Cytotechnology

PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

SASKATCHEWAN POLYTECHNIC

Tomorrow in the making.

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Cytotechnology program is dedicated to removing barriers and broadening the access to programs at Saskatchewan Polytechnic. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

Developed by program	May 2010			
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	June 2016	August 2017		
Web ready – PLAR office	December 2010	April 2011	May 2012	June 2013
	July 2014	December 2014		

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Why consider a PLAR assessment?

PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Cytotechnology program recognizes prior learning in two ways.

- Previous formal learning from a recognized training institution through transfer of credit.
- Previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

What are the PLAR options?

The following courses in the Cytotechnology program may be taken by continuing education or challenged through PLAR as an unclassified student prior to being admitted to the program. Completing program courses prior to admission has no impact on admission requirements but may reduce your course load if you are successfully admitted.

- APHY 191, Anatomy and Physiology 1
- APHY 282, Anatomy and Physiology 2
- ETHC 185, Professional Practices 1
- INFC 180, Infection Control and Safety
- MTER 190, Medical Terminology

To be eligible to register for any other courses in this program, whether through PLAR or continuing education, an applicant must first apply and be successfully admitted to the Cytotechnology program.

Individual course challenge

If you have (within the last five years) successful experience in the Cytotechnology field, and have learned the skills and knowledge for one or more of the Cytotechnology courses, you may apply to be assessed for each applicable course.

Fees:

- There will be a charge for each individual course assessment.
- For a listing of the specific PLAR fees for this program, check the online PLAR Inventory Database.

How many courses can be challenged through PLAR in the Cytotechnology program?

Currently we have PLAR challenges available for 9 out of 33 diploma courses. There is no limit. You may challenge as many of these courses as you are able to prove prior skills and knowledge through assessment.

Which courses are PLAR-ready?

Cytotechnology diploma program profile			
COURSE CODE	**COURSE NAME**	**PLAR Challenge(s) *available* through program**	**PLAR Challenge(s) *not available***
APHY 191	Anatomy & Physiology 1	✓	
APHY 282	Anatomy & Physiology 2	✓	
BIOL 181	Molecular Biology	✓	
CLIN 287	Clinical Histotechnology		x
CLIN 292	Clinical Molecular Biology		x
CYTO 180	Gynecologic Cytology Theory 1		×
CYTO 181	Gynecologic Cytology Lab 1		×
CYTO 182	Respiratory Cytology 1		×
CYTO 184	Aspiration Cytology 1		×
CYTO 280	Gynecologic Cytology Theory 2		×
CYTO 281	Gynecologic Cytology Lab 2		×
CYTO 282	Respiratory Cytology 2		×
CYTO 283	Aspiration Cytology 2		x
CYTO 286	Body Fluid Analysis		×
CYTO 287	Gastrointestinal Cytology		×
ETHC 185	Professional Practices 1	✓	
ETHC 280	Professional Practices 2	✓	
HEMA 191	Fundamental Hemopathology		×
HSTC 184	Microanatomy		×
HSTC 185	Histotechnology 1		×
HSTC 187	Histotechnology 2		×
IMMU 183	Immunology	✓	
INFC 180	Infection Control and Safety	✓	
MTER 180	Medical Terminology	✓	
PATH 185	Introductory Cytopathology 1		×
PATH 280	Introductory Cytopathology 2		×
PATH 281	Introductory Cytopathology 3		×
PROC 182	Cytology Lab Procedures	✓	

Cytotechnology diploma program profile			
COURSE CODE	**COURSE NAME**	**PLAR Challenge(s) *available* through program**	**PLAR Challenge(s) *not available***
SIMU 282	Simulation Laboratory		×
PRAC 291	Cytology Practicum 1		×
PRAC 292	Cytology Practicum 2		×
PRAC 294	Cytology Practicum 3		×
PRAC 295	Cytology Practicum 4		×

Is PLAR available at any time of the year?

PLAR challenges are currently being offered prior to start date of course being challenged.

Is it *easier* to challenge a course through PLAR or take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a "different" way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

Methods of assessing prior learning

Assessment methods measure an individual's learning against course learning outcomes. The PLAR assessment methods listed below are most commonly used, separately or in combination, to assess learning for Medical Diagnostic courses. Other forms of flexible assessment may be considered.

- evidence files with requested documents
- employment validations
- employer validation checklists
- challenge exams
- performance evaluations (including skill demonstrations, role plays, clinical applications, case studies)
- interviews and oral exams
- equivalency (evaluations of learning from non-credit training providers)

All documents submitted to Saskatchewan Polytechnic may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

If I live out of town, do I have to travel to a main campus to do PLAR?

There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

What if I have a disability and need accessibility accommodations?

At Saskatchewan Polytechnic, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for students with disabilities is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact Accessibility Services.

Are there other ways to gain Saskatchewan Polytechnic credits for prior learning?

Transfer Credit

Saskatchewan Polytechnic will grant credit for previous training that is similar in content, objectives, and evaluation standards to Saskatchewan Polytechnic training. Transfer of credit is different from the PLAR process. Transfer Credit guidelines may be found at: http://saskpolytech.ca/admissions/resources/transfer-credit.aspx

It is the student's responsibility to check with Registration Services for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a Saskatchewan Polytechnic educational counsellor.

Equivalency Credit

Equivalency credit refers to the application of credit you may have earned in a previously taken Saskatchewan Polytechnic course to your current Saskatchewan Polytechnic course. Apply at registration services for *equivalency credit*. This process should also be completed prior to your PLAR challenge. If these credits cannot be used for *equivalency credit*, you may use these accredited courses as part of your evidence for your PLAR challenge.

Contact us

If more information is required, please contact a counsellor at a campus closest to you.

Saskatchewan Polytechnic in Moose Jaw
Counselling Services, Room 2.203
306-691-8311 or 306-691-8310
StudentServicesMooseJaw@saskpolytech.ca

