

MEDICAL LAB TECHNICIAN

STUDENT HANDBOOK



Fall 2010

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Preface

This handbook is intended to serve as a guide to students in the MLT-AD Program at National Park Community College. It is not an all-inclusive document containing everything you need to know or duplicating information contained in other NPCC printed materials. Therefore, students should be advised that the following contain additional information that may be of interest:

**NPCC Policy Manual
NPCC Catalog
NPCC Student Handbook/Calendar
NPCC Statement of Student Rights and Responsibilities**

After becoming familiar with the contents of this handbook, students will be required to sign the “Student Awareness Statement” at the end of the handbook and other statements, waivers or checklists as appropriate. Students are encouraged to refer to the handbook on an ongoing basis throughout their program of study.

The College and the Program reserve the right to change any policy at any time as circumstances require or as dictated by clinical affiliates or outside accrediting agencies. However, any such changes will be well reasoned, clear and published for general distribution and feedback before they are implemented.

The style of this handbook is a blend of the formal and informal in a narrative. Your comments and suggestions are welcomed.

NPCC MLT Program Faculty

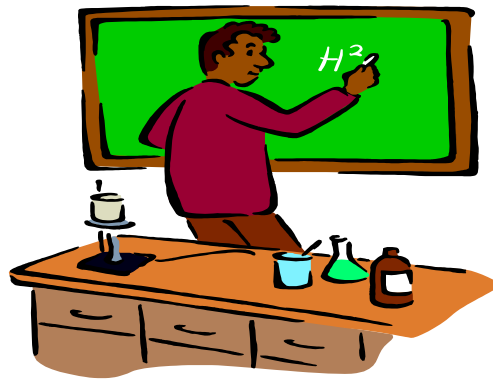
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Introduction and Welcome

Welcome to the Medical Laboratory Technology Program at National Park Community College! The faculty and staff wish you success in the pursuit of your educational goals. We are glad to have you and will do all that we can to assist you on the journey that you have chosen. We hope that you have found your "calling" in life in the field of laboratory medicine and that you understand that you have chosen a career of service to others. We, the MLT Faculty, will strive to educate, train, and graduate ethical, competent, and knowledgeable laboratorians through instruction in both the classroom and clinical activities.

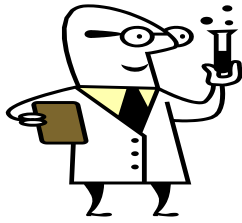
NPCC is accredited by The Higher Learning Commission, a commission of The North Central Association of Colleges and Schools. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, (NAACLS, <http://www.naacls.org>), 5600 N. River Rd., Suite 720, Rosemont, Illinois 60018-5119; (773) 714-8880. Accreditation by NAACLS assures students that they will be provided with a quality education in laboratory medicine. Upon successful completion of the program the graduate is awarded an Associate of Science Degree in Medical Laboratory Technology and is eligible to sit for national certification exams. Graduation from the program is not contingent upon passing an external certification exam.

The NPCC MLT Student Handbook has been compiled by the faculty to provide information specific to students enrolled in the Medical Laboratory Technology Program. This handbook covers policies pertaining to both classroom and clinical phases of the program. The MLT Student Handbook is designed to be used in conjunction with the College's Student Handbook. The general Student Handbook is available for download from the NPCC website: www.npcc.edu (under "Students")

The mission of the Health Sciences Division is to provide students with didactic education and practical experiences necessary to create a solid foundation for graduates to qualify as contributing members of their chosen profession.

The Health Sciences Division supports the College in stating that admission is "open to all applicants who are qualified according to its admission requirements, including the payment of established fees. Under no circumstances shall an applicant be denied admission because of race, sex, religion, national origin, or disability."

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The Medical Laboratory Profession

“ Clinical laboratory science professionals, often called medical laboratorians, are vital healthcare detectives, uncovering and providing laboratory information from laboratory analyses that assist physicians in patient diagnosis and treatment, as well as in disease monitoring or prevention (maintenance of health). We use sophisticated biomedical instrumentation and technology, computers, and methods requiring manual dexterity to perform laboratory testing on blood and body fluids. Laboratory testing encompasses such disciplines as clinical chemistry, hematology, immunology, immunohematology, microbiology, and molecular biology. Clinical laboratory science professionals generate accurate laboratory data that are needed to aid in detecting cancer, heart attacks, diabetes, infectious mononucleosis, and identification of bacteria or viruses that cause infections, as well as in detecting drugs of abuse. In addition, we monitor testing quality and consult with other members of the healthcare team. The clinical laboratory science profession has more than one career track based on level of education: clinical laboratory technician (2 years) and clinical laboratory scientist (4 to 5 years). Clinical laboratory technicians are competent in the collection, processing and analysis of biological specimens, the performance of lab procedures, the maintenance of instruments, and relating lab findings to common diseases/conditions. Clinical laboratory scientists have a more extensive theoretical knowledge base. Therefore they not only perform laboratory procedures including very sophisticated analyses, but also evaluate/interpret the results, integrate data, problem solve, consult, conduct research and develop new test methods.” (quote from ASCLS (American Society for Clinical Laboratory Science))

Medical laboratorians are required to work both independently and collaboratively with other health care workers such as physicians, nurses, and patients to provide quality patient care. Communication skills, the capacity for calm, reasoned judgment, and the ability to multi-task and problem solve are invaluable characteristics. Professionalism, ability to maintain confidentiality, and ethical and moral behavior are essential elements of a successful laboratorian. The work of an medical laboratory technologist/technician is demanding, exacting, and challenging and not for the weak of heart!

Students are strongly encouraged to become active members of their national professional organization, the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP). It is only through your participation in these organizations that your voice is heard. See the Program Director for details or go to the respective web sites at www.ascp.org and www.ascls.org

ASCLS Code of Ethics

Preamble

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

I. Duty to the Patient

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

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

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

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession. Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

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

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

Pledge to the Profession

As a clinical laboratory professional, I will strive to:



Maintain and promote the standards of excellence in performing and advancing the art and science of my profession.



Preserve the dignity and privacy of others.



Uphold and maintain the dignity and respect of our profession.



Seek to establish cooperative and respectful working relationships with other health professionals.



Contribute to the general well being of the community.

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

**MEDICAL LABORATORY TECHNOLOGY DEGREE PROGRAM (A.S)
(68 SSCH)**

Applicants to the MLT Program must have successfully completed all prerequisite courses or be in the last semester of completing all prerequisites when application is made to the Program. All courses required for the MLT Program must be completed with a "C" or better for continuation in or completion of the Program. **Applications for consideration will be accepted from January 15th to April 15th. Admission decisions will be made by May 15th.**

Because this is a specialized program, all courses required for the Associate Degree in Medical Laboratory Technology are accepted in transfer at selected institutions. Consult your advisor regarding the articulation agreement between NPCC and other institutions for further information.

Required Courses

Fall Semester (16 ssch) (ssch)

ALH	1302	Introduction to Health Sciences	2
ENG	1113	English Composition I	3
BIOL	2224	Anatomy & Physiology I	4
CHEM	1204	General Chemistry I	4
MATH	1123	College Algebra	3

Spring Semester (16 ssch)

BIOL	2234	Anatomy & Physiology II	4
ENG	1123	English Composition II	3
BIOL	2244	Microbiology	4
PSYC	1103	General Psychology	3
MLT	2002	Intro to MLT	2

Summer Semester (6 ssch)

MLT	1022	Serology & Immunology	2
MLT	1024	Hematology	4

Fall Semester (15 ssch)

MLT	2015	Pathogenic Microbiology	5
MLT	2024	Immunoematology	4
MLT	2032	Clinical Microscopy	2
MLT	2034	Clinical Chemistry	4

Spring Semester (15 ssch)

MLT	2114	Clinical Application Microbiology	4
MLT	2123	Clinical Application Immunoematology	3
MLT	2134	Clinical Application Chemistry	4
MLT	2154	Clinical Application Hematology	4



Philosophy

Medical laboratory technology is applied science, specifically the sciences of mathematics, biology and chemistry employed in the detection, diagnosis and treatment of disease. A strong background in science is supplemented with communication and interpersonal skills, ethics and decision making, and professional growth in a structured series of courses. The program of study applies the concept of mastery learning as outlined by John B. Carroll (1970):

It is a known fact that students, who are confident and well motivated, provided with good basic intelligence and aptitude, and provided with good instruction, can learn a fantastic amount in relatively short periods of time. It is also a known fact that once they learn something well, it tends to be retained, particularly if it is periodically reviewed and tested. It is also known; however, that pupils vary a great deal in the rate at which they learn – some learn very fast, others much slower, but, despite these differences in rate of learning, nearly all pupils can learn what they are supposed to learn...given enough time.

