

Cytotechnology Program

01/26/10

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Program Summary

Marshfield Labs (St. Joseph's Hospital /Marshfield Clinic Joint Venture Lab) offers a 12-month program in Cytotechnology. The Cytotechnology Program is affiliated with the following universities:

- University of Wisconsin-Stevens Point, Stevens Point, Wisconsin
- University of Wisconsin-Green Bay, Green Bay, Wisconsin
- Michigan Technological University, Houghton, Michigan
- Northern Michigan University, Marquette, Michigan
- Luther College, Decorah, Iowa
- College of St. Scholastica, Duluth, Minnesota

Students enrolled in the Cytotechnology program participate in a practicum designed to expose them to the everyday workings of a Cytopathology laboratory and teach them the knowledge and skills necessary to work as fully competent Cytotechnologists. On completion of the practicum, students receive a Bachelor of Science Degree from their university. They are then eligible to take a national Board of Certification exam to become certified as a Cytotechnologist.

Program Accreditation

The Cytotechnology program was established at Marshfield Clinic in 1971 and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Information regarding program accreditation status may be obtained from CAAHEP at 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354, or at www.CAAHEP.org.

Also participating in the accreditation of the Cytology program is the Cytotechnology Programs Review Committee (CPRC) of the American Society of Cytopathology. Information regarding program accreditation status may be obtained from the CPRC at the American Society of Cytopathology, 400 West 9th Street, Suite 201, Wilmington, DE 19801, Ph. 302-429-8802, or at www.cytopathology.org.

Program Mission

The mission of the Marshfield Labs Cytotechnology Program is to educate students in the theory and practice of Cytotechnology through a sequence of classroom and laboratory experience in fulfillment of the mission of Marshfield Clinic.

Admission Policy

Academic Requirements

Applicants must meet all of the following requirements in order to qualify for admission to the program.

1. A minimum grade point average (GPA) of 2.5 on a 4.0 scale. A GPA of 2.75 in the sciences is recommended.
2. Specific college course requirements:
 - a. Biology and Chemistry: A minimum of 28 semester (42 quarter) hours which may include, but are not limited to:
 - General Biology
 - Microbiology with lab experience
 - Anatomy and Physiology
 - Genetics
 - Cell Biology
 - Molecular Biology
 - Histology
 - Embryology
 - General Chemistry
 - Organic Chemistry
 - Biochemistry
 - b. Mathematics: 3 semester (4 quarter) hours are required (A minimum of one college level course. Statistics is strongly recommended).

The courses acceptable toward meeting the above requirements would be any courses applicable toward a major in the above fields or in clinical laboratory science. Survey courses do not qualify as fulfillment of the biology or chemistry prerequisites. Remedial math courses will not satisfy the mathematics requirements.

3. Applicants must possess, or be eligible for, a baccalaureate degree from their college or university upon satisfactory completion of the clinical practicum.
4. Applicants who wish to count college credit from a foreign university or who have completed the academic requirements prior to seven years ago should contact the Program Director concerning additional requirements.

Essential Non-academic Requirements

Applicants must demonstrate sufficient physical and emotional health to successfully participate in the program and become employable.

A specific list of essential functions is found on the fourth page of the [Application Form](#) (Microsoft Word Format). Applicants with special needs should inform the Program Director.

Students admitted to the program will be required to complete a Health Information Report documenting their current immunization status.

Application Process

[Instructions for Application to the Student Program](#) and [Application and Reference Forms](#) (PDF format) are available electronically on this web site.

The following documents should be received in the Laboratory Education office, by March 1 to be considered for entry into the class beginning the following July:

1. A completed application form.
2. Official transcripts from all colleges and universities attended.
3. Three letters of reference.

Completed applications are reviewed by the program director. Personal interviews will be arranged with qualified candidates.

Student Selection

All applicants who meet the requirements for admission and have completed the application process will be considered for admission to the program. A score sheet is completed for each applicant to facilitate the selection process. Applicants are ranked based on their application materials, academic performance, letters of reference, and personal interview. Applicants from affiliated institutions will be given selection preference over equally qualified candidates from other institutions. Student acceptance notices will be sent to the student by April 1.

Admission to the Marshfield Labs Cytotechnology Program is competitive with a limited number of student positions available annually. Attendance at an affiliated institution does not guarantee placement in the program. There is no advanced placement for the Cytology Program.

Admission shall not be denied to any person because of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

In the unlikely event of program closure, either at the laboratory or the university, any student formally notified of acceptance into the program is assured of being able to complete clinical training the following year.

Curriculum

Practicum Year

The practicum year for Cytotechnology students is twelve (12) consecutive months and begins in late July. During the first one to two weeks of the practicum, students are scheduled to attend orientation sessions that are designed to familiarize the student with the policies and procedures of Marshfield Labs, St. Joseph's Hospital, and Marshfield Clinic.

Then through a sequence of classroom instruction and clinical experience students will be prepared to meet the competencies defined by the Cytotechnology Programs Review Committee for entry-level cytotechnologists.

Clinical Courses

Each course is considered the equivalent of a 400 level university course. Courses may include lecture and a microscopic laboratory component. Courses address the theory, principles, methodologies, and clinical correlations specific to the body site studied. Application of knowledge and microscopic skills is emphasized. By the conclusion of each section, students are expected to have acquired the knowledge and skills necessary to function as entry-level cytotechnologist professionals.

- **Basic Cytology and Laboratory Procedures**

Suggested Semester Credit Equivalent: 1

A comprehensive review of cellular biology, the study of optical methods with emphasis on the light microscope and the various techniques used in preparation and staining of specimens for cytologic and histologic study.

- **The Female Reproductive System**

Suggested Semester Credit Equivalent: 8

Anatomy, histology, physiology, and pathology of the female reproductive tract and the corresponding cellular manifestations that provide diagnostic information. Cellular changes due to therapy and specimen collection. Correlation of the didactic information with the microscopic cellular patterns to provide a diagnosis.

- **The Respiratory System**

Suggested Semester Credit Equivalent: 3

Anatomy, histology, physiology and pathology of the respiratory tract and the corresponding cellular manifestations which provide diagnostic information. Cell changes related to specimen processing. Correlation of the didactic information with the microscopic cellular patterns to provide a diagnosis.

- **The Gastrointestinal System**
Suggested Semester Credit Equivalent: 2
Anatomy, histology, physiology and pathology of the gastrointestinal system and the corresponding cellular manifestations which provide diagnostic information. Cell changes related to specimen processing. Correlation of the didactic information with the microscopic cellular patterns to provide a diagnosis.
- **The Genitourinary System**
Suggested Semester Credit Equivalent: 2.
Anatomy, physiology, histology and pathology of the urinary tract and male reproductive systems and the corresponding cellular manifestations which provide diagnostic information. Cell changes related to specimen processing. Correlation of didactic information with microscopic cell patterns to provide a diagnosis.
- **The Breast**
Suggested Semester Credit Equivalent: 1
Anatomy, histology, physiology and pathology of the breast and the corresponding cellular manifestations which provide diagnostic information. Cell changes related to specimen processing. Correlation of the didactic information with the microscopic cell patterns to provide a diagnosis.
- **Effusions**
Suggested Semester Credit Equivalent: 2
Anatomy, physiology, histology and pathology of the body cavities. Cytologic manifestations which provide diagnostic information. Cell changes related to specimen processing. Correlation of the didactic information with the microscopic cellular patterns to provide a diagnosis.
- **The Central Nervous System**
Suggested Semester Credit Equivalent: 1
Anatomy, physiology, histology and pathology of the central nervous system and the corresponding cellular manifestations which provide diagnostic information. Cell changes related to specimen preparation. Correlation of the didactic information with the microscopic cellular patterns to provide a diagnosis.
- **Fine Needle Aspirations of Miscellaneous Sites**
Suggested Semester Credit Equivalent: 3
Anatomy, histology, physiology and pathology of skin, thyroid, lymph nodes and other sites and the corresponding cellular manifestations which provide diagnostic information. Emphasis on specimen collection by fine needle aspiration. Correlation of the didactic information with the microscopic cellular patterns to provide a diagnosis.

- **Advanced Clinical Practice**
Suggested Semester Credit Equivalent: 8
Clinical practicum to develop diagnostic expertise examining routine cytology specimens. Examine challenging cases with emphasis on diagnostic pitfalls.
- **Advanced Laboratory Procedures**
Suggested Semester Credit Equivalent: 1
Preparation of non-gynecologic cytologic specimens using several different instrument methodologies. Application of universal precautions and safety in the handling of unknown biologic hazards. Introduction to histologic preparatory techniques and special staining methods.
- **Seminar in Clinical Cytology**
Suggested Semester Credit Equivalent: 1
Preparation of a case study or clinical topic of choice by each student to present to a peer professional group of cytology staff and medical faculty. Preparation of a referenced scientific term paper or participation in an approved research or class project pertaining to clinical cytology.
- **Seminar in Management**
Suggested Semester Credit Equivalent: 1
Comprised of a specially scheduled two to three day block of presentations. Includes topics relating to the management and administration of a clinical laboratory.

Course titles and credit values vary according to the affiliate university.

Faculty of the program include the Program Director, Program Medical Director, pathologists, laboratory managers, and practicing certified cytotechnologists.

General Information

Program Format

The clinical practicum is 12 consecutive months, beginning in late July. There are one to two weeks of orientation sessions, followed by seven months of didactic instruction and five months of clinical experience.

Students are to be in attendance Monday through Friday. The student day is eight hours long, typically beginning at 0700 and ending at 1530. Occasionally, hours may be altered to give the student maximum experience. Schedules are provided to students in advance. Attendance at all lectures is required

Tuition and Fees

Students enrolled at a university during their practicum year pay tuition directly to the university. The university then reimburses a part of the tuition to Marshfield Labs. Students not enrolled at a university during their practicum year pay a fee directly to Marshfield Labs. Currently \$3,500 per year.

The cost of required textbooks ranges from \$600-\$675 and is the responsibility of the student.

The cost of national certification examinations is the responsibility of the student.

In the event of withdrawal, students enrolled at a university will be subject to the refund and withdrawal policies of their university. Students not enrolled at a university during the practicum will receive a 50% refund if notice of withdrawal is received by the Program Director before November 1. After November 1, no refund is given.

Students who need financial assistance are encouraged to visit their university's Office of Financial Aid and apply for scholarships, grants, and/or student loans.

Student Policies

During orientation, students will receive a program Orientation Guide detailing general policies on conduct, attendance, grading and evaluation procedures, and grievance policies.

Insurance

Students are required to carry professional liability insurance through their university or purchase a personal policy. A student needing a personal policy should notify the Program Director. Arrangements can be made for the student to purchase the appropriate insurance at minimal cost.

Students are responsible for their own medical care needs and their own health care costs. They are fully responsible for all costs related to general medical or emergency care including, but not limited to, immunizations, tests, procedures, office visits, and hospitalizations. Students may use the services of the Urgent Care Department, Emergency Department, or may seek care from a provider of their choice at their own expense. St. Joseph's Hospital / Marshfield Clinic does not provide health insurance for students.).

Housing

Students are responsible for obtaining their own housing and are responsible for their own housing costs.

Dress Code

Students are required to follow a dress code appropriate to the professional work involved and within the guidelines required for employees. Laboratory coats are provided by Marshfield Labs.

Holidays / Vacations / Personal Days

Classes are not scheduled on national holidays, the day after Thanksgiving, and days between Christmas and New Year's Day.

Up to five personal days are allowed during the program year for absences due to illness, interviews or other personal needs. Additional time off must be approved, and made up by the end of the program, at the discretion of the program director.

Absences

All work missed due to tardiness or absence must be made up by the student. Two consecutive unexcused absences are considered grounds for dismissal.

Part-Time Employment

Students are strongly encouraged not to be employed (work in a paid position) during the practicum year. Practicum hours will not be shortened or altered to accommodate a student's work schedule. If a job is held, it is advised that the position be part-time and the student scheduled for a limited number of hours

Termination

The clinical course of study may be terminated prior to graduation for any one of the following reasons:

- Failure to maintain a grade level of 70% in classroom or practical instruction.
- Failure to comply with program, hospital, or clinic policies.
- Documented evidence of academic misconduct.
- A single breach of confidentiality.
- Conduct or attitude that is deemed objectionable or detrimental, or threatens the health, safety or welfare of any patients, invitees, or employees at the facility.
- Voluntary withdrawal.

Graduation

The program awards a certificate of completion to students completing the program. The awarding of the certificate is not contingent upon passing any external licensure or certification examination. Students enrolled at a university during the practicum receive a baccalaureate degree from their university.

Eligibility Requirements for Board of Certification Exam

To be eligible for this examination category, an applicant must satisfy the requirements of the following route: Baccalaureate degree or higher from a regionally accredited college/university AND successful completion of a 12-month CAAHEP accredited Cytotechnology program within the last 5 years.