
 - a. Apply management principles to regulation and professional oversight.
 - b. Compare healthcare delivery systems.
 - c. Discuss ethical principles and decision making.
 - d. Identify basic management concepts, functions, and styles.
- 4. Determine a differential diagnosis for tumors based on gross appearance and clinical history.**
- 5. Engage in activities and behavior that both promote the profession and represent the program in a positive manner.**
- 6. Instruct residents, medical students, and other health professionals in surgical and autopsy techniques.**

Accreditation

The Pathologists' Assistant Program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS
5600 River Road
Suite 720
Rosemont, IL 60018
(773) 7714-8880
www.nacls.org

Ethics

ASCLS Code of Ethics

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Anatomic laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Anatomic laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing, and evaluating laboratory testing.

Anatomic laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other healthcare professionals about the services they provide.

II. Duty to Colleagues and the Profession

Anatomic laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity, and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Anatomic laboratory professionals actively strive to establish cooperative and respectful working relationships with other healthcare professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, anatomic laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Anatomic laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their conscience, to change those which do not meet the high standards of care and practice to which the profession is committed.

ASCLS Pledge to the Profession

As an anatomic laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Academic and Professional Standards Policy

The Pathologists' Assistant Program adheres to the ***Department of Pathology, Anatomy, and Laboratory Medicine (PALM) Professional Programs Academic and Professional Standards Policy*** (See separate handbook)

The Department of PALM Professional Programs has established an Academic and Professional Standards Committee (APSC) for the purpose of evaluation of the Medical Laboratory Science Program and the Pathologists' Assistant Program who fail to meet performance standards in one or more of the following areas: academics, academic integrity, clinical education, and professional behavior and conduct.

The committee is comprised of faculty members from the Medical Laboratory Science Program, Pathologists' Assistant Program, and Health Sciences.

Academic Requirements

Students ***must maintain a minimum GPA of 3.0*** in order to remain in good academic standing and to progress through the program. Students who fall below the 3.0 will be referred to the Department of PALM Academic and Professional Standards Committee for academic probation. A student may only be on academic probation for a maximum of two semester.

No student may receive a second final grade of "D" in their first year or a final grade of "D" in the second year.

Professionalism

In addition to the ***Department of PALM Professional Programs Policy on Academic and Professional Standards***, the Pathologists' Assistant Program requires its students maintain a professional appearance for infection control, to aid in communication, and for cultural sensitivity. Several of the traits required for professionalism include, but are not limited to:

- Honesty and integrity
- Assuming responsibility
- Accountability
- Commitment to excellence
- Respect for others
- Empathy and compassion
- Competence
- Following instruction
- Positive attitude
- Appearance

A professional appearance will help instill trust in you as a health professional and lead to better patient outcomes.

Penalties Related to Academic and Professional Behavior

The Pathologists' Assistant Program adheres to the rules set forth by the Department of Pathology, Anatomy, and Laboratory Medicine's Policy on Academic and Professional Standards. Examples of occurrences that warrant probation or dismissal related to professionalism are summarized below. The complete policy for probation and dismissal and the student's requirement to remain in good standing is found in Sections 1, 2, and 3 of the ***Department of PALM Policy on Academic and Professional Standards***.

Academic probation will be recommended for a student with a GPA that is less than 3.0. Students who have not raised their GPA above a 3.0 after two semesters will be recommended for dismissal from the program.

A student may be dismissed for a second final grade of "D" in the first year or a final grade of "D" within the second year.

Examples which may be recommended for professionalism probation:

- Failure to adhere to dress code after second warning
- Violation of safety practices after second warning
- Failure to report illness or absence to program office after second warning
- Failure to respond to directives
- Failure to adhere to professional standards as stated previously or to maintain a professional demeanor
- Horseplay
- Falling asleep during class or lab (student or clinical)
- Inappropriate use of computers and cell phones during class, lab, or clinical rotation

Examples of professionalism misbehavior that will be recommended for dismissal (not limited to):

- Excessive, unexcused absenteeism (greater than 10 consecutive days of school or clinical rotation)
- Falsifying laboratory results, dictations, or maliciously tampering with reports
- Performance not consistent with good patient care or the public interest
- Repeated failure to follow directives
- Posting any photos of patient specimens or any patient history or information on public social networking sites

Probationary status can only be assigned for a maximum of two semesters throughout the student's entire matriculation in the program.

Classroom and Student Laboratories

Grading Policy

The following grading policy is in effect for all PALM courses:

100-93:	A
92-85:	B
84-77:	C
76-69:	D
68-0:	F

Grading scales may be changed at the discretion of the instructor with full disclosure to the students.

Cell Phones

Students are not permitted to use cell phones during class, conferences, or student laboratory sessions unless it is for validation for computer entry, instructor approval, or an emergency. Unauthorized use of cell phones will result in a reprimand.

Cell phones are not permitted during clinical rotations. While there are some exceptions to this, it is expected that discretion will be used and that this privilege will not be abused. It is always up to the clinical site and its instructors to indicate when and if a cell phone can be used. If at any time this privilege is abused, the clinical site will contact the clinical coordinator or program director and the student may be reprimanded.

Exams

Examinations, quizzes, and practicals are scheduled at the discretion of each instructor for the courses involved. All coats, including laboratory coats, books, purses, and other personal items are to be placed at the front of the classroom during examinations. If a calculator is needed for an examination, the jacket for the calculator must be removed. Cell phones, iPods, iWatches, and all other electronic devices are prohibited at all times during examinations.

If a student is absent for a scheduled or unscheduled examination or quiz, they will receive a “zero” unless it is an excused absence. An excused absence includes (but is not limited to) an illness, death in the family, or some unavoidable circumstance or situation beyond their control.

The student will follow the same procedure for missing an exam as they would for missing class. If a student fails to follow the procedure they will not be allowed to take the exam at a later time and will receive a “zero” on that exam or quiz. Extenuating circumstances will be considered on an individual basis.

If a student is excused from an examination at the scheduled time, the student may be given an alternate form of the examination as determined by the instructor. The student should be prepared to take the examination on the day of return to classes. Failure to do so will result in a “zero” for that exam.

Unscheduled exams (quizzes) are left to the discretion of the instructor. If a student misses an unscheduled exam (quiz), it is up to the instructor as to whether the student can make it up at a later time.

Student Appointments with Faculty Members

It is the student's responsibility to schedule an appointment with a faculty member outside of class. Faculty may not be able to accommodate unscheduled conferences or requests for meetings. It is recommended that a student email their professor to request a meeting so that a time can be arranged that is convenient for both people.

Inclusivity Statement

For all courses, the Pathologists' Assistant Program concurs with the following:

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Accessibility Services <https://accessibilityservices.wvu.edu/>. For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see <http://diversity.wvu.edu>.

Clinical Rotation Policies

Clinical Rotation Assignments

The clinical coordinator creates a rotation schedule with assigned rotation sites which is distributed to the students in October. The rotations are designed to offer a blend of academic and community hospital settings which offer both surgical and autopsy as well as medical examiner experience. Housing and transportation are the responsibility of the student. Four clinical sites, Thomas, Conemaugh, WVU East, and Charleston Area Medical Center (CAMC) provide housing. The length of each rotation typically range from 6-8 weeks. ***Clinical affiliates are subject to change.***

Completion of Materials for Clinical Laboratory Rotations

Students must complete all of the requirements for each clinical rotation by the end of that rotation unless the student needs to complete competency time. Please see the Clinical Rotation Student Handbook for specific policies on clinical rotation requirements. If the student is unable to complete all of the requirements in the stated time frame and no competency time is required, the student must discuss this with the faculty person prior to the end of the rotation. Any student not completing the required elements without needing competency time, or discussing this with the faculty person in charge and/or according to rotational guidelines will be given a grade of "zero" on any uncompleted items such as quizzes, reports, etc.

Clinical Rotation Evaluations

Evaluations are completed by the site coordinator at the end of each student's rotation. An example of the evaluation can be found in the Clinical Rotation Student Handbook.

Any problems or concerns should be addressed to the Program Director or Clinical Coordinator immediately.

Students are expected to complete an evaluation of each rotation site immediately upon completion of the assigned rotation. The clinical evaluations submitted by the students are used to improve the program and provide critical constructive criticism to the site coordinators. Please maintain a professional demeanor in the evaluations at all times.

General Policies

Dress Code

General policy for all students:

1. Good personal hygiene is to be maintained at all times including regular bathing, use of deodorants/antiperspirants, and regular dental hygiene.
2. Avoid distracting perfumes or colognes and cigarette odor.
3. Fingernails should be neatly trimmed to no longer than $\frac{1}{4}$ inch past the end of the finger, worn with or without polish, and without chips or cracks. If nail polish is used, it must be clear, or be of an unobtrusive color. **No artificial nails.**
4. Visible body tattoos or visible body piercings, including tongue piercings, are prohibited. Any tattoos must be covered and all visible body piercings, with the exception of earrings, must be removed.
5. Attire for the classroom should be comfortable and not detract from the educational atmosphere. Avoid dress or attire that could be potentially offensive to the public, your peers, and faculty. ***No yoga pants, running pants, or sweat pants. No short shorts, i.e. shorts should come to finger length when arms are at your sides.*** Hats or caps of any kind (except for religious purposes) are not to be worn in the classroom.
6. Appropriate personal protective equipment (PPE) must be worn while working in the surgical and autopsy suites. This includes but is not limited to eye and face protection, fluid proof body covering, and gloves. Additional equipment may be required based on the procedure being performed.
7. Shoes worn in any laboratory must cover the entire foot. Sandals, flip-flops, high-heeled shoes, and canvas shoes are not allowed in the Gross Room, Histology, or any student laboratory. ***This includes in the anatomy lab for practical exams.***
8. The gross room at Ruby Memorial hospital has scrubs for use while on rotation there for both the first and second year. These scrubs are for hospital use only and may not be worn outside of the hospital setting, i.e. home, class, anatomy lab.

Hair Maintenance:

1. Hair should be neat, clean, and of a natural human color.
2. Hair should be styled off the face and out of the eyes.
3. Shoulder length hair must be secured to avoid interference with patients and work.
4. Avoid scarves or ribbons (unless culturally appropriate).
5. Beard/mustaches must be neatly trimmed; certain types of protective equipment are not effective when used with full beards e.g. HEPA masks for TB.

Policies for students in the clinical setting:

1. Scrubs should be clean, neat, and preferably surgical blue or green. Black, navy, or other solid dark colors are acceptable. This may vary depending on the clinical rotation site and the requirements specific to each rotation. ***No neon, bright pastel, or patterned scrubs are allowed.***
2. Shoes must be comfortable, all leather (no canvas), walking or athletic shoes. Shoes must be clean and in good repair at all times. Appropriate hosiery and socks must cover any exposed part of the leg or foot.
3. The following are prohibited:
 - a. Denim clothing or pants of a “blue jean” style, regardless of color or fabric
 - b. Shorts, skorts, mini-skirts
 - c. Sleeveless attire, tank tops, tube tops, midriff tops, halter tops, translucent or transparent tops
 - d. Tee-shirts, sweatshirts, sweatpants, running or jogging suits, yoga pants
4. Personal protective equipment is removed and disposed of following procedures. At no time should this equipment be worn outside of the surgical/autopsy suites. Gloves should be removed before touching phones, door handles, and any equipment that leaves the procedure area. White lab coats should be worn over scrubs when leaving the surgical suite. At no time are green scrubs to leave the autopsy suite. Students should change and leave the provided green scrubs in the appropriate receptacles in the autopsy suite.

Jewelry:

1. Jewelry can be a potential source for cross contamination. The following ***are permitted:***
 - a. Watches
 - b. Up to four rings
 - c. Small earrings
 - d. Academic pins, and other pins
 - e. Badges or insignias that represent an award
 - f. Modest bracelets
 - g. Necklace chains
 - h. Appropriate holiday pin during the holidays

Absence/Tardiness

Students are required to attend all classes and laboratory sessions, including Microbiology and Physiology. Additionally, there will be monthly department conferences during the first year that the students will be required to attend. Students who are absent from class for any reason are responsible for work missed. If a student misses an assigned conference, the student may be required to submit a written assignment related to the conference they missed.

All students are to notify the program director (304-293-0734), program specialist (304-293-1584), or clinical coordinator (304-293-3357) the day before, or the morning that they have to be away from class. Failure to comply may initiate action by the academic and professional standards committee.

Students on clinical rotations will call the clinical site the morning they are absent and speak to someone directly. This includes the gross room, autopsy, electron microscopy, and tissue bank. The notice should be given before the scheduled start time that morning. The student will also send an email to both the clinical coordinator and program director notifying them of their absence. Sending only a text message to the program director, clinical coordinator, or the clinical site is **not** an acceptable way to notify someone of an absence.

Make up time on the rotation is not guaranteed and may not be possible due to time constraints.

Any student who misses an extended amount of class time or clinical time will result in a review of his or her performance by the Pathology Professional Programs Academic and Professional Standards Committee. Competency time will be scheduled by the instructor. If a student needs competency time beyond the scheduled weeks, their graduation may be in jeopardy. The Pathology Professional Programs Academic and Professional Standards Committee will decide the dates that these competencies will be completed.

Some students who are present for the entire rotation may need to spend extra time in clinical rotations to obtain the expected competencies. In this event the instructor will schedule extra time which may in turn delay graduation.

It is the responsibility of the student to report all absences due to illness or health care to the program office and to report to the office on their return.

Extended Absences and Leave of Absence Request

A student may not schedule extra time during the year in order to “bank” time for future vacations or time off. Students who might require surgery, or who will be out on maternity or paternity leave might be able to make up clinical time during the winter break after their first year, and before the beginning of their second year. The student must notify the program director and the clinical coordinator as soon as possible so that the clinical coordinator can make any necessary arrangements. There is no guarantee that accommodations can be made; therefore, the time missed could cause a delay in graduation in order to make up the time missed.

In the event that an extended absence is anticipated or necessary, there are options set forth by the Office of Research and Graduate Education that include: medical leave of absence, personal leave of absence, and academic leave of absence. These options and procedures, as well as others, are outlined in the “Leave of Absence Policy” found on: <http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/>.

If a student should happen to request the leave of absence while on academic or professional probation, the student will be reinstated under the same probation, possibly with stipulations set forth by the program, such as maintaining a minimum letter grade in each class. The probationary status will remain according to the policy in the ***Department of Pathology Professional Programs Policy on Academic and Professional Standards***. Failure to achieve the program stipulations upon return may result in dismissal from the program. Only a maximum of ***two semesters*** of probation are allowed for the student’s ***entire matriculation*** in the program. This means if the student took the leave of absence during their second semester of probation, they return to the program with the same status, having reached the maximum time allowed for probation.

Extenuating Circumstances

The program recognizes that there are unexpected events that occur in life. These events, such as funerals, medical emergencies, etc. will be considered on an individual basis. The standard leave of absence for an immediate family member is 3 days. Immediate family members are defined as: parents, spouse, children,

siblings, parents-in-law, children-in-law, grandparents, grandchildren, stepparents, stepsiblings, stepchildren, foster children, individuals in loco parentis relationship, and individuals in a legal guardianship relationship. Leave for the death of friends and extended family members will be considered on an individual basis by the faculty.

Students requesting time off to attend functions, such as weddings, will be subject to the approval of the program director. Typically, if approved, the time allotted is one (1) day.

Adverse Weather Commitment

In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the division office as soon as possible. Similarly, if faculty are unable to reach your class location, they will notify you of any cancellation or change as soon as possible using MIX, to prevent you from embarking on any unnecessary travel. If you cannot get to class because of weather conditions, we will make allowances relative to required attendance policies, as well as any scheduled tests, quizzes, or other assessments.

Student Directory Information

Certain directory information may be released at the discretion of West Virginia University unless the student has completed a request for non-disclosure of directory information with the Office of the University Registrar, WVU, PO Box 6878, Morgantown, WV, 26506 as soon as possible. The type of information used in the directory and additional information about withholding from the directory can be found at <https://ferpa.wvu.edu>.

Confidentiality of Student Records

A student's academic information is kept confidential and will not be discussed with any individual until a FERPA (Family Educational Rights and Privacy Act) form is signed and sent to the program. Please refer to this policy at <http://ferpa.wvu.edu> and the Board of Governors' policy 1.10 (<https://bog.wvu.edu/policies>).

Faculty members often serve as references for job applications. If the student requests a faculty member to disclose or discuss any academic information, they **must** complete the FERPA form (found on the website) so the faculty member can share academic information with others. No academic information will be released to a future employer unless requested by the student.

Additionally, the student is required to send the faculty member providing the reference and /or letter of recommendation an email containing the information about the third party requesting the reference, i.e. name of person contacting them, name of institution, etc.

No one in the program will discuss a student's academic or professional performance with any third party via phone call or email until verification of the inquiry can be made. The program reserves the right to refuse communication with a third party if there is any concern it will compromise the student's confidentiality.

Community Service

All students at the WVU Health Sciences Center must complete 50 Hours of community service. Pathologists' Assistant students are required to complete the 50 hours by November 30th of their second year so that proper documentation can be forwarded to the Medical School for graduation in December. Failure to complete the required hours may adversely affect the ability of the student to graduate.

Hours are logged on the Community Service site on SOLE. Hours are periodically approved by the Program Director or Clinical Coordinator and reviewed by program administrators prior to graduation. For further information, please refer to **Appendix A**.

Comprehensive Examination

A comprehensive examination is given near the end of the second year that covers all phases of pathology. The examination is one criterion used to determine the student's eligibility for graduation.

The examination will be scheduled during the fall semester of the senior year (generally the first Friday in December of the graduating year). Students must pass the program comprehensive examination with a minimum score of 80%. Students will be allowed to repeat the examination **once** without required remediation in an attempt to pass the exam for a second time. This second exam will be different from the first. The minimum passing score on the second attempt is 80%. Students must pass the program comprehensive exam to pass the course. Students passing the exam on the second attempt may only receive a maximum score of 80%, regardless of their score the second time.

Failure to be on time for the examination will result in the student forfeiting his/her first attempt at the examination. Requests for excused absences must be in writing and reviewed by the Pathology Professional Programs Academic and Professional Standards Committee. The committee will decide what, if any, penalties may be imposed. The examination will be rescheduled during the week of WVU final examinations for those students not successful on his/her first attempt or for students who missed the first examination. Students who do not meet these standards will be required to do remedial work as determined by the Pathology Professional Programs Academic and Professional Standards Committee.

Employment and Work Policy

The aim of the West Virginia University Pathologists' Assistant Program is to provide a strong educational background in the anatomic pathology laboratory sciences which includes anatomic laboratory experience in surgical and autopsy pathology. This experience typically takes place during regular working hours Monday through Friday.

However, senior students on clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of the hours of their educational experience. At no time can outside employment interfere or replace academic or clinical experiences and at no time can a student substitute for regular staff during their student experiences. All service work by students in clinical settings outside of academic hours must be voluntary.

Students enrolled in the Pathologists' Assistant Program are expressly prohibited from rendering care or treatment in any form to any patient, including other students or staff of the University, except when rendered as a part of the classroom or laboratory instruction and/or assigned participation.

Eligibility to Graduate

DegreeWorks is the online advising and degree auditing tool at WVU. All students should have a completed audit for graduation. Please refer to this system regularly. It can be accessed through the WVU portal: <https://portal.wvu.edu>. Please note: Degree Works is not an official evaluation. All degree requirements must be verified by the program and the school prior to graduation. Students are responsible for complying with all academic policies.

A student is eligible to graduate when the following criteria are met:

1. Successful completion of all coursework and clinical practicums.
2. A minimum GPA of 3.0.
3. No final grade of "D" for the second year.
4. A minimum score of 80% on the comprehensive final exam.
5. Completion of 50 hours of community service.

A student **does not** need to pass the ASCP certification exam in order to graduate from the program.

Use of Social Networking Sites, Blogs, and Instant Messaging Policies

The Pathologists' Assistant Program follows the Health Sciences Center IT policy (11.1) on the use of social networking sites, blogs, and instant messaging (found on SOLE -> under "Campus Resources" select HSC Information Technology Services. Select "Policies" at the bottom. Select the first choice "HSC Standards, Policies, Procedures and Interim HIPAA Privacy and Security Policies"):

11.1 Use of Social Networking Site, Blogs, and Instant Messaging Policies

Faculty, staff, and students at the Robert C. Byrd Health Sciences Center regularly use social and business networking websites and on-line communities to communicate with each other and with others external to the institution. It is expected that members of the HSC community will act with honesty and integrity and will respect the rights, privileges, privacy, sensibilities, and property of others.

The ability to record, store and transmit information in electronic formats brings specific responsibilities to the members of the HSC community with respect to the privacy of patient information. Information that identifies patients that is intentionally or unintentionally placed in the public domain will constitute a breach of the standards of professionalism and confidentiality that apply to our faculty, staff, or students in the HSC schools. All members of the HSC community who are involved in the delivery of health care have an obligation to maintain the privacy and security of patient records under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

In accordance with HIPAA, FERPA, and WVU Health Sciences Center IT policy, please be advised that faculty, staff, residents, and students are **not permitted** to post confidential patient information, including protected health information (PHI), educational records protected by FERPA, institutionally-owned asset data,

confidential, proprietary, or private information on any social networking sites (Facebook, MySpace, Twitter, YouTube, etc.), personal / business related blogs, and/or instant messaging service.

Each member of the HSC community is required to satisfactorily complete the annual HSC Information Technology Security Awareness Training, which includes, but is not limited to, the appropriate usage of information technology resources and various forms of electronic media.

Use of Tobacco Products

As a result of widespread support from employees and students, and the action of the WVU Board of Governors (BOG) on June 4, 2010, use of tobacco products in any form is now prohibited anywhere on the Health Sciences Campus. This includes all buildings, sidewalks, roads, parking areas, and green spaces.

The policy applies to all employees, students, and visitors to the campus. The BOG policy complements the tobacco free policies adopted by the West Virginia University Hospitals (WVUH), University Health Associates (UHA), and existing regulations at the National Institute of Occupational Safety and Health (NIOSH), to create an all campus tobacco free zone. There are no designated smoking areas indoors or out.

Student Grievance/Complaint Policy

A grievance or complaint must be submitted to the Program within 15 working days of the incident using the form found in **Appendix B**. A meeting will be held with both the Program Director and Clinical Coordinator if appropriate. If the issue is not resolved, or if the student does not agree with the recommendation for action, the student may appeal to the Division Chair. After the Division Chair, the student may seek the Vice-Dean of Professional Programs. If the grievance involves either the Program Director or Clinical Coordinator, the student should address their concern to the Division Chair or Vice-Dean of Professional Programs directly.

Student Services and Special Events

Student Memberships

Any student who is currently enrolled in a NAACLS accredited (or Serious Applicant status) Pathologists' Assistant Program is eligible for student membership in the ***American Association of Pathologists' Assistants (AAPA) and the American Society of Clinical Pathology (ASCP)***.

Student membership in the AAPA is applicable only while the individual is actively enrolled as a fully matriculated student. This status is valid to the close of the calendar year (December 31) in which the student graduates. This can be done online at <http://www.pathassist.org/>.

A student member may not vote, hold an office position, be a board of trustees' member, serve as committee chair or vice-chair, or serve on a standing committee. A student member may have access to the job hotline, employment mailings, online forums, CE tracking, member directory, and networking. A student member is entitled to receive the AAPA newsletter and a reduced rate for AAPA conference fees.

ASCP is the certifying agency for Pathologists' Assistants. Student membership is free for the time a student is in a training program. Applications may be completed online at <http://www.ascp.org/Students>.

Carruth Center

Graduate school is an exciting time but it is also a stressful time. Mental health is just as important as physical health. The Carruth Center is available to assist students with issues and concerns as they work to achieve their higher education goals. Their services include individual and group counseling, counseling for substance abuse, and evaluation for learning. Students who require special accommodations for class or exams must contact the Carruth Center first before any accommodations can be made by the instructors. More information and student resources can be found at: <https://carruth.wvu.edu/home>.

White Coat Ceremony

A White Coat Ceremony is held near the end of the first year before the second year rotations begin. Each student receives a white coat with their name embroidered on it. The ceremony is typically held the first Friday in December or the last Friday in November depending on the calendar and the academic schedule. Family and guests are invited to attend the event. Second year students present the white coats to the first year students, signifying the beginning of the clinical year. The white coats should be worn for presentations and meetings when appropriate. The coats are given on behalf of the generous donations made by the Pathologists' Assistant Program Alumni, the clinical sites, pathologists, and other members of the community.

Graduation

The commencement ceremony for this program is held in December. The Pathologists' Assistant Program hosts a dinner for the graduating class the Friday evening before commencement exercises on Saturday. There is a limited number of guests each graduate is allowed to invite. Any seats not used will be redistributed by the program to those graduates in need of additional seats. There is no guarantee that extra guests will be accommodated. The commencement ceremony is held at the WVU Colosseum and does not have a limit on the number of guests attending.

Health and Immunization Policies

The WVU School of Medicine has compiled a comprehensive health policy designed to address the multifaceted health needs of your career.

Health Records

All students accepted into the Pathologists' Assistant Program must submit the following before beginning the first semester of the professional curriculum and annually where noted:

- ❖ Completed Pathologists' Assistant Health Evaluation Form, Parts 1 and 2
- ❖ Completed Immunization Verification Form
- ❖ Submit proof health insurance (annually)
- ❖ Submit proof of PPD test (annually)
- ❖ Flu vaccination

Health Insurance

Health insurance is required of all students who matriculate at West Virginia University School of Medicine Pathologists' Assistant Program. Students will automatically be enrolled in the WVU AETNA student health insurance policy after registering for classes. If you already have coverage through your parents, spouse, or personal policy, you may opt out of the university's plan. In order to do this, your current policy must meet specific criteria. If your policy meets these requirements, you can sign the waiver form and send in your proof of coverage to the university. All students must provide documentation of health insurance annually.

The criteria for waiver and details about the university's coverage plan and cost can be found on the Student Insurance Office website at <http://studentinsurance.wvu.edu>.

Liability Insurance

Students are protected by liability insurance when engaged in recognized, integrated programs which are a part of the course of instruction. This does not include unauthorized work away from the campus or on campus.

General Policy on Immunizations and Titers

All students who utilize teaching hospitals at the West Virginia University Health Sciences Center or any other hospital or clinic must be immunized. This requirement has been mandated by the Occupational Safety and Health Authority (OSHA). ***Students must have an initial two-step skin test for tuberculosis (PPD) between mid-December and before orientation***, then an annual one-step PPD thereafter. If a student has already had the initial two-step skin test for tuberculosis, and a yearly one-step PPD on time, then those students may have the one-step PPD performed. Just make sure to provide the proper documentation. Students who have a positive PPD must have a note from a treating physician as to how the positive PPD was managed and a chest x-ray report.

If you have had a BCG vaccine for TB, please contact the Monongalia County Health Department at 304-598-5119 at to arrange for a Quantiferon Gold in Tube blood test. This test is a more accurate way of seeing if you have TB exposure than the older Mantoux tuberculin skin test or PPD. This is especially true if you have a history of BCG vaccination as a child.

Immunization requirements include recent Tetanus/Diphtheria booster within ten (10) years, a date when the last polio booster was obtained, and information about BCG vaccine. Influenza vaccine and pneumonia vaccine must be noted if indicated.

Titers are required for proof of immunization and immunity of Measles, Mumps, Rubella, Varicella, and Hepatitis B. A copy of these laboratory results must accompany the physical form. Should a titer not be compatible with immunity, specific booster immunization must be obtained followed by a repeat titer.

Although this sounds cumbersome, the immuno-compromised acutely ill patients are at risk for infectious diseases and students are at risk for diseases from unusual infections at a tertiary teaching hospital with a myriad of diseases. Attempts are made to minimize the spread of any preventable diseases.

Students who have not completed the listed immunizations and titers will not be permitted to participate in clinical/fieldwork rotations. In addition, individual clinical sites may require additional immunizations.

Questions concerning these health issues can be sent to the Office of the Vice Dean for Professional Programs, WVU, School of Medicine, PO Box 9225, Morgantown, WV 26506-9225, or by calling (304) 293-1320.

Immunizations and Titer Requirements

A. All students must have the following immunizations and titers prior to starting the professional program.

We follow CDC guidelines for health care providers: (<http://www.immunize.org/catg.d/p2017.pdf>)

1. Hepatitis B:

(a) Shots: 3 dose series IM (0, 1 and 6 mos.)

(b) Titer: IgG anti-HBs 1-2 mos. after dose #3

(If the Hepatitis series is not complete before matriculation, the student must have at least the first shot. The entire series and titer must be completed no later than December 1 of the first professional year.)

2. Measles, Mumps, Rubella (MMR)

(a) Shots: 2 doses, 4 weeks apart (if born later than 1957)

(b) Titer: IgG titer 1-2 mos. after last shot

3. Varicella

(a) Shots: 2 doses, 28 days or more apart (if non-immune titer or no prior infection)

(b) Titer: IgG titer 1-2 mos. after last shot

4. Tetanus booster

(a) Within the past 10 years.

5. PPD

(a) The Two-step Mantoux tuberculin skin test (TST) is required within 6 months of starting the program. Thereafter, the student must have a one-step test done annually.

6. Poliomyelitis

(a) All students must complete the primary series and booster (age 4-6) for polio

7. Meningococcus

(a) WVU requires all students to have this vaccination

B. For non-immune titers

1. Hepatitis- restart the series

2. MMR- give a third MMR shot, no repeat titer required

3. Varicella- administer two vaccines and repeat titer

- C. Any student who declines immunizations for religious or other reasons must be made aware of potential personal dangers and will be required to sign a waiver. This can be downloaded at <http://medicine.hsc.wvu.edu/Students/About-SoM/Admission-Process/Health-Form-Requirements> Please forward this completed form to the Office of Student Services/Professional Programs.

Criminal Background Checks

Progress and completion of the degree includes satisfactory completion of the clinical education component of the curriculum. A majority of clinical sites now require students to complete a criminal background check prior to participating in clinical education placements. Therefore, students with unacceptable criminal backgrounds may not be able to meet the academic standards of the Medical Laboratory Sciences (MLS) Division.

Procedure

The third party company, its website, and all instructions are given to the student each year in the welcome packet that is emailed to the incoming class around the beginning of September.

1. All matriculating Pathologists' Assistant students will be required to obtain a Criminal Background Check (CBC) prior to the start of their first semester.
2. A third party company will perform CBCs as a designated agent of the MLS division.
3. The School of Medicine has designated the depth of the background search to include felonies and misdemeanors at federal, state, and local levels during the seven previous years of residence.
4. The company will perform a recheck before clinical rotations the second year. Some clinical sites may require additional background checks prior to the start of the rotation. Refer to the Clinical Rotation Student Handbook for requirements for each rotation.
5. Each student will contact the company performing the background check via a secure internet site and place an order for his/her CBC. The student provides his/her name, current and previous addresses, and other identifying information, then pays the fee to the company by credit card. To obtain your initial CBC:
 - a. Review the instruction sheet from the company.
 - b. Log onto the website
 - c. Enter package code "WB50 – Background Check and Medical Document Manager."
 - d. Enter the requested demographic information.
 - e. Enter the requested payment information. Students are responsible for the fee.
6. The Pathologists' Assistant Program Director, Clinical Coordinator, and Program Specialist will have access to the uploaded information via a secure website using a unique username and password. Paper copies of CBC results for each class are kept in a secure location under lock and key until the student graduates. Upon graduation, paper copies will be returned to the student or destroyed.
7. The Program Director will bring any positive CBC results to the Vice Dean for Professional Programs (VD).
8. In the case of positive CBC findings:
 - a. The VD will review the student's application to determine whether the student reported the conviction on his/her application.

- b. The VD will meet with the student to discuss the results and the student's perspective on the circumstances. The conversation will be documented in writing on the CBC form.
- c. If the student feels that a positive CBC finding is in error, the student will be directed to speak with the company to determine if further investigation is needed.
 - i. Errors may occur in instances of:
 - 1. CBC was completed on a different person with the same name
 - 2. CBC was complete on a similarly named person
 - 3. CBC returned information that was supposed to be sealed or expunged
 - ii. If the information is in error, the CBC is repeated and the company will update the CBC report online. If the positive result is truly an error, no further action is taken.
- d. The VD will refer the case to the Division of Medical Laboratory Science Academic and Professional Standards Committee for consideration and recommendations as stated in the Policy on Academic and Professional Standards.

Drug Testing

All students of the Pathologists' Assistant Program must have a drug screen done after January 1st of the first year of the first semester, and again before the beginning of the second year clinical rotations. The testing must be done by a reputable testing facility. The urine drug screens must include the following: amphetamines, barbiturates, benzodiazepines, buprenorphine, cannabinoids, cocaine, methadone, methamphetamines, opiate, phencyclidine and an ethanol test (saliva, breath or blood). ***Any student that tests positive for any of these drugs will be dismissed from the program.*** Please see **Appendix C** for the WVU Medicine policy on substance abuse.

HIPPA Policy and Training

HIPPA Policy

Students, faculty, and staff are not permitted to access or disclose confidential health information without authorization. Violations of this policy will be reviewed by the Academic and Professional Standards Committee.

HIPPA Training

All students are required to complete training for awareness and compliance with the patient privacy regulations of the Health Insurance and Portability and Accountability Act. This training will be available on the on-line learning site, SOLE, to all Health Sciences Center students and must be completed before the start of the semester. Students who do not complete the HIPPA training will not be enrolled for the subsequent semester.

Safety Policies

OSHA Training

All students must be trained in standards for preventing transmission of blood borne and other infectious agents. This training will occur during the first semester of the professional curriculum and again prior to clinical rotations. The training will be available on SOLE.

Universal Precautions and Laboratory Safety

The student will be collecting, processing, and working with patient and known blood, body specimens, and microorganisms that could be potentially pathogenic during his/her professional education.

The student has been oriented to and understands the use of and need for Universal Precautions and will follow these guidelines both in the student and hospital laboratories (**Appendix D**)

The student will notify the Pathologists' Assistant Program office and the course instructor or laboratory supervisor concerning ALL incidents or accidents including, but not limited to, breaks in the skin, contamination of mucous membranes (aerosols, splashes, etc.), or ingestion. Please see the policy on laboratory incidents/accidents.

KEY POINTS TO REMEMBER:

1. **FOLLOW UNIVERSAL PRECAUTIONS AT ALL TIMES.**
2. **NO** eating, drinking, smoking, mouth pipetting or application of makeup in the student or clinical laboratories.
3. **NO** placing of objects (fingers, pens, pencils, etc.) in the mouth.
4. Wash hands immediately if contaminated and before leaving the laboratory area.
5. Use laminar flow hoods and other safety equipment where required.

Laboratory Incidents/Accidents

1. In the event of exposure, thoroughly wash the area with soap and water, unless it is a mucous membrane exposure, in which case flush with copious amounts of water only.
2. Report the incident to the clinical instructor immediately.
3. If the student is on clinical rotation, they are to follow the procedure stated in the clinical site's policy.
4. For accidents at WVU or Ruby Memorial Hospital:
 - a. If the student is physically able to, they can go to Student Health which is located at the Health and Education Building (**see map Appendix E**) during business hours: Monday through Friday 8:00 AM – 8:00 PM and Saturday 10:00 AM – 4:00 PM.
 - b. If the student is at Ruby Memorial Hospital and experiences a needlestick, they are to go to Employee health between 8:00 AM and 4:30 PM. After hours the house supervisor should be paged in the hospital:
 - i. Dial 103
 - ii. Follow instructions and enter pager number
 - iii. The callback number to enter is "74130"
5. If Student Health is closed or the student is physically unable to go to the Health and Education Building, then the student is taken to the Emergency Department for evaluation. A written memorandum must be sent by the Program's Office to Student Health explaining that the incident occurred during a time when they were closed.
6. Laboratory accident forms must be completed and filed in the Program's Office on all laboratory accidents (**Appendix F**).

Fire Alarms

A possible fire in the Health Sciences Center will be announced with a loud intermittent horn blast. If the alarm sounds, all students, faculty, and staff must evacuate the building. Before evacuation, turn off all electrical, gas, and oxygen equipment and hood fans in your area and take personal items with you. Close doors and windows. Proceed to the nearest exit and completely exit the building. Meet under the trees near the PRT station. Remain outside until the "all-clear" signal is announced over the loud speaker. Do not block the exit or interfere with the emergency personnel.

The fire policy for Ruby Memorial Hospital and the HSC can be found in **Appendix G**.

Appendices

HSC Student Community Service Policy, Procedure, and Guidelines

Definition of Community Service:

A method under which students actively participate in organized service that is conducted in and meets the needs of a community. It is monitored by their program/school at the Health Sciences Center and the community. This service actively helps foster civic responsibility and may be integrated into and enhance the academic curriculum of the students.

General Goal:

All Health Sciences Center students should have an approved community service experience.

The community service is required of *all* Health Science Center students; this includes part-time as well as full-time students and graduate students.

- Health Sciences Programs of **2 years or less** – students must complete **50 hours** of community service.
- Health Sciences Programs of **over 2 years** – students must complete **100 hours** of community service.

Learning Objectives:

1. To foster civic responsibility.
2. To enhance the hands-on learning experience of the student.
3. To assist the student in identifying and meeting health and social needs of the community.

Examples of Acceptable Community Services are: (not an all-inclusive list)

- Read out loud at school
- Health Education Sessions in a school or community
- Visiting the elderly
- Habitat for Humanity
- Hospice
- Morgantown Health Right
- Soup kitchen, Bartlett House, Meals on Wheels, etc.
- Child Life Program in a Children's Hospital
- Ronald McDonald House
- Big Brothers/Big Sisters
- American Red Cross and Blood Donation Center
- Salvation Army
- United Way of Monongalia and Preston Counties
- Christian Help
- Health Fair

- Activities through churches, sororities, fraternities, etc. (e.g. Adopt-A-Highway)
- Working with soccer, baseball, basketball, etc.
- Asthma and Diabetic camps
- Youth development camps (e.g. 4-H)
- RHI-Kellog community service experience will apply toward the 50 to 100 hours, but only the community service not the clinical or research activities.

Community Service is a Three Step Process:

1. Students complete the approved community service under appropriate supervision.
2. Students record the community service activity on SOLE.
3. The designee of the program/school approves the service.

Department Guidelines and Responsibilities:

- Review and approve community service hours.
- Keep student records of approved community service hours.
- Summer time and vacation break/time are good opportunities for students to perform community service.
- Approval of the community service activity resides with the dean or designee.

Policies:

1. The students' graduation/diploma may be withheld if community service hours are not completed.
2. Community service appeals should follow the University/HSC standard appeal procedures.
3. Academic credit is provided through a special topics course in the final semester which accumulates the student's community service components. The grade is pass or fail.

WVU Pathologists' Assistant Program

Form for Documenting Student Conferences/Complaints/Grievances

Student Name: _____

Date: _____

Session Initiated By: _____

Nature of Session: _____

Summary of Discussion:

Resolution/Recommendation:

Recommendation for Action:

_____ None - Place in student file for future reference

_____ Academic and Professional Standards Committee

_____ Division Vice-Chair

_____ Vice-Dean of Professional Programs

WEST VIRGINIA UNIVERSITY HOSPITALS
and Ambulatory Services
POLICY AND PROCEDURE MANUAL

Policy V.231
 1st Effective 4-18-90
 Revised 1-30-95;4-4-03;
 2-20-09; 5-3-12; 6-9-17
 Reviewed

SUBSTANCE ABUSE

POLICIES

Substance abuse by employees, staff, residents, or students at West Virginia University Hospitals, Inc. (WVUH) is unacceptable and will not be tolerated. Our patients have a right to care by providers who are not under the influence of drugs or alcohol. Federal law entitles all employees the right to work in a drug free environment.

It is everyone's responsibility to report suspected use of alcohol or drugs to the appropriate supervisor. For residents, students, UHA allied health providers, and medical/dental staff, suspected substance abuse should be reported to the Department Service Chief, Chief-of-Staff, or Hospital Administration. For WVUH employees, suspected substance abuse should be reported to the Department Manager/Director, Administrator, Human Resources, or Hospital Administration.

Uniform policy statements are provided in order to create uniform responses to questions of practitioner impairment due to alcohol or drug abuse. At the same time, other Health Science entities should implement similar policies.

1. Treatment of physicians and dentists, UHA allied health providers, and all other WVUH employees with drug or alcohol abuse will not be punitive, so long as the individual voluntarily complies with treatment, aftercare, and monitoring.
2. Physicians, dentists, and UHA allied health providers credentialed by the Medical Staff Affairs Office will require consultation with the Physician Health Committee immediately for all suspected cases of drug or alcohol abuse.
3. Any suspected problem shall be immediately reported to the Service Chief, Chief-of-Staff, Administrator, Manager/Director, Human Resources, or Hospital Administration. The individual will be removed from patient care responsibilities pending further investigation.
4. Immediate drug and alcohol testing is expected and appropriate after any incident or report suggesting drug or alcohol abuse. Incidents that justify testing may include the discovery of evidence such as improperly disposed of syringes and missing or improperly accounted for medications. In such cases, the testing must be performed in a nondiscriminatory manner, with all individuals in a

particular department, on a particular shift or in a particular job classification, as the Service Chief, Chief-of-Staff, Manager/Director, Human Resources, or Hospital Administration determines is appropriate, evaluated on the same basis and in the same manner.

PHYSICIAN HEALTH COMMITTEE

The Physician Health Committee will be made a standing committee and will have status in the Medical Staff Bylaws. Its charge includes: a) Education, b) Assessment, c) Intervention, d) Contracts of Treatment, e) Monitoring, and f) Aftercare Supervision.

TESTING

Confidential, independent testing will continue to be available 24 hours a day, seven days a week. The Physician Health Committee and Faculty Staff Assistance Program (FSAP) will ensure that testing and reporting methods continue to support this policy.

APPLICATION

These standards are to be followed by all WVUH and UHA departments.

1. At the discretion of the Chief-of-Staff, Department Service Chief, Hospital Administration, or Human Resources an individual department may establish more stringent standards, including, but not limited to, additional testing and educational programs.

Albert L. Wright, Jr.
President & CEO

Author: Director, Human Resources

Universal Precautions and Biological safety practices for collecting, transporting, processing, testing, and disinfecting of all blood and body fluid specimens

Universal Precautions

Prior to 1987, known biohazard samples, especially HBV and HIV positive samples, were identified by flagging specimens. Since that time, the Center for Disease Control (CDC) has adopted a “Universal Precautions” policy that considers blood and body fluid specimens from all patients as potentially infectious agents of HIV, HBV, or any other blood-borne pathogens.

A. Universal precautions should be used while handling the following body products:

1. blood
2. semen
3. vaginal secretions
4. cerebrospinal fluid
5. synovial fluids
6. pleural fluid
7. peritoneal fluid
8. pericardial fluid
9. amniotic fluid

B. CDC states that universal precautions do not apply to the following body products, unless any of these contain visible blood. The reason for not using precautions with these specimens is that risk of transmission of HIV and HBV is very low or nonexistent. These body products are:

1. feces
2. nasal secretions
3. sputum
4. sweat
5. tears
6. urine
7. vomitus

C. Universal precautions for all health care workers:

1. Use appropriate barrier precautions to prevent contact with blood or body fluids.
 - a. Wear gloves when touching blood, body fluids, and contaminated specimen vials; when working in contaminated work areas; when performing invasive procedures such as venipuncture; or when coming in contact with non-intact skin of patients. Gloves should be changed before handling specimens from a different patient.
 - b. Wear a mask, eye coverings, or face shield to protect the facial area if splashing of blood and body fluids is possible.

- c. Wear gowns or other suitable protective clothing when spraying or splashing of body fluids is likely to occur.
 - d. Wash hands or other contact areas immediately if contaminated with blood and body fluids. Wash hands immediately after removing gloves and before leaving work area.
- 2. Avoid accidental injuries due to needles, other sharp items, and laboratory instruments.
 - a. Place contaminated needles, lancets, and other sharp items in a puncture resistant container. Never recap, bend, or break needles or other sharp items by hand.
 - b. Place reusable, large, bore needles in a puncture resistant container before transporting for decontamination and reprocessing.
- 3. Minimize mouth-to-mouth resuscitation contact. Use appropriate ventilation devices.
- 4. If exudative lesions or weeping dermatitis exist on the health care worker, he or she should abstain from all patient contact and handling of patient care equipment, unless the skin lesions are covered. The National Committee for Clinical Laboratory Standards (NCCLS) has proposed covering the skin lesions with an occlusive bandage, along with other necessary precautions, to prevent contamination.
- 5. Pregnancy is not known to place the health care worker at a greater risk to infection. However, HIV infection developed during pregnancy does cause a grave risk of HIV perinatal transmission. If conditions such as tuberculosis are suspected or diagnosed, isolation precautions for that condition should be used.

D. Supplemental precautions for laboratories:

- 1. Transport a body fluid specimen in a secure, well-constructed container to prevent leakage.
- 2. Wear gloves when processing specimen. Wear protective face gear if splashing is anticipated. Change gloves and wash hands after specimen processing is complete.
- 3. Use a biological safety hood (Class I or II) if a procedure is likely to generate droplets or aerosols.
- 4. Use mechanical pipetting devices. Never mouth pipette.
- 5. Follow universal precautions for usage of needles and syringes.
- 6. Decontaminate work area with chemical germicide after spillage or when work is completed.
- 7. Decontaminate laboratory materials before reprocessing or prepare materials for disposal according to the facility's waste disposal policies.
- 8. Remove protective clothing and thoroughly wash hands after completing work activities and before leaving the laboratory.
- 9. Decontaminate and clean equipment and/or instrument before repairing.

Biological safety practices for collecting, transporting, processing, testing, and disinfecting of all blood and body fluid specimens

A. Blood Collection

1. Wear gloves and a laboratory coat/gown during the collection process.
2. Place contaminated gauze in biohazard container.
3. Place contaminated needles in puncture resistant containers.
4. Tubes contaminated on the outside should first be decontaminated with a fresh 1:10 dilution of bleach then placed in transport container (baggie). The container should be left for 10 minutes with the disinfectant on the container before wiping and bagging.
5. Change gloves between patients. Wash hands after removing gloves.
6. Wear gloves when performing heel sticks or finger sticks.

B. Transportation

1. Transport in leak proof primary containers. Place these in a secondary container such as a baggie or plastic bag before transporting. NOTE: Some facilities do not accept leaking or contaminated specimens.
2. Urine and other body fluids should be placed in screw cap containers then placed in a secondary container before transporting.
3. Transport personnel should be trained in safety practices such as handling and decontamination and should wear gloves.
4. If spillage occurs, primary containers should be decontaminated before sending to work area.
5. Replace contaminated requisition slips.

C. Processing, Testing

1. All centrifuged specimens should be capped.
2. Laboratory workers must wear gloves and lab coat/gown when handling/processing specimens. Eye and facial apparel should be worn if splashing is likely to occur.
3. Unused portions of specimens and any materials used to aliquot specimens should be discarded in biohazard bags.
4. Accidental spillage of a specimen should be promptly cleaned up with a 1:10 solution of bleach, prepared fresh daily, or with a tuberculocidal agent such as amphyll, a phenolic product.
5. Centrifuges and other laboratory instruments should be on preventative maintenance programs to prevent accidental spraying of specimens.

6. Centrifuges should be placed in a work area that presents minimum exposure to personnel. The centrifuges should be decontaminated regularly, especially after a specimen container is broken in the centrifuge.
7. Use a large, clear, sturdy glass or plastic shield to minimize spillage or spraying of a specimen when the top is removed.
8. Follow previously stated CDC universal precautions and supplemental precautions for laboratories.

D. Sterilization and Disinfection

1. Present hospital sterilization and disinfection procedures are adequate to sterilize or disinfect devices or instruments contaminated with blood.
2. During decontamination of spills:
 - a. wear gloves and a gown;
 - b. use disposable towel to absorb blood;
 - c. clean contaminated area with detergent;
 - d. disinfect area with disposable towels soaked with disinfectant (hospital disinfectants; bleach or amphyll);
 - e. discard all contaminated materials in biohazard container.
3. For large spills of infectious agents, flood with 1:5 dilution of bleach, allow to stand 20 minutes, then decontaminate as previously stated in (2) above.
4. All work areas and countertops should be disinfected daily with a fresh 1:10 dilution of bleach (sodium hypochlorite, made daily) or with acceptable mycobacteriocidal agents.

References:

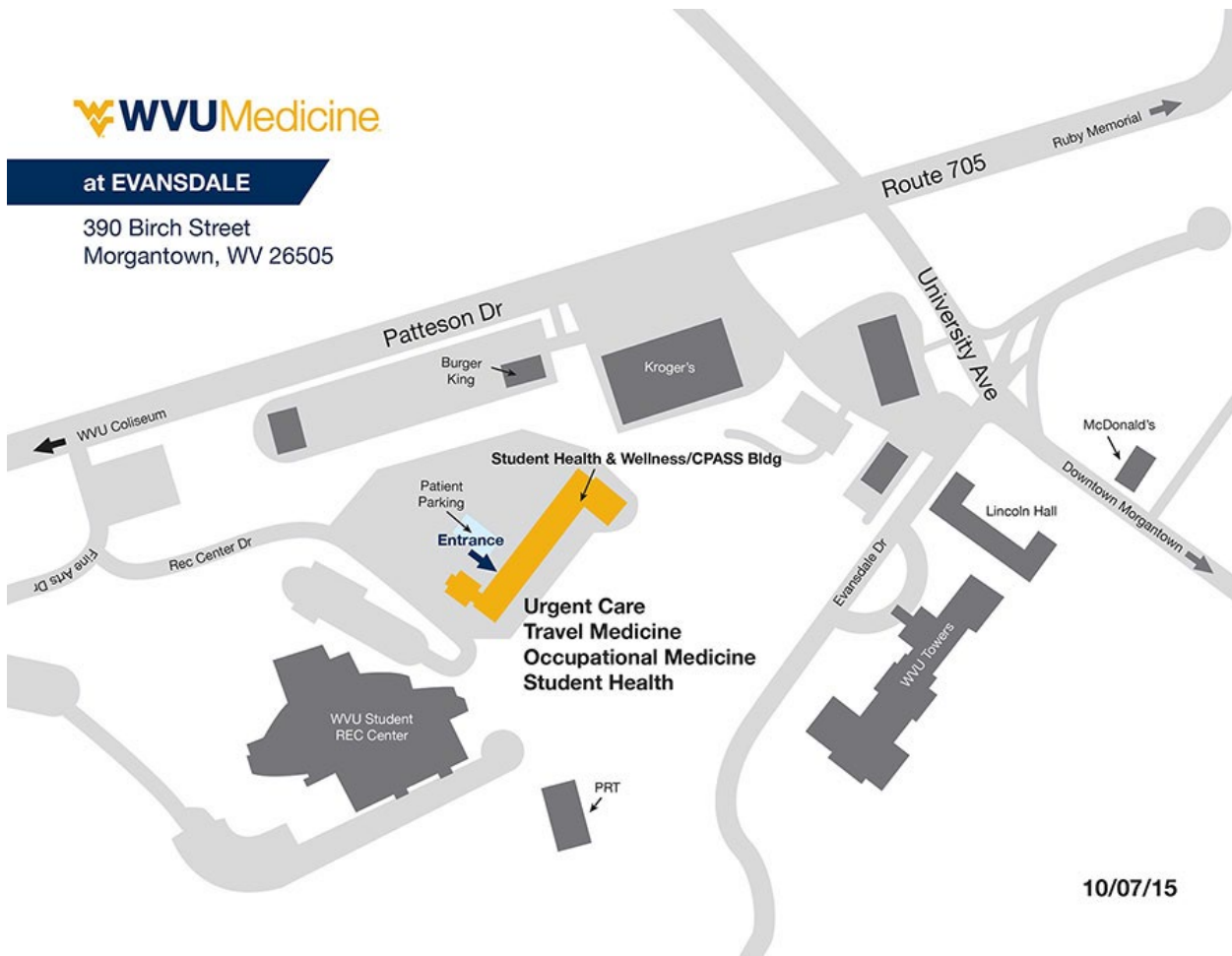
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at EVANSDALE

390 Birch Street
Morgantown, WV 26505



10/07/15

WVU DIVISION OF MEDICAL LABORATORY SCIENCE
INCIDENT/ACCIDENT REPORT

Student Name: _____

Date of Occurrence: _____ Time: _____

Place of Occurrence: _____

Description of incident or accident: _____

Immediate action taken: _____

Student taken to health services for review, evaluation, and/or testing according to laboratory policy:

Yes _____ No _____

If yes, name or description of health service: _____

Person(s) making report:

_____ Date: _____

_____ Date: _____

Program Director:

_____ Date: _____

THIS FORM MUST BE COMPLETED AND FILED IN THE STUDENT'S FILE IN THE WVU MEDICAL LABORATORY
SCIENCE DIVISION OFFICE

Fire Policies Health Sciences Center (HSC)

Health Sciences Center

The full policy can be found at <https://www.ehs.wvu.edu/hsc/fire-life-safety>.

If you are in the Health Sciences Center, the following will apply:

1. **Activate** the nearest fire alarm.
2. **Close** doors as you leave.
3. **Evacuate** to your department's evacuation point.
4. **Call** Dispatch at **3-4394** or dial **9-911** and provide:
 - Your name
 - Nature of emergency
 - Size and location of the fire
 - Phone number where you can be reached

**West Virginia University School of Medicine
Pathologists' Assistant Program
Student Handbook**

I have read and understand the policies of the Pathologists' Assistant Program and agree to abide by them as stated. I understand that these policies are effective throughout my time as a student in the program and any violation of them will result in disciplinary action.

Name (printed): _____

Signature: _____

Date: _____

“...The circle is now complete. When I left you, I was but the learner; now, I am the master.” –Darth Vader.