Mission

The MLT Program is dedicated to providing quality education and training appropriate to provide students with entry-level competencies in all areas of the clinical laboratory. The MLT Program is committed to providing ethical, competent, and capable medical laboratory technicians to serve the needs of the medical community. The MLT Program strives to inspire students to be life-long learners.

Vision

The MLT Program supports the vision of the College as stated in the catalog: “We aspire to be the premier comprehensive community college in the state by providing learning for life opportunities while offering exemplary service to our community. “

Program Goals

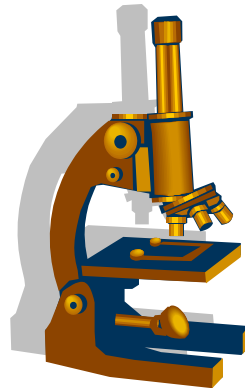
- Students with a background in science and math who seek a service-orientated healthcare profession will be recruited in the program.
- The program will offer an up-to-date curriculum that prepares students to enter the profession.
- The faculty will stay current in their professional discipline and facilitate student learning.
- The community of interest (clinical laboratory science facilities and practitioners) will provide input to the program, serve as clinical resources, and hire graduates who demonstrate appropriate knowledge and skills.

Upon successful completion of the Program the student will be awarded an Associate of Science Degree in Medical Laboratory Technology by NPCC and will be eligible to sit for a national certifying exam. Passing of a national certification exam is not required for awarding the A.S. degree in Medical Laboratory Technology

Upon graduation from the MLT Program, the MLT should be able to demonstrate the following **entry-level competencies** (Essentials of Accredited Educational Programs for the MLT [1995 and 2001]):

- a. collecting, processing & analyzing biological specimens & other substances;
- b. performing analytical tests of body fluids, cells & other substances;
- c. recognizing factors that affect procedures & results & taking appropriate actions within

- predetermined limits when corrections are indicated;
- d. performing & monitoring quality control within predetermined limits;
 - e. performing preventive & corrective maintenance of equipment & instruments or referring to appropriate sources for repairs;
 - f. applying principles of safety;
 - g. demonstrating professional conduct & interpersonal communication skills with patients, laboratory personnel, other health care professionals & with the public.
 - h. recognizing the responsibilities of other laboratory & health care personnel & interacting with them with respect for their jobs & patient care;
 - i. applying basic scientific principles in learning new techniques & procedures;
 - j. relating laboratory findings to common disease processes; &
 - k. establishing and maintaining continuing education as a function of growth and maintenance of professional competence.



Admission Policies and Procedures

A student who applies to the MLT Program must meet NPCC general admission requirements and shall:

- A. Provide the following credentials to the MLT Program Director, Division of Health Sciences, 101 College Drive, Hot Springs, AR 71913-9174:
 1. official high school transcript(s) or GED scores
 2. official transcript(s) from any college, university or other post-secondary schools previously attended
 3. completed Health Sciences application form
 4. placement test scores – ASSET, COMPASS (available through Student Services), ACT or SAT
- B. Meet all of the following requirements:
 1. be a high school graduate, anticipate high school graduation or where applicable pass the General Education Development Test (GED)
 2. attend a general information meeting or interview with the Program Director
 3. have at least a 2.5 cumulative GPA at the time of application
 4. provide necessary health records (vaccinations) to the school nurse
 5. be and remain free of substance abuse that would cause behavioral changes and related problems
 6. have successfully completed (grade of “C” or better) all prerequisites required for the MLT Program or be in the last semester of completing prerequisites when application is made to the Program
 7. submit to a drug screen, background check, and TB skin test prior to placement in the clinical phase (**students must have clear drug screens and background checks to participate in placement in clinical facilities**) (See Substance Abuse/Drug Screen Policy, Background Check included in MLT Student Handbook)
 8. be able to perform non-academic Essential Functions (included in MLT Student Handbook)

Applications are accepted from January 15th through April 15th . Admission decision will be made by May 15th . A maximum of twelve (12) students will be accepted into the program.

Admission criteria used:

- overall GPA
- GPA in science courses
- prior clinical experience
- interview
- references/recommendations
- performance in Intro. to MLT
- prerequisite status

Transfer Credit and Advance Placement

Transfer credit and advanced placement are available. Questions about such or about course substitutions should be taken to the Program Director or the Registrar.

Financial Aid

Questions about financial assistance can be taken to the Vice-President for Student Services and the Financial Aid Office. The College strives to help all students achieve their educational goals through the awarding of loans, scholarships, and work-study funds. Information can be found on the NPCC web site or by calling the financial aid office at 501-760-4237. For information concerning scholarships contact Sara Brown at 501-760-4234. Foreign students must check with Student Services. Various student support services are available.

Health and Safety/Professional Risk

As a student your continued health and safety are primary concerns. This section details things you will be expected to do that will help assure these goals. Interactions with patients in the health care system carry inherent risks to both the patient and the caregiver, including, but not limited to communicable diseases. In the curriculum and student laboratory, students will be given information regarding known risks for various diseases and measures to decrease these risks. Students are taught and expected to exercise standard precautions and appropriate barrier protection in the laboratory and in the care of all patients.

- **Health & Liability Insurance:** The College does not provide personal health insurance for students but strongly recommends that students purchase coverage. The College does provide medical liability insurance for all health science students required to participate in a clinical experience. The fee for this is collected from the student as part of the cost of the course.
- **TB Skin Testing:** before any clinical experience an (annual) TB skin test is required (or documentation that such a test is not advisable and/or has been replaced with another procedure, such as chest radiogram). TB skin tests are provided at a nominal fee by the county health unit.
- **Hepatitis B Immunization:** Students will be provided information concerning Hepatitis B vaccine. A signature page is provided to indicate that they decline the vaccine, that they will take the vaccine at their own expense, take at a later date when employed, or that they have already received the vaccine.
- **Injury/Accident/Exposure:** In the event of an injury, accident, or exposure in the MLT classroom or student lab, the student should immediately notify the MLT Program Director or MLT faculty for the purpose of determining the need for follow-up, to detect risk of blood borne infection and to minimize chances of future accidents. First aid kits and other safety supplies are available for your use. The Program Director/Faculty will determine the next course of action. The event will be documented on a form available at the main switchboard or from the health science division secretary. The campus nurse will assess the situation, complete the form, and take appropriate action. The campus nurse is on campus from 7:30am to 4:00 p.m. in the Student Center, Ext. 4131, during all sessions. Aid may also be obtained from the Student Services Office in the Campus Center, Ext. 4203. In the case of an emergency, contact the switchboard or the campus nurse. Switchboard # is 501-760-4222. Campus nurse # is 501-760-4131. **If the injury/illness is life-threatening a call should be placed to 911.** Lifenet EMS is located approximately 5-8 minutes from the campus. If the event occurs in the clinical facility, the clinical coordinator will be immediately informed by the student and will institute the facility's procedure, documenting appropriately. Any treatment will be at the student's expense. Deliberate, uncorrected, unsafe actions leading to accidents and failure to report accidents will both be considered cause for dismissal. See "Causes for Dismissal" included in this handbook.
- **Emergency Care:** In the event of life-threatening illness/injury a call shall be placed to 911. EMS services are located within 5-8 minutes from the campus. Clinical facilities provide emergency medical treatment consistent with the policies of the hospital to all clinical students. All treatment will be at the student's expense.

If you have any disabling or limiting condition or disease, make this fact known to your faculty advisor and instructors as soon as possible. Counseling and necessary assistance will be made available to help. Information you provide will be kept confidential within the provisions of the Privacy Rights Act.

Emergency Instructions

National Park Community College has procedures in place to help ensure the safety of students during an emergency. The NPCC campus has an “all-call” system in which the President or designee makes an announcement over the intercom system to each building. Each building on campus has one or more building “captains” who are responsible for the building in case of emergency evacuation or lock-down. The captains are responsible for securing or evacuating the building. Emergency instructions/inclement weather information, etc., can also be sent to all students and faculty via cell or home phone by call or text.

