

***MEDICAL LABORATORY TECHNOLOGY PROGRAM HANDBOOK***

***Associate of Applied Science Degree***



***Student Handbook &  
Policies***

***2022-2024***

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## PURPOSE OF THE MLT STUDENT HANDBOOK

Laurel Ridge Community College provides its website, catalog, handbooks, printed materials and/or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the Domain Name System (DNS) registrations is up-to-date, complete, accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student or prospective student's reliance upon information contained within these sources or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be constructed as a contract with the College. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above-referenced sources are also for information purposed only and not constitute the College's endorsement of products or services references. The Medical Laboratory Technology Student Handbook is updated annually and the most current version applies to all students currently enrolled in the Medical Laboratory Technology program. \*Current course syllabi supersedes this handbook.

This handbook is intended for use as a resource of information for students in the Medical Laboratory Technology program at Laurel Ridge Community College. The information and policies presented have been specifically adapted for the MLT program.

The Medical Laboratory Technology Student Handbook provides important information that you will need throughout the MLT Program. The program adheres to the general policies and procedures of Laurel Ridge Community College. However, there are some instances where the MLT Program has developed its own policies and procedures to meet the special needs of the curriculum and clinical affiliates. This handbook outlines policies, guidelines and procedures of the MLT program, and will serve as an adjunct to the most current College Catalog and Laurel Ridge Student Handbook.

Please read this handbook carefully and refer to it whenever necessary. You are responsible for the information contained in this document, as well as other Medical Laboratory Technology documents and the College Catalog and Student Handbook.

Laurel Ridge Community College promotes equal opportunity in educational programs and activities, admission and employment without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), national origin, religion, sexual orientation, gender identity, political affiliation, veteran status, qualified persons with disabilities or other non-merit factors.

## WELCOME

The Medical Laboratory Technology program was established in 2019 at Laurel Ridge Community College (formerly Lord Fairfax Community College) in Middletown, VA. The program is a two year program encompassing 5-semesters of sequenced courses leading to an Associate of Applied Science degree. The MLT program is an integral part of the Health Professions Department. A copy of the degree plan is located in the current Laurel Ridge Course Catalog. The curriculum consists of basic science, general education and specific courses in medical laboratory techniques. The first semester consists of prerequisite courses that must be successfully completed prior to admission to the MLT program. The students are introduced to medical laboratory techniques during the second semester and each semester thereafter. The MLT courses (prefix MDL) provide entry-level knowledge and skills in urinalysis, hematology, clinical microbiology, immunology, immunohematology, clinical chemistry, body fluids and phlebotomy. The training is enriched during the 14 week Clinical rotation when students have the opportunity to apply classroom acquired knowledge and skills in a supervised working environment.

Upon successful completion of the program and required exit exams, graduates will be eligible to take a national certifying examination (BOC: Board of Certification). Granting of the Associate of Applied Science degree in Medical Laboratory technician is not contingent upon passing a national certifying examination. Advancement opportunities in the field are available to become a Medical Technologist or Specialist by pursuing additional education and technical experience. Laurel Ridge MLT program monitors the following outcomes (BOC pass rate, graduation rates, attrition rates, and placement rates of our students) on a yearly basis. These outcomes are available to our students in the MLT office Room SHP 209 for their review.

This health care career program is one that takes time and dedication. The faculty and counselors are available to assist you throughout your training. We wish you success and personal growth through your experiences in this Program.

You have chosen a program in which you will stretch your abilities to reach your fullest potential as medical laboratory technicians. We know the effort that went into your decision and the work that will be required to complete this program. Our faculty is ready to assist you in achieving your goals.

We recognize that individuals have unique and varying needs, capabilities, and experiences. Please seek help early and take advantage of the assistance available.

It is important that you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your file.

- Laurel Ridge College Handbook and Student Handbook
- Schedule for each semester you are enrolled
- Medical Laboratory Technology Student Handbook
- Course Syllabi

**WE WISH YOU SUCCESS IN Laurel Ridge's MLT PROGRAM**

## PROGRAM OFFICIALS

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Dean of Health Prof. Craig Santicola, PhD

Admin Office Spec. Emma Hott

## ACCREDITATION STATUS

### **Laurel Ridge Community College is accredited by the:**

- Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 Telephone number 404-679-4501).
- Laurel Ridge is a proud member of the American Association of Community Colleges (AACCC).

### **The Medical Laboratory Technician Program is accredited by the:**

- National Accrediting Agency for Clinical Laboratory Sciences (8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631-3415 Telephone number 772-714-8880)
- Students who graduate with Laurel Ridge's AAS in Medical Laboratory Technology are eligible to sit for some certification exams, such as ASCP's Board of Certification (ASCP BOC).

# INTRODUCTION TO THE LAUREL RIDGE MLT PROGRAM

## **The mission of the MLT program is to:**

Provide the region served by the program with graduate Medical Laboratory Technicians who can function at career entry levels and who can assume leadership roles as health professionals.

## **The goals of the MLT program are to:**

- ✓ Prepare technical personnel capable of accurate performance in all major areas of the clinical laboratory.
- ✓ Provide students with a broad educational background by using a variety of education resources and experience.
- ✓ Provide a strong undergraduate curriculum based on current needs and curriculum which integrates fundamental courses in medical laboratory sciences, natural sciences, humanities and social science instruction.
- ✓ Provide clinical experience to develop the technical skills required to perform laboratory procedures with precision, accuracy and competency.
- ✓ Maintain the level and quality of instruction in the professional courses by including the latest in technological advances.
- ✓ Produce graduates eligible to take and pass a national credentialing examination.
- ✓ Develop in students the professional attitudes and ethics required of laboratory technicians.
- ✓ Educate students in the merits of continuing professional development in the field of laboratory medicine.

## **The MLT Program Outcomes are:**

- ✓ To produce a highly competent entry-level medical laboratory technician who will adhere to laboratory safety regulations and take proper precautions in the handling of biological samples
- ✓ To be able to meet the employment needs of the regional healthcare community
- ✓ To produce graduates who will demonstrate professionalism and integrity in the clinical laboratory
- ✓ To instill in students the need to have organized work skills in order to produce accurate, timely results
- ✓ To ensure that students can utilize quality assurance and quality control guidelines to produce reliable, reproducible laboratory results
- ✓ To produce graduates who can recognize potential sources of pre-analytical, analytical, and post-analytical errors and take precautions against their occurrence
- ✓ To emphasize to students the importance of effective communication with other laboratory personnel, healthcare providers, and patients
- ✓ To have the students assimilate the information and skills needed to be able to pass the ASCP MLT registry examination
- ✓ To provide students with the academic foundation that will allow them to successfully transfer to a 4-year MLS (Bachelors) program



- ✓ To instill in students the need to maintain professional relationships and pursue continuing education opportunities
- ✓ To maintain program accreditation through NAACLS
- ✓ To maintain high academic and professional standards for the MLT Program and its students through consultation with a program advisory board made up of members of affiliated clinical facilities
- ✓ To provide an educational experience that reflects the college vision, mission and values

## PROGRAM REQUIREMENTS

### Essential Functions of an MLT Student

Essential functions are a set of requirements that students must meet for admission, retention and graduation from the program. Prior to admission each student must agree that they can, and are prepared to, meet these requirements with or without reasonable accommodation. It is the responsibility of the student with disabilities to request accommodations that he/she feels are reasonable and are needed to execute the essential function requirements described below.

