

UNIVERSITY of MARYLAND
SCHOOL OF MEDICINE

DEPARTMENT OF PATHOLOGY

PATHOLOGISTS' ASSISTANT PROGRAM
CLINICAL ROTATION MANUAL

ACADEMIC YEAR 2026 – 2027

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PROFESSIONAL POLICIES

STUDENTS MUST AGREE TO ABIDE BY ALL POLICIES AND PROCEDURES ESTABLISHED IN THESE DOCUMENTS. POLICIES AND GUIDELINES IN THE CLINICAL ROTATION MANUAL ARE SUBJECT TO REVISION AND CHANGE WITHOUT PRIOR NOTICE.

The University authorities reserve the right to make changes in the curriculum, in the requirements for advancement and graduation, in fees, and in rules and regulations whenever appropriate.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. The University reserves the right to change a provision or requirement at any time within the student's term of residence. The University further reserves the right, at any time, to ask a student to withdraw when it considers such action to be in the best interest of the University.

The University of Maryland, Baltimore is an equal opportunity institution with respect to both education and employment. The University's policies, programs and activities are in conformance with pertinent federal and state laws and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and disability.

If you require special accommodations to attend or participate in the program or an activity, please provide information about your requirements to the Program Director or Associate Program Director.

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.

PROGRAM GOALS AND STANDARDS

DEPARTMENT AND PROGRAM GOALS AND MISSION

In accordance with the philosophy and purposes of the University of Maryland School of Medicine and School of Graduate Studies, 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

Upon graduation, students will be able to:

- Apply foundational knowledge of pathological disease processes in relation to gross and microscopic anatomy, anatomic pathology techniques, laboratory procedures, and the interpretation of medical and laboratory data associated with surgical and autopsy pathology.
- Under the supervision of a pathologist, perform technical tasks in surgical and autopsy pathology, including gross examination and specimen prosection, while exercising sound judgment to identify and select appropriate tissues and special studies based on clinical history and available medical information.
- Demonstrate professional behavior in within an anatomic pathology department and gain skills that are essential to serve in an anatomic pathology laboratory including but not limited to supervision, teaching, effective communication, problem-solving, interprofessional collaboration, and other assigned laboratory duties.

CAREER ENTRY COMPETENCIES

One of the goals of internships/externships is to ensure that each student leaves the Program 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 Pathologists' Assistant Program didactic coursework and internships/externships, the student will demonstrate the ability to:

- Prepare for the laboratory experience by reviewing notes, following objectives, and reading supplementary materials
- Present a clean and neat appearance in accordance with the Departmental dress code
- Report to the laboratory promptly and work until excused
- Comply with affiliate policies regarding:
- Work schedules and proper "on-time" attendance,
- Sample labeling,
- Confirmation of patient and sample identity,
- Patient confidentiality, issues of confidentiality,
- Appropriate management of discrepancies,
- Lunch break, eating, smoking, etc.,
- Safety regulations,
- Quality control protocols, and quality assurance protocols
- Perform procedures within the ethical policy of laboratory practice
- Perform according to his or her own individual strengths and limitations
- Accept constructive criticism in a mature fashion
- 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, perform them well
- Analyze a procedure before attempting to undertake it; request assistance when necessary
- State the pathological significance of test results
- Correlate facts, principles, and theories of work procedures in order to identify problems and to evaluate malfunctions
- Organize time, materials, and equipment to perform gross specimen dissections and descriptions with accuracy
- Identify sources of error and safety precautions
- Operate equipment carefully and skillfully; judiciously utilize reagents and supplies
- When requested, report written results legibly and verbal results accurately and courteously; report results truthfully and objectively, maintaining patient confidentiality
- Volunteer for departmental activities
- Maintain a clean work area, leaving area clean and disinfected at the end of the work day
- Report out when leaving assigned area
- Arrive on time and limit unscheduled absences

- Communicate effectively, professionally and civilly at all times with faculty, staff, students and other health care professionals.

ESSENTIAL FUNCTION REQUIREMENTS

The following non-academic standards represent the essential requirements of the program. A student in 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 and describe characteristics appearance 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.