- General Emergency – dial “0” from any campus phone to reach the switchboard, 501-760-4222 from any other phone. Campus security can be reached on campus phones at 4293, 501-760-4293 from any other phone.
- For life-threatening illness/injury call 911 as described in “Emergency Care” above.
- Fire – any person can sound a fire alarm; evacuation routes are posted in the hallway outside the MLT classroom. Students will be oriented as to location of fire alarms and extinguishers.

Substance Abuse /Drug Screen Policy

Purpose : The intent of the Drug Screen is to ensure a healthy and safe environment for students, faculty, and those who come in contact with students during scheduled learning experiences. It is also a requirement of many of the clinical affiliates. The MLT Program strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. Further information can be found in the NPCC catalog, “Student Rights & Responsibilities.” As a condition of enrollment students will sign a **Substance Abuse Policy Release Form** (included in this handbook) agreeing to adhere to the Substance Abuse Policy.

Cost: The approximate cost of each drug screen is \$25 to \$50, depending on the type of test requested. Scheduled and for cause testing will be paid for by the MLT Program. The student will pay for pre-clinical screening and for any testing as part of a recovery program.

Facility: The Health Science Division/MLT Program will identify an SAMHSA-2 approved and designated drug screening laboratory to perform testing utilizing the agency’s policies.

Sample Collection: The collection techniques will adhere to the guidelines in accordance with U.S. Department of Transportation 49 CFR Part 40 following chain of custody protocol.

Substances: Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders*, 4th ed., (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The Health Sciences Division/MLT Program shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Incomplete Drug Screen/Results: Any student who does not complete the drug screening procedure during the prescribed time can be dropped from the Program. It is the student’s responsibility to communicate difficulties to the MLT Program Director.

Refusal of Drug Screening: Refusal to submit to a drug screening in any category (pre-clinical, random, for cause) is grounds for immediate dismissal.

Positive Results: Positive tests are run twice to verify substances. Positive drug screens are confirmed by gas chromatography/mass spectrometry (GCMS).

- The student will be notified by the testing laboratory of positive results.
- Positive results will also be referred to the Medical Review Officer (MRO) for review.
- The MRO will review and interpret tests results and assure (by actual telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.
- If the drug screen is positive and unexplained, unverified via the MRO, the student can be subject to : a warning with an agreement for behavioral change, referral for evaluation by a certified or licensed alcohol or drug counselor, or immediate dismissal from the Program.
- A student who tests positive will be referred to a community resource (at the student's expense) and/or NPCC counselor.

Readmission:

- Any student dismissed from the Program because of a positive drug screen may reapply after one year provided they provide documentation of a successful treatment program with periodic screening tests.
- A second termination for alcohol/drug related behavior will result in a 3 year dismissal from the Program and, upon application for readmission, must provide documentation of successful treatment and test negative for drugs of abuse at the time of application.

Opportunity to Request a Re-Test: Split samples are saved at the original lab and may be sent to another SAMHAS approved lab for additional testing at the student's expense. The student should notify the MLT Program Director immediately concerning their intent for a re-test. If the re-test is negative the student will be reinstated without penalty.

When to test : The MLT Program requires the student to drug test under any or all of the following circumstances:

- Enrollment – Drug screening is required of all students in the MLT Program prior to clinical placement. Drug screening is at the student's expense at a testing facility approved by the Health Sciences Division. Students with positive drug screens will be denied placement in the clinical phase.
- Random Testing – Random drug screening of clinical students may occur at the discretion of the clinical facility, at the facility's expense.
- Scheduled – The MLT Program may drug test at unannounced but scheduled times throughout the program.
- For Cause – The MLT student may be subject to testing who is suspected of being under the influence of alcohol and/or drugs where suspicion is based on:
 1. Observable behavior and/or physical symptoms
 2. A pattern of abnormal or erratic behavior (slurred speech, staggered gait, dilated/pinpoint pupils, flushed face, mood swings, and deterioration of work performance)
 3. A report of drug use provided by reliable and credible sources
 4. Arrest or conviction of a drug-related offense
 5. Post accident when accompanied by individualized suspicion that the observed student may be under the influence of alcohol and/or drugs.

Procedure for Testing for Cause:

1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior/physical symptom.
2. The student will be asked to leave the area and go with the faculty member and a witness to

discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented and the decision to drug test will be made. Blood alcohol/breathalyzer testing may also be initiated in accordance with available clinical protocol.

3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, if appropriate.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the MLT Program.
5. If the laboratory test is negative for drugs of abuse, as specified by the approved testing agency, the student will be allowed to return to class without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical assignment.
6. Positive results will result in the imposition of disciplinary sanctions up to and including immediate dismissal from the program.
7. Confidentiality will be maintained.

Confidentiality: All testing information, interviews, reports, statements, and test result specifically related to the individual are confidential. All drug test results will be sent from the lab to the Program Director and will be protected for privacy and confidentiality.

Background Check

Policy: All students participating in the clinical phase of the MLT Program must have clear criminal background checks. The background check is not a requirement for admission into the MLT Program but must be completed prior to clinical placement.

Procedure for Background Check:

1. MLT students will be notified of the deadline for background testing by the Program Director. (The initial background check satisfies this requirement during continuous matriculation through the program. If the student is separated from the program for more than two years, a new background check will be required).
2. MLT students will sign the NPCC “**Disclosure and Release**” form, allowing American DataBank to perform the background check and fully disclose the information to requesting parties.
3. Students are directed to the NPCC Health Science web site to request and provide payment for the background check.
4. Confidentiality will be maintained with access only available to the MLT Program faculty, Health Science Division Chair, and members of the Criminal Background Review Committee (CBRC) should the background check be flagged and require review.

Cost: \$40-50, student’s expense

Components of a Criminal Background Check:

1. County Criminal Record Search
 2. Social Security Number Trace/Residential History
 3. Office of Inspector General (OIG) Services Administration
 4. Excluded Parties List System (EPLS)
 5. Office of Foreign Assets Control (OFAC)
 6. Nationwide Sex Offender
- American DataBank background check, as utilized by NPCC, reviews applicant’s history for

the previous seven (7) years. Please be advised that prospective employers may require more rigorous review of legal documents which may impact employment.

- Background checks will be obtained from a consumer reporting agency and will comply with Federal Trade Commission guideline regarding the Fair Credit Reporting Act.

Flagged Background Check:

- If the background check returns with anything other than minor misdemeanors, the Criminal Background review Committee (CBRC) will be notified. CBRC is made up of NPCC faculty and hospital agencies' members.
- Students will be unable to attend clinical facilities for appropriate reasons, including but not limited to the following convictions: murder, felony assault, sexual offenses/sexual assault, registered sex offenders, abuse, felony possession and furnishing (without certificate of rehabilitation), other felonies involving weapons and/or violent crimes, Class B and Class A misdemeanor theft, felony theft, fraud, misdemeanor convictions/deferred adjudication or felony convictions/deferred adjudications involving crimes against persons (physical or sexual abuse), misdemeanor convictions/deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, etc.), felony conviction/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- The College will not locate or provide alternative sites for clinical experience for students ineligible to attend clinical rotations at specified sites.

Change of Status: enrolled students are required to disclose misdemeanor or felony convictions, other than minor traffic violations, within five business days of occurrence to the appropriate Division Chair/Program Director. Non-disclosure or falsification may be ground for dismissal.

Appeal:

- Students have the right to appeal.
- Students should notify the MLT Program Director within 72 hours of their intent to appeal.
- In the event that a student feels there has been an error in the reporting of the background check, it is at the student's expense and is his responsibility to contact the vendor for verification.