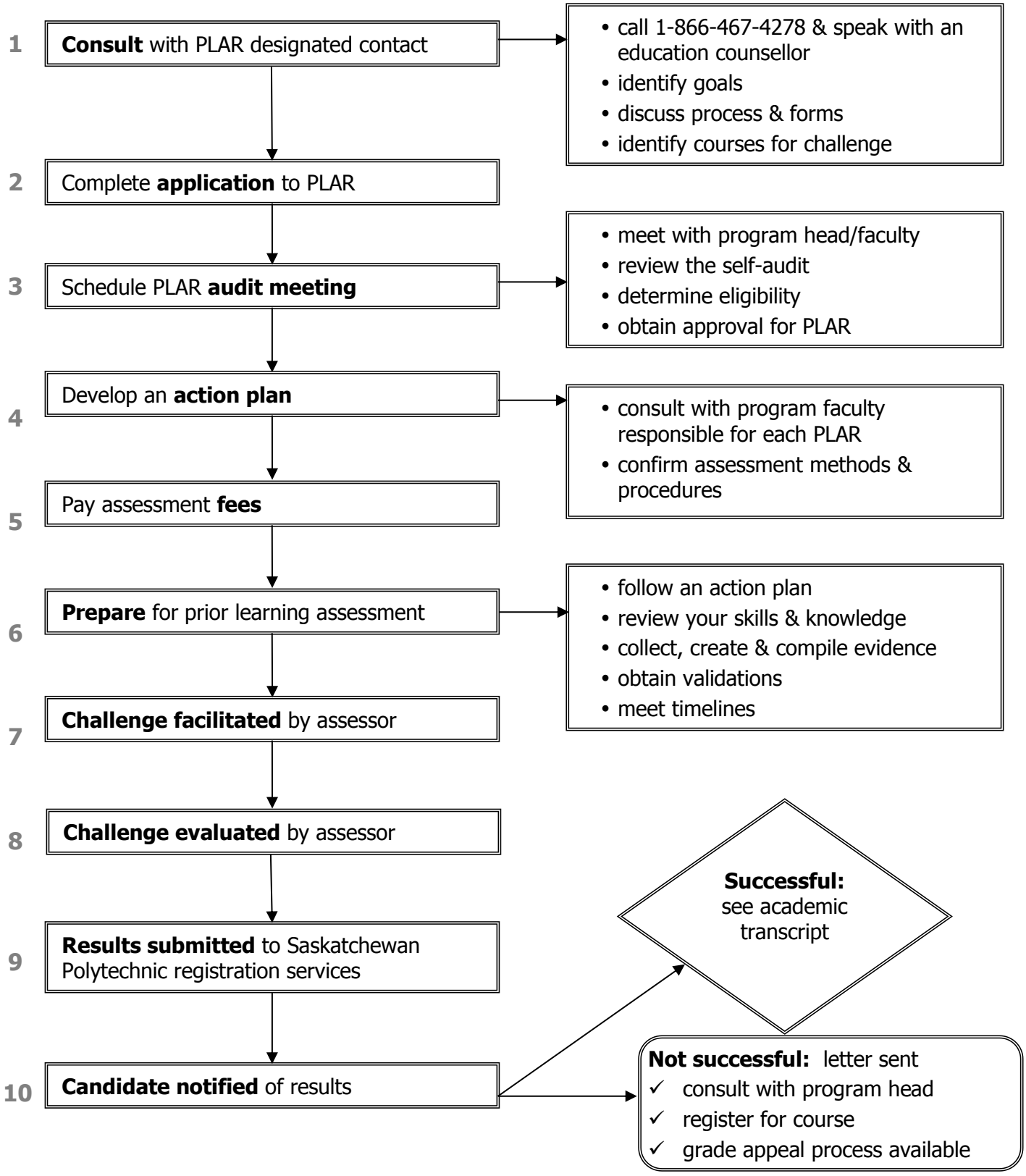
Saskatchewan Polytechnic in Prince Albert
Counselling Services, Room F203 (Technical Centre)
306-765-1611
StudentServicesPrinceAlbert@saskpolytech.ca

Saskatchewan Polytechnic in Regina
Counselling Services, Room 228
306-775-7436
StudentServicesRegina@saskpolytech.ca

Saskatchewan Polytechnic in Saskatoon
Counselling Services, Room 114
306-659-4050
StudentServicesSaskatoon@saskpolytech.ca

Prior Learning Assessment and Recognition process

To be eligible for PLAR, an applicant must first register or already be registered as a Saskatchewan Polytechnic student. Courses which are not available to unclassified students may not be challenged by PLAR until such time that the student has been successfully accepted into the Cytotechnology program.



How long will it take to prepare evidence for PLAR?

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

Steps to complete a self-audit

1. Read through the levels of competence as listed below.

Mastery:	I am able to demonstrate the learning outcome well enough to teach it to someone else.
Competent:	I can work independently to apply the learning outcome.
Functional:	I need some assistance in using the outcome.
Learning:	I am developing skills and knowledge for this area.
None:	I have no experience with the outcome.

Learning outcomes
For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column for each self-audit.

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.

3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.

4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are:

   - How do I currently use this outcome?
   - What previous training have I had in this outcome: workshops, courses, on-the-job?
   - What personal development or volunteer experience do I have in this area?

   Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in step 3 – PLAR process of the candidate process for prior learning assessment.

Self-audit guide(s)

APHY 191 – Anatomy & Physiology 1

You will explore the structure and function of organs and systems in the normal human body. Your studies will focus on the integumentary, skeletal, muscular, nervous and endocrine systems.

Credit unit(s): 3.0

APHY 191 – Anatomy & Physiology 1 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
1. Describe the structural organization of the human body.					
▪ Identify levels of structural organization					
▪ Describe systems of the human body					
▪ Describe anatomical position and related terminology					
▪ Identify features of body cavities					
2. Describe the chemical level of organization of the human body.					
▪ Define terms related to body chemistry					
▪ State the structure and function of carbohydrates, lipids, proteins and nucleotides in the human body					
3. Describe the cellular level of organization of the human body.					
▪ Describe the structure and function of components of the human cell					
▪ Describe protein synthesis					
▪ Describe cell division					
4. Describe the tissue level of organization of the human body.					
▪ State the structure and function of epithelial tissues					
▪ State the structure and function of connective tissues					
▪ State the structure and function of membranes					
▪ State the structure and function of muscle and nervous tissue					
5. Describe the structure and function of the skeletal system.					
▪ Describe the structure of bone tissue					
▪ Describe bone growth					
▪ Describe the main divisions of the skeleton and their component					
▪ Describe joints, bursae and tendons					

APHY 191 – Anatomy & Physiology 1 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
6. Describe the structure and function of the nervous system.					
▪ State the organization and function of the nervous system					
▪ Discuss neurophysiology					
▪ Describe the structure and function of the central nervous system					
▪ Describe the structure and function of the peripheral nervous system					
▪ Describe the structure and basic physiology of the following senses: smell, taste, sight and hearing					
7. Describe the structure and function of the endocrine system.					
▪ Describe the endocrine gland activity					
▪ Describe the structure and function of the pituitary glands and hypothalamus					
▪ Describe the structure and function of the thyroid gland					
▪ Describe the structure and function of the parathyroid gland					
▪ Describe the structure and function of the adrenal gland					
▪ Describe the structure and function of the pancreas					
▪ State the hormones produced by the gonads					
8. Describe the structure and function of the muscular system.					
▪ Describe the types and characteristics of muscle tissue					
▪ State the structure and function of skeletal muscle					
▪ State the structure and function of cardiac and smooth muscle					
9. Describe the structure and function of the integumentary system.					
▪ State the structure and function of skin components					
▪ Discuss skin pathology					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following way. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam

- Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
- Candidate is tested on theory
- The closed book exam consists of multiple choice questions

Upon prior approval of program head, complete a proctor form (refer to Appendix D)

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic(current edition) *APHY 191 – Anatomy & Physiology 1*, course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

APHY 282 – Anatomy & Physiology 2

Building on the knowledge gained in APHY 191 (Anatomy & Physiology 1), you will continue your study of the structure and function of the normal human body. Your studies will focus on the cardiovascular, immune, respiratory, digestive, urinary and reproductive systems.