Please sign Appendix A; keep one copy for your records, turn the other in to the MLT Program Director.

### The Medical Laboratory Technology student must possess the following skills:

#### Observation:

- Distinguish objects macroscopically and microscopically (including color, shade, and hue)
- Read text, charts, graphs, and instrument printouts, and enter computer data
- Inspect specimens for suitability

#### Movement:

- Obtain, manipulate, measure specimens safely and with precision
- Manipulate reagents, materials, instruments, and analytical equipment according to established procedures and standards, safely and with precision, speed, and accuracy
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture
- Perform moderately taxing continuous physical and mental work, often requiring prolonged sitting/or standing, in an eight hour period
- Position patients for appropriate laboratory specimen collection

#### Communication:

- Communicate effectively in English, comprehending oral and written information
- Follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures
- Effectively, confidentially and sensitively communicate with patients regarding laboratory tests or instruction for specimen collection

- Communicate appropriately and in a timely manner with faculty, students, staff and other health care professionals.

Intellect:

- Use intellectual skills, including comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism
- Receive, process and utilize information in order to achieve satisfactory performance in all tasks
- Demonstrate judgment and critical thinking skills.
- Exercise self-evaluation to recognize and correct performance deviations, implementing constructive criticism appropriately

Behavior:

- Be honest, ethical, compassionate, confidential and responsible
- Manage the use of time, and systematize actions to complete tasks within realistic constraints
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment
- Exercise good judgment in responding to emergency situations with patients or peers
- Be flexible and creative in adapting to professional and technical change
- Recognize potentially hazardous materials, equipment, and situations, proceeding safely to minimize risk of injury to self and nearby personnel
- Adapt to working with unpleasant biological specimens or reagents
- Support and promote the activities of colleagues, adopting a team approach to learning, task completion, problem solving, and patient care
- Be alcohol and substance abuse free

## ADMISSION REQUIREMENTS

Acceptance into the AAS Medical Laboratory Technology program is selective and competitive. Submission of an application does not guarantee acceptance into the AAS program. Applicants not selected for the program must complete and resubmit a new application packet each year. Applicants for the AAS program are selected one time per academic year. Deadline for submitting completed applications is May 1 for the upcoming academic year. Applicants are responsible for making certain that the following have been submitted to the Medical Laboratory Technology Program Director:

1. Unofficial transcripts from all VCCS colleges (Virginia Community Colleges System)
  - Official Transcripts must be available at Laurel Ridge Community College
2. Unofficial transcripts from all colleges attended, outside of the VCCS (Virginia Community Colleges System)
  - Official Transcripts must be available at Laurel Ridge Community College
3. Must have applied to Laurel Ridge Community College
4. Official transcripts showing completion of a high school diploma or records showing completion of GED with scores must be available at Laurel Ridge Community College
5. A current Medical Laboratory Technology application form

Early admission is encouraged for advising purposes. Applicants will be notified of their program admission status in June.

### **Additional Admission Requirements:**

1. One unit of high school Biology; or college equivalents/(BIO 101).
2. Laurel Ridge placement tests (if required) and completion of any developmental work that may be identified by the placement test.
  - Applicants must receive an ENG 111 placement test recommendation or have successfully completed all developmental English requirements
  - Completion of MDE 10 and MDE 60, or equivalent
3. A GPA of 2.5 or higher based on the twelve most recent college credits completed by the end of fall semester prior to submitting an MLT application. A GPA lower than 2.5 will be considered on a case-by-case basis.
4. Completion of the pre-requisite courses, or equivalent, noted in the course curriculum. Students who are currently enrolled in the prerequisites may apply; acceptance into the program will be contingent upon passing the courses with a "C" or better prior to beginning the MLT program curriculum.
5. Meet certain computer competencies or successfully complete ITE 115 prior to entering the MLT program.
6. Two completed reference forms – one personal and one professional reference – included in application packet.

## PROGRESSION REQUIREMENTS

In order for a student to progress in the MLT program, the following requirements must be met:

- Students must be accepted into the MLT program to enroll in MDL courses
- All courses in the curriculum must be taken in the sequence prescribed in the College Catalog, with the exception of the general education requirements, which may be taken at any time prior to program completion.
- Students must pass both theoretical and clinical courses in order to continue the MLT program.
- Students who receive a grade less than a “C” will be given the opportunity to repeat the course the following year. Students may not re-enroll in more than two major MDL courses. A grade of “B” or better is required when repeating a major MDL course.
- Withdrawal from, or failure in (grade of less than “C”) two MDL classes will result in automatic dismissal from the program.
- Program faculty and clinical affiliates reserve the right to recommend, through appropriate channels, withdrawal of any student who neither exhibits safe performance nor adheres to prescribed clinical affiliate policies and procedures.
- Satisfactory physical and mental health must be maintained for continuation in the MLT program.
- Incomplete grades must be resolved prior to taking the next course in the sequence.
- No student will be eligible for a national certifying examination unless he or she has successfully completed the required academic and clinical courses, and has passed each course with a grade of “C” or better.

## CLINICAL REQUIREMENTS

During the final semester, students will enter the field for a 14 week clinical rotation. Medical laboratory personnel frequently work with blood and body fluids which may harbor infectious diseases such as bacteria and viruses. Students may likewise be exposed to potentially infectious blood borne disease as well as bacterial and viral cultures in the clinical microbiology laboratory due to time pressures placed on the laboratory personnel.

Prior to admission to the Clinical Rotation:

1. Students must be 18 years of age.
2. Clinical experience will be provided in the final semester of the program in affiliated hospitals or laboratories. Students must purchase required apparel before the start of clinical rotations.
3. Students must provide their own form of transportation to and from the clinical sites.
4. Graduation from high school or satisfactory completion of the certificate of general education development (GED or equivalent); official copy required.
5. Current immunization record to include Td/Tdap, MMR, Varicella, PPD, Bacterial meningitis, Polio, Influenza and Hepatitis series.
6. Proof of health insurance.
7. Results of Criminal Background Check and Urine Drug Screen completed within ninety days and

submitted forty-five (45) days prior to entering Clinical rotation. The cost of the background check and the drug screen are the responsibility of the student.

8. Sign an agreement which releases all clinical agencies and their employees, Laurel Ridge Community College, The Virginia Community College System and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to his/her property arising out of agreement of use of facilities associated with the MLT program.