Universal Precautions

The Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor and the Center for Disease Control and Prevention (CDC) have developed and enforce guidelines to help prevent blood and body fluid borne infections. The guidelines are known as Standard Precautions. They include the following:

1. Avoid contaminating the outside of specimen containers. Lids should be tight. Enclose specimens in a second container such as a sealed bag (double bagging) when transferring between labs.
2. Wear gloves when processing specimens. Dispose of, rather than disinfect, gloves after use.
3. No mouth pipetting. No eating, drinking or smoking in the lab. Additionally, the application of makeup or putting in or taking out of contact lenses is discouraged.
4. No bending, breaking, recapping or removing used needles from disposable syringes. Place in puncture-resistant containers.
5. Use masks and eye wear if splashing or aerosolization is anticipated. Minimize aerosol formation in centrifuges by capping all tubes.
6. Use biological safety cabinets for vigorous mixing.
7. Decontaminate work surfaces with a chemical germicide after spills and when work is completed. A fresh 1:10 dilution of household bleach is usually effective.
8. Dispose of contaminated materials in biohazard bags and in accordance with institutional policies

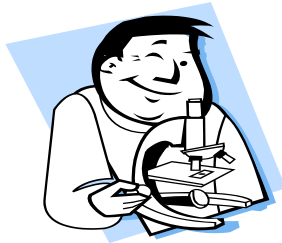
for disposal of infective waste. This includes autoclaving before removal from the lab prep area.

9. Decontaminate equipment before servicing, repair or shipping.

10. Wash hands and remove protective clothing before leaving the laboratory.

According to OSHA document 3130 (1992), contamination with blood means “human blood, blood products, or blood components. Other potentially infectious materials include human body fluids such as saliva..., semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids; any body fluids visibly contaminated with blood;...and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.”

The Division of Health Sciences recognizes legal and ethical obligations to individuals with Human Immunodeficiency Virus (HIV) and does not discriminate based on HIV status or on the perception that an individual is at risk of infection. In the case of possible exposure, The HIV Shield Law, Act 289 of 1991, provides for testing, counseling and confidentiality of results.



Student Responsibilities: General Information

It is the responsibility of the student to:

1. Notify the Program of any change in name, address or phone number
2. Provide official high school and/or college and other post-secondary transcripts
3. Notify the Program officials of any change in health status affecting continuance in the Program
4. Maintain academic standing of 2.5 GPA or better
5. Abide by the policy on Student Rights and Responsibilities and maintain a high ethical standard
6. Be prepared for, attend all class sessions and keep up with course work
7. Keep and review this Handbook and course syllabi
8. Understand grading and evaluation procedures
9. Participate in evaluation of instruction
10. File degree plans, apply for graduation with Student Services and pay all related costs

Attendance Requirements

In accordance with the NPCC Policy Manual, 9.600, "Regular attendance in classes and laboratory sessions is an obligation of each student. Excessive absences and work not made up may adversely affect a student's grade."

Students are expected to always come to class and clinical prepared. Punctuality in all classes, labs, and clinical is expected. Routine medical or dental appointments should be scheduled outside of course time. Students are responsible for finding out what assignments and material they missed. Missed labs cannot be made up. Excessive absences can result in dismissal from the program. Students are directed to individual course syllabi concerning absences and tardies.

Attendance During Clinical Applications

MLT students are encouraged to think of their semester in the clinical affiliates as an almost employee-employer relationship. In keeping with this concept, students are allowed to miss up to three days out of the 16 weeks of their rotations for reasons of sickness or personal business. **Upon occasion of the third absence the student will be counseled, an "Excessive Clinical Absences" form will be filled out and signed both by the Program Director and the student. A fourth absence can result in the student being dismissed from the Program.** Abuse of this policy, such as habitual tardiness or unexplained absences from the department, will result in poor evaluations and possible disciplinary sanctions. The effect on your grade is detailed in this handbook.

If you must be absent, or late by more than 30 minutes, notify your supervisor or have some other responsible person do so by telephone. Please be sure that such messages reach the individuals under whom you usually work so that they can plan your rotation effectively. Clinical time is determined in part by workload and your comprehension level.

Inclement weather may cause the College to close; such announcements are made over local radio stations between 6:00am and 6:30am. For clinical rotations you may need to make travel plans before 6:00am. Your options are: 1) because of road conditions you do not go to your assigned rotation and the College is closed = no penalty; 2) as in 1 but the College is open or opens late = an absence; 3) you arrive late = a tardy; 4) you make it to your assigned rotation on time but the College is closed = an extra day off (if you elect to stay) or no penalty (if you elect to leave); or 5) you stay part of a day = credit for the hours in rotation.

Supplies

You should provide yourself with the following expendable supplies for use in various classes:

- One or more white, full length, long-sleeve lab or scrub jacket/coat for the Intro. to MLT, scrubs for all other MLT courses as described below under “Dress Code”
- shoulder patches for scrub jacket and scrub tops (available in the NPCC Bookstore, required for clinical experiences)
- Name tag (your College ID, required for clinical)
- Gloves, latex or synthetic (Be aware that disposable gloves come in five sizes, powdered or non-powdered and hypoallergenic. Pick the type that is right for you. Some long-term glove wearers find that glove liners are helpful.)
- While safety goggles will be available as needed, you have the option of buying your own pair through the Bookstore
- Cotton balls
- Band-aids
- Felt-tip pens, permanent
- The usual pens, pencils and notebooks for any class
- A watch with a display in seconds is recommended

Dress Code

The following dress code is required for lecture, laboratory, and clinical. During the clinical phase of the program students must also abide by any policies of the facility.

1. **Clothing:** designated scrubs are to be worn during MLT clinical courses.
2. **Insignia/Patch:** an “MLT Program” patch is to be worn on the left sleeve of the scrub jacket and scrub top at the shoulder.
3. **Shoes:** sport, athletic, or clinical shoes must be worn. Canvas, sandals or open-toed shoes are not acceptable for safety reasons. Shoes and laces must be clean and worn with appropriate hosiery or socks. Non-mesh, solid uppers are required.
4. **Hygiene:** students are to be clean, neat and well-groomed at all times; students should bathe daily; use of perfume, cologne or aftershave is discouraged; makeup should be conservative.
5. **Fingernails:** should be short, clean and well-manicured. As some clinical institutions prohibit the wearing of acrylic nails, this practice is strongly discouraged. Nail polish should be conservative in color and not chipped.
6. **Hair :** for both men and women must be clean, neat, conservative in style and color, well-controlled and off the shoulders. Long hair should be pulled back. No head gear is permitted.
7. **Beards:** male students must either shave regularly or if they choose to wear a beard or mustache and/or beard, must keep them clean and well-groomed.
8. **Body piercings/Tattoos:** piercings are not permitted other than a single piercing in each ear; tattoos will be covered at all times in the clinical setting.
9. **Jewelry:** should be conservative; no dangling necklaces or earrings that extend more than ½ inch below the earlobe are acceptable.
10. **Identification:** during clinical assignments students must wear their NPCC ID clinical badge (shows first name only); badges should be visible at all times, displayed on the lab coat lapel or on a lanyard around the neck as long as it does not create a safety hazard.

Employment

Students are advised against full-time employment while enrolled in the MLT Program. If employment is necessary, students must determine how many hours they can work and still maintain their obligations to the MLT Program. Employment in a medical setting may actually benefit the student educationally as long as the hours are not excessive. No special consideration will be afforded students with regard to their employment.

Service Work Policy

Medical Laboratory Technology students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical institution which employs a currently-enrolled MLT student as a laboratory assistant or phlebotomist will schedule the student for work during **non-instructional** hours. The student is not to be “pulled” from their instruction to perform the duties they normally perform as an employee, even temporarily. The student is to report such practice to the MLT Program faculty. A student who also works as an employee may not count their paid hours as clinical time as the student is performing the duties of an employee, not a student in training.

When a student is employed by any health care provider, the student is in no way to represent NPCC; the scrub jacket and patch are to be worn only when attending classes or clinical experiences. Your actions as a student/employee are, however, a reflection on the College and the Program. Recall the medical motto, “First, do no harm.”

Causes for Dismissal/Appeals Procedure

Students are citizens of the city, state and nation and of the academic community. They are; therefore, expected to conduct themselves as law-abiding members of each community at all times. Violation of laws or ordinances that also adversely affects the pursuit of educational objectives may cause the College to enforce sanctions up to and including dismissal, regardless of any proceedings by other authorities. Also, violation of any College or classroom policies may subject a student to the same range of sanctions whether or not the conduct violates local, state or national laws and ordinances.

Misconduct subject to disciplinary sanction includes but is not limited to:

Prescribed Conduct (NPCC catalog, NPCC Student Handbook)

Section 30

Generally, College discipline shall be limited to conduct which adversely affects the College community’s pursuit of its educational objectives or which would jeopardize the health and safety of the College community.