Credit unit(s): 3.0
Prerequisite(s): APHY 191

APHY 282 – Anatomy & Physiology 2 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competent**	**Functional**	**Learning**	**None**
1. Describe the structure and function of the cardiovascular system.					
▪ Discuss the characteristics of blood					
▪ Describe the structure and function of blood cells					
▪ Discuss coagulation and blood groups					
▪ Discuss heart anatomy					
▪ Discuss heart physiology					
▪ Describe blood vessels and circulation					
2. Describe the structure and function of the immune system.					
▪ Discuss the structure and function of the lymphatic system					
▪ Describe non-specific resistance to disease					
▪ Discuss immunity					
3. Describe the structure and function of the respiratory system.					
▪ Discuss the anatomy and physiology of the conduction and respiratory portions					
▪ Describe the mechanics of respiration					
4. Describe the structure and function of the digestive system.					
▪ Describe the structure and function of the gastrointestinal tract					
▪ Discuss the structure and function of the upper gastrointestinal tract					
▪ Discuss the structure and function of the lower gastrointestinal tract					
▪ Describe chemical digestion and absorption					
▪ Describe metabolism and energy production					
▪ Discuss nutrition and metabolism of carbohydrates, proteins and lipids					
5. Describe the structure and function of the urinary system.					

APHY 282 – Anatomy & Physiology 2 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competent**	**Functional**	**Learning**	**None**
▪ Describe the anatomy of the urinary system					
▪ Describe kidney function					
▪ Describe urine, the bladder and urinary system pathology					
▪ Discuss the regulatory function of the kidney					
▪ Describe electrolytes, acid-base balance and buffering systems					
6. Describe the structure and function of the reproductive system.					
▪ Describe the male reproductive system					
▪ Describe the female reproductive system					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following way. Be prepared to discuss the expectations during a consultation meeting.

1. **Challenge exam**
   - Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
   - Candidate is tested on theory
   - The closed book exam consists of multiple choice questions

   Upon prior approval of program head, complete a proctor form (refer to Appendix D).

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic(current edition) *APHY 282 – Anatomy & Physiology 2*, course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

BIOL 181 – Molecular Biology

You will study the principles of molecular biology techniques and explain the practical applications of this technology as it would apply in the diagnostic laboratory. The course content includes DNA/RNA isolation, hybridization, Polymerase Chain Reaction, and restriction enzyme analysis.

Credit unit(s): 1.0

BIOL 181 – Molecular Biology **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
1. Explain nucleic acids.					
▪ Describe nucleotides					
▪ Describe DNA (deoxyribonucleic acid)					
▪ Describe the difference between RNA and DNA					
2. Explain the flow of genetic information.					
▪ Describe replication					
▪ Describe transcription					
▪ Describe translation					
▪ Describe genes					
3. Explain molecular biology techniques.					
▪ Describe molecular enzymes					
▪ Describe DNA probes					
▪ Describe DNA probe assays					
▪ Describe amplification techniques					
▪ Describe electrophoresis					
▪ Describe blotting techniques					
▪ Describe clinical applications					
▪ Apply molecular techniques					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following way. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam

- Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
- Candidate is tested on theory
- The closed book exam consists of multiple choice and short answer questions

Upon prior approval of program head, complete a proctor form (refer to Appendix D).

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic (current edition) *BIOL 181 – Molecular Biology*, course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

ETHC 185 – Professional Practices 1

You will receive an introduction to health care and health care delivery systems. You will study the legal and ethical issues faced by health care professionals. You will discuss interpersonal and employability skills required in health care professions with an emphasis on teamwork, communication and stress management. You will learn methods to deal with grief and loss, in addition to skills and techniques for critical thinking and conflict management.

Credit unit(s): 3.0
Equivalent course(s): HUMR 182

ETHC 185 – Professional Practices 1 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
1. Describe health care and health care delivery.					
▪ Describe health and its determinants					
▪ Describe the components of Canada's health care system					
▪ Describe the types of health care delivery					
2. Describe legal and ethical issues in health care.					
▪ Describe the role and responsibilities of provincial and national professional associations					
▪ Define a hospital's legal responsibility for providing a standard of care					
▪ Describe behaviour guidelines to minimize the risk of harassment, slander and sexual abuse					
▪ Describe the components of a valid consent for treatment					
▪ Describe the importance of confidentiality in health care environments					
▪ Discuss professional ethics and bioethics					
▪ Describe mandatory reporting of suspected abuse and malpractice					
▪ Describe health care directives					
3. Describe effective employability skills required in health care professions.					
▪ Identify the core skills for employability and professionalism					
▪ Identify the skills specific to Medical Diagnostics					
▪ Identify the importance of individual skill development					
▪ Identify strategies to develop employability skills and professionalism					
4. Demonstrate interpersonal communication.					
▪ Describe the communication process					
▪ Discuss how the communication process integrates effective verbal, non-verbal, listening and perception skills					

ETHC 185 – Professional Practices 1 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
▪ Describe barriers to effective communication					
▪ Describe strategies to facilitate effective communication					
▪ Discuss the use of technology for communication					
5. Explain how to facilitate communication with individuals having diverse needs.					
▪ Discuss communication for diverse needs					
▪ Describe techniques for effective communication when people have sensory impairments					
▪ Describe techniques used to communicate with impairments due to intoxication					
▪ Describe techniques used to communicate with mental impairments					
▪ Recognize diverse communication needs for patients of different generations					
▪ Establish strategies for communicating across cultures and language barriers					
▪ Describe stressors affecting patients and how they affect behaviours					
6. Demonstrate critical thinking skills.					
▪ Define critical thinking processes					
▪ Apply processes involved in critical thinking					
▪ Discuss the value of critical thinking					
7. Describe stress and stress management strategies.					
▪ Describe the common stressors in life					
▪ Describe self-talk and how it relates to stress management					
▪ Describe a healthy balanced life					
▪ Describe stress reduction techniques					
8. Describe the methods used when dealing with grief and loss.					
▪ Describe grief and the behaviour of individuals in various stages of grief					
▪ Describe how to assist patients in the various stages of the grieving process					
▪ Describe how grief affects the health care provider					
9. Analyze the components of conflict and techniques for conflict management.					
▪ Describe conflict and views of conflict					

ETHC 185 – Professional Practices 1 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
▪ Describe the conflict process					
▪ Discuss conflict management techniques					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. ETHC Challenge exam

- Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
- Candidate is tested on theory for both comprehension and critical thinking assessment
- The closed book exam consists of multiple choice and case study questions

Upon prior approval of program head, complete a proctor form (refer to Appendix D).