APPLICANTS AND ENROLLED STUDENTS WITH DISABILITIES

The Program will provide reasonable accommodation to applicants with disabilities and to enrolled students with disabilities. The Program is not required to make, nor will it make, modifications that would fundamentally alter the nature of the admissions process or the educational program or provide auxiliary aids that present an undue burden on the Program. A student must be able to perform all of the Essential Requirements with or without reasonable accommodations to matriculate or continue in the program.

To register with the Office of Educational Support and Disability Services (ESDS) and request reasonable accommodations and support services, students need to follow the instructions provided on the ESDS website (http://www.umaryland.edu/disabilityservices/for-students/how-to-request-accommodations/), as follows: 1) Complete the Disability Disclosure and Reasonable Accommodations form online, 2) Submit appropriate documentation confirming the disability, 3) Meet with ESDS staff for an initial appointment, 4) Connect with instructors, and 5) Reflect on accommodations and revisit ESDS. Additional general information can be found on the ESDS website at www.umaryland.edu/disabilityservices.

POLICIES FOR PRACTICUM EXPERIENCES

CLINICAL ROTATIONS

Each student who meets the academic and professional standards for advancement to clinical rotations will be placed at an affiliate site. Every effort is made to assign second year Pathologists' Assistant students to clinical rotation sites according to geographic area, availability, and student interest. However, due to programmatic requirements, rotation commitments and requirements by affiliates, month to month differences in availability, and COVID-19 circumstances, special arrangements may be required for student placement in clinical affiliate laboratories. Once clinical rotation sites are assigned to the student, no requests for changes to the schedule from students can be accommodated.

The Program works closely with the clinical affiliates to assure that all rotation experiences provide comparable entry-level skills and training. A standardized set of Clinical (Behavioral) Objectives and rotation related policies have been developed with input from the clinical affiliates and are distributed annually at the Pathologists' Assistant Program Clinical Rotation Orientation.

The clinical affiliates and their liaisons to the University of Maryland Pathologists' Assistants program are listed in the Student Manual. Unless otherwise instructed, all students are required to contact the rotation supervisor at each site, at least two weeks in advance of the rotation.

BACKGROUND CHECKS AND DRUG SCREENS

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 to obtain whatever is required. The Program does not retain background check reports nor 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.

EVALUATION OF STUDENTS

Advancement from the didactic portion of the program to the clinical rotation portion in the second year will be based on the student's overall academic record and professional behavior. The Chair of the Department of Pathology reserves the right to deny advancement to clinical rotations, if any concerns in reference to professional behavior have been raised.

Rotations include surgical pathology (including pediatric pathology techniques), autopsy pathology, and forensic pathology, housed in graduate courses PATH 608 (autopsy pathology) and PATH 609 (surgical pathology).

Student grades are determined based on clinical site evaluations, exams, and additional assignments assigned. Each clinical affiliate site will complete an evaluation of each student and assign a letter grade of A, B, C, or F.

FALL SEMESTER GRADE

Students will take two written examinations in the first semester roughly modeled after the ASCP certification exam. Performance on these examinations comprises 30% of the students' grade for PATH 608 and 609, fall semester (see section on determination of grades). Of the remainder of the grade, 50% is from practicum evaluations and 20% is from additional assignments.

SPRING SEMESTER GRADE

Three additional written examinations roughly modeled after the ASCP certification exam are offered in the second semester. The third, End of Program examination, will be taken in May and is a cumulative exam. During each of these exams the students will participate in a frozen section practical, which is proctored by the Associate Program Director and/or Program Director. The student is required to pass the End of Program examination in order to graduate. If the student does NOT pass the End of Program examination, a remediation exam is given. If the student does not pass the remediation exam, the Program Director/Associate Program Director will meet with Graduate School officials and decide the next course of action, which may include a requirement to repeat clinical rotations.

The Spring semester grade is based on the exam scores the program examinations comprises 30% of the students' grade for PATH 608 and 609, spring semester (see section on determination of grades). Of the remainder of the grade, 40% is comprised of averaged grades from the practicum evaluations, 10% is based on their performance on additional assignments, and 20% is based on the student's performance based on their Scholarly Project. These are graded by the Program Director/Associate Program Director.