A. Expulsion, suspension or less severe sanction from the College may result from any of the following conduct where it occurs on campus or in the areas or situations listed in Section 17 or 18 of the NPCC catalog.

1. Academic cheating or plagiarism.
2. Furnishing false information to the College with intent to deceive.
3. Forgery, alteration or misuse of College documents, records or identification cards.
4. Assault and battery.
5. Vandalism, malicious destruction, damage or misuse of public or private property, including library materials.
6. Theft, embezzlement or temporary removal of the property from its assigned position.
7. Failure to meet obligations related to the College.
8. Rioting, inciting to riot, raiding, and inciting to raid College property.
9. Illegal manufacture, sale, possession or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers,

hallucinogens, and/or other similar known drugs and/or chemicals.

10. Possession of firearms, ammunition, explosives, fireworks, dangerous weapons, incendiary devices, or chemicals.

11. Gambling.

12 Two or more like offenses for which the penalty of disciplinary probation may be imposed.

13. An additional offense committed while the student is on disciplinary probation

14. Possession or use of alcoholic beverages on College -owned or supervised property.

15. Indecent or obscene conduct on College property or College supervised property. This includes our conduct in cyberspace.

16. Unauthorized solicitation in buildings or facilities owned or controlled by the institution.

17. Abuse or misuse of computing resources to include any attempt to circumvent or compromise the security of any *NPCC* computing resource, any unauthorized access to or tampering with any data files belonging to *NPCC* or any other person or entity, any other similar misuse of or damage to *NPCC* computing resources, or the use of *NPCC* computing resources belonging to any other person or entity.

B. College disciplinary probation or any lesser penalty may result from the following conduct when it occurs on College-owned property, College-supervised property or in the areas or situations listed in Section 16 and 17 of the *NPCC* catalog.

1. Intoxication or disorderly conduct.

2. Failure to comply with official and proper regulation or order of a duly designated official acting within the scope of his authority, agency or agent.

Academic and Classroom Misconduct

Your instructor has the primary responsibility for control over classroom behavior and maintenance of academic standards. Plagiarism, cheating and other forms of academic dishonesty are prohibited.

Students guilty of academic misconduct, either directly or indirectly by participation or assistance, are immediately responsible to the instructor of the class. A grade of “F” or zero will be assigned for the exercise or examination in question. Misconduct in a clinical setting where there is potential harm to patients or the public is especially serious. Academic and classroom/clinical misconduct can result in sanctions including dismissal from the program. See “Progressive Discipline Policy” in this handbook.

Sanctions

Upon a determination that misconduct has occurred, the following sanctions may be imposed, either singly or in combination, by the appropriate College officials:

- Restitution or reimbursement of property losses
- Warning
- Written reprimand
- Restriction of privileges for a period of time
- Probation for a period of time with any limitations on actions or status stated
- Suspension for a period of time with conditions of readmission stated
- Dismissal

Appeal Process

If a student believes accusations of misconduct, including academic misconduct resulting in a low grade, are erroneous, the student may appeal the case through the published College procedures. Generally, the process entails meeting with your instructor first. If the problem cannot be satisfactorily resolved there, then meet with the Division Chair responsible for your area of study. The next step is to meet with the

appropriate Vice-President(s). An appeal hearing before the College Disciplinary Committee composed of staff, faculty and students may be necessary. Finally, the President and Board of Trustees, as appropriate, can help resolve the problem. Due process will be observed throughout. Failure to follow the appeal procedure may result in your appeal being jeopardized. See Sections 31 – 36 in the NPCC catalog & Student Handbook. Students can also appeal **academic**/grade issues through the Academic Appeals Committee as outlined in Policy # 9.300.

Special Fees/Additional Costs

In addition to tuition, registration fees and supplies you are also responsible for the following expenses.

● Designated scrubs (1 jacket, 2 tops, 2 pants)	appx.	\$100
● MLT patches (3 required @\$6 each)		\$18
● T.B skin testing		\$5-\$15
● Drug Screening		\$25-\$50
● Criminal Background Check		\$40-\$50
● Textbooks	appx.	\$400-\$550
● National registry exam fee		\$125-\$185

The successful candidate for graduation will also be expected to pay graduation fees and costs.

Methods of Instruction

Lecture will be used most frequently in the classroom and supplemented with discussion, demonstration, audiovisual aids, Student Oriented Learning Outlines (SOLOs), case studies, outside reading and written assignments. Proficiency will be assessed by class participation and written exams consisting of multiple choice, true or false, fill-in, matching and essay questions.

In the teaching laboratory on campus, demonstration will be followed by drill and practice. Computer Assisted Instruction (CAI) will be used as appropriate. Proficiency will be assessed by direct observation, question and answer sessions and testing with previously assayed materials (lab practicals).

Clinical laboratory experience is provided by area health care institutions. There demonstration and observation will be followed by drill and practice until proficiency is gained as determined by the supervisory personnel and Program faculty in a joint process of clinical evaluation. The medical advisor may supplement the experiences at any time, aid in review and provide clinical correlations. Additionally, each student will be expected to work up a case study to present to the class. This is also a means of review and a chance to correlate findings from different sections of the lab. A comprehensive final exam will be administered at the end of the clinical experience.

Field trips will be taken to area institutions as an adjunct to class and labs and for orientation.

The motivated, self-directed student may benefit from resources such as CAI, vocabulary-building exercises and games.

Clinical Experience Policies

The combination of rigorous academic preparation and clinical education makes the MLT Curriculum unique. It is the consensus of educators in the field “to stress the teaching of transferable skills, not to teach every species, procedure or instrument. Once a principle or technique is mastered, the competent student can translate that knowledge to related subject areas.” (Hammersberg [1995])

You are not being placed in a “sink or swim” position; however, throughout the Program and in the clinical experiences you will be provided with content that, once mastered, will go a long way toward assuring success in your chosen profession.

Alternative Status for Clinical Rotations

The structure of the clinical experiences and accreditation requirements limit the number of students in the final semester to 12 full-time equivalents (FTEs). In the event of more than 12 qualified FTEs applying to enroll in the clinical applications courses (due to transfer students, part-time students or returning after an absence), a waiting list will be drawn up. In determining the first 12 and ranking the remainder, the following will be given priority:

- Current students in good standing (GPA 2.5) or above and successful completion of prerequisites)
- Full-time students
- Students on tract to graduate at the end of the semester
- Part-time students with no overlapping courses
- Garland County residents
- Transfer students
- Students with financial aid considerations (veterans, recipients of scholarships or grants, etc.)
- First come, first served

The MLT Program has been fortunate in being able to add several clinical affiliates since 2006. This has enabled the Program to increase the number of students accepted into the Program from nine or ten to twelve. Students on the waiting list will be placed as soon as sites become available.

Outcome Objectives

The clinical experience is designed to build on previous preparation as outlined in the following comparison:

Didactic Outcome Objective	Clinical Outcome Objectives
Upon completion you will:	Upon completion you will:
1. Apply basic science knowledge to clinical areas	1. Apply clinical science knowledge to routine laboratory operations.
2. Demonstrate time management and interpersonal skills.	2. Demonstrate professionalism appropriate to the workplace.
3. Define statistical indicators of quality assurance.	3. Apply quality assurance practices within established guidelines.
4. Identify principles of operation of analytical instruments.	4. Perform routine preventive maintenance, start-up and daily operation of analytical instruments.
5. Define variables affecting diagnostic testing	5. Evaluate, with supervision, the effects of preanalytic, analytic and postanalytic variables in testing.
6. Recognize problems requiring additional information or clarification.	6. Demonstrate problem-solving/decision-making skills using appropriate resources.
7. Value a broad background in liberal arts education.	7. Value continued education for continued competency.

Specific behavioral objectives for each clinical applications course will be provided at the beginning of the respective courses in the texts, syllabi, lab manuals or in handouts.

Critical thinking, problem solving and decision making are important skills worth a closer look. First, recognize the existence of a problem and analyze it. Then develop an initial, tentative hypothesis or plan of action. Based on your hypothesis, carry out inquiry and observation. Finally, refine or reject the hypothesis until the problem is solved or a decision is made. Yes, this is nothing more or less than the scientific method applied to daily life.