**** Candidate must pass challenge exam <u>before</u> the evidence file will be assessed ****

AND

2. Evidence file (may or may not require an interview with assessor)

- Completion of self-audit
- Cover page (refer to Appendix E)
- Signed employment validation form (refer to Appendix A)
- Signed employer validation checklist (refer to Appendix B – ETHC 185)
- If applicable, any relevant documentation of completion of private (offered as an in-service by past employers, for example), training courses, non-credit courses and/or workshops

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic (current edition) *ETHC 185 – Professional Practices 1,* course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

ETHC 280 – Professional Practices 2

You will study health care organizational behaviour and the skills required for leadership/management roles. You will discuss co-operative work relationships, conflict resolution, budgeting, strategic planning, the collective bargaining process, and workload measurements. You will develop workplace documents and demonstrate job search techniques.

Credit unit(s): 2.0

ETHC 280 – Professional Practices 2 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
1. Develop workplace documents.					
▪ Explain the principles of effective writing					
▪ Discuss letters and e-mail memos					
▪ Discuss standard formal for professional writing					
▪ Discuss standard letters					
▪ Write a procedure					
▪ Write an effective e-mail					
▪ Develop short informal reports					
2. Use effective job search strategies.					
▪ Describe job search strategies					
▪ Assess the job market					
▪ Describe the importance of resumes and cover letters					
▪ Discuss job interviews					
3. Describe co-operative working relationships.					
▪ Describe characteristics of successful teams					
▪ Describe team development stages					
▪ Describe inter-professional health care teams					
▪ Describe assertiveness techniques					
4. Describe the qualities of a leader.					
▪ Define leadership and leadership qualities					
▪ Discuss leadership practices					
▪ Discuss leadership styles					
5. Describe the organizational functions of a manager.					

ETHC 280 – Professional Practices 2 **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
▪ Define management					
▪ List the functions of a manager					
▪ Discuss the skills required by successful managers					
▪ Describe how to motivate staff					
▪ Describe effective performance appraisals					
6. Discuss concepts used in the health care workplace.					
▪ Describe terms used in organizational planning					
▪ Describe the use of budgets					
▪ Discuss Lean practices					
▪ Describe workload measurement (units)					
▪ Describe the role of unions in the workforce					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

You must have had a minimum of 6 months of experience in a management position in order to PLAR this course (ETHC 280)

1. Challenge exam

- Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
- Candidate is tested on theory for both comprehension and critical thinking assessment
- The closed book exam consists of multiple choice and short answer questions

Upon prior approval of program head, complete a proctor form (refer to Appendix D).

**** Candidate must pass challenge exam <u>before</u> the evidence file will be assessed ****

AND

2. **Evidence file (may or may not require an interview with assessor)**
   - Completion of self-audit
   - Cover page (refer to Appendix E)
   - Signed employment validation form that clearly demonstrates the candidate has a minimum of at least 6 months of experience in a management level position (refer to Appendix A)
   - Signed employer validation checklist (refer to Appendix B – ETHC 280)
   - If applicable, any relevant documentation of completion of private (offered as an in-service by past employers, for example), training courses, non-credit courses and/or workshops

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic (current edition) *ETHC 280 – Professional Practices 2,* course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

IMMU 183 – Immunology

You will study the body's innate and acquired defense mechanisms. Your studies will focus on the involvement of the immune system in various disease states and clinical conditions. The course also provides an introduction to the principles of antigen-antibody reactions and their application in many laboratory tests.

Credit unit(s): 2.0
Prerequisite(s): MTER 180

IMMU 183 - Immunology **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
1. Explain the process of immunity.					
▪ Describe the elements and process of non-specific immunity					
▪ Describe the general characteristics and components of the adaptive immune response					
▪ Describe the structure and function of the five immunoglobulin classes					
▪ Describe the basics of antibody production					
▪ Describe the mechanisms and consequences of compliment activation in both innate and adaptive immunity					
▪ Describe the general properties of antigens					
▪ Describe the process and products of cell-mediated immunity					
2. Discuss the principles of antigen-antibody interactions.					
▪ Define antigen-antibody terminology					
▪ Describe the intermolecular attractive forces affecting antigen-antibody reactions					
▪ Describe the law of mass action					
▪ Discuss affinity and avidity and their influence on antigen-antibody reactions					
▪ List the factors which affect affinity constants					
3. Discuss test methods used to detect antigen-antibody reactions.					
▪ Define terms used in immunological testing					
▪ Describe light-scattering techniques					
▪ Describe passive immunodiffusion techniques					
▪ Describe immunoelectrophoretic techniques					
▪ Describe agglutination reactions					
▪ Describe complement fixation techniques					
▪ Explain the principles and procedures of labeled immunoassays					

IMMU 183 - Immunology **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
4. Discuss the pathophysiology of hypersensitivity reactions.					
▪ Define hypersensitivity					
▪ Describe the four types of hypersensitivity					
▪ Describe the immune mediator involved in each type of hypersensitivity					
▪ Describe the mechanism of tissue injury in each type of hypersensitivity					
▪ Give an example of each type of hypersensitivity					
5. Discuss common immunological disease states.					
▪ Explain autoimmunity					
▪ Explain tumor immunology					
▪ Explain transplant immunology					
▪ Explain immunodeficiency					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam

- Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
- Candidate is tested on theory for both comprehension and critical thinking assessment
- The exam is closed book and consists of multiple choice questions

Upon prior approval of program head, complete a proctor form (refer to Appendix D).

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic (current edition) *IMMU 183 – Immunology,* course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

INFC 180 – Infection Control and Safety

You will study the transmission of microorganisms, blood-borne pathogens (i.e. hepatitis virus and HIV), standard precautions, isolation procedures, immunization for medical workers, sterilization and disinfection, bio hazard waste, safety and WHMIS.

