



UNIVERSITY *of* MARYLAND
SCHOOL OF MEDICINE

DEPARTMENT OF PATHOLOGY

**PATHOLOGISTS' ASSISTANT
PROGRAM
STUDENT HANDBOOK**

NATIONAL ACCREDITING AGENCY
FOR CLINICAL LABORATORY SCIENCES (NAACLS)
5600 N. River Road, Suite 7200
Rosemont, IL 60018-5119
(773) 714-8880
(773) 714-8886 – fax

Information here has been obtained from the Graduate School catalog, the Graduate School web site, the University of Maryland School of Medicine Academic Handbook, and Pathologists' Assistants students. We hope this will be helpful while you are with us.

PA PROGRAM CONTACT INFORMATION

**Dr. Sanford Stass, Chair
Department of Pathology
10 South Pine Street
Baltimore, MD 21201
(410) 706-7070**

**Michael M. Lipsky, PhD
Program Director
685 West Baltimore Street, 646A
Baltimore, Maryland 21201
(410) 706-1415**

**Carlen B. Miller, MS, PA(ASCP)^{CM}
Associate Program Director
22 South Greene Street, NBW46
Baltimore, Maryland 21201
(410) 328-5251**

CONTENTS

DIRECTORS' MESSAGE	1
ESSENTIAL FUNCTION REQUIREMENTS	2-3
EDUCATIONAL OBJECTIVES	4
Academic	
Professional Training	
Professional Issues	
PHILOSOPHY AND GOALS OF THE DEPARTMENT	5
BEHAVIORAL OBJECTIVES	6
PATHOLOGISTS' ASSISTANT PROGRAM COURSES	7-10
Courses Offered	
Course Schedule	
Registration	
How to Study	
Textbooks	
Scrubs	
UNETHICAL AND/OR UNPROFESSIONAL BEHAVIOR.....	11
SOCIAL MEDIA	11
INCLEMENT WEATHER POLICY	11
PERSONAL APPEARANCE AND DECORUM	11-12
Dress Code	
Clinical Affiliate Dress Code	
SERVICE WORK POLICIES	12
BACKGROUND CHECKS.....	12
BASIC LIFE SUPPORT/CARDIOPULMONARY RESUSCITATION.....	12
AFFILIATED INSTITUTIONS	13-14
PATHOLOGISTS' ASSISTANT PROGRAM FACULTY.....	15-16
FEES AND REFUND SCHEDULE.....	17
PATHOLOGISTS' ASSISTANT STUDENT FEES	18
GRADUATE SCHOOL POLICIES	19-21
Academic Standards	
Grading	
Appeal of Grades	
Minimum Grade Point Average	
Academic Integrity	
Provisional Admission	
Appeal of Academic Dismissal	
Requirements for the Master of Science Degree	
Student Records	
Requirements for Graduation	
Limitations	
UNIVERSITY POLICIES	22
GUIDANCE AND COUNSELING	22-23
UMB Student Counseling Center	
Academic Advising	
Financial Advising	
Job Counseling	
CAMPUS SYSTEMS	23-24
Health Sciences and Human Services	
Library	
Computer Resources	
UMB Student Health	
Needle Stick Procedures	
Housing	
STUDENT ACTIVITIES	25-26
AAPA	
Graduate Student Association	
SMC Campus Center	
URecFit	
SOCIAL AND CULTURAL ACTIVITIES	26
DISCLAIMER	26

ESSENTIAL FUNCTION REQUIREMENTS

The mission of the Pathologists' Assistant Program ("Program") of the Department of Pathology ("Department"), University of Maryland School of Medicine, is to graduate allied health professionals, qualified by academic and practical training, to assist in providing service in anatomic pathology under the direction and supervision of an anatomic pathologist. Applicants and enrolled students will be evaluated not only on their scholastic achievement and ability, but also on their character, and intellectual, physical and emotional capacity. Among the criteria for admission, matriculation, and progression is the ability to meet the Program's Essential Functions Requirements.

Essential functions: Aptitudes, Abilities and Skills

A candidate for the Program must have aptitude and abilities, and must have or attain within a reasonable time after admissions, skills in five areas: observation; communication; sensory and motor coordination and function; conceptual, integrative and quantitative abilities; and behavioral and social attributes.

Observation

A student must be able to observe accurately at a distance and at close hand, and to describe anatomic features and the appearance of tissues. The student must be able to observe demonstrations and participate in experiments, examinations, dissections and processing of specimens. A student must be able to accurately perceive light, dark, and differences among colors. The student must be able to use a variety of tools, equipment and chemicals as well as different types of equipment in order to consistently and accurately prepare specimens. Observation necessitates the functional use of the sense of vision and other sensory modalities.

Communication

A student must be able to communicate effectively with physicians, and other members of the health care team. Communication includes speaking and listening, reading and writing, in English. The student must be able to make accurate and appropriate entries in medical records, documents and reports, and to understand and implement instructions in a complete and timely manner working alone or with others. A student must be able to speak, hear and observe by sight in order to elicit information, describe characteristic appearances, and detect and interpret sounds necessary to ensure safety in a clinical or laboratory facility.

Sensory and Motor Coordination and Function

A student must have sufficient sensory and motor function to execute movements reasonably required to conduct all phases of autopsy performance and dissection of surgical specimens. Such actions require coordination of both gross and fine muscular movements, equilibrium and accurate coordination of the senses of touch and vision. A student must be able to stand for long periods, lift heavy objects, carry heavy objects, pull, push, reach and bend while performing autopsy and dissection of surgical specimens. A student must be able to perform laboratory protocols, work with standard laboratory materials, reach and manipulate equipment and tools, and put on and remove personal protective equipment.

Intellectual, Conceptual, Integrative and Quantitative Abilities

A student must be able to measure, calculate, reason, analyze, integrate and synthesize. Problem solving, a critical skill of the Pathologists' Assistant, requires all of these intellectual abilities. A student must be able to identify significant findings from examination, retain, and recall information in an accurate and timely manner. A student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. Good judgment is essential; a student must be able to identify and communicate their knowledge to others when appropriate.