Clinical Affiliates

Clinical experiences are gained in two types of facilities, clinical affiliates and enrichment sites. Clinical affiliates are labs of area hospitals and busy clinics where workload justifies rotations of three to four weeks. Enrichment sites are labs in physicians' offices, clinics, regional blood centers, etc. where workload volume or variety is limited and a student ordinarily spends only one week in review.

Eight clinical affiliates are:

1. St. Joseph's Mercy Health Center - 4 student slots
2. National Park Medical Center - 4 student slots
3. Health Park Hospital - 1 student slot
4. St. Joseph's Mercy Clinics - 1 student slot
5. St. Vincent Medical Center - 4 student slots
6. Howard Memorial Hospital - 2 student slots
7. Hot Spring County Medical Center - 1 student slot
8. Ouachita County Medical Center - 1 student slot
9. General Leonard Wood Army Community Hospital (special circumstance student placed here at her request; affiliate will be dropped in 2011)

All are accredited by various agencies such as Joint Commission on Accreditation of Healthcare Organizations, CLIA, COLA, Arkansas Department of Health and specialized agencies as appropriate (CAP, AABB and Medicare).

Clinical affiliates will receive a clinical rotation schedule from the MLT Program Director. The rotation schedule is designed so that the instructor-to-student ratio is no more than 1:2, one instructor for two students. Most clinical facilities have a 1:1 instructor -to- student ratio. Students placed on the schedule have met NPCC background & drug screening requirements, HIPAA instruction, and immunization & health requirements including TB testing. Schedules of rotations are developed prior to the beginning of the clinical semester to assure equivalent experiences for all students and to meet the individual needs and interests of each student. These schedules are not subject to change except for serious, extenuating circumstances or irreconcilable conflicts which would adversely affect performance evaluation.

Clinical Evaluation

Rationale: Clinical evaluation is a complex process for both faculty members and students. By clinical evaluation we refer to the process of assessing student progress in all educational experiences outside of formal classroom or didactic situations. Clinical evaluation refers specifically to a student's ability to perform laboratory skills efficiently under supervision.

The process of clinical evaluation involves the evaluation of the student's clinical performance based on established behaviors. All students are evaluated by the same specific standards or criteria. National Park Community College MLT faculty devised these criteria to offer a common frame of reference within the philosophy, conceptual framework and objectives of this program.

Evaluation process: Each student will be evaluated after each clinical rotation. The evaluation process consists of a Technical Performance Evaluation, one or more lab practicals, and one or more exit exams. Each Technical Performance Evaluation is signed and dated by the student indicating he or she has read the evaluation.

Students will meet informally or formally with instructors as is warranted following each clinical rotation. Evaluation tools will be reviewed and discussed by students and instructors and may include anecdotal notes, staff comments, and faculty conferences.

At the end of the didactic and clinical semesters students will evaluate their learning experiences in the classroom as well as at their respective clinical sites. Student comments are welcomed as an opportunity to improve all aspects of the Program.

Methods of Evaluation: (Clinical)

Written/oral/practical examinations are scheduled for each student as well as a technical performance evaluation.

Grading criteria are as follows:

Written and oral clinical exams*	- 30%
Laboratory practicals	- 35%
Technical performance evaluation	- 35%

(The three previously listed evaluation components will count 80% of the final grade for the course. A comprehensive final, given at the end of the semester, will count 20% of the final grade.)

Appeal of evaluation process: If the student disagrees with a written clinical evaluation, this disagreement must be documented in writing, explaining the basis for the disagreement within three (3) working days of date of conference. The Program Director will, at this point, resubmit a new evaluation form to the clinical site, requesting that the student be reevaluated. The second evaluation results are final. Students will receive a sample evaluation form prior to the clinical semester.

Definitions of terms used in clinical evaluation:

- Clinical competencies – The essential elements in a particular skill which must be performed in order for the skill to be judged as “satisfactory”.
- Critical behaviors – Those actions which comprise safe behavior as identified by the MLT faculty. Inconsistent performance of any critical behavior will result in an unsatisfactory clinical evaluation or failure.
*Both competencies and critical behaviors are embedded and evaluated in the clinical Technical Performance Evaluation.
- N.A. – not applicable
- N.O. – not observed
- Anecdotal Note – Any objective record of an incident that supports student evaluation

Discipline/Due Process Policy

Students are expected to demonstrate mastery of all educational objectives congruent with their educational level. When the student demonstrates unsatisfactory or failing behaviors in class, clinicals, or lab the student will be provided feedback from the instructor. In providing feedback the instructor demonstrates responsibility and accountability to the student, the patient and the profession.

All unsatisfactory or failing behaviors will be treated in the following manner:

Step 1: Warning

The instructor provides the student with either a verbal warning or written feedback as to the problem or behavior noted. This step is considered to be informal. The instructor counsels the student, offering suggestions and criteria for improvement. Recommendations may include peer study groups, tutoring, meeting with counselors, alternative study methods, review of policies for behavioral issues, etc. Warnings are for what the faculty consider minor infractions. The student and instructor agree on a course of action and set goals and criteria to measure the student's progress. The instructor will informally document the details and date of the warning so that this information may become part of the official documentation if changes are not made and a conference is necessary. If the instructor deems and the situation warrants, this step may be skipped and a conference held.

Step 2: Conference

The instructor will meet with the student to review the performance deficit. A written report will identify the specific course/program objectives not met and a remediation plan or contract, including improvements/changes that must be made and, if applicable, a deadline for completion. All documentation will be read, signed and dated by the instructor and the student. The student's signature indicates that the student has read the documentation. An opportunity will be provided for the student to respond in writing to behavioral deficiencies. This written response must be submitted within three (3) working days of the date of the counseling session. A record of counseling sessions will be maintained by the instructor and kept in the student's file. An opportunity will be provided for students to review all written documentation concerning their educational progress. If the student fails to comply with all terms outlined in the conference report, the student may receive a failing grade for the course, be placed on probation or withdrawn from the program.

Step 3: Conference with Probation

If the student continues to exhibit unacceptable performance or behaviors a second conference will be scheduled. The contract/report from the first conference is reviewed and discussed with the student. Examples of continued unacceptable performance will be explained to the student and documented. The student will then be placed on probation. The MLT faculty will reiterate and document the steps the student must take to remain in the program and the length of the probation period. Probation is a trial period in which the student must begin to show immediate improvement or be withdrawn from the program. The student will sign the document and, by so doing, agrees that unless improvement is made, dismissal from the program will occur.

Probation action can be implemented for:

- unsatisfactory clinical performance, attendance, or punctuality
- inability to maintain physical and mental health necessary to function in the program
- unethical, unprofessional behavior, and/or unsafe clinical practice
- refusal to participate in a procedure
- unsafe or unprofessional clinical practice that compromises patient or staff safety
- behavior which compromises clinical affiliations

- failure to meet terms outline in a conference report

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program.

Causes for Dismissal: Some situations, because of their extreme nature, may require the student to be immediately placed on probation or withdrawn from the program. See also “Prescribed Conduct”, section 30, NPCC catalog & Student Handbook. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student, or staff safety
- Unprofessional behavior that seriously jeopardizes clinical affiliations

Appeal

All students have a right to an appeal process. If the student wishes to challenge any action or proceeding refer to “Appeal Process” in this handbook or see Sections 31 – 36 in the NPCC catalog & Student Handbook. Students can also appeal **academic**/grade issues through the Academic Appeals Committee as outlined in Policy # 9.300.

Professional Behavior

National Park Community College Health Science students are representatives of the College and, as such, are expected to conduct themselves in an ethical, professional, and safe manner. NPCC and the clinical affiliates have an obligation to protect members of the public and of the health care community from unsafe and unprofessional practices. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by all policies of NPCC, the MLT Program, and the clinical agencies during their clinical experience. Failure to adhere to these policies related to professional behavior and /or safe clinical practice may result in the implementation of the Progressive Discipline Policy outlined in the MLT Student Handbook.

Students will be disciplined for academic dishonesty, unprofessional conduct/practice and unsafe clinical practice.

Unprofessional Conduct/Practice (includes, but is not limited to):

- verbal or non-verbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, faculty, patients and their family or healthcare team members
- any behavior that may compromise contractual agreement and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards
- using or being under the influence of drugs and/or alcohol
- behavior which disrupts or interferes with teaching/learning experiences
- breach of confidentiality in any form
- misrepresenting actions or errors made during the clinical experience
- leaving the clinical area without notification of faculty or clinical supervisor

Unsafe Clinical Practice

(includes but is not limited to):

- unsafe treatment of the patient and/or inappropriate treatment of patient, patient's family or bystanders
- failure to correctly identify patient prior to initiating care
- failure to use and maintain aseptic or proper technique
- performing action without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- providing inappropriate or incorrect information
- display of emotional, unstable behaviors

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or dismissal from the program.