Credit unit(s): 2.0

INFC 180 – Infection Control and Safety **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
1. Define the characteristics of microorganisms.					
▪ Describe the different types of microorganisms					
▪ Describe the appearance of bacteria					
▪ Describe the importance of endospores					
▪ Describe the phases of bacterial growth					
▪ Describe the viral characteristics and effects on host cells					
2. Describe the interaction between microbe and host.					
▪ Describe normal flora					
▪ Describe host-microbial relationships other than normal flora					
▪ Describe the chain of infection					
▪ Describe the signs and symptoms of infection					
▪ Describe nosocomial infections, antibiotic resistant bacteria and the role of infection control committees					
3. Describe immunization and tuberculin testing.					
▪ Describe how immunity is achieved					
▪ Describe immunization practices for rubella, hepatitis and chicken pox					
▪ Describe the need for tuberculin testing					
4. Describe the blood-borne pathogens – Hepatitis and HIV.					
▪ Describe the transmission, pathology, diagnostic testing and treatment for Hepatitis A					
▪ Describe the transmission, pathology, diagnostic testing and treatment for Hepatitis B					
▪ Describe the transmission, pathology, diagnostic testing and treatment for Hepatitis C					
▪ Describe the transmission, pathology, diagnostic testing and treatment for HIV					
▪ Describe risks and exposure protocols for health care workers					

INFC 180 – Infection Control and Safety **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
5. Follow standard precautions and isolation procedures.					
▪ Describe the use and guidelines for standard precautions					
▪ Describe personal protection					
▪ Describe isolation procedures					
6. Describe sterilization and disinfection procedures as an essential part of infection control.					
▪ Apply the correct terms used for sterilization and disinfection					
▪ Describe the various sterilization methods used in health care settings					
▪ Describe the various methods of chemical disinfection					
▪ Describe the various methods of mechanical disinfection					
▪ Describe aseptic technique					
7. Describe safety and WHMIS in the workplace.					
▪ Describe the components of safety					
▪ Describe the components of WHMIS					
▪ Describe the disposal of waste in health care facilities					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

Students enrolled in the Combined Laboratory and X-Ray Technology (CLXT), Cytotechnology, Medical Laboratory Assistant (MLA), Medical Laboratory Technology (MLT) and Medical Radiologic Technology (MRT) programs who successfully PLAR INFC 180 are required to participate in a Medical Diagnostic Department Saskatoon Campus laboratory safety tour as part of their program requirements.

1. Challenge exam

- Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
- Candidate is tested on theory
- The exam is closed book and consists of multiple choice questions

Upon prior approval of program head, complete a proctor form (refer to Appendix D).

**** Candidate must pass challenge exam <u>before</u> the evidence file will be assessed ****

2. **Watch video**
   - HTTP://fms.siast.sk.ca/virtual_campus/infection.html demonstrates the correct use of personal protective equipment in a health care setting

AND

3. **Evidence file (may or may not require an interview with assessor)**
   - Completion of self-audit
   - Cover page (refer to Appendix E)
   - Signed employment validation form (refer to Appendix A)
   - Signed employer validation checklist (refer to Appendix B – INFC 180)
   - Signed Medical Diagnostics Department Personal Protective Equipment Student Agreement Biohazard form (Appendix C)
   - If applicable, any relevant documentation of completion of private (offered as an in-service by past employers, for example), training courses, non-credit courses and/or workshops

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic (current edition) *INFC 180 – Infection Control and Safety,* course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

MTER 180 – Medical Terminology

You will learn to use the prefixes, suffixes and combining forms from which medical terms are derived. You will also learn to use medical abbreviations.

Credit unit(s): 1.0
Equivalent course(s): MED 161

MTER 180 - Medical Terminology **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
6. Apply the rules for construction and analysis of medical terms.					
▪ State the components and combinations used					
▪ State the rules for word construction and analysis					
▪ State the rules for word pronunciation and spelling					
2. Apply the rules for using medical suffixes, combining forms and prefixes.					
▪ Use suffixes which relate to medical conditions					
▪ Use suffixes which relate to technical procedures					
▪ Use general suffixes commonly used in the medical field					
▪ Use combining forms which relate to body systems					
▪ Use general combining forms that are commonly used in the medical field					
▪ Use prefixes which relate to direction or position					
▪ Use prefixes which relate to colour, shape, size or number					
▪ Use general prefixes that are commonly used in the medical field					
3. Interpret medical abbreviations.					
▪ Interpret abbreviations and symbols related to pharmacy					
▪ Interpret abbreviations and symbols related to doctor's orders					
▪ Interpret abbreviations and symbols related to measurement					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following way. Be prepared to discuss the expectations during a consultation meeting.

1. Challenge exam

- Candidate will be required to pass a 50 minute examination with a minimum mark of 50%
- Candidate is tested on theory
- The exam is closed book and consists of multiple choice questions

Upon prior approval of program head, complete a proctor form (refer to Appendix D).

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Saskatchewan Polytechnic (current edition) *MTER 180 – Medical Terminology*, course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

Several medical dictionaries and medical terminology textbooks are available at: http://library.saskpolytech.ca/

PROC 182 – Cytology Lab Procedures

You will learn the theory and practice required to perform basic procedures in a laboratory. These include laboratory glassware, pipettes, use of balances, centrifuges and microscopes, and solution preparation with related calculations. Cytologic specimen preparation and staining will be emphasized.

Credit unit(s): 4.0
Prerequisite(s): INFC 180

PROC 182 – Cytology Lab Procedures **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
1. Practice laboratory safety.					
▪ Describe laboratory safety practices					
▪ Explain biological laboratory hazards					
▪ Explain chemical laboratory hazards					
▪ Describe physical, ergonomic, and psychosocial hazards					
▪ Describe the controls used to minimize laboratory hazards					
▪ Demonstrate equipment safety					
▪ Practice laboratory safety					
2. Apply basic principles of light to compound microscopes.					
▪ Describe the characteristics of light					
▪ Describe the components of the light spectrum					
▪ Describe what happens to light rays as they pass through optical media					
▪ Explain the difference between real and virtual images					
▪ Describe image aberrations and their corrections					
▪ Perform microscopy calculations					
3. Demonstrate the use of compound microscopes.					
▪ Recognize compound microscope components					
▪ Describe component functions					
▪ Perform Köhler illumination					
▪ Focus microscope and multiple lenses					
▪ Demonstrate the proper care of the microscope					
▪ Demonstrate trouble-shooting procedures					

PROC 182 – Cytology Lab Procedures **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
4. Demonstrate the use and care of general laboratory equipment.					
▪ Follow the rules of locating, using and caring for the balance					
▪ Demonstrate the correct use and care of labware					
▪ Demonstrate the use, selection and measurement for glass and semi-automated pipettes					
▪ Describe labelling procedures					
▪ Describe the process of centrifugation					
▪ Describe types of centrifuges					
▪ Describe safe operation and maintenance of centrifuges					
5. Perform laboratory calculations.					
▪ Use rules of analytical measures					
▪ Express lab results in correct notation					
▪ Perform unit of measurement conversion					
▪ Define terms used for expressing concentrations					
▪ Perform dilution calculations					
▪ Perform calculations for molar solutions					
▪ Calculate percent solutions					
▪ Calculate anhydrous yields					
▪ Perform density and specific gravity calculations					
6. Prepare laboratory solutions.					
▪ Explain the difference between the types of laboratory solutions					
▪ Describe purity and use of different grades of chemicals					
▪ Describe stain classification and coding					
▪ Explain the difference between primary and secondary solutions					
▪ Describe the levels of water purity and purification methods					
▪ Describe the general guidelines of safe reagent preparation and labelling					
▪ Describe quantitative transfer and its use					
▪ Describe filtration technique					