Behavioral and Social Attributes

A student must possess the emotional maturity and health required for full use of their intellectual abilities, the exercise of good judgment, and the awareness of the importance of the responsibilities of a Pathologists' Assistant. A student is expected to accept appropriate suggestions and criticism and to take corrective or remedial measure when appropriate. A student must act with integrity, concern for others and respect for the dignity of the profession.

EDUCATIONAL OBJECTIVES

Academic. The student graduating from the Pathologists' Assistant Program will have achieved academic competence documented by having achieved a CUM GPA of 3.0 (grade “B” or better) by the end of all course work and rotations. The student shall be fluent in human anatomy and dissection. The student shall be competent in human histology and pathological histology of major diseases. The student shall be familiar with human physiology.

Professional Training. The student shall be competent in performing human autopsies with evisceration and dissection of all organs including the central nervous system. The student shall be competent in photographic documentation of surgical and postmortem findings. The student shall be proficient in gross description and dissection of surgical specimens, special techniques such as imprints, and frozen sections. The student shall be competent in maintaining proper records. The student shall be able to manage a laboratory. The student shall have a working knowledge of clinical pathology, including microbiology.

Professional Issues. Since the Pathologists’ Assistant is an intensely trained professional who provides services in Anatomic Pathology under the supervision of a pathologist, the entire curriculum of the Pathologists’ Assistants Program prepares you for the practice of the profession. What is not taught through a formal course is professionalism. From your first day of graduate school it is essential that you see yourself as a professional and act accordingly. Please keep in mind that your colleagues’ and teachers’ first impression of you is based upon your appearance and demeanor and it is important that you present a professional image. One does not get a second chance to make a first impression. We expect all students to attend classes, do their best in them and to seek assistance when problems arise. We also expect you to attend each day of a scheduled rotation and if for any reason you are unable to do so, you must notify and get approval from the Pathologists’ Assistant at that site and the Director or Associate Director of the Program (Dr. Castellani or Carlen) as soon as possible. You are expected to be punctual and to obey all rules of the hosting institution. As a Pathologists’ Assistant student attending the University of Maryland, Baltimore, you have both the privilege and the responsibility of upholding the image of the many fine Pathologists’ Assistants who have preceded you. Be aware, most of your instructors are graduates of *this* program.

PHILOSOPHY AND GOALS OF THE DEPARTMENT OF PATHOLOGY'S PATHOLOGISTS' ASSISTANT PROGRAM

In accordance with the philosophy and purposes of the University of Maryland School of Medicine and Graduate School, the Department of Pathology is committed to the following:

- To provide a program of instruction at the Master's degree level which develops competence for practice as a Pathologists' Assistant
- To encourage the practice of moral and ethical values relating to patient care
- To assist students in developing their level of competence and their analytical decision-making, thus preparing them to make appropriate judgments in professional life
- To orient students toward enhancement of critical thinking, problem solving and skills in oral and written expression
- To provide the opportunity for student participation in a clinical setting designed to offer experiences required of a Pathologists' Assistant
- To provide and foster student professional development, high standards of achievement, and interactions among other health professionals
- To provide a level of instruction which maintains a progressive and positive educational environment
- To encourage scientific and academic advancement, a commitment to life-long learning and active participation in professional societies

BEHAVIORAL OBJECTIVES FOR PATHOLOGISTS' ASSISTANT STUDENTS

One of the goals of clinical education is to ensure that each student leaves the Department with an understanding of the behavioral standards of the profession and that each student demonstrates a willingness to adhere to these standards. Following the completion of each of the Department of Pathology didactic and clinical courses, the student will demonstrate the ability to:

- Prepare for laboratory experience by reviewing notes, following objectives and reading supplemental materials
- Present a clean and neat appearance in accordance with the Department dress code
- Report to the laboratory promptly and work until excused
- Comply with affiliate policies regarding:
 - a. Work schedules and proper time and attendance
 - b. Specimen labeling
 - c. Confirmation of patient identity
 - d. Patient confidentiality
 - e. Appropriate management of discrepancies
 - f. Lunch break, eating, smoking, etc.
 - g. Safety regulations
- Perform procedures within the ethical policy of laboratory practice
- Perform according to their own individual strengths and limitations
- Accept constructive criticism in a mature manner
- Maintain composure, work quality and friendly relations with others, even under stressful conditions
- Actively participate in performing assigned tasks
- Complete assigned tasks on time and be willing to adjust personal schedules to accommodate completion of tasks
- Give attention to instruction, listen well and ask pertinent questions
- Take time to perfect skills and perform them well
- Analyze a procedure before attempting to undertake it; request assistance when necessary
- Correlate facts, principles and theories of work procedures in order to identify problems
- Organize time, materials and equipment to perform tasks
- Identify and adhere to safety precautions
- Operate equipment carefully and skillfully
- Report verbal results accurately and courteously, and written results legibly; report results truthfully and objectively, maintaining patient confidentiality
- Maintain a clean work area, leaving area clean and disinfected at the end of the workday
- Report out when leaving assigned area

PATHOLOGISTS' ASSISTANT PROGRAM COURSES

Courses to be offered:

PATH 789 - Special Topics, Year 1 & Year 2: Pathology, *1 Credit each*. This special topics course comprises two summer term courses; one at the beginning of the first year and one between the first and second years. In the first year Special Topics course, the students are given a primer in human anatomy, histology, and embryology. In the Special Topics course between the first and second year, the students are instructed in Medical Ethics, medical photography and medical terminology, as well as given an introduction to anatomic pathology practice, including lectures on gross specimen dissection, and information on laboratory safety.

MANA 601- Structure and Development, (Anatomy, Histology and Embryology), *9 Credits*
This course lasts from the end of August to the end of October. A comprehensive understanding of the human body at both the gross anatomical and microanatomical levels is provided. The basic concepts of structure as related to function are described in lectures and small group laboratory sessions. Laboratory facilities are provided for dissection and examination of histological slides. Instruction in embryology is included in an integrated fashion.

This is a benchmark course and comprises a concentrated learning experience in human anatomy, histology, and embryology, which are essential for entry-level competency as a pathologists' assistant. This course also provides the foundation for the remainder of the two-year curriculum. Therefore, students must demonstrate a mastery of these subject areas by achieving a grade of C or better in MANA 601. Failure to do so will result in academic dismissal. Please see the "Graduate School Catalog" for further details concerning academic dismissal.