## Clinical Facilities for LAUREL RIDGE MLT Program

1. Valley Health: Winchester Medical Center  
1840 Amherst St, Winchester, VA 22601
2. Valley Health: Shenandoah Memorial Hospital  
759 S. Main St, Woodstock, VA 22664
3. Valley Health: Hampshire Memorial Hospital  
363 Sunrise Blvd, Romney, WV 26757
4. Valley Health: Page Memorial Hospital  
200 Memorial Dr, Luray, VA 22835
5. Valley Health: War Memorial Hospital  
1 Healthy Way, Berkeley Springs, WV 25411
6. Valley Health: Warren Memorial Hospital  
1000 N. Shenandoah Ave, Front Royal, VA 22630
7. Fauquier Health System: Fauquier Health  
500 Hospital Dr, Warrenton, VA 20186
8. West Virginia University School of Medicine: Berkeley Medical Center  
2500 Hospital Dr, Martinsburg, WV 25401
9. West Virginia University School of Medicine: Jefferson Medical Center  
300 S Preston St, Ranson, WV 25438

## Clinical Site Availability

The college offers this program in affiliation with health care agencies and practitioners in the communities we serve and relies on these affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program's course content, policies, procedures, and course scheduling. As a result, circumstances beyond the control of the college may cause disruption in clinical and course delivery, sequence of courses, or locations of clinical assignments.

In the event that insufficient clinical sites are available for all progressing students, students will be ranked by GPA in the MDL courses. Priority will be given to those with the highest GPA.

## STUDENT CODE OF ETHICS

Because professionals should exemplify high moral and ethical standards, medical laboratory technology students will uphold the honor code relating to LAUREL RIDGE Students Standards of Conduct in addition to the Laurel Ridge Student Code of Ethics. Violations of the honor code, the Laurel Ridge Student Standards of Conduct, or the Student Code of Ethics will not be tolerated and will be considered grounds for dismissal from the program. Detailed descriptions can be found in the Laurel Ridge catalog and student hand book.

The following Student Code of Ethics shall be followed throughout the Medical Laboratory Technology Program.

### **The Student Shall:**

1. The student shall use his/her knowledge and skill to complete examinations without referring to others' answers, old examination, class notes, text messages, e-mail, social media, or other references, unless specifically permitted by the instructor. He/she shall not cheat.
2. The student shall use his/her knowledge and skill to write papers or compile research information. He/she shall not plagiarize, quote or copy other persons' work without giving proper recognition.
3. The student will respect the opinions of instructors, preceptors, and learners. He/she shall not insult, slur, or degrade instructors, other health professionals, or students.
4. The student will assist in maintaining class and laboratory rooms in good order. He/she shall not leave these rooms dirty or in disarray or disorder.
5. The student shall oversee all safety procedures when working with patients, staff, instructors and equipment whether in the operating room, class, or laboratory.
6. The student shall NOT attend class, laboratory, or clinical sites under the influence of alcohol or drugs, and/or exhibit signs of alcohol or drug abuse.
7. The student shall observe all policies and procedures established by the Medical Laboratory Technology Program and all clinical sites.
8. The student shall respect the confidentiality of patient information regardless of source (patient/physician records, hospital records, charts). He/she shall not make written reports outside the clinic or facility in which any part of the patient's name appears.
9. The student shall work in cooperation with and with respect for other health care professionals. He/she shall not interfere with or obstruct the rendering of the treatment and/or services provided by other health care professionals.
10. The student shall protect the property and property rights of the facility, laboratory, and patient. He/she shall not remove or borrow property without permission, and shall not damage or misuse property while in the facility or clinic.

11. The student will also adhere to the MLT code of ethics

### **MLT CODE OF ETHICS**

- ❖ To maintain the highest standards of professional conduct and patient care.
- ❖ To hold in confidence, with respect to the patient's beliefs, and personal matters
- ❖ To respect and protect the patient's legal and moral rights to quality patient care
- ❖ To not knowingly cause injury or any injustice to those entrusted to our care
- ❖ To work with fellow technicians/technologists and other professional health groups to promote harmony and unity for better patient care
- ❖ To maintain a high degree of efficiency through continuing education
- ❖ To maintain and practice Laboratory Technology willingly, with pride and dignity
- ❖ To report any unethical conduct or practice to the proper authority
- ❖ To adhere to the code of ethics at all times in relationship to all members of the healthcare team

### **PROGRAM TERMINATION**

Students failing to maintain satisfactory academic performance and progression in either the classroom, lab, or clinical setting are subject to termination from the program as recommended by Medical Laboratory Technology faculty, Clinical Site Preceptors, and College Administration. In order to continue in the Medical Laboratory Technology Program, a student must earn a grade of "C" or above in all curricular work. Students must show skills progression in each course and every semester in the clinical and lab setting. A student will not be allowed to continue in the Medical Laboratory Technology program under the following circumstances.

1. Facility reports any unprofessional conduct or, unsafe practices on the part of any student at any time.
2. Student fails to progress clinically or, academically.
  - a. All missed clinical absences must be made up at the discretion of the instructor and facility availability. Students must complete the required number of clinical hours, as stated previously, to successfully complete the program.
3. The above list is not inclusive of all offenses that may institute program termination.

## READMISSION POLICY

In the case of student dismissal from the program, for any reason,

- The student must submit a written request for readmission to the program.
- The student must be able to complete the didactic work of the program within four calendar years of the initial enrollment.
- Readmission to any MDL course is dependent upon availability of class openings after current class enrollment, but it is not automatic.

## DEGREE REQUIREMENTS

Total credit hours to earn the A.A.S. Degree in Medical Laboratory Technology = 62. The issuing of the degree is not contingent upon passing any type of external certification or licensure examination.

General Education Course Requirements:	26 credit hours
Major Course Requirements:	36 credit hours (including clinical courses)
Clinical Practice:	375 clinical contact hours

## CLASSROOM AND CLINICAL GRADING

Medical Laboratory Technology is a profession in which less than adequate performance may result in poor patient care. Standards must be maintained which are high enough to ensure the effectiveness and competency of our graduates. Accordingly, the program grading system may be somewhat different than for other Laurel Ridge courses. Students must obtain a grade of "C" or better in all classes. Grading policies are detailed in the course outlines received at the beginning of each course. All major coursework is graded as follows:

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F = <60

All Medical Laboratory Technology courses will adhere to a strict NO rounding policy.

## SERVICE WORK

Students are allowed to perform patient work only while being supervised. Although students are encouraged to help with the work in an assigned laboratory, they are not to take the place of a paid employee. A laboratory employee must sign results produced by students. Students may be employed by a clinical affiliate outside of class hours.



## COURSES REQUIRED FOR GRADUATION

### Admission Requirements:

Must be completed with a “C” to apply to AAS program.

SDV 100/101	College Success Skills	1hr lecture	1cr.
BIO 141	Human Anatomy and Physiology I	3hr lecture/3hr lab	4cr.
BIO 142	Human Anatomy and Physiology II	3hr lecture/3hr lab	4cr.
ENG 111	College Composition I	3hr lecture	3cr.
<b>TOTAL</b>			<b>12 credits</b>

### Fall Semester:

Acceptance into the AAS program is required to enroll in MDL courses.