PROC 182 – Cytology Lab Procedures **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
7. Discuss the collection of cytological specimens.					
▪ Describe the fine needle aspiration biopsy procedure for collecting cytologic specimens					
▪ Describe the collection techniques of gynaecologic specimens					
▪ Describe the collection techniques of respiratory specimens					
▪ Describe the collection techniques of body cavity fluid specimens					
▪ Describe the collection techniques of gastrointestinal specimens					
▪ Describe the collection techniques of bladder and kidney specimens					
▪ Describe the collection techniques of cerebrospinal fluid specimens					
▪ Discuss the various types of fluid specimens in the lab					
8. Demonstrate the procedures used to fix cytological specimens.					
▪ Describe the purpose and qualities of fixatives					
▪ Describe different types of fixatives					
▪ Describe procedures used to optimize fixation and cellular adhesion					
▪ Explain special fixation considerations					
9. Demonstrate the preparation of cytological specimens.					
▪ Describe the cytopreparation of mucoid samples					
▪ Describe the cytopreparation of fluid samples					
▪ Describe the cytopreparation of cell blocks					
▪ Describe liquid based specimen preparation					
10. Perform the Papanicolaou staining of cytological specimens.					
▪ Describe the purpose of the Papanicolaou stain					
▪ Describe the principles underlying the Pap stain					
▪ Describe the 2 methods of Pap staining					
▪ Describe the factors that influence the Pap stain					
▪ Describe the procedures to optimize the Pap stain					
▪ Describe the effects of fixative on staining					
11. Discuss the use of special stains for cytological specimens.					
▪ Describe stains for air-dried specimens					

PROC 182 – Cytology Lab Procedures **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the outcome. **Functional:** I need some assistance in using the outcome. **Learning:** I am developing skills and knowledge for this area. **None:** I have no experience with the outcome.	**Mastery**	**Competen**	**Functional**	**Learning**	**None**
▪ Describe supravital staining					
▪ Describe immunocytochemistry					
▪ Describe special stains					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in both of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. **Challenge exam**

   Candidate will be required to pass a 50 minute examination with a mark of 50% or more
   - Candidate is tested on theory including mathematical calculations necessary for reagent preparation and dilution for Cytology Lab Procedures
   - The exam is closed book and consists of multiple choice questions
   - The student may bring a non-programmable calculator into the exam

   Upon prior approval of program head, complete a proctor form (refer to Appendix D).

   ** **Candidate must pass challenge exam <u>before</u> the evidence file will be assessed****

   AND

2. **Evidence file** (may or may not require an interview with assessor)
   - Completion of self-audit
   - Cover page (refer to Appendix E)
   - Signed employment validation form (refer to Appendix A)
   - Signed employer validation checklist (refer to Appendix B – PROC 182)
   - If applicable, any relevant documentation of completion of private (offered as an in-service by past employers, for example), training courses, non-credit courses and/or workshops. (i.e. WHMIS certification, TDG certification, WHMIS certification, TDG certification)

Resources

A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

Laboratory Safety CSMLS Guidelines (current edition)

Saskatchewan Polytechnic (current edition). *PROC 182 – Cytology Lab Procedures*, course manual, Saskatoon, SK: Saskatchewan Polytechnic Saskatoon Campus.

Cytotechnology

Appendices

Appendix A: Employment validation form

Cytotechnology diploma program – Employment Validation Form

An essential part of prior learning and recognition is documentation that serves as evidence for the Saskatchewan Polytechnic assessor that the employee/candidate has acquired skills and knowledge as they relate to the specific learning outcomes for the course(s) they are seeking credit. This **employment validation form** together with the appropriate **employer validation checklist(s)** (Appendix B) provides an indirect, authenticated account of the employee/candidate's performance in industry.

Employee/PLAR candidate: _____
(please print)

Employment information: (please print)

Employer: _____

Employer address: _____

Employer phone number: _____ **Fax:** _____

Employer email: _____

Dates of employment: _____ **to:** _____
(dd/mm/yy) (dd/mm/yy)

Employment description: Full-time ☐ Hours per week: _____
Part-time ☐ Hours per week: _____

Job description (may be attached):

_____

_____

_____

_____

_____

Employer's signature: _____ **Date**:_____

Note to employee/PLAR candidate:
The information on this form must be completed and signed by your employer/supervisor or designate indicating the job description, place, and length of employment. This form, together with the appropriate signed and dated **employer validation checklist(s)** (Appendix B) should be returned to our PLAR assessor at Saskatchewan Polytechnic.

Appendix B: Employer validation checklists

Employer validation checklist: ETHC 185 – Professional Practices 1

Cytotechnology

ETHC 185

Professional Practices 1

Student name: _____

Student ID: _____

Date: _____

Completion date: _____

Note to validator: PLAR can be used to formally recognize learning that has already taken place. In the Medical Diagnostic programs at Saskatchewan Polytechnic Saskatoon Campus it is felt that recent employment experience may constitute sufficient application of critical skills to meet the learning outcomes for Professional Practices 1.

Below is a list of learning outcomes the candidate is required to achieve in completing ETHC 185 (Professional Practices 1). For each step in the learning outcomes please rate the candidate's performance by placing a √ in the appropriate descriptor column (1, 2, 3, 4, none). For this validation if a parameter has not been performed by the candidate or is not a task that is performed at your laboratory, please place a √ in the "none" column and provide a comment in the space provided at the end of this document.

Please validate each of the learning outcomes for ETHC 185 then sign below and include with the employment validation form.