Professional Ethics and Confidentiality

Students must keep all information concerning patients confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for **immediate dismissal from the program.**

Distribution of records:

Academic files include your application, forms from interview and medical exam, transcript(s), ACT/ASSET/COMPASS scores, clinical evaluations and release of information form. Clinical evaluations and tests are maintained on file for one year following graduation.

Advising/Counseling/Student Support Services

The Counseling Center plays an important role in the academic experience at NPCC. The professional counselors provide academic advising, assist in developing an individualized degree plan, provide personal and short-term crisis counseling, admission processing, orientation, veterans' services and student academic follow-up. The Counseling Center is located on the second floor of the Gerald Fisher Campus Center. Telephone inquiries can be directed to 501-760-4232.

MLT Program faculty are more than willing to assist prospective and enrolled students as they, the faculty, have a vested interest in producing successful students! All prospective students are urged to contact the MLT Program Director, Carol Spargo, at 501-760-4130 or Britt Turner, MLT faculty, at 501-760-4278 for information regarding the MLT Program. For general advising for the program contact Cathy Wells at 501-760-423.

Student Support Services is a federally-funded TRIO Program designed to provide services to eligible students such as counseling in academic, person, career, and financial aid areas; transfer and transitional services for those students wishing to transfer to four-year institutions; tutoring in most subject areas; small group non-credit math instruction; cultural enrichment activities; and additional financial aid for students receiving a Pell Grant. For information about eligibility, contact Student Support Services at 501-760-4229.

For information about other student services offered on campus (bookstore, library, Computer Resource Center, health services, etc., see the NPCC Student Handbook or visit the NPCC website at www.npcc.edu

In Summary:

By now the MLT Program should be seen as a consistent whole. The sequence of courses is listed in the beginning of this handbook. Basic science and general education courses are the foundation on which clinical instruction is set. The continuum from health to disease and the place of diagnostic testing have been emphasized. A body of knowledge unique to the medical laboratory has been described and skills practiced. Clinical experience has reviewed, correlated and given a real-world perspective to your classroom instruction. There is just one thing more...

After you Graduate**Placement**

Graduates of the MLT Program are employed throughout Arkansas and across the nation in clinical, public health, environmental and industrial settings. Both Student Services and the Program faculty can assist you in job placement now and for future relocation. You can build a credential/reference file with the Career Center.

Registry Exams

While you may be hired without having had a registry exam, your job or raises may be conditional depending on successfully passing this professional milestone. Several registries serve the clinical laboratory sciences, including American Medical Technologists (AMT), American Society of Clinical Pathologists (ASCP) Board of Certification (BOC). Costs range from \$125 to \$185, not including incidental expenses such as transcripts, review books and travel to and from the test site. Applications are available online.

After applying, you will be informed of the test date, site and format. The faculty encourages you to take the registry exam seriously – establish a study schedule, review actively and try to do your best. A computerized test format allows flexibility in scheduling and even in the number of questions that must be answered while allowing faster processing of results. You may have your results in two to four weeks.

Career Ladder

Attaining the associate degree may just be the beginning for you. A career ladder exists, the top of which is limited only by your imagination and determination. Your faculty advisor can provide information about articulation to a four-year institution and a bachelor's degree and advancement to the MT/CLS level. Some elect to branch off into industry, research labs or related areas, while others may go for their masters, PhDs, JDs or MD degrees. The NPCC Career Center has more information.

The vast scope of knowledge you are expected to maintain and the pace of new technology require a commitment to continuing education and, indeed, life-long learning. As someone has said, "He who graduated yesterday and stops learning today will be uneducated tomorrow." You will have many opportunities to learn, formal and informal; in-services, workshops and conventions and individually or through professional organizations. Feel free to take advantage of any and all of these.

Graduate Surveys

About six months after graduating you will receive a survey in the mail to fill out and return. Questions will include employment status, salary ranges, duties, continued education and comments or suggestions about the Program. Forms need not be signed, information is confidential and composite data will be used only for Program involvement.

Employer Surveys

Facilities that hire MLTs will receive a survey to fill out and return. Questions will include adequacy of preparation, duties, specific knowledge areas, skills, etc. Forms need not indicate the identity of the facility or preparer, information is confidential and composite data will be used only for Program involvement.



**NATIONAL PARK COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

STUDENT LAB POLICY

I. Purpose: The student Lab provides a setting for demonstration and practice of basic skills.

II. Objectives:

1. Following classroom presentation and demonstration, each student will practice each skill until proficient.
2. Upon attaining proficiency, the student will perform critical procedures while being observed by the instructor.
3. When the skill is completed to the satisfaction of the instructor, the lab manual or check off sheet will be initialed.
4. After check off the student may perform a skill without direct supervision, at the instructor's discretion.
5. Pass lab practicals with at least 70% proficiency.

III. Hours: Lab hours are flexible. The student is free to come and go as schedules and level of proficiency dictate.

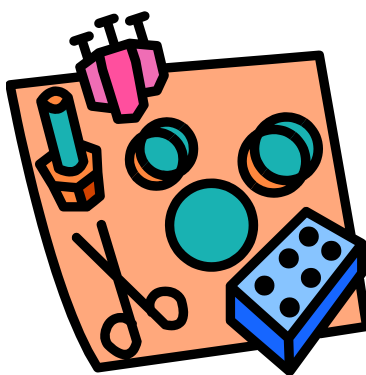
IV. Requirements:

1. Students are responsible for keeping the lab clean and in order.
2. There will be no eating, drinking or use of tobacco while in the lab.
3. Students share the responsibility of washing, drying and storing glassware for reuse and of regular QC monitoring.
4. Observe Standard Precautions at all times.
5. Lab coats should be worn and buttoned.
6. Report any accidents to the instructor.
7. Horseplay is inappropriate, unsafe and will not be tolerated.
8. Books in the lab are for reference only and are not to be removed without the permission of the instructor.
9. Makeup labs are the responsibility of the student. Due to lab prep time, make-up labs are not guaranteed.
10. Extra credit assignments must not interfere with regular lab practice.
11. Volunteers assisting in the practice of procedures should be afforded the same respect due a patient in a health care facility.
12. Students making up reagents or opening bottles or kits for the first time must date and initial the container. Observe storage requirements.
13. Personal use of MP3 players, tape players, cell phones or other personal devices must not be disruptive to the lab as a whole.

Clinical Experiences Polices and Rotation Schedules

Rotation	Length(weeks)	Includes	Starting time	Lab
Hematology	4	Coagulation Urinalysis Body Fluids	0600 0700	St. Joseph's except the first day NPMC, Health Park & HSCMC
Chemistry	4		0600 0700 0830	St. Joseph's NPMC, Health Park, HSCMC St. Joseph's Mercy Clinics
Microbiology	4		0600 0700	St. Joseph's NPMC, St. Vincent's
Blood Bank	3	Serology at NPMC	0800 0700	St. Joseph's NPMC, St. Vincent's
Review	1	Optional	Varies	Varies

Times are subject to change with responsibilities, workload, etc.



Noncompliance with Program Policies

Noncompliance with the policies and procedure of the MLT Program or clinical affiliates may be grounds for dismissal from the program.

Policy and Procedure Changes

All policies are subject to change by the MLT Program faculty as deemed necessary. Students will be notified of changes.

NATIONAL PARK COMMUNITY COLLEGE MEDICAL LABORATORY TECHNICIAN PROGRAM ESSENTIAL FUNCTIONS

These essential functions represent the non-academic demands of the program. All applicants are expected to meet these requirements in order to participate in the medical technology program.

Essential Observational Requirements

The medical technology student must be able to:

- use a microscope and differentiate microscopic components of cells, tissues, etc.
- observe laboratory demonstrations of techniques and procedures.
- discriminate color reactions.
- read text, numbers, and graphs displayed in print or on a video monitor.