MDL 101	Introduction to Medical Laboratory Techniques	2hr lecture/3hr lab	3cr.
CHM 111	General Chemistry I	3hr lecture/3hr lab	4cr.
MDL 110	Urinalysis and Body Fluids	2hr lecture/3hr lab	3cr.
MDL 210	Immunology and Serology	1hr lecture/3hr lab	2cr.
MDL 105	Phlebotomy	3hr lecture	3cr.
<b>TOTAL</b>			<b>15 credits</b>

### Spring Semester:

MDL 125	Clinical Hematology I	2hr lecture/3hr lab	3cr.
MDL 216	Blood Banking	2hr lecture/3hr lab	3cr.
BIO 150	Introductory Microbiology	3hr lecture/3hr lab	4cr.
PHI 220	Ethics	3hr lecture	3cr.
<b>TOTAL</b>			<b>13 credits</b>

### Fall Semester:

Completion of all prior MDL courses with grade of “C” or better to enroll in second year MDL courses.

MDL 261	Clinical Chemistry and Instrumentation I	3hr lecture/3hr lab	4cr.
MDL 252	Clinical Microbiology II	2hr lecture/3hr lab	3cr.
MDL 225	Clinical Hematology II	2hr lecture/3hr lab	3cr.
PSY 200	Principles of Psychology	3hr lecture	3cr.
<b>TOTAL</b>			<b>13 credits</b>

### Spring Semester:

Completion of all previous MDL courses with grade of “C” or better to enroll in Clinical Rotation semester of the MLT program.

MDL 290*	Coordinated Internship in Clinical Chemistry	0hr lecture/8hr lab	2cr.
MDL 290*	Coordinated Internship in Hematology	0hr lecture/8hr lab	2cr.
MDL 290*	Coordinated Internship in Blood Bank	0hr lecture/8hr lab	2cr.
MDL 290*	Coordinated Internship in Microbiology	0hr lecture/8hr lab	2cr.
MDL 281	Clinical Correlations	1hr lecture	1cr.
<b>TOTAL</b>			<b>9 credits</b>

\*Prospective students are referred to *Appendix B*, and the current CTC Course Catalog, for the course descriptions and the MLT degree plan.

## TEACH OUT PLAN

In the event of program closure, students remaining in the MLT program will have the opportunity to complete the program and graduate. Once a program has been approved for discontinuance, the college must provide an opportunity for all active students in the program to complete the curricular requirements. Laurel Ridge's obligation is to design a plan that will get students the coursework they need to be able to complete. The length of the plan therefore reflects what those students need and how long it takes to schedule it. If the students have just started the two-year program, then Laurel Ridge will offer a two-year sequence of courses. If there are three students in the program and they need one more course, then our plan shows that we are offering that course to them.

A teach-out plan is a written plan, developed by an institution, which provides for the equitable treatment of students if an institution ceases to operate before all students have completed their program of study. Teach-out plans must be approved by SACSCOC in advance of implementation. To be approved, a teach-out plan must include the following information:

1. Date of closure (date when new students will no longer be admitted)
2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
4. An indication whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified
5. Copies of signed teach-out agreements with other institutions, if any
6. How faculty and staff will be redeployed or helped to find new employment
7. If closing an institution, an arrangement for the storing of student records, disposition of final financial resources and other assets will be made. The review and approval of a teach-out plan, that includes a program accredited by another accrediting agency, the Commission will notify that accreditor of its approval.

In the event of temporary closure of the program, college, or campus, students in the MLT program will continue their instruction, completing all theory and any virtual laboratory instruction online. The hands-on competencies, required based on the program's outcomes and student learning outcomes, will be completed in concentrated skills days upon reopening of the college or campus. The duration and number of skills days will vary based on the amount of necessary instruction and the duration of college/campus closure. If the semester ends during the temporary closure, students will be given an "incomplete" grade until their hands-on competencies can be completed.

## MLT DRESS CODE POLICY

All MLT students must appear professional and conform to the highest standards of cleanliness, neatness, good taste and safety. Students are responsible for keeping their socks and shoes neat and clean. Uniforms must be clean and free from wrinkles. All students must be free of odor including tobacco products, perfume and lotions.

Due to OSHA and CDC guidelines, the Advisory Committee recommends for your personal protection, the following dress code is required for the MLT classroom-student laboratory and clinical courses:

- Scrubs must be worn to each clinical session. Students are responsible for wearing clinical site specific uniforms, if applicable (ex: during Valley Health clinical rotations, students must wear grey scrubs). All uniforms are the responsibility of the student.
- Leather/nylon shoes (without top openings) with socks (no canvas). No open-toe shoes. Clog styles must have a heel strap.
- Personal protective equipment (laboratory coats, gloves, goggles, and face shields when appropriate) will be worn during student-laboratory and clinical courses.
- Students will be provided disposable laboratory coats in the MLT didactic courses. PPE will be provided by the clinical facility during the clinical courses.
- Jewelry – one earring per ear in the lower portion of the ear lobe
- No dangling jewelry (bracelets, necklaces, earrings). No excessive rings on the fingers; one wedding band and engagement ring is acceptable.
- Body piercing – no visible pierced sites: lips, eyes/eyebrows, nose, face. No tongue piercing.
- Long hair should be secured. Natural color hair – no purple, orange, etc.
- Fingernails should not extend passed the tip of the finger. No artificial nails or gel nail polish. Nail polish cannot be chipped.
- Tattoos should not be visible and should be covered appropriately (ex: long sleeves to cover a tattoo on the arm).
- During the clinical rotations, students will receive a facility “buddy” badge identifying them as a student. The badge must be worn at all times to ensure student and patient safety while in the clinical facilities. Any student observed in the clinical setting without the student badge will be dismissed from clinical.
- The student will be required to provide evidence of flu vaccination and will be required to wear the “Flu” badge or preferred clinical facility identifier. If the student does not obtain the flu vaccination, the student must wear a mask while in the clinical setting.

No exceptions to this policy will be made. If you do not come dressed appropriately, you will be dismissed from class or from clinical affiliate. The dismissal will be counted as an absence.

## ATTENDANCE POLICIES

Laboratory participation is mandatory and is necessary to meet the course objectives and successfully complete the program. Laboratory participation is mandatory and necessary to meet the course objectives and successfully pass the class. Each lab will have an in-class assignment or project worth 75pts. If you miss a scheduled lab, the work missed will need to be made up at another time, but you will not be able to makeup credit for those missed points.

Under extreme extenuating circumstances (hospitalization, immediate family emergency), a student may be granted an opportunity to make up a test or lab at the discretion of the instructor, only if the student has contacted the instructor prior to the absence.

Attendance during clinical rotations is mandatory. In the event of inclement weather, the student's clinical schedule will reflect that of the college – if school is closed or delayed, the student will either attend his/her clinical with a delayed schedule, or not be expected to travel. In this case, the student must notify the department supervisor or preceptor prior to the start of their shift. Regardless of these closing decisions, all students and faculty should use good judgment as to whether or not it is safe to travel. If you decide it is too unsafe to travel to your clinical site, make sure you contact your instructor and the department supervisor/preceptor – these hours must be made up.