PATH 603 - General Pathology, *3 Credits*

This course includes medical terminology, safety, and principles of general pathology. Lectures and laboratories are used to present key topics of general pathology, including cellular pathophysiology, inflammation, healing and repair, neoplasia, environment and nutrition, and infancy and childhood. The Lab also includes an introduction to all activities of the gross room from patient identification & accessioning, to tissue processing & staining, to proper laboratory attire & personal protective equipment.

DBMS 618 – Special Topics: Physiology, *3 Credits*

This course is a basic introductory course emphasizing the fundamental concepts of human physiology. Systems covered include the cardiovascular system, respiratory tract, gastrointestinal system, renal system, male and female reproductive system, endocrine system, skin, bone, and nervous system. Both the didactic method and seminar method of instruction is being used.

PATH 602 - Systemic Pathology, *3 Credits*

This course includes a discussion of systemic pathology, through both lectures and labs, of the following organ systems: cardiovascular, respiratory, gastrointestinal, renal, male and female reproductive, endocrine, integument, bone and nervous.

PATH 751 - Clinical Pathology and Microbiology, 3 Credits

This course is designed to give the students an overview of the thinking and practice in Laboratory Medicine, in order to stimulate the association and correlation between the clinical laboratory, the microbiology laboratory, and the anatomical pathology practice. This course also provides a review of informatics and its implication on modern medical care and the laboratory. There are weekly seminars by UMMS and visiting faculty in this course.

MEDT 680 - Management Practices in Laboratory Sciences, 3 Credits.

An overview of laboratory management in 4 areas: personnel, operations, regulations, and finance. Additional emphasis is on current trends in laboratory services, laboratory accreditation and licensure, and accreditation procedures. Topics include organizing, planning, controlling, and supervisory functions of the management process; leadership styles; performance evaluation; the interview process; professional liability; teaching techniques; problem-solving; and professional responsibility and ethics. This course is taught online.

*PATH 608 - Autopsy Pathology, *taken for a total of 6 Credits*:

This course teaches autopsy techniques, the legal aspects of autopsies and the purpose and use of autopsies. It is based on the following books: Collins, K.A. and G. Hutchins, eds., 2nd Ed. Autopsy Performance and Reporting, College of American Pathologists, 2003; Finkbeiner WE, Ursell PC, Davis RL, Autopsy Pathology: A Manual and Atlas, 2nd Edition, Saunders Elsevier, 2009; and Spitz, WU, Medicolegal Investigation of Death, 4th Edition, Book News, Inc, 2006. It is a practical course with demonstration and laboratory exercise that does complement the theoretical instruction.

*PATH 609 - Surgical Pathology, *taken for a total of 6 Credits*

This course teaches surgical pathology techniques. It is based on the following books: W.H. Westra et al., *Surgical Pathology Dissection, An Illustrated Guide*, 2nd edition, Springer, New York, 2003; and Lester SC, *A Manual of Surgical Pathology*, 2nd edition, Saunders Elsevier, 2006. It is a practical course with demonstration and laboratory exercise that does complement the theoretical instruction.

Note: While working under the supervision of a pathologist or forensic pathologist, students in the University of Maryland Pathologists' Assistant Program function as physicians' assistants and are authorized by Maryland statute § 15-301 to perform gross pathology procedures, including surgical specimen dissection and description, evisceration at autopsy, and organ block dissection at autopsy, without a certificate.

COURSE SCHEDULE

First semester – Summer: 1 credit

PATH 789 – Special topics Year 1 (1 credit)

Second semester – Fall: 9 credits

MANA 601 – Structure and Development (9 credits)

Begin PATH 603 – General Pathology didactic

Third semester – Spring: 9 credits

PATH 751 – Clinical Pathology and Microbiology (3 credits)

DBMS 618 – Special Topics: Physiology (3 credits)

MEDT 680 – Laboratory Management (3 credits)

Begin PATH 602 – Systemic Pathology didactic

Fourth semester – Summer: 1 credit

PATH 789 – Special Topics Year 2 (1 credit)

Clinical Rotations

Fifth semester – Fall: 9 credits

PATH 603 - General Pathology (3 credits)

PATH 608 - Autopsy Pathology (3 credits)

PATH 609 - Surgical Pathology (3 credits)

Clinical Rotations

Sixth semester – Spring: 9 credits

PATH 602 - Systemic Pathology (3 credits)

PATH 608 - Autopsy Pathology (3 credits)

PATH 609 - Surgical Pathology (3 credits)

Clinical Rotations

Total = 38 credits

Registration. It will be the student's responsibility to register for the above courses, whenever possible, through the online student registration system, SURFS. The Program's Associate Director will give specific instructions each semester, at the start of the registration process. Several of the courses require special permission from the Department, but SURFS can/should still be utilized. Any questions regarding registration should be directed to either the Program Director or the Associate Director.

It is the student's responsibility to know when and where to register for graduation, however, the Associate Director will provide timely reminders. The registration and graduation schedule can be obtained from the Graduate School. Any questions regarding graduation should be directed to either the Program Director or the Associate Director.

How to Study. There is no universal "best way" to study. People organize, learn, and retain knowledge by many different routes. Most students find that the academic material they have to deal with during the first year of the program is not difficult to comprehend, but that the volume of material to be assimilated is substantial and at times overwhelming, and often does not fall into a neat package. The principal study problems have to do with difficulties with time management, underestimation of the time commitment and diligence necessary, committing material to memory in requisite detail, and recalling material in usable form in order to answer higher order questions.

Here at the University of Maryland, there are a variety of educational resources available, many of which can be tailored to the student's optimal learning style. In addition to the traditional lecture and textbook sources, students can choose from a large number of audio-visual aids, participate in cooperative studying with other students, interact with numerous computer-assisted learning programs and, of course, discuss questions and concerns directly with faculty members.