ETHC 185 – Professional Practices 1 **4:** Exceeds the completion of work in an organized fashion within acceptable time frames, and displays the ability to apply concepts at an advanced level. **3:** Consistently completes routine work in an organized fashion within acceptable time frames, and displays a good understanding of basic concepts. **2:** Slow and/or disorganized and displays a lack of understanding in some basic concepts. **1:** Consistently fails to complete routine work, disorganized and displays difficulty understanding basic concepts. **None:** Has no experience with the outcome	**4**	**3**	**2**	**1**	**None**
1. Demonstrates interpersonal communication by:					
▪ Seeking out and listening to colleagues and clients such as:					
○ approaching colleagues with questions about procedures and protocols					
○ following advice or direction given					
○ seeking advice when appropriate					
▪ Using effective verbal communication strategies such as:					
○ asking questions when information is not clear					
▪ Using technology appropriately to facilitate communication such as:					
○ communicating appropriately while using the phone (i.e. polite, professional)					

ETHC 185 – Professional Practices 1 **4:** Exceeds the completion of work in an organized fashion within acceptable time frames, and displays the ability to apply concepts at an advanced level. **3:** Consistently completes routine work in an organized fashion within acceptable time frames, and displays a good understanding of basic concepts. **2:** Slow and/or disorganized and displays a lack of understanding in some basic concepts. **1:** Consistently fails to complete routine work, disorganized and displays difficulty understanding basic concepts. **None:** Has no experience with the outcome	4	3	2	1	None
○ generating accurate computerized reports					
▪ Using effective written communication skills such as:					
○ writing neat and legible documents					
○ producing clear, organized and understandable written documents					
▪ Following instructions well (verbal and written)					
▪ Demonstrating effective teamwork skills such as:					
○ working well with others involved in the same task, respecting their knowledge, skills and opinions					
▪ Demonstrating effective cooperative skills in dealings with others such as:					
○ offering to help/assist coworkers when own work is completed					
2. Demonstrates critical thinking skills by:					
▪ Performing appropriately in situations involving time constraints, deadlines and unexpected events such as:					
○ using time effectively					
○ organizing work with limited assistance					
▪ Demonstrating effective behaviours in critical situations (identifies problems and offers solutions by):					
○ remaining calm and continuing to look for solutions even in stressful situations					
▪ Completes tasks, assignments and projects that involve new skills in a timely and thorough manner by:					
○ approaching new challenges in a logical and enthusiastic manner					
3. Demonstrates conflict resolution techniques by:					
▪ Identifying their problem and unmet needs					
▪ Meeting and describing their problems and needs					
▪ Listening and considering the other person's point of view					

ETHC 185 – Professional Practices 1 **4:** Exceeds the completion of work in an organized fashion within acceptable time frames, and displays the ability to apply concepts at an advanced level. **3:** Consistently completes routine work in an organized fashion within acceptable time frames, and displays a good understanding of basic concepts. **2:** Slow and/or disorganized and displays a lack of understanding in some basic concepts. **1:** Consistently fails to complete routine work, disorganized and displays difficulty understanding basic concepts. **None:** Has no experience with the outcome	**4**	**3**	**2**	**1**	**None**
▪ Negotiating a solution - willing to compromise					
▪ Following up on the solution					
▪ Asking for mediation/help if required					

Comments:

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Signature: _____ Date: _____

Employer validation checklist: ETHC 280 – Professional Practices 2

Cytotechnology

ETHC 280

Professional Practices 2

Student name: _____

Student ID: _____

Date: _____

Completion date: _____

Note to validator: PLAR can be used to formally recognize learning that has already taken place. In the Medical Diagnostic programs at Saskatchewan Polytechnic Saskatoon Campus it is felt that recent employment experience may constitute sufficient application of critical skills to meet the learning outcomes for Professional Practices 2.

Below is a list of learning outcomes the candidate is required to achieve in completing ETHC 280 (Professional Practices 2). For each step in the learning outcomes please rate the candidate's performance by placing a ✓ in the appropriate descriptor column (mastery, competent, functional, learning, none). For this validation if a parameter has not been performed by the candidate or is not a task that is performed at your laboratory, please place a ✓ in the "none" column and provide a comment in the space provided at the end of this document.

Please validate each of the learning outcomes for ETHC 280 then sign below and include with the employment validation form.

ETHC 280 – Professional Practices 2 **4:** Exceeds the completion of work in an organized fashion within acceptable time frames, and displays the ability to apply concepts at an advanced level. **3:** Consistently completes routine work in an organized fashion within acceptable time frames, and displays a good understanding of basic concepts. **2:** Slow and/or disorganized and displays a lack of understanding in some basic concepts. **1:** Consistently fails to complete routine work, disorganized and displays difficulty understanding basic concepts. **None:** Has no experience with the outcome	**4**	**3**	**2**	**1**	**None**
1. Develops workplace documents by:					
▪ Writing letters and memos					
▪ Applying standard format for letters and memos					
▪ Organizing the message					
▪ Writing effective emails					
▪ Developing short informal reports					

Comments:

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Signature: _____ Date: _____

Employer validation checklist: INFC 180 – Infection Control and Safety

Cytotechnology

INFC 180

Infection Control and Safety

Student name: _____

Student ID: _____

Date: _____

Completion date: _____

Note to validator: PLAR can be used to formally recognize learning that has already taken place. In the Medical Diagnostic programs at Saskatchewan Polytechnic Saskatoon Campus it is felt that recent employment experience may constitute sufficient application of critical skills to meet the learning outcomes for Infection Control and Safety.

Below is a list of learning outcomes the candidate is required to achieve in completing INFC 180 (Infection Control and Safety). For each step in the learning outcomes please rate the candidate's performance by placing a ✓ in the appropriate column (yes or no). Candidate is expected to achieve a "yes" on all criteria. For this validation if a parameter has not been performed by the candidate provide a comment in the space provided at the end of this document.

Please validate each of the learning outcomes for INFC 180 then sign below and include with the employment validation form.

INFC 180 - Infection Control and Safety **Yes:** Criteria met **No:** Criteria not met	**Yes**	**No**
Follow Standard Precautions and Isolation Procedures by demonstrating the following performance assessments.		
Performance test 1 (removing gloves)		
▪ Uses one hand to pinch the wrist edge of the other glove		
▪ Pulls the glove downward, turning it inside out as it is removed and holds it in the gloved hand		
▪ Puts two finders of ungloved hand under the top edge of the other glove, keeping the outer surface of the glove away from skin		
▪ Pulls the glove downward, turning it inside out, so that the glove being held is enclosed in the glove being pulled off		
▪ Discards gloves in appropriate garbage		
▪ Washes hands		
Performance test 2 (removing gown)		
▪ Unties gown, waist ties first and neck ties last		
▪ Pulls neckline forward as neck is untied		
▪ Removes arms without touching outer surface of gown		
▪ Folds gown with outer surface in		
▪ Puts gown in appropriate laundry container or hangs it in appropriate area		

INFC 180 - Infection Control and Safety **Yes:** Criteria met **No:** Criteria not met	**Yes**	**No**
▪ Washes hands		
Performance test 3 (hand washing)		
▪ Removes jewellery (rings, watches, bracelets, etc.)		
▪ Adjusts water flow and temperature		
▪ Wets hands thoroughly		
▪ Applies enough soap to give a lather		
▪ Scrubs all parts of hands including front, back, thumbs, nail beds, between fingers and wrists		
▪ Holds hands down, but not under water while scrubbing and adds more water if lather is not sufficient		
▪ Scrubs for a minimum of ten seconds		
▪ Lowers hands under running water and allows water to flow from wrists to fingers		
▪ Dries hands on paper towel		
▪ Uses paper towel to turn taps off		

Comments:

_____

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Signature: _____ Date: _____

Employer validation checklist: PROC 182 – Cytology Lab Procedures

Cytotechnology

PROC 182

Cytology Lab Procedures

Student name: _____

Student ID: _____

Date: _____

Completion date: _____

Note to validator: PLAR can be used to formally recognize learning that has already taken place. In the Cytotechnology Program at Saskatchewan Polytechnic Saskatoon Campus it is felt that recent employment experience in a laboratory may constitute sufficient application of critical laboratory skills to meet the learning outcomes for Cytology Lab Procedures.

Below is a list of learning outcomes the candidate is required to achieve in completing PROC 182 (Cytology Lab Procedures). For each step in the learning outcomes please rate the candidate's performance by placing a √ in the appropriate descriptor column (1, 2, 3, 4, none). For this validation if a parameter has not been performed by the candidate or is not a task that is performed at your laboratory, please place a √ in the "none" column and provide a comment in the space provided at the end of this document.

Please validate each of the learning outcomes for PROC 182 then sign below and include with the employment validation form

PROC 182 – Cytology Lab Procedures **4:** Exceeds the completion of work in an organized fashion within acceptable time frames, and displays the ability to apply concepts at an advanced level. **3:** Consistently completes routine work in an organized fashion within acceptable time frames, and displays a good understanding of basic concepts. **2:** Slow and/or disorganized and displays a lack of understanding in some basic concepts. **1:** Consistently fails to complete routine work, disorganized and displays difficulty understanding basic concepts. **None:** Has no experience with the outcome.	4	3	2	1	None
1. Practices laboratory safety by:					
▪ Describing laboratory safety practices					
▪ Explaining biological laboratory hazards					
▪ Explaining chemical laboratory hazards					
▪ Describing physical, ergonomic, and psychosocial hazards					
▪ Describing the controls used to minimize laboratory hazards					
▪ Demonstrating equipment safety					
▪ Practicing laboratory safety					
2. Demonstrates the use of compound microscopes by:					
▪ Performing Köhler illumination					
▪ Focusing microscope and multiple lenses					

PROC 182 – Cytology Lab Procedures **4:** Exceeds the completion of work in an organized fashion within acceptable time frames, and displays the ability to apply concepts at an advanced level. **3:** Consistently completes routine work in an organized fashion within acceptable time frames, and displays a good understanding of basic concepts. **2:** Slow and/or disorganized and displays a lack of understanding in some basic concepts. **1:** Consistently fails to complete routine work, disorganized and displays difficulty understanding basic concepts. **None:** Has no experience with the outcome.	4	3	2	1	None
▪ Demonstrating the proper care of the microscope					
▪ Demonstrating trouble-shooting procedures					
3. Demonstrates the use and care of general laboratory equipment by:					
▪ Following the rules of locating, using and caring for the balance					
▪ Demonstrating the correct use and care of labware					
▪ Demonstrating the use, selection and measurement for glass and semi-automated pipettes					
▪ Describing labelling procedures					
▪ Describing safe operation and maintenance of centrifuges					
4. Performs laboratory calculations by:					
▪ Using rules of analytical measures					
▪ Expressing lab results in correct notation					
▪ Performing unit of measurement conversion					
▪ Defining terms used for expressing concentrations					
▪ Performing dilution calculations					
▪ Performing calculations for molar solutions					
▪ Calculating percent solutions					
▪ Calculating anhydrous yields					
▪ Performing density and specific gravity calculations					
5. Demonstrates the preparation of cytological specimens including:					
▪ The cytopreparation of mucoid samples					
▪ The cytopreparation of fluid samples					
▪ The cytopreparation of cell blocks					
▪ Describing liquid based specimen preparation.					

PROC 182 – Cytology Lab Procedures **4:** Exceeds the completion of work in an organized fashion within acceptable time frames, and displays the ability to apply concepts at an advanced level. **3:** Consistently completes routine work in an organized fashion within acceptable time frames, and displays a good understanding of basic concepts. **2:** Slow and/or disorganized and displays a lack of understanding in some basic concepts. **1:** Consistently fails to complete routine work, disorganized and displays difficulty understanding basic concepts. **None:** Has no experience with the outcome.	**4**	**3**	**2**	**1**	**None**
6. Performs the Papanicolaou staining of cytological specimens including:					
▪ Describing the purpose of the Papanicolaou stain					
▪ Describing the principles underlying the Pap stain					
▪ Describing the 2 methods of Pap staining					
▪ Describing the factors that influence the Pap stain					
▪ Describing the procedures to optimize the Pap stain					
▪ Describing the effects of fixative on staining					

Comments:

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Signature: _____ Date: _____

Appendix C: INFC 180 – PPE Student Agreement Biohazard

Medical Diagnostics Department
Personal Protective Equipment (PPE) Student Agreement
Biohazard

I, _____,

1. Agree to follow PPE usage as outlined in INFC 180 course manual, Learning Outcome 5.

2. I have reviewed the PPE video posted by the Medical Diagnostics Department.

I will comply with the PPE requirements taught in the Medical Diagnostic programs and as required by my clinical site.

Date: _____ Student signature: _____

Date: _____ MDD Faculty signature: _____

**Resources: Infection Control and Safety course manual Learning Outcome 5* November 2014

Appendix D: Exam Proctor form

Challenge exam: Proctor form - Prior Learning Assessment

If you wish to write a challenge exam off-campus, please return this completed form to your Saskatchewan Polytechnic program. Request this at Step 4 – Action plan of the PLAR process.

Upon approval of the program head, the details and resources for the exam will be supplied to the exam proctor. You can write the exam under secure conditions when it is convenient to both of you.

Program Head
Cytotechnology program
Saskatchewan Polytechnic Saskatoon Campus
PO Box 1520
Saskatoon, SK S7K 3R5

The exam proctor/supervisor should be a professional (teacher, RCMP, RN, secretary, clergy, etc.) and must be a non-relative.

Exam proctor/supervisor

Name: _____

Occupation: _____

Place of employment: _____

Address: _____

Postal code: _____

Business phone: _____ Home phone: _____

Email address: _____

Student's name: (please print) _____

List course(s) _____

_____

Signature: _____

Appendix E: Cover page for Evidence Binder

Evidence file for: _____
(course code and name)

Name:

Address:

Residence phone:

Business phone:

City/town:

Province, Postal Code:

Saskatchewan Polytechnic candidate #:

Email address:

I attest that the enclosed evidence are correct and have been compiled by myself. I attest that I am the person named in this application and the evidence unless otherwise signified.

Signature: _____