Under extreme extenuating circumstances (hospitalization, immediate family emergency), a student may be granted an opportunity to make up a clinical at the discretion of the instructor and facility. Students will be allotted 3 excused absences (18 hours) during the 14 week clinical rotation. No more than one of these absences may be in the same department – additional absences in the department will be considered unexcused. Unexcused absences will be reflected in the student's grade for "clinical evaluation". More than 8 total absences (excused or unexcused), or 2 or more absences in a department, will result in the student repeating the clinical rotation.

A student who has been ill for two or more consecutive days of the clinical rotation must submit a release form provided by a physician indicating the student is allowed to return to classes and is able to participate without medical restrictions. Students are not permitted to attend clinical rotations with assistive devices, such as crutches, splints, casts, etc.

The student is expected to complete the following clinical hours over 14 weeks:

- Chemistry: 3 weeks, 4 days, 7 hours (total: 78 hours, excluding break)
- Hematology: 3 weeks, 4 days, 7 hours (total: 78 hours, excluding break)
- Microbiology: 4 weeks, 4 days, 7 hours (total: 104 hours, excluding break)
- Blood Bank: 4 weeks, 4 days, 7 hours (total: 104 hours, excluding break)
- Urinalysis/Sero/Coag: (11 hours incorporated, excluding break)

Total Clinical Hours: 375

Students will be allotted one 30 minute break and two 15 minutes breaks during each of their clinical days.

## MEDICAL LABORATORY TECHNOLOGY STUDENT RIGHTS

Each student has a right to a fair and impartial evaluation of his/her work by instructors in the classroom and in the clinical setting, to appropriate and adequate assistance and supervision from instructors while performing clinical duties, and to assurance that information discussed with instructors during individual conferences will not be shared with other students.

If at any time, a student feels his/her rights are being jeopardized, he/she is responsible for discussing the situation with a faculty member. Faculty members are also available to counsel students who feel a need to share concerns.

## GRIEVANCE PROCEDURE

Students in the Medical Laboratory Technology program are provided the following guidelines for handling difficulties arising during the course of the program.

The student(s) experiencing difficulty involving a relationship with a faculty member is (are) to request a conference with that instructor to identify the problem and devise a solution.

If this fails to correct the situation, the student(s) is (are) to request a conference with the Director of Medical Laboratory Technology. In advance of the conference, the student(s) is (are) to submit an objective written account of the situation.

If the student(s) and the Director of Medical Laboratory Technology fail to resolve the problem, the student(s) will be referred to the Dean for additional assistance in resolving the conflict or concern. The College Catalog describes processes to resolve grievances if the student is subsequently not satisfied.

## BACKGROUND CHECKS

All MLT students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Check prior to beginning the clinical portion of the MLT program. The fee for the background check will be paid by the student directly to the approved vendor. This fee is strictly as charged by the vendor; no LAUREL RIDGE administrative fees are included. MLT students are personally responsible for completing the required background check Results of Criminal Background Check and Urine Drug Screen completed within sixty (60) days and submitted forty-five (45) days prior to entering Clinical rotation.

It will be the decision of the clinical facility or facility policy whether the student will be allowed to participate in clinical activities at a facility should there be positive criminal or sex offender results. Students who are unable to participate in clinical activities will not be able to complete the program. If the student feels a positive finding on a background check was in error, it is the student's responsibility to resolve this issue with the vendor. Criminal offenses may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes.

If there are new criminal charges pending against a student while enrolled in the MLT program, the student is responsible for reporting these to the Program Director immediately. Due to clinical affiliation agreements, pending charges may interfere with the student's ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student's enrollment in the MLT program, the student will be dismissed from the program immediately.

## DRUG SCREENING

MLT students must submit to a urine drug screen at least sixty (60) days prior to the beginning of clinical rotations. Drug screen issues (positive screens) must be resolved between the student and vendor. If the issue remains unresolved, the student is dismissed from the program. The student may re-apply for admission to the program in subsequent admission cycles as per the readmission policy stated above.

## CAREER ENTRY LEVEL COMPETENCIES OF GRADUATES

Upon successful completion of the MLT program, the graduate will be able to:

1. Collect and safely handle biological specimens and other substances for analysis.
2. Perform accurate laboratory testing of body fluids, cells, and other substances.
3. Evaluate and interpret laboratory test data while recognizing factors that affect procedures and results.
4. Relate laboratory results to disease processes.
5. Identify problems and take corrective action within predetermined limits.
6. Use quality assurance to monitor procedures, equipment, and technical competency within predetermined limits.
7. Operate equipment properly, and perform preventive and corrective maintenance or refer to appropriate sources for repair.
8. Comply with established laboratory safety regulations.
9. Use computers and laboratory software effectively.
10. Demonstrate ethical behavior, and maintain confidentiality in terms of patient results.
11. Interact professionally with patients and other health care professionals.
12. Participate in continuing education activities, which demonstrate professional competence and growth as a health care professional.

# PROFESSIONALISM AND THE AFFECTIVE DOMAIN

American Society for Clinical Laboratory Science (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.

## **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 judgment 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.

## **DUTY TO COLLEAGUES AND THE PROFESSION**

Clinical Laboratory Professionals uphold and maintain the dignity and respect of the 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 professionals with the primary objective of ensuring a high standard of care for the patients they serve.

## **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 Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires
- Preserve the dignity and privacy of others and uphold and maintain the dignity and respect of our profession
- Ensure that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Maintain the dignity and respect for my profession.
- Seek to establish cooperative and respectful working relationships with other health professionals
- Promote the advancement of my profession.
- Improve access to laboratory services.
- Contribute to the general well-being of the community
- Promote equitable distribution of healthcare resources.
- Comply with laws and regulations and protecting patients from others' incompetent or illegal practice
- Change conditions where necessary to advance the best interests of patients.

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



# CHARACTER AND PROFESSIONALISM

As you participate in your Medical Laboratory Technology education, you will be expected to demonstrate that you have learned what is required to become a Laboratory Professional. There are three learning domains, all important, all interrelated, into which your learning may be categorized: Cognitive; Psychomotor; Affective. The most common discussions about education/learning usually refer to the first two domains, cognitive and psychomotor. Students learn the facts and theories (cognitive) then transfer that knowledge into practice using various skills sets to performing tasks (psychomotor). The affective domain includes objectives that emphasize values, attitudes, and interest. A truly balanced education requires learning in all three domains.

The following affective objectives will be used to evaluate the student for all student laboratories and all coordinated practice rotations:

## **Affective objectives for student laboratories:**

1. Arrives in the laboratory at the expected time.
2. Cooperates with others and responds well to suggestions.
3. Recognizes abnormal test results and verify the results without being prompted.
4. Organizes himself/herself so that he/she performs the test procedure in a timely manner.
5. Utilizes open time constructively.
6. Adheres to the rules and regulations of the laboratory.
7. Follow directions verbally and in writing.
8. Shows good judgment and is self-reliant.
9. Performs tests with few isolated errors.
10. Keeps the work area neat and well supplied.