Note: Affiliate sites may have site-specific reading assignments, objectives, and examinations. These do not comprise part of the students final grades in each course.

MONTHLY MEETINGS

On the first Friday of the month, starting in August during the year of clinical rotations, the students will meet with the Program Director and/or the Associate Program Director, for a general discussion of the clinical rotation experience, completion of rotation evaluations, review of job opportunities, and miscellaneous issues, either in-person or by virtual meeting. Decisions about meeting status will be communicated to students as early as possible.

Note: It is the student's responsibility to notify the affiliate sites of these meetings. On the day of the monthly meetings, students are required to report to their affiliate site the same morning and are dismissed at a time chosen by the rotation supervisor.

CLINICAL SITE EVALUATION

Clinical sites may submit evaluations online, however if they are completed on a written form, it is the student's responsibility to return the original copy of the evaluation to the Program Director or Associate Program Director at the time of the monthly meeting.

The affiliate liaison can also mail final evaluations directly to the Department. These professional evaluation forms become a part of the student's permanent record. The evaluations are confidential and, after appropriate FERPA release, utilized by program officials when prospective employers, graduate schools, professional schools, etc., request recommendations.

REQUIREMENTS FOR SUCCESSFUL PROGRAM COMPLETION

All students in the second year are required to take a final written examination and will be expected to achieve a score of 70% or better. In addition, all students will be required to demonstrate entry level competency in autopsy pathology and surgical pathology by practical examinations. All students are also required to write and present a scholarly paper.

Scholarly Project – Each student will choose an interesting case they encountered during their clinical year and write a paper following the general format of a scholarly paper or case report, with the intent to submit that paper for publication. The paper will be evaluated based on the criteria provided. The student will also prepare a PowerPoint presentation of their work to present to their classmates, program administration, and UMMC residents and faculty during the final month of the program. Details and rubrics of this assignment will be provided separately.

ACADEMIC PERFORMANCE AND PROGRESS IN THE PROGRAM

Satisfactory academic performance and progress within the University of Maryland, Baltimore's (UMB) Master of Science (MS) programs is a responsibility shared by the School of Graduate Studies, the UMB Pathologists' Assistant program, and the students, as outlined by the Graduate School policy on Academic Performance and Progress. This policy specifies the elements of satisfactory academic performance and progress for students in UMB programs required by the Graduate School. MS programs with additional criteria and requirements approved by the Graduate School, such as the Non-Academic Standards in the Pathologists' Assistants program,

are covered under this policy. Additional details can be found on the web at http://www.graduate.umaryland.edu/policies/.

Failure to satisfy the Graduate School's standards of satisfactory academic performance and progress, subjects a student to possible academic dismissal, as does non-adherence to program-specific policies and requirements.

If a student fails to meet Graduate School standards of satisfactory academic performance and progress, the student shall be given written notice of dismissal. The notice will include the reason for the dismissal. A copy of the notice will be provided to the student's Pathologists' Assistant Program Director. Notice of dismissal will be mailed to the student's current address of record as noted on file with the UMB Registrar. Notice is deemed received by the student within 10 calendar days from the date of the notice. Each student is expected to notify the School of Graduate Studies and the Pathologists' Assistant Program of changes in address and check for correspondence at his or her address of record in a timely fashion.

During the clinical rotation year, if a student fails to meet the expected benchmarks, previously mentioned, the student will meet with the Program Director and/or Associate Program Director, to determine a course of action for improvement. If the student continues to fail to meet the benchmarks, he/she may be dismissed from the Program.

ADDITIONAL POLICIES

LINE OF AUTHORITY TO CONTACT

If students have questions regarding course registration or requirements for clinical site rotations, the student should contact the program coordinator for assistance. In the setting of questions regarding a specific course, the student should contact the course director directly. If students have questions regarding any aspect of the program, the student should contact the program coordinator, Program Director, and Associate Program director.

Students may cc the Program Director or Associate Program Director in any emails that the student sends to other course directors, university contacts, etc. regarding their education.

ATTENDANCE/TARDINESS

Attendance is MANDATORY. Students are permitted 5 days off during the second year of training, starting in July, to include vacation days and personal leave. Students must abide by the schedule set by their clinical site. Students may not take more than 2 consecutive days off without direct approval by the Program Director. If the anatomic pathology laboratory is operational on a given holiday, the students are required to attend.
Regardless of reason, Students are required to contact and obtain approval from the clinical affiliate liaison in the event of any absence. The Program Director and/or Associate Program Director should be notified of the decision by the student. Students with any unexcused absences will automatically receive an 'F' for that rotation. If the affiliate liaison believes that a certain student has missed too many days for sick or other leave during a rotation, the affiliate site reserves the right to assign a grade of "incomplete" and require the student to do a make-up rotation at that site.

Students who are sick or require extended leave must notify the Program Director for further instructions. Students must contact the Program Director and/or Associate Program Director in the setting of a required absence for job interviews.

Punctuality is MANDATORY. Tardiness will be considered in the grade for a given rotation. Affiliate sites reserve the right to assign a grade of "incomplete" and require the student to do a make-up rotation at that site if tardiness is deemed so excessive as to hamper the progress through the rotation. For each 5 days of tardiness, the students final letter grade will be dropped.

PROFESSIONALISM, PERSONAL APPEARANCE, AND DECORUM

Since the environment of the University of Maryland, Baltimore campus and the laboratory affiliates of the department is professional, students shall conduct themselves at all times and in all places in a manner which will bring credit to the University, the School of Medicine, the Department of Pathology, the Pathologists' Assistant Program and to themselves. Conduct of students in public, particularly within the affiliated hospitals and laboratories, should conform to the highest professional standards.

Students are expected to demonstrate professional conduct in the clinical settings at all times. Such conduct shall include, but is not limited to, academic integrity, honesty and civility as well as honoring patient confidentiality.

DRESS CODE AT LABORATORY AFFILIATES

As professional representatives of the Department and the University of Maryland, students on clinical rotation must adhere to the established dress code guidelines for the specific facility. In addition to observing the guidelines of the practicum site, students are expected to dress professionally and appropriately for the job, and all attire must be clean, neat and in good condition. The following is a list of unacceptable or inappropriate workplace attire:

- Leggings, stretch/stirrup pants, shorts, mini-skirts, mini-dresses (dresses and skirts cannot be more than 3 inches above the knee)
- Halter tops, tube tops, cropped tops, tank tops
- Tee shirts
- Sundresses
- Jeans or denim attire of any kind or color, except where job functions necessitate, such as a trade contractor
- Low cut blouses and dresses, revealing excessive chest area or cleavage
- Visible undergarments either through sheer fabrics, including scrubs or improper concealment
- Workout clothing or other exercise apparel (i.e., nylon jogging suits, sweat pants, sweatshirts, sweat jackets)
- Tee shirts, shorts, any shirt with sayings, symbols, etc. which would be deemed unethical or inappropriate for the professional image of the hospital
- Hats/caps
- Excessively loose, tight or revealing clothing
- Sloppy, patched, torn, distressed, or tattered clothing
- Costumes, except in association with a sanctioned UMMC/UMB event

During clinical rotations, students must adhere to the established dress code guidelines of the specific laboratory. This may include the wearing of uniforms depending on the affiliate site. Lab coats and personal protective equipment (PPE) will be provided by each affiliate. Students should consult with the affiliate institution for site-specific information. Instances when a student does not conform to the dress code will result in appropriate disciplinary action, including removal from their rotation.

UNETHICAL AND/OR UNPROFESSIONAL BEHAVIOR

Please refer to the program's Professionalism Policy for further details on required professional 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://www.medschool.umaryland.edu/osa/handbook/School-Policies/Statement-of-Ethical-Principles-Judicial-Review-System--By-Laws-of-the-Judicial-Board/. The decision made by the Dean of the Graduate School, based upon the recommendation of the Judicial Board, is final, and the Department of Pathology will adhere to this decision.

DRUG TESTING

The Pathologists' Assistant Program is committed to maintaining a safe, professional, and compliant educational and clinical environment. Due to the direct involvement of students in laboratory operations, patient care environments, and handling of human specimens, strict adherence to substance-free standards is required. This policy establishes a zero-tolerance approach to the use of prohibited substances.

Students are subject to random, unannounced drug testing at any time during the program and will be subject to testing upon reasonable suspicion of impairment. Any violation of the drug testing policy will result in immediate dismissal from the program. Additional information may be found in the Program's Drug Testing Policy.

SOCIAL MEDIA

Students shall not post any case or patient related information/material whatsoever, on any social media site or anything of the like. Any student found in violation, will be subject to disciplinary action, up to and including dismissal from the program. Refer to the Program's Social Media policy for additional details.

AFFILIATE SITE EVALUATION BY STUDENT

This evaluation, which will be reviewed and evaluated for possible curriculum revision, is given to the Program Director or Associate Program Director at the completion of each clinical rotation. It is also reviewed with the Medical Director as needed, as well as with the Program Advisory Committee at the annual meeting.

STUDENT GRIEVANCE POLICY

Any Pathologists' Assistant student on clinical rotation may formally document a concern or grievance related to the clinical experience, in the form of a letter to the Program Director and/or Associate Program Director, or if necessary, to the Department Chair.

INCLEMENT WEATHER POLICY

Students in clinical rotations are to make every effort to attend their practicum. Time missed due to inclement weather must be made-up. Absences should be reported to the Program Director and/or Associate Program Director, as well as the department supervisor at the clinical rotation site.
As a result of varying conditions, students are urged to use their personal judgment on whether to travel to affiliate sites. Students are also to follow attendance protocol as previously described.

Sources of information concerning inclement weather announcements include: the Campus Emergency Information Phone number of 410-706-8622, the Campus Alerts web page at http://www.umaryland.edu/emergency/alerts, the TV station WBAL TV, and the radio station WBAL AM 1090.

SERVICE WORK PERFORMED BY STUDENTS

Students are not expected to provide "service work" for the clinical sites during their clinical rotations. After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision; however, it is the responsibility of the supervising preceptor/ resident/attending for final verification of report information and release to the LIS (laboratory information system).

Any service work by students in the clinical setting outside of the academic hours is non-compulsory. If a student chooses to be hired by a clinical site for a job that does not require a certified Pathologists' Assistant (PA), the work hours must be scheduled at a time other than class hours (e.g., evenings or weekends). In such cases, the student is a bona fide employee of the site and the work is not considered to satisfy any part of the student's clinical rotation.

Note: Students are not required to stay on site in a given rotation beyond the normal working hours of the laboratory.

STUDENT EMPLOYMENT

Students are not allowed to gain employment in any capacity in an anatomic pathology laboratory that utilizes the skills they are gaining during their education. To support academic success, it is the recommendation of the Department that students do not maintain full-time employment and work no more than 16 hours per week. If additional funds are required, financial aid avenues should be pursued. Contact University of Maryland, Baltimore University Student Financial Assistance.

UMSOM E-MAIL ACCOUNTS

UMSOM e-mail accounts are assigned to students at the beginning of the academic school year of the first year. Students are required to use their e-mail account provided by UMSOM. The Program administration will routinely utilize the UMSOM e-mail accounts to communicate with students (including for potentially FERPA related communication).

ACCEPTABLE USE OF COMPUTERS AT UMB AND UMB AFFILIATES

In general, acceptable use of UMB IT Resources is use in support of the research, education, service, and administrative activities of UMB or of an Affiliate. Authorized Users should always use IT Resources in accordance with UMB, USM, and Affiliate policies, procedures, and guidelines, software licenses, and applicable laws. UMB depends upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users of UMB IT Resources. Use of UMB IT Resources must be responsible and professional. Acceptable use balances limits necessitated by law, economy, security and privacy with the principles of academic freedom and constitutional rights of free speech.

Authorized Users are responsible for safeguarding their own identification (ID) codes and passwords, and for using them for their intended purposes only. Authorized Users are solely responsible for all transactions made under the authorization of their ID, and for activity involving IT Resources which originate from computing devices owned by or assigned to them. Authorized Users may not represent or imply that personal electronic publications (e.g. web pages) or personal communications reflect the views or policies of UMB.

Authorized Users may not state or imply that links provided from web pages hosted on UMB IT Resources constitute or imply a UMB endorsement of those sites, their content, or products and services associated with those sites.

Direct and indirect use of UMB IT Resources made available to an Authorized User is a privilege granted by UMB. The privilege is subject to compliance with this policy, other applicable UMB and USM policies, Affiliate policies and State and federal laws.

More information about the UMB IT Acceptable Use Policy, including the entire text of the policy, what constitutes misuse of UMB IT Resources, responsibilities and procedures for administering and enforcing this policy, reporting violations, and initiating disciplinary actions against those who violate this policy, can be found online at http://www.umaryland.edu/policies-and-procedures/library/information-technology/policies/x-9901a.php.

Additionally, general UMB IT Policies, with which all users of the UMB IT resources (staff, faculty, students, and guests) are expected to be familiar can be found online at http://www.umaryland.edu/umbcomputingpolicies/.

HIPAA AND RELATED CONFIDENTIALITY ISSUES

Students are required to complete the online HIPAA course offered at UMB at the time of student orientation. Prior to participating in the clinical rotations, the student is required to sign a form whereby he/she agrees to abide by the rules and regulations of the clinical sites utilized by the program while on their premises during any assigned clinical or research rotations. Clinical sites may require the student to satisfy their specific HIPAA policies.

SECURITY AND ORDER

Students are responsible for maintaining security, neatness and order in all areas.

- Students must wear their University of Maryland, Baltimore identification badge at all times and observe all other security regulations as determined by clinical sites
- Students are responsible for personal property and care of the affiliate institutional property.

LABORATORY PROTOCOLS

The following protocols are to be adhered to by students in the laboratory setting since they comply with the Occupational Safety and Health Administration (OSHA) guidelines that are enforced to ensure the personal safety of students. Violations of these policies will result in immediate disciplinary action. Repeated violations will result in dismissal from the program. Students are responsible for cleaning the laboratory areas and maintaining proper laboratory safety practices.

- Standard laboratory precautions will be practiced at all times
- Personal protective equipment (PPE) such as aprons, sleeves, face shields, gloves, etc. will be worn according to affiliate policy and task performed, while in the laboratory. Hospital scrubs are not to be worn outside the laboratory or laundered by the student
- Gloves must be worn when handling biological or hazardous materials
- Splash shields are to be utilized when appropriate
- Eating, smoking, chewing gum, drinking, and applying cosmetics are prohibited in the laboratory
- Biological waste and sharps are to be disposed of in appropriate containers
- Students are not permitted in affiliate laboratories

BANDSAW USE AT LABORATORY AFFILIATES

Each Pathologists' Assistant student will be trained on bandsaw use and given a skills assessment test at UMMC only. Bandsaw use at any other clinical affiliate site is acceptable with the explicit written permission by the Program Director. .

MEDICAL TREATMENT FOR PATHOLOGISTS' ASSISTANT STUDENTS

All costs for medical treatment or post exposure evaluation and follow-up activities for students are the responsibility of the student. All Pathologists' Assistant students are required to have health insurance as deemed by the University policies, and the insurance can be billed for all medical services.

ALL ACCIDENTS IN THE AFFILIATE LABORATORIES MUST BE DOCUMENTED ACCORDING TO THE AFFILIATE'S INSTITUTIONAL POLICIES AND REPORTED TO THE PROGRAM DIRECTOR AND/OR ASSOCIATE PROGRAM DIRECTOR IMMEDIATELY. AN INCIDENT FORM MUST BE FILED IN THE STUDENT'S RECORD WITHIN 24 HOURS AND CAN BE FAXED TO THE PROGRAM

ADMINISTRATION AT 410-328-5508. THE UMB BLOOD-BORNE PATHOGENS EXPOSURE (BBPE) HOTLINE CAN ALSO BE UTILIZED FOR ADVICE AND POST-EXPOSURE FOLLOW UP AT 667-214-1886.

EXPOSURE AT AFFILIATES OF PATHOLOGISTS' ASSISTANT PROGRAM

If a Pathologists' Assistant student has an exposure incident at an affiliate laboratory, the student must inform that laboratory's Education Coordinator or the immediate supervisor to begin the post exposure follow-up procedure. Some affiliate laboratories will perform the testing of both the student and the source individual's blood. However, other affiliates may send the student back to UMB for all testing. It is important that ALL students know the affiliates' policy concerning student exposure to blood borne pathogens PRIOR to an incident occurring.

THE PATHOLOGISTS' ASSISTANT PROGRAM MUST BE NOTIFIED IMMEDIATELY OF ANY INCIDENT/ACCIDENT INVOLVING A STUDENT DURING THEIR LABORATORY PRACTICUM BY CALLING 410-328-5555. AN INCIDENT FORM (APPENDIX 10 OR AFFILIATE SITE SPECIFIC FORM) MUST BE FILED IN THE STUDENT'S RECORD WITHIN 24 HOURS AND CAN BE FAXED TO THE PROGRAM ADMINISTRATION AT 410-328-5508. THE UMB BLOOD-BORNE PATHOGENS EXPOSURE (BBPE) HOTLINE SHOULD ALSO BE UTILIZED FOR ADVICE AND POST-EXPOSURE FOLLOW UP AT 667-214-1886.

Following a report of an exposure incident, the exposed student must receive a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route of exposure and the circumstances under which the exposure incident occurred.

2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.

3. The source individual's blood will be tested as soon as feasible after consent is obtained to determine HBV and HIV infection. If consent is not obtained, the person responsible for the Hepatitis B vaccination program will establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.

4. When the source individual is known to be infected with HBV or HIV, testing for the source individual's HBV or HIV status need not be repeated.

5. Results of the source individual's testing must be made available to the exposed student along with information on applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- The exposed student's blood will be collected as soon as feasible and tested after consent is obtained.
- The exposed student will be offered the option of having their blood collected for testing of HIV/HBV serological status. The exposed individual MUST have a blood test for HIV if the source patient consents for testing.

POST-EXPOSURE EVALUATION AND FOLLOW-UP FOR STUDENTS

All exposure incidents that occur for students must be reported, investigated, and documented.

All Pathologists' Assistant students who experience an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. The health care professional responsible for the person's Hepatitis B vaccination and post-exposure evaluation will be provided with the following:

- A copy of 29 CFR 1910. 1030. http://www.osha.gov
- A written description of the exposed individual's duties as they relate to the exposure incident.
- Written documentation of the route of exposure and circumstances under which exposure occurred.
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the person including vaccination status.

The exposed student will be provided a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination must be limited to whether HBV vaccination is indicated and if the student has received such vaccination. It will include a statement that the student has been informed of the results of the evaluation and of any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment. All other findings or diagnosis must remain confidential and will not be included in the written report.

CLINICAL ROTATION BENCHMARKS

Pathologists' Assistant Program Department of Pathology
University of Maryland School of Medicine Clinical Rotation Benchmarks

The following benchmarks are meant to be completed by the end of the first month of clinical rotations:

1. Demonstrate safe work practices, including the use of personal protective equipment.
2. Demonstrate appropriate handling of and proper technique with common equipment and instruments, such as forceps, scalpel blades and handles, trimming blades and handles, etc
3. Demonstrate respect for patient confidentiality at all times.
4. Ask questions whenever confronted with uncertainty.
5. Interpret common abbreviations and terminology on surgical pathology requisition forms and seek out answers to questions about abbreviations and terminology whenever unsure.
6. Independently process relatively low complexity specimens, including, but not limited to: GI biopsies, simple skin biopsies (punch, shave, simple excisions), endocervical/endometrial curettings, bone marrow biopsies, hernia sacs, hemorrhoids, intervertebral discs, fallopian tubes/vas deferens for sterilization, products of conception, appendectomies, gross examination only specimens, etc.
7. Advocate for patient care is the highest priority.
8. Project an image of professionalism, including appearance, dress, and confidence.
9. Demonstrate aptitude for, and interest in, working in a team environment.
10. Demonstrate reliable attendance and punctuality.
11. Demonstrate maturity, stability, and affability in all situations.
12. Notify supervising PA or pathologist of any absences in advance and inform program faculty of approval.
13. Offer to help student colleagues whenever feasible.
14. Use appropriate medical terminology in work-related discourse.
15. Accept constructive criticism well and modify skills accordingly.
16. Demonstrate an interest in learning and continuing to improve technical skills.
17. Follow specific instructions with respect to specimen processing and sectioning and avoid repetitious errors.
18. Apply medical knowledge appropriate to the clinical scenario, anatomic considerations, and pathological findings.

By the end of the first six months of clinical rotations, the student should satisfy all of the above, and will:

1. Independently process medium complexity, adult and pediatric specimens, including, but not limited to gallbladder, oriented skin excisions, uterus for nonmalignant disease, placenta, non-neoplastic extremity amputations, thyroid, intestine for non-neoplastic processes, breast lumpectomies with or without orientation.
2. Choose appropriate gross terminology for specimen descriptions, that support the gross interpretation of the underlying pathology.

3. Interpret clinical information and apply to proper handling of medium complexity specimens.
4. Skillfully utilize equipment and instruments appropriate to the specimen size and complexity.
5. Expeditiously prepare thin, evenly stained, and cleanly cover-slipped, high quality cryostat sections, touch imprints, and smear preparations (both fixed/H&E stained and air-dried/Diff-Quik stained), including proper slide labeling.
6. Recognize limitations and ask appropriate questions of senior residents and program faculty (PAs and pathologists).

By the end of the last month of clinical rotations, the student should satisfy all of the above, all of the general clinical performance objectives, and will:

1. Process complex adult and pediatric specimens with minimal supervision. Such specimens include, but are not limited to: laryngectomy specimens, maxillectomies, globe enucleations, radical neck dissections, total mastectomy and modified radical mastectomies, lung lobectomies, pneumonectomies, hysterectomy for uterine, ovarian, and cervical malignancies, pelvic exenteration, radical nephrectomies, hepatic lobectomies, colectomy for malignancies, and amputations for neoplasm.
2. Perform adult autopsies, including: review and understanding of medical records; discussion of medical history with the pathologist; examination of consent forms, including the identification of any errors on the consent form; proper identification of decedent prior to autopsy; review of death certificates for errors; external examination; evisceration for complete and limited autopsies; collection of samples for special studies when necessary (e.g. cultures); organ block dissections using Virchow, Rokitansky, and LeTulle techniques; removal of brain, spinal cord (anterior and posterior approaches), eyeballs, inner ears, pituitary gland.
3. Perform pediatric autopsies, including: review and understanding of medical records; discussion of medical history with the pathologist; examination of consent forms, including the identification of any errors on the consent form; identification of disposition of remains (e.g. state anatomy board versus burial); proper identification of decedent prior to autopsy; the obtaining of necessary specimen radiographs and special studies (e.g. cytogenetics, culture); review of death certificates for errors; external examination, including all measurements; evisceration for complete and limited autopsies; organ block dissections using Virchow, Rokitansky, and LeTulle techniques; removal of brain, spinal cord (anterior and posterior approaches), eyeballs, inner ears, pituitary gland.
4. Accurately complete preliminary anatomic diagnoses for autopsies.
5. Perform the above procedures both expeditiously and accurately.
6. Adapt to variability inherent in clinical scenarios, medical documentation, interpersonal interactions with medical staff at all levels, complex surgical specimens, and autopsies.
7. Prioritize, problem-solve, and troubleshoot anatomic pathology issues in cognitive, psychomotor, and affective domains, as the situations dictate.

Acknowledgment

All students must review and sign stating that they have reviewed the Clinical Handbook prior to beginning clinical rotations. Signing indicates understanding and agreement to abide by all standards outlined herein.

_____ _____

Student Signature Date

_____

Student Name