Essential Movement Requirements

The medical technology student must be able to:

- move freely and safely about a laboratory and in patient rooms.
- reach laboratory bench tops and shelves, free-standing laboratory instruments; patients lying in hospital beds or patients seated in specimen collection furniture.
- control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- perform delicate manipulations which require good eye-hand coordination.
- travel to clinical laboratory sites for practical experience.
- perform moderately taxing continuous physical work, often requiring prolonged standing and/or sitting, over several hours.

Essential Communication Requirements

The medical technology student must be able to:

- read and comprehend technical and professional materials (i.e. textbooks, journal articles, handbooks, and instruction manuals).
- effectively communicate with faculty, classmates, patients, physicians and other health care personnel in a professional, positive, and tactful manner.
- follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures.
- legibly record laboratory data.
- independently prepare papers, prepare laboratory reports, and take paper, computer and laboratory practical examinations.

Essential Intellectual and Conceptual Abilities

The medical technology student must be able to:

- measure, calculate, reason, analyze, evaluate and synthesize.
- recognize emergency situations and take appropriate actions in a timely manner.
- exercise critical thinking skills to solve problems.
- exercise sufficient judgment to recognize and correct performance deviations.

Essential Behavioral and Social Attributes

The medical technology student must be able to:

- maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability and accountability in the performance of their laboratory responsibilities.
- perform laboratory tests carefully while maintaining efficiency and organization.
- maintain personal hygiene and wear garments appropriate to the work setting.
- tolerate taxing workloads, function effectively under stress and adapt to changing technology and environments.
- recognize potentially hazardous materials, equipment and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals.
- function as a supportive member of the health care team, maintaining highest laboratory standards in delivery of patient care.

**NATIONAL PARK COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
MEDICAL LABORATORY TECHNICIAN PROGRAM**

ESSENTIAL FUNCTIONS

ACKNOWLEDGMENT FORM

I have received a copy of the *Essential Functions* from the Medical Laboratory Technician Program. I have read and understand these requirements and they have been sufficiently explained to me. As of this date, I believe I am capable of meeting the *Essential Functions* of Medical Laboratory Technician Program.

Signature

Date

Printed Name

**NATIONAL PARK COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
HIPAA AWARENESS STATEMENT**

As a student performing a clinical rotation, you will have access to confidential patient information. Federal and state laws protect this confidential information. It is illegal for you to use or disclose this medical information outside the scope of your clinical requirements.

- Do not photocopy patient information
- Access the minimum amount of information necessary for your assignment
- Do not record patient names, dates of birth, addresses, phone numbers, social security numbers or other unique identifying data, on the assignment you will turn in to your instructor. De-identifying patient records (removing all identifying information) may be required to be done by a designated employee of the clinical facility
- If you have questions about the use or disclosure of confidential health information, contact your instructor.

I have read this information and understand it. I have attended an orientation session and had an opportunity to ask questions. I realize that failure to abide by the guidelines and procedures of the College and the clinical facility may cause me to be dropped from clinical rotations. I realize that there are civil and criminal penalties for the unauthorized use and disclosure of confidential patient information. I will abide by the guidelines when completing my clinical rotation.

Student signature

Date

Print name

Program Director/Instructor signature

Date

Routing: maintain in student file for 6 years.

Documentation of your safety awareness includes the following:

- I have read and understand the Standard Precautions.
- I have attended the safety orientation as part of ALH 1302.
- I am aware of availability of HBV Vaccine.
- I know that I can change my mind about HB vaccination at any time. (A new consent form should be filled out.)
- I have attended a Blood borne Pathogens workshop as a prerequisite to clinical experience.
- I am aware that a TB skin test must be completed prior to any clinical experience.
- I have attended the safety review as part of MLT 2002.
- I understand the necessity of practicing certain procedures with potentially infectious blood, body fluids or volunteers and will participate in accordance with accepted safety recommendations.
- I understand that children are **not** permitted in the labs and clinical sites except in supervised learning situations.
- I have been informed and am aware that blood specimens for student lab testing are potentially infectious and agree to take necessary safety precautions.
- I understand that I may request a copy of the Health and Safety Manual.
- I have had the opportunity to discuss and ask questions about the above.

Name (Please print)

Signature

Date

**NATIONAL PARK COMMUNITY COLLEGE
MLT-AD PROGRAM**

STUDENT CONSENT FORM FOR HBV VACCINATION

I have been provided information about hepatitis B and the HB vaccine. I have had an opportunity to ask questions and understand the risks of vaccination. I understand that I must have three doses of the vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience any adverse side effects from the vaccine.

Please check the one that applies:

I **do not want** the vaccine:

I **plan to take** the vaccine at my own expense or from a current or prospective employer:

I **have completed** the 3 dose series:

Date of last dose: _____

Name (Please print)

Signature

Date

**NATIONAL PARK COMMUNITY COLLEGE
MLT-AD PROGRAM**

STUDENT AWARENESS/CONSENT STATEMENT

I have read and understand the information contained in the MLT Student Handbook. I have been given the opportunity to ask questions and obtain clarification of the information presented. I believe I am capable of meeting the Essential Functions of the Medical Laboratory Technician Program.

I am aware that the College and the Program reserve the right to change any policy at any time as circumstances require or as dictated by clinical affiliates or outside accrediting agencies.

As an NPCC MLT student, I accept responsibility for adhering to the policies, rules and guidelines contained in the MLT Student Handbook.

____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids or other potentially infectious specimens. I will use Universal Precautions in all situations in which there is potential exposure to infectious agents or in the event of exposure or use of caustic or hazardous chemicals. I understand that if I fail to use proper personal protective equipment and Universal Precautions, I may be subject to disciplinary action.

____ I have been informed regarding the inherent health/safety hazards in the health care field and release NPCC from any liability for such hazards.

____ I agree to criminal background checks and agree to immediately notify the MLT Program Director of any subsequent changes in criminal history that occur after the pre-clinical background check has been completed.

____ I have read and agreed to the "Substance Abuse/Drug Screen Policy."

____ I realize and agree that blood specimens that I collect or provide may be used in the student laboratory for teaching purposes.

Name (Please print)

Signature

Date

SUBSTANCE ABUSE POLICY REFERRAL LIST

Quapaw House	767-4456
Bridgeway (North Little Rock)	800-245-0011
Pinnacle Pointe Hospital (Little Rock)	800-880-3322 501-223-3322
Rivendall Behavioral Health Services	501-316-1255

SUBSTANCE ABUSE POLICY RELEASE FORM

I, _____, have read the Substance Abuse Policy of National Park Community College, Medical Laboratory Technology Program, and agreed as a student in the Program to comply with all aspects of the policy as written, including urine, blood or breathalyzer testing.

I agree that _____ (name of Lab), a drug testing facility, is authorized by me to provide the results of this test(s) to National Park Community College, Division of Health Science, MLT Program. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college's interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program. Furthermore, I agree to abide by the provisions for determining suspension and to follow the conditions of re-acceptance as outlined.

Printed name _____

Signature _____

Date _____

Witness _____

Date _____

Disclosure and Release Form

As part of the requirements, I authorize an investigation of my personal information. The investigation might include, but is not limited to criminal records from state, county, federal and other sources, nationwide sex offender registry search, Office of Inspector General, General Services Administration and social security number trace. I understand that these records may be used for the participation of clinicals into the National Park Community College's healthcare programs. I authorize without reservation the full release of these records and for American DataBank and/or its agents contacted by American DataBank to obtain information.

In addition, I release and discharge American DataBank, and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation, throughout any duration of my enrollment. I also certify that all information provided is correct on the application to the best of my knowledge. Any false statements provided will be considered just cause for denial of acceptance.

Upon request, American DataBank will supply a copy of my report and my rights under the Fair Credit Reporting Act. Requests may be directed to: American DataBank, 910 Sixteenth Street, 5th Floor, Denver, CO 80202 or by contacting American DataBank at 1-800-200-0853.

Applicant's Name: _____

Signature: _____ Date: _____

Date of Birth _____ (this is used for criminal and driving records retrieval.)

Social Security Number: _____ - _____ - _____

Driver's License Number: _____ State: _____

Current Address: _____ Phone Number: _____
street address

city

state

zip

By signing this document the applicant agrees on the payment stated amount on the website.

Please return this document to your program director.

American DataBank

910 16th Street, 5th Floor, Denver, CO 80202

Tel: 303-573-1130, Fax: 1-303-573-1779