## **Affective objectives for coordinated practice (clinical rotations)**

1. Communicates effectively with patients by demonstrating a concerned and confident approach.
2. Communicates effectively with members of the laboratory and hospital staff.
3. Exhibits the initiative and self-confidence.
4. Demonstrates the ability to work cooperatively with the laboratory staff.
5. Follows verbal instructions.
6. Organizes work to achieve maximum efficiency.
7. Recognizes mistakes or discrepancies and takes appropriate corrective actions including asking questions when appropriate.
8. Accepts constructive criticism and attempts to make appropriate adjustments.
9. Displays professional integrity including the confidentiality of all patient information.
10. Performs work in a manner, which instills confidence and trust.
11. Responds to volume or stat pressures with organization and efficiency.

## RESOURCES/SUPPORT SERVICES

To support student success on the national board exam, and in clinical practice, the Medical Laboratory Technology Program has established procedures and expectations that may vary from the non- MLT/MDL courses at the College. Students are informed of these procedures/expectations via the Student MLT Handbook. The faculty reviews the MLT Student Handbook annually for accuracy. Any pertinent changes in instructional policies or procedures that affect students are communicated to them via addendums to the Student MLT Handbook.

## STUDENT-FACULTY ADVISING

Students are encouraged to meet with the MLT Program Director at least one time per semester and are encouraged to meet more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. The focus of the advising program is on enhancing student success. Students having special needs or problems should initiate a conference with the MLT Program Director. Any student with a special need must bring the documented accommodation during the first day of class or as soon as the document is obtained from the disabilities counselor.

## FACULTY OFFICE HOURS

The MLT faculty are available during posted office hours, or by appointment to assist students with academic issues. The appropriate faculty member should handle academic issues in a specific class. Summer office hours vary according to faculty; check with faculty for availability. The appropriate faculty member (course instructor) should handle an academic problem in a specific class and allow student representative to address the nursing faculty during the faculty meetings.

## FINANCIAL AID AND SCHOLARSHIPS

A wide variety of financial aid opportunities are available to MLT students, including scholarships for health care students only. The LAUREL RIDGE Financial Aid Office welcomes inquiries about providing assistance. Information on financial aid may be found on the college's web site: <http://www.lfcc.edu/current-students/financial-aid/index.html> or <http://www.lfcc.edu/currentstudents/financial-aid/scholarships/index.html>

## BOOKSTORE

Information on the college's bookstore on the Middletown and Fauquier campuses maybe found at: <http://www.lfcc.edu/about-the-college/office-of-financial-and-administrativeservices/procurement/auxiliary-services/lfcc-bookstore/index.html>

## LIBRARY

Information on the college's libraries on the Middletown and Fauquier campuses maybe found at: <http://lfcc.libguides.com/content.php?pid=345487&sid=3742049>

## LEARNING ASSISTANCE CENTER/TUTORING

Information on the college's Learning Assistance Center may be found at: <http://www.lfcc.edu/current-students/services-for-students/academic-center-forexcellence/tutoring/index.html>

## TESTING CENTER

Periodically students may be required to take tests or assessments in the testing center. Testing centers are located at the Middletown, Luray-Page, and Fauquier campuses. Testing center information and hours may be found on the college website. It is up to the student to ensure that they have allowed enough time to take an exam or assessment. Testing center staff will not remain after hours to accommodate students who have arrived late or near closing time.

## EQUAL EDUCATIONAL OPPORTUNITY POLICY AND PROCEDURES

Laurel Ridge Community College is committed to its policy on equal educational opportunity and administration of its educational programs, activities and employment without regard to color, race, religion, national origin, disability, age, gender, or veterans status as required by Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veterans' Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246 as amended and 11375. The Laurel Ridge Community College Student Handbook contains Student Policies and Procedures. The Medical Laboratory Technology Program strictly adheres to the Student Code of Conduct of the Laurel Ridge Community College Student Handbook, as well as the Medical Laboratory Technician Handbook Policies and Procedures in the Medical Laboratory Student Handbook. Please refer to the Laurel Ridge Community College Student Handbook for the policy regarding Non-Academic and Academic Grievances, and the procedure for neutral evaluation of grievances.

### EMERGENCY MANAGEMENT PLAN

In the event of emergency (bomb threat, tornado, fire, etc.) the AAS MLT Program abides by the policies in the Laurel Ridge College Catalog and Handbook. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If you have a disability that may require assistance during an evacuation, please let your faculty know.

### EMERGENCY CLOSING ALERTS

The AAS MLT Program follows Laurel Ridge's emergency closing alerts policy available at: <http://www.lfcc.edu/files/documents/current-students/college-catalog/2016-17/2016-17-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf>.

### WEATHER POLICY / CANCELED CLASSES

The AAS MLT Program follows Laurel Ridge's emergency closing alerts policy available at: <http://www.lfcc.edu/files/documents/current-students/college-catalog/2016-17/2016-17-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf>.

If inclement weather occurs, please call Laurel Ridge at 540-868-7230, listen to the radio, or check the Laurel Ridge website to verify Laurel Ridge cancellations. I will post assignments to be completed at home

on Canvas if a class is missed due to inclement weather, or a make-up date will be scheduled.

When the college is closed in the morning until 10:00 a.m., classes that normally start at 9:00 a.m. are not totally cancelled; rather, they are expected to begin at 10:00 a.m. and continue until their normal ending time. The same logic applies then to any particular college opening or closing. Day classes run between 7:00 a.m. and 3:50 p.m. Evening classes run between 4:00 p.m. and 11:00 p.m.

1. If the college is closed, all classes, labs, and clinicals are cancelled.
2. If the college opens on a delay, please check blackboard for notifications regarding class, lab, and clinicals.
3. If the college is closed, all classes, labs, and clinicals are cancelled.
4. On clinical days, if the college has not made an announcement before the clinical is to begin, student attendance is expected.
5. The student must always use his/her judgment regarding the safety of traveling during inclement weather. If a student feels it is unsafe to travel to class or a clinical assignment, they must notify the instructor as soon as possible. Please note, this will count as an absence and you may not be able to make-up the missed class activities.
6. If conditions deteriorate while at your clinical site, early dismissal will be at the discretion of the Program Director and the clinical site.
7. Please note in the event of school closing, faculty and staff will not be on campus

## Laurel Ridge STUDENT RIGHTS

Laurel Ridge Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, veteran status, gender, age, sexual orientation, or disability in its programs or activities. Faculty and staff insure that all transactions with students are handled in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records. Under this law, students have the following rights with regards to their educational records:

- The right to inspect and review their education records.
- The right to request an amendment to their education records when they believe the records are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with FERPA.

## ACADEMIC HONESTY

The Laurel Ridge experience depends on the absolute integrity of the work completed by each student. Students maintain a high standard of honor in their coursework. Academic honesty is essential to develop student's full intellectual and potential self-esteem. Academic dishonesty involves, but is not limited to, one of the following: giving or receiving, offering or soliciting unauthorized assistance on any exam or assignment; plagiarism; and collusion. All Laurel Ridge policies and procedures related to academic honesty are strictly upheld in the Medical Laboratory Technology Program. All assignments are considered

to be individual work unless specifically instructed that you may collaborate.