Textbooks. The following is the list of required/recommended texts that are used over the two year period. For this year, there are no *required* texts for MANA601 (Structure and Development), however the below listings 9, 10 & 11 are "recommended" texts. They allow the student to use their own judgment as to whether to purchase the texts, however these same texts are also used for PATH789 Year 1. Also for MANA601, there is no separate histology text, as all of the required material will be available online through MedScope. However, there is a "recommended" histology text for DBMS618 (listing 8)

1. Kumar V, Abbas AK, Fausto N, Aster JC (eds), Robbins and Cotran Pathologic Basis of Disease, 9th edition, Philadelphia, PA: Saunders Elsevier.
2. Westra WH, Hruban RH, Phelps TH, Isaacson C, Surgical Pathology Dissection: An Illustrated Guide, 2nd edition, Springer Science+Business Media, Inc, 2003.
3. Lester SC, A Manual of Surgical Pathology, 2nd or 3rd edition, Saunders Elsevier. (Either can be downloaded for free online as pdf)
4. Finkbeiner WE, Ursell PC, Davis RL Autopsy Pathology: A Manual and Atlas, 2nd or 3rd Edition, Saunders Elsevier.
5. Collins KA, Hutchins GM Autopsy Performance and Reporting, 2nd Edition, College of American Pathologists, 2003.
6. Spitz, WU. Medicolegal Investigation of Death, 4th Edition, Book News, Inc, 2006.
7. Guyton AC, Hall JE, Textbook of Medical Physiology, 13th edition, Saunders Elsevier. (DBMS618)
8. Gartner L, Hiatt J, Color Textbook of Histology, 3rd edition, Saunders Elsevier. (DBMS618)
9. Netter, Frank, Atlas of Human Anatomy, 5th or 6th edition. Philadelphia, PA: Saunders Elsevier.
10. Moore, K.L. and A.M.R. Agur, Essential Clinical Anatomy, 5th edition. Baltimore, MD: Lippincott Williams & Wilkins. (MANA601)
11. Sadler, T.W., Langman's Medical Embryology: North American Edition, 13th edition. Baltimore, MD: Lippincott Williams & Wilkins, 2012. (MANA601)
12. Harmening, DM (Ed.) Laboratory Management: Principles and Processes, 3rd edition. St. Petersburg, FL: D.H. Publishing & Consulting, Inc, 2012. (MEDT680)

Scrubs can be purchased at the Book Store or obtained from machines in the hospital with a UMMC badge. For this year, each student will be given two credits (two pairs of scrubs) for the UMMC scrub machines.

UNETHICAL AND/OR UNPROFESSIONAL BEHAVIOR

Removal from a clinical rotation based on unethical behavior and/or unprofessional behavior will result in **IMMEDIATE SUSPENSION**. Upon suspension, the student will meet with the Program Director. The Program Director will notify the Assistant Vice President for Student Affairs of the Graduate School and a committee will be formed to evaluate the student's case. The committee will forward their recommendation to the Dean of the Graduate School and if warranted, the case will be forwarded to the Judicial Board (see **ARTICLE 3 of the Judicial Review System and By-Laws of the Judicial Board** by following the appropriate link on the School of Medicine website at <http://medschool.umaryland.edu/policiesprocedures.asp>.) The decision made by the Dean of the Graduate School, based upon the recommendation of the Judicial Board, is final. The Department of Pathology will adhere to this decision.

SOCIAL MEDIA

Students shall not post **any case or patient related information/material whatsoever**, on any social media or anything of the like. Any student found in violation, will be subject to disciplinary action, up to and including dismissal from the program.

INCLEMENT WEATHER POLICY

First year students taking didactic courses at the UMB campus are advised to listen to radio channel WBAL (1090 AM) when the weather is bad. Please note that classes will only be canceled when the University of Maryland Baltimore campus is closed.

NOTE: UMBC, UMCP, UB are *not* part of our campus and follow their own plan.

Second year students in clinical rotations are to make every attempt to attend their practicum, as inclement weather policies at the individual affiliate sites apply. UMB campus closures only apply to first year students with on-going didactic courses. The supervising PA or pathologist may, at their discretion, require the student to make up missed time due to inclement weather. Additionally, the students are required to communicate absences due to inclement weather in advance of the missed days, and any absences that occur while the hospital anatomic pathology laboratory is not closed may be subtracted from the 10 vacation day allotment during the second year. The student is required to report any absences to the Program Director or Associate Director.

As a result of varying conditions, students are urged to use their own personal judgment on whether to travel to the UMB campus or to clinical affiliate sites.

PERSONAL APPEARANCE AND DECORUM

The environment of the UMB Campus and the clinical affiliates of the Department is professional as opposed to the typically collegiate environment of undergraduates. Students shall conduct themselves at all times and in all places in a manner, which will bring credit to

the University, the Graduate School, the School of Medicine, the Department of Pathology and to themselves. Conduct of students in public, particularly within the affiliated hospitals and laboratories, should conform to the highest professional standards.

Dress Code

- Appearance is to be neat and clean at all times.
- UM One Card is to be worn at all times when on campus.
- No open-toed or perforated shoes.
- No torn or tattered clothing.
- Long hair is to be tied back.
- No hanging jewelry.

Clinical Affiliates Dress Code

During clinical rotations, students must adhere to the established dress code guidelines of the laboratory. Please ask the site coordinator before starting your rotation.

SERVICE WORK POLICIES

Students are not permitted to perform paid anatomic pathology service work while they are students in the Pathologists' Assistants Program. They may, however, do part-time, after hours work in other laboratories of the Department as long as they are students in good standing and their student obligations are not compromised.

BACKGROUND CHECKS

Students may be required by Pathologists' Assistant Program affiliate sites to submit documentation of a criminal background check, or a sample to screen for drugs of abuse in order to rotate. The Program will inform the student of any requirement; however, it is the student's responsibility (financial and otherwise) to obtain whatever is required. The Program does not have access to background check reports or provide clinical training sites with a copy of background check information.

BASIC LIFE SUPPORT/CARDIOPULMONARY RESUSCITATION

Certification in basic life support/CPR is required of all students.

AFFILIATED INSTITUTIONS

The Clinical Practicum training portion of the curriculum is conducted at affiliated medical centers and at the Office of the Chief Medical Examiner, a division of the Department of Pathology of the University of Maryland, School of Medicine. At least one week before rotating to a facility, please call the person listed below in order to find information regarding the rotation. Please note that because of the class size, no student will rotate to all sites.

University of Maryland Medical Center

Carlen Miller, MS, PA(ASCP)
Department of Pathology
22 South Greene Street
Baltimore, MD 21201
Telephone: 410 328-5528

Office of the Chief Medical Examiner of Maryland

Mary Ripple, MD
900 West Baltimore Street
Baltimore, MD 21201

Johns Hopkins Medical Institutions (Autopsy Rotation)

Katie Flickinger, MS, PA(ASCP)
Department of Pathology, Division of Autopsy Pathology
600 North Wolfe Street
Baltimore, MD 21287

Johns Hopkins Medical Institutions (Surgical Rotation)

Leigh Plomchok, MS, PA(ASCP)
Department of Pathology, Division of Surgical Pathology
The Harry and Jeanette Weinberg Building
401 N Broadway, Room 2242
Baltimore, MD 21231

Johns Hopkins Bayview Medical Center

Lynne Sakowski, MS, PA(ASCP)
Department of Pathology
4940 Eastern Avenue
Baltimore, MD 21224

Greater Baltimore Medical Center

Mary Kay Pogar, MS, PA(ASCP)
Department of Pathology
6701 North Charles Street
Baltimore, MD 21204

Walter Reed National Military Medical Center-Bethesda

Nicole Wolf, MS, PA(ASCP)
Department of Pathology
8901 Rockville Pike
Bethesda, MD 20889-5600

York Hospital

Janine Riben, MS, PA(ASCP)
Department of Pathology
1001 South George Street
York, PA 17405

Northwest Hospital Center

Chanel Cottman, MS, PA(ASCP)
Department of Pathology
5401 Old Court Road
Randallstown, MD 21133

Sinai Hospital of Baltimore

Chanel Cottman, MS, PA(ASCP)
Department of Pathology
2401 West Belvedere Ave
Baltimore, MD 21214

MedStar Washington Hospital Center

Mande Beers, MS, PA(ASCP)
Department of Pathology
110 Irving Street, NW
Washington, DC 20010

UM Baltimore Washington Medical Center

Alan Morrison, MD
Department of Pathology
301 Hospital Drive
Glen Burnie, MD 21061

PATHOLOGISTS' ASSISTANT PROGRAM FACULTY

Rudy J. Castellani, MD
Program Director
Professor of Pathology
University of Maryland, Baltimore

John C. Papadimitriou MD, PhD
Medical Director
Professor of Pathology
University of Maryland, Baltimore

Olga Ioffe, MD
Director of Anatomic Pathology
Associate Professor of Pathology
University of Maryland, Baltimore

William Twaddel, MD
Assistant Professor of Pathology
University of Maryland, Baltimore

Chen-Chih Sun, MD
Professor of Pathology
University of Maryland, Baltimore

Alan Burke, MD
Professor of Pathology
University of Maryland, Baltimore

Paul Staats, MD
Assistant Professor of Pathology
University of Maryland, Baltimore

Borislav Alexiev, MD
Assistant Professor of Pathology
University of Maryland, Baltimore

Carlen Miller, MS, PA (ASCP)
Associate Program Director
University of Maryland, Baltimore/University of Maryland Medical Center

Nicolle Borys, MS, PA (ASCP)
Associate Administrator
University of Maryland Medical Center

Katie Flickinger, MS, PA (ASCP)
Autopsy Supervisor, Senior PA
Johns Hopkins Hospital

Leigh Plomchok, MS, PA (ASCP)
Surgical Pathology, Senior PA
Johns Hopkins Hospital

Lynne Sakowski, MS, PA (ASCP)
Senior PA
Johns Hopkins Bayview Medical Center

Mary Ripple, MD
Deputy Chief Medical Examiner
Office of the Chief Medical Examiner

Nicole Wolf, MS, PA (ASCP)
Tissue Bank PA
Walter Reed National Military Medical Center-Bethesda

Janine Riben, MS, PA (ASCP)
Senior PA
York Hospital

Mary Kay Pogar, MS, PA (ASCP)
Senior PA
Greater Baltimore Medical Center

Chanel Cottman, MS, PA (ASCP)
Senior PA
Northwest & Sinai Hospitals

Mande Beers, MS, PA (ASCP)
Senior PA
MedStar Washington Hospital Center

Alan Morrison, MD
Pathology Department Chair
UM Baltimore Washington Medical Center

Norbert Myslinski, PhD
Associate Professor
University of Maryland, Baltimore

Adam Puche, PhD
Associate Professor
University of Maryland, Baltimore

Ivana Vucenik, PhD
Associate Professor
University of Maryland, Baltimore

FEES

Graduate School Fee Schedule The Fee Schedule for the Fall 2016 and Spring 2017 semesters can be found at <http://www.umaryland.edu/media/umb/af/sa/grad.pdf>.

Cancellation: Students who register and subsequently decide not to attend UMB must notify their Program/School registration office, in writing, prior to the first day of instruction. If the Program/School has not received a request for cancellation by 5:00 p.m. prior to the first day of instruction, it is assumed that the student plans to attend and accepts his/her financial obligation. *(See schedule)*

Change in Registration (ADD/DROP): A completed registration change form must be filed in the Program/School registration office to effect an official change in registration. *(See schedule)*

Last day a student can **ADD** a course is one week after instruction begins. After this date, no course can be added without permission of the Dean’s Office.

Last day a student can **DROP** a course without penalty of failure (“F”) is one week after instruction begins.

An 80% refund on dropped courses will be issued for graduate students who are charged on a per credit hour basis, if course is dropped before end of first week of instruction. No refund for dropped courses after first week. There is no refund for full-time students who drop courses thereby changing their status from full-time to part-time.

Withdrawal: any student compelled to leave the University prior to the conclusion of the semester must file an *Application for Withdrawal*, bearing the proper signatures, with their Program/School registration office. A withdrawal is not official until this is done. Each Program/School will determine the percent of refund. Refunds are based on percent of **attendance**. Refund schedules are available from the Office of Student Accounts.

A student who withdraws during the semester and does not file an *Application for Withdrawal* with their Program/School registration office, will receive marks of failure in all courses and will forfeit the right to any refund to which he/she would otherwise be entitled

REFUND SCHEDULE

Amount of refund	Time period during which student withdraws
90% refund	1 st 10% of the semester
50% refund	11% to 25% of the semester
25% refund	26% to 50% of the semester

NO REFUND after 50% of the semester is complete

PATHOLOGISTS' ASSISTANT STUDENT FEES

Structure and Development lab fee is \$250.00 and is payable prior to class start. (required)
Background Check & Drug Screen fees vary depending on the vendor used; The program will inform the students when a background check and/or drug screen is required by an affiliate site, however, it is the student's responsibility to pay for and obtain whatever is required.

AAPA student membership is free while you are actively enrolled in a NAACLS accredited Pathologists' Assistant. You can apply online at www.pathassist.org. (optional)

ASCP application for PA examination fee is currently \$515.00 (non-refundable). (not required to graduate)

ASCP student membership is free. They do have several scholarships available, which are awarded to members only. (optional)

GRADUATE SCHOOL POLICIES (Please see Graduate School Website and Catalog for a full discussion of Graduate School Policies. The following is a brief synopsis of the more common issues concerning PA students.)

Academic Standards. Progress in a graduate degree program is a shared responsibility of the student and the program. Students are responsible for compliance with the rules and procedures of the Graduate School and with all other graduate program requirements. Students should seek the advice of their faculty mentors, graduate program directors, and Graduate School staff members. Complete information on the special requirements for degrees is found in the publications of the individual programs. The general requirements common to all graduate programs are as follows:

Grades. The Graduate School permits instructors to assign final grades using the "plus or minus" grading system. The available letter grades and corresponding quality point values used for grade point average calculations are as follows:

A 4.00	D- 0.67
A- 3.67	F 0.00
B+ 3.33	
B 3.0	
B- 2.67	
C+ 2.33	
C 2.00	
C- 1.67	
D+ 1.33	
D 1.00	

If no grade is given to a student, the student automatically receives a No Mark (NM) on his or her record at the end of the term. The NM remains on the record until a final letter grade is submitted. All No Marks and Incompletes on a student's record must be reconciled (i.e., given the appropriate terminal grade) before the student graduates. Since graduate students must maintain an overall B grade point average (a B- average does not constitute satisfactory academic progress), every credit hour of C in course work must be balanced by a credit hour of A. However, a grade of A in master's thesis or doctoral dissertation research will not balance a grade of C in a course.

Incomplete Grades. An Incomplete grade (I) is appropriate (i.e., may be assigned by the instructor) when a student has an unexpected inability to complete a final assignment in a class. Students should not re-register for a course when an Incomplete has been assigned. The student and the instructor/faculty member should create and sign a contract that facilitates completion of the outstanding assignment(s). Graduate faculty must change Incomplete (I) grades to final letter grades for all courses required for the degree. They must assign letter grades within one academic year of the time at which the required course ended. This policy does not apply to the 799 and 899 research grades, where the graduate faculty may assign letter grades, pass or fail (P or F) grades, or Incomplete grades. Incomplete grades should be replaced by appropriate terminal grades before the examining committee approves the applicable research.

No Mark Grades. A No Mark (NM) grade is put in place opposite courses in which no final grade has been posted, i.e., when a faculty member is unable to submit a grade by the grade deadline. Students should not re-register for a course when a No Mark has been assigned except in the case of lab rotations and thesis/dissertation research.

Appeal of Grade. A student who believes that a final grade in a course is the result of arbitrary or capricious grading may appeal to the Graduate School Dean. The procedural guidelines for handling allegations of arbitrary and capricious grading appear in the "Policies" section of the *Catalog* (<http://graduate.umaryland.edu/catalog/index.html>).

Minimum Grade Point Average. The Graduate School expects all graduate students to maintain a minimum, cumulative grade point average of 3.0 on a 4.0 scale during their studies to remain enrolled. The Graduate School reviews students' academic performances each semester. Failure to maintain the minimum GPA requirements may result in academic dismissal.

Academic Integrity. The Graduate School expects students to meet the highest standards of academic integrity; the success of the entire academic enterprise depends on their doing so. Cheating, plagiarism, fabrication, falsification, or abetting the academic dishonesty of another will result in sanction and may lead to academic dismissal.

Provisional Admission. Students admitted on a provisional basis receive full- or regular-status when they satisfy the provisions stated in the letter of admission. The Graduate School may dismiss students who do not meet these provisions. Students who do not obtain a cumulative GPA of at least 3.0 may be placed on academic probation for critical review. Following this probationary period, usually one semester or session, students may receive regular status if they achieve the required academic standard. If students do not satisfy the probationary terms, the Graduate School may dismiss them.

Appeal of Academic Dismissal. The procedures for the resolution of controversy between the Graduate School and a student dismissed for poor academic performance are found in the "Appeal of Academic Dismissal" policy. Students dismissed for cheating or plagiarism may appeal under the guidelines provided by the "Student Academic Misconduct" policy. Both documents are on file with the office of the Vice President for Academic Affairs and Dean, Graduate School, and are printed in the "Policies" section of the *Catalog*.

Requirements for the Master of Science Degree. All requirements for the master's degree must be completed within a five-year period. Courses completed more than five years before the expected date for receiving the master's degree will not count toward that degree. The minimum number of credits required by the university and the Graduate School for the master's degree is 30. However, the Pathologists' Assistants Program requires a total of 38 credits.

Student Records. Student records are stored in the Department's Graduate Program Office in the Medical School Teaching Facility. In accordance with "The Family Education Rights and Privacy Act of 1974" (PL93-380), popularly referred to as the "Buckley Amendment," privacy of student records is maintained by the school, and protected against challenge to content of the records and control of disclosure of the records. See the Student Answer Book of the University of Maryland, Baltimore for more information on the Policy of confidentiality and Disclosure of Student Records.

The official academic record (transcript) of all course work attempted by each enrolled UMB student is maintained by the Office of Records and Registration in compliance with the standards set forth by the American Association of Collegiate Registrars and Admissions Offices. Each school/program (unit) establishes its policies concerning course work applicability regarding grade point averages and resident credit towards the designated degree.

Requirements for Graduation*. The Graduate School issues a calendar each year showing dates by which certain requirements for graduation are to be met and forms to be submitted by students who are in their last semester of their graduate program. Graduate students should consider it their responsibility to meet the deadlines therein if they expect to receive their diplomas at the end of the semester. Applications for the diplomas must be filed with the Graduate School in accordance with the published diploma application deadline date. This information is posted on the web.

* Note: The successful completion of the University of Maryland Pathologists' Assistant Program, and the issuing of a Masters of Science, is NOT contingent upon the student passing any type of external certification or licensure examination.

Limitations. It is the policy of the University of Maryland at Baltimore to provide education and training to students for the purpose of providing care and service to all persons. The institution will employ appropriate precautions to protect providers in a manner meeting the patients' or clients' requirements, yet protecting the interest of students and faculty participating in the provision of such care or service. No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the school involved will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

UNIVERSITY POLICIES*

Disclaimer
Eligibility to Register
Equal Opportunity
Position on Acts of Violence and Extremism That are Racially, Ethically, Religiously, or Politically Motivated
Rights and Responsibilities for Academic Integrity
Scheduling of Academic Assignments on Dates of Religious Observances
Service to Those with Infectious Diseases
Sexual Assault
Sexual Harassment
Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes
Smoking
Student Right-to-Know and Campus Security Act
Student Sexual Orientation Nondiscrimination

*The university and Graduate School publish the full text of these policies and additional policies and procedures online at <http://cf.umaryland.edu/umpolicies/index.cfm> and <http://www.graduate.umaryland.edu/policies/>, respectively, as well as in the online Graduate Catalog (from link on same website).

GUIDANCE AND COUNSELING

UMB Student Counseling Center. All students registered at the University pay a student mental health fee as part of their tuition and are eligible to use the services offered by the Counseling Center. The center provides professional counseling to all students. Some problems that students seek help with include stress, relationships, drugs or alcohol, eating disorders, loss of a loved one, and disruptive changes in school or home life. Directed by a licensed social worker, the Counseling Center is staffed by professional social workers, psychiatrists, and a substance abuse specialist. The Counseling Center is not a training site for students

The center is located in the Health Sciences and Human Services Library at 601 W. Lombard St., Suite 440, Baltimore, MD 21201.

Phone: 410-328-8404. Fax: 410-328-5291.

Hours of operation are Monday – Friday 8:30am - 5:00pm.

After-hours Crisis or Emergency Assistance: 410-328-8792. (Student Health)

Please visit <http://www.umaryland.edu/counseling/> for additional information.

The Pathologists' Assistant Program Officers are also available for counseling, guidance and/or referrals at all times. There is a monthly meeting of all Pathologists' Assistant students with one or more of the Program Officers.

Academic Advising. For any student having academic difficulties, the academic problem is reviewed immediately with the student by the Program Director and/or Associate Program Director. If remedial training is necessary, such instruction will be requested by the Program Director. The final authority and review of student's progress rests with the Director of the Graduate program in Pathology and/or the graduate committee.

Financial Advising. Students in financial difficulties have the following services available:

- (1) Student will be referred to the financial office for advice on student loans.
- (2) Student will be referred to department investigators or laboratory services for any available jobs.

Job Counseling. The Program Director keeps a registry of all incoming job offers. The job offers are emailed to students as they come in, or are announced at the monthly student meeting. The Program Director also maintains regular contact with former PA students regarding the job market and job opportunities. All students will have a personal counseling session with the Program Director 6 months prior to graduation.

CAMPUS SYSTEMS

Health Sciences and Human Services Library. Six stories tall, the library, with its striking architecture, more than 900 seats, 40 study rooms and three microcomputer labs, provides students with a focal point for both traditional and computerized information resources and services. Distinguished as the first library established by a medical school in the United States, the HS/HSL is a recognized leader in state-of-the-art information technology. Serving all the schools on campus and the University of Maryland Medical System, the HS/HSL contains more than 300,000 volumes, including 2,000 journal titles, and is ranked among the top 25 health sciences libraries in the country. For information, visit the library website at <http://www.hshsl.umaryland.edu/>.

Computer Resources. The University provides computing support to University of Maryland students. Students have access to the research and information common areas of the Health Sciences and Human Services Library, which provides multiple Windows-based machines. Students have access to e-mail, databases, World Wide Web, word processing, desktop publishing, spreadsheet, and other software. There is also a facility for color printing and preparation of slides. The campus network, UMnet, provides access to email, listserv, and web services. Training workshops are available on a variety of computing and information topics. For information, visit the library website at <http://www.hshsl.umaryland.edu/>.

UMB Student Health. Student Health provides comprehensive care to UMB students through UMaryland Immediate Care. All students registered at the University pay a student health fee as part of tuition. They are therefore eligible to access the UMaryland Immediate Care practice for all of their health needs. Student Health is located at 408 W. Lombard Street between Eutaw and Paca streets. Hours of operation are Monday-Friday, 7am-5pm. Evening care is available by appointment on Mondays and Thursdays, 5-7pm, at the Family and Community Medicine practice at 29 S. Paca St. Please visit their website for additional information at <http://www.umaryland.edu/studenthealth/>.

Please call:

667-214-1899 To schedule an appointment.

667-214-1800 To reach a doctor after hours and on weekends

667-214-1883 To reach administrative office staff (i.e. requesting immunization records, walk-in shot times, student health registration holds, etc.), M-F, 8am-4:30pm

UMB requires each new student to complete a Report of Medical History Form to identify students with health problems, which may require attention while at school. Students must also complete an *Immunization Record Form*. A stringent immunization policy is in effect at UMB. Students who fail to document their immunity to preventable childhood illnesses will not be allowed to continue their studies. Full-time students must have health and hospitalization insurance. Students must either present proof of comparable coverage or purchase the UMB policy.

A full range of services is provided by Student Health, including routine medical care, acute and chronic visits, care of minor injuries and allergy shots. Counseling services are available through Campus Counseling. The staff of Student Health maintains strict confidentiality and absolutely no information is given to any source without the student's permission.

Needle Stick Procedures. When a student is exposed to Blood-borne Pathogens (BBP) such as needle sticks and/or human body fluids, the following procedures are to be followed.

1. Call the UMB Blood-borne Pathogen Exposure Hotline at (667) 214-1886. Your call will be answered by a medical professional who will advise you on the risk of your exposure, what treatment you may need and facilitate the “Source Patient’s” blood being tested.
2. The student should report to the UMaryland Immediate Care site at 408 W. Lombard Street, Baltimore, Md 21201, between the hours of 7 a.m. and 4:30 p.m, Mon-Fri.
3. If the student needs to contact the office before reporting to the student Health Office, they are to call 667-214-1899. In the unlikely event the student is not able to reach a clinician at that number, please call the Student Health Director, Dr. James Baronas at 410-608-0337.

If a student is at an off-campus medical facility, he or she should notify the charge nurse, physician, and/or the Employee Health office at that site of the exposure. The source patient should be tested. The student should still call the Hotline to get further advice and have the incident documented in their student health record.

Housing. The University's two residential complexes, Pascault Row and Fayette Square, offer students different living environments, including maintenance, supportive and accessible staff, and convenient locations. Students living on campus may remain in housing throughout their enrollment. The mission of UM Housing is to complement and support the academic experience of the diverse community of scholars who are members of our professional schools and interdisciplinary graduate school by providing on-campus housing options that are affordable, safe, and conveniently located. For more information, please visit the UM Housing website at <http://www.umaryland.edu/housing/>.

STUDENT ACTIVITIES

The **American Association of Pathologists' Assistants (AAPA)** was founded in 1972, and incorporated as a not-for-profit organization. The objectives of the organization are to: (1) benefit and further the profession by promoting and maintaining high standards of ethical conduct; (2) provide continuing medical education for its members and work for the development of additional pathologists' assistant training programs; (3) inform the public and medical profession as to the goals and professional capabilities of the pathologists' assistant and (4) implement new programs which will help establish the AAPA and its members as a vital link in the health care chain. The association now has over 1200 fellow members nationally and in Canada. The AAPA is an active organization, hosting an annual conference, publishing a quarterly newsletter and providing opportunities for Continuing Medical Education to all of its members. Student memberships are available. To Contact the American Association of Pathologists' Assistants Central Office, call 1-800-532-AAPA or 651-317-8048, email info@pathassist.org, or visit their web site at <http://www.pathassist.org>.

Graduate Student Association is a student-run organization comprising the graduate population of the University of Maryland. Representatives from over 20 participating programs throughout the Baltimore campus attend the GSA's monthly meetings and relay information back to their fellow students. GSA representatives are a great source of information on graduate programs, graduate student events, and the university. The GSA coordinates many services and programs, including awards and grants, graduate student orientation, social events, a research day, a computer loan program, and a graduation ceremony for graduate students.

The Southern Management Corporation Campus Center (SMC CC) opened in August 2009. At 125,000 square feet in size, there is room for a wide range of activities to compliment UMB's academic mission. The SMC Campus Center serves as UMB's town square, fostering collaboration, encouraging health and wellness, housing student organizations and services, providing recreation and relaxation and offering outstanding food and dining venues. The SMC Campus Center is an integral component of UMB's recruitment, enrollment and retention efforts. With the SMC Campus Center's wealth of recreational, educational, and programmatic opportunities, the UMB community is able to come together at the very heart of the campus, sharing knowledge and ideas across curricular disciplines with an eye toward bridging diverse personal, educational, and professional backgrounds.

University Recreation and Fitness (URecFit) allows students to stay in shape year-round right on campus, free with a valid student ID. URecFit offers students a variety of programs including intramural sports, fitness and wellness activities, informal recreation, mini-courses, and special events. Available to students at the state of the art SMC CC main facility, are three floors of recreation and fitness opportunities, including a fitness center with over 90 cardiovascular stations, circuit training, and free weights, two group exercise studios, cycling studio and multipurpose areas, a gymnasium with 2 basketball courts, volleyball, badminton, and 2 racquetball/squash conversion courts, elevated walking and jogging track, modern locker rooms with saunas, and a 5 lane, 25 yard "infinity" pool. Additional opportunities for fitness are also available at the separate BioPark facility. URecFit, in conjunction with University Police, also offer separate self-defense courses for both men and women, called Rape Aggression Defense (RAD). Sessions are year-round and taught by trained and certified

instructors. For more information about URecFit, call 410-706-7529 or visit their website at <http://www.umaryland.edu/urecfite/>.

SOCIAL AND CULTURAL ACTIVITIES

The city of Baltimore offers a stimulating environment in which to live and study. Baltimore residents enjoy the sophistication of a large metropolitan city combined with easy accessibility to surrounding beaches, mountains, and rural areas. The many attractions and resources of Washington, D.C. are less than an hour drive from Baltimore. Within easy walking distance of the campus is the nationally acclaimed Inner Harbor area where Harbor Place, the National Aquarium, Maryland Science Center, and the Pier 6 Pavilion share the harbor with hotels, shops such as a Barnes and Noble Book Store, and restaurants including a Hard Rock Café, Planet Hollywood and ESPN Zone. As a cultural center, Baltimore has a world-class symphony orchestra, excellent museums and libraries, professional theater, ballet and opera. For sports fans, Baltimore has American League Baseball with the Orioles, professional football with the NFL Ravens, indoor soccer and ice hockey. NCAA and club lacrosse, horse racing and steeple chasing and polo are available in the suburban counties. The home of the Baltimore Orioles, Oriole Park at Camden Yards, is only two blocks from the University of Maryland, Baltimore campus and the new Ravens stadium is adjacent to Oriole Park. There are numerous public golf courses in the city and surrounding counties, and the Baltimore Harbor and nearby Chesapeake Bay offer opportunities for boating and water sports.

DISCLAIMER

No provision of this publication is a contract between applicants or students and the University of Maryland. The university reserves the right to change any admission or advancement requirements. The university further reserves the right to ask a student to withdraw any time when in the best interest of the university. Admission and curriculum requirements are subject to change without prior notice.