The following section outlines prohibited activities in the Medical Laboratory Technology curriculum (this is NOT an inclusive list):

- Obtaining answers from another student before, during, or after examinations, tests, quizzes, individual projects, work sheets, or case studies.
- Knowingly giving help to another student before, during, or after examinations, tests, or quizzes (to include via social networking and/or email).
- Taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own.
- The unauthorized uses of notes, books, calculators or other electronic devices, or any other sources of information during examination or any part thereof.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, case studies, care plans, solving problems, or carrying out other assignments.
- The utilization of computerized replicated case studies is prohibited and considered a form of plagiarism.
- Using cell phones, I-pads, tablets, or other electronic devices during assignments, tests, or exams.

## DISCIPLINARY ACTIONS FOR ACADEMIC DISHONESTY

The Medical Laboratory Technology program will follow the Laurel Ridge handbook policy for any disciplinary actions for academic dishonesty. The policy may be found in the Laurel Ridge catalog and handbook.

## STUDENT CONDUCT POLICY

Student conduct in class/laboratory policy: Any acts of classroom or clinical disruption that go beyond the normal rights of students to question and discuss with the instructors the educational process relative to subject content will NOT be tolerated, in accordance with the Academic Code of Conduct described in the Laurel Ridge Student Handbook. Students are not allowed to leave class/lab/clinical to make phone calls.

Cellular phones are to be SILENCED and OUT OF SIGHT in the classroom and lab. ALL other electronic devices are to be turned off. "Text Messaging" during class and clinical is not permitted. Any student in violation of this will be asked to leave the classroom/lab /clinical and will be marked as absent. NO personal cell phones may be in your pocket within the operating room suites at any time.

Students in the clinical setting will refrain from smoking prior to their shift and during their shift, due to close contact with patients and the number of respiratory problems in the hospitalized patient. Students are expected to follow the policies of the clinical facility. Smoking is not permitted on the campus of any clinical facility.

Students are to assume responsibility for their own learning in the clinical area and to make themselves aware of possible procedures or experiences, which will enhance their learning. Students should inform their instructors of these opportunities. During the time that the student is assigned to the operating room he/she becomes, temporarily a special member of the operating room team. It is expected that the

student accept that role and conduct themselves appropriately.

Failure to follow this policy will result in dismissal of the student from the clinical area for the day and may also result in program dismissal.

## COMMUNICATION

Students and faculty will communicate electronically using their LaurelRidge/VCCS assigned email. Use of other email addresses does not ensure protection of confidential information. Students may also contact faculty through their Laurel Ridge office phone numbers or cell phone number. It is the responsibility of the student to follow up on all communication. Communications between and among students and faculty should always remain professional in nature.

Students are responsible for all information contained within the Blackboard site. Students are expected to review Canvas “Announcements” and Laurel Ridge e-mail at least every other day.

Faculty will respond to emails and phone calls in a timely manner. Emails or phone calls received will be responded to within 48 hours. Emails or phone calls received after 5:00 pm on Friday will be answered on Monday. Emails received on holidays will be responded to within two business days after returning from the holiday. During scheduled breaks (spring break, winter break, etc.), the response time may be increased.

## VCCS EMAIL EXPECTATIONS AND ETIQUETTE

You have been assigned a VCCS email address for use in all courses that you take through Laurel Ridge or other colleges in the Virginia Community College System (VCCS). You are required to use this email account for any course-related email communication to insure your privacy as required by law.

Please check your student email daily, so that the instructors can inform you of grades, approaching due dates, or other private, course-related information. The instructors will also reply to your emails at your VCCS account. The instructors will not accept or respond to email sent from any account other than the one provided by the VCCS. Please remember to sign all emails with your name so that the instructors will know who they are addressing. Also, remember to delete any unwanted messages and empty out your trash regularly so that your inbox will remain open and able to receive messages. Any assignment or quiz missed due to a student not checking their email or having a full inbox will be considered incomplete, and the grade for that assignment will be zero.

## E-CHEATING

The Laurel Ridge Student Handbook statement concerning cheating and academic dishonesty also applies to the online and computerized components of all MLT courses. The MLT faculty has ZERO tolerance for academic dishonesty in any aspect of the educational process. Students caught cheating, or who are giving the appearance of cheating, will be subject to dismissal.

Examples of e-Cheating include, but are not limited to:

1. Sharing or copying answers through the use of personal digital media or data sharing devices, such as cell phones, text messaging, instant messaging, PDAs, BlackBerrys, iPads, iPods or other personal media devices, flash drives, memory sticks, CDs, e-cheating discussion forums, email, etc.

2. Using an internet browser or search engine during an online test to find answers or any other test-related information. Online tests are currently accessed through Canvas Learning System, and any attempt to access the internet or other resources outside of the testing screen will be considered cheating.
3. Sharing or copying admittance passwords from online tests in order to access the test from home, or to distribute to other students, is also considered cheating.
4. Sharing, borrowing, or copying answers or answer keys from assignments or tests from a previous semester/class to use during an assignment or test in the current semester.
5. Using lecture notes or other unauthorized materials to provide answers during the tests.
6. During online testing through the Testing Center, the following will NOT be allowed into the testing room:
  - a. Textbooks
  - b. Notebooks
  - c. Backpacks
  - d. Purses
  - e. Any type of personal digital media or data sharing device, mentioned in #1 above

If you have any questions about the definition of e-Cheating or any of these policies, please speak with the Program Director or Health Professions Dean.

## INTERNET PIRACY AND PLAGIARISM

According to the Laurel Ridge Student Handbook, “plagiarism is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one’s own work. This includes any submission of written work other than one’s own.” In short, plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit.

Examples include the author of a book, publication, website, article, interview, and the professor’s notes or PowerPoint presentations. Credit should be given through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Not only direct quotations need to be credited but also paraphrases and summaries of opinions or factual information formerly unknown to the writers or which the writers did not discover themselves need to be cited.

Information and graphics accessed electronically through the Internet must also be cited, giving credit to the sources. This material includes e-mail (don't cite or forward someone else's e-mail without permission); newsgroup material; and information from Web sites, including graphics. Even if you give credit, you must get permission from the original source to put any graphic that you did not create on your web page, e-mail, or document. Good academic work must be based on honesty. Plagiarism is dishonest and cannot be tolerated in an academic setting. The consequences of plagiarizing are detailed in the Laurel Ridge Student Handbook. In short, when such misconduct is established as having occurred, the student faces possible disciplinary actions ranging from warning to dismissal, along with any grade penalty the instructor might impose.

## CANVAS LEARNING SYSTEM

The Laurel Ridge MLT program utilizes Canvas as a learning portal to provide all MLT course documents, lecture notes, assignments, and other communications to students outside of traditional class hours. Students are expected to access Canvas on a regular basis to download lectures, presentations, and other materials associated with the MLT courses.

## EDUCATIONAL RECORDS

The MLT Program at Laurel Ridge maintains records pertaining to specific requirements and NAACLS regulations while enrolled in the program. While a student is enrolled in the MLT program, student records required for the program are maintained in the Health Professions Office on the Middletown Campus and in the Program Director's Office. All permanent files are maintained in locked cabinets with limited access. Current students who wish to access admission/health files or permanent academic files on the Middletown Campus, call the Health Professions Office at (540) 868-7075 to request access to their files.

Files containing information for courses students are currently taking are maintained by MLT faculty and the Program Director. Students wishing to review information in their current files must make this request to their course instructor.

Following completion or withdrawal from the program, all student records are maintained at the Middletown campus for three years. Former students may request information from their records by contacting the Health Professions office at the Middletown campus (540) 868-7075. Students must make an appointment to review their student files.

In order to review a file, the student must first complete an "Admission Folder Student Review Form" (Appendix C) or an "Academic Folder Student Review Form" (Appendix D) and submit to the Health Professions Office on the Middletown Campus or the Program Lead on the Middletown Campus.

Current and former students may review their entire admissions/health and permanent academic file, but no contents may be removed. Students may request copies of their personal information, but no copies of documents that could compromise the integrity of the program (rubrics, tests, quizzes, scan-trons, etc) will be made. Student files must be viewed in the presence of either a MLT Program staff member or a MLT Program Faculty member.

## STUDENT IDENTIFICATION BADGES

ID badges are made at the security desk on the Middletown and Fauquier Campuses. Medical Laboratory Technology Students are required to have a badge stating they are a MLT Student and an orange badge required by the clinical facilities, identifying them as a student. The Laurel Ridge photo ID badge must be worn at all times in the clinical setting and lab. If an ID badge is lost or name is changed report this to the instructor immediately. Student will not be permitted to remain in the clinical setting without their photo ID badge. Badge updates are required every semester while enrolled in the MLT program. Students who withdraw or are dismissed from the program are required to surrender their LAUREL RIDGE badge identifying them as a MLT student. If necessary, a new badge will be issued by the college, identifying them as a Laurel Ridge student. Failure to surrender the Laurel Ridge MLT student badge, if requested, will result in final grades for the semester being withheld until the student complies.



## COMPUTER-BASED LEARNING and COMPUTER REQUIREMENTS

The Laurel Ridge MLT program is a progressive program that offers courses with a hybrid format; the lecture portion of the course will be online while the laboratory and clinical portion will be on campus or at prearranged clinical facilities. In order to actively participate in the MLT program, students are expected to be competent using the computer and educational software.

The Laurel Ridge MLT program cannot be held responsible for connectivity problems or any other computer-related issues. It is the student's responsibility to make sure that:

1. The student knows how to work their computer
2. The student's computer is compatible with the educational software
3. All computer accessories are in working order
4. Students enrolled in the MLT Program are required to own or have ready access to a computer with a high-speed internet connection

### Computer System Requirements FAQs (Frequently Asked Questions)

#### **How do I find out what operating system (OS) I have?**

Windows: Right click on the desktop icon labeled My Computer and select Properties. Under the General tab, you'll find your operating system.

Mac: Click Apple Menu and select "About this Mac". Your operating system will be listed there.

#### **How do I find out how much RAM I have?**

Windows: Right click on the desktop icon labeled My Computer and select Properties. Under the General tab, you'll find the amount of RAM installed. You can also refer to the written documentation that came with your computer.

Mac: Click Apple Menu and select "About this Mac". Your RAM will be listed there.

#### **How can I find out the speed of my CPU?**

Windows: When you start your PC, watch the information on the initial black screens; the CPU speed will be shown there. (If the screens scroll by too fast to read, you probably have enough speed.) You can also refer to the written documentation that came with your computer.

Mac: Click Apple Menu and select "About this Mac". Your processing speed will be listed there.

#### **How do I find the screen resolution and color resolution of my monitor?**

Windows: To determine the screen resolution (size) and color depth you are currently showing, right click on the Desktop, select Properties, and then click the Settings tab. You should have at least 256 colors under the Color palette box and 800 x 600 pixels under the Desktop or Screen area box.

Mac: already compatible if other requirements are met

#### **How can I tell what sound card I have?**

Windows: To determine the sound card installed on your system (most modern multimedia computers come equipped with a 16 bit sound card), refer to your written documentation that came with your computer.

Mac: already compatible if other requirements are met

### **How can I get my microphone to work?**

If your microphone has never worked, or if it has stopped working, first check the physical connection of the microphone. Verify that it is firmly plugged into the microphone port instead of the headphone or speaker port. If you are not sure which port is correct, you can check the sound card to see if it is marked (sometimes with a picture of a microphone). You can use a process of elimination; check the documentation that came with your hardware, or contact the hardware manufacturer.

Mac: Not all Macs have built-in microphones. You may need to purchase an external microphone.

## **COMPUTERIZED COURSE COMPONENTS**

The Laurel Ridge MLT program uses several computerized course components in our curriculum, including but are not limited to:

1. VCCS Student Email
2. Canvas Learning System

## **STUDENT HEALTH AND SAFETY POLICY/ COMMUNICABLE DISEASE POLICY**

Students are expected to follow all clinical facility policies regarding sickness. Refrain from participating in clinical rotations when physical or emotional condition is a threat to patients, self, and others. Student health must be such that no harm can come to a patient from care provided by a student. If a clinical preceptor, staff, or faculty member has reason to question a student ability to provide appropriate care, the student will be removed from the clinical setting.

Safety of all is paramount. This includes students, peers, faculty, clinical instructors, members of the laboratory team and the patient.

Unsafe clinical practice demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care will be addressed as per program policy. The following are examples which may serve as guidelines for the students understanding of unsafe clinical practices.

➤ **Physical Safety:**

Unsafe behaviors- inappropriate use of side rails , wheel chairs, positioning equipment, lack of properly protecting the patient which could facilitate falls, lacerations, and burns

➤ **Biological Safety:**

Unsafe behaviors: Failing to recognize errors in aseptic technique, attends clinical rotations while sick, performs technical actions without appropriate supervisions, and performs duties which are out of the medical technician's scope of practice, fails to seek help when needed

➤ **Emotional Safety:**

Unsafe behaviors- threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, and fails to seek help when needed, demonstrate unstable mood behaviors.

➤ Unprofessional Practice:

In appropriate verbal or non-verbal body language, actions, or voice inflection which compromises rapport or working relations with patients, family members of patients, staff, physicians, or instructors.  
Inappropriate verbal or non-verbal body language which compromises contractual agreements or working relations with clinical affiliates or constitutes violations of legal or ethical standards.

The above safety measures and practices are not inclusive of all possible safety measures.

## COMMUNICABLE DISEASE POLICY – Clinical site

Students must follow all hospital policies and procedures. Students must wear PPE (personal protective equipment) as required by the clinical facilities and Laurel Ridge. Students should use lab coats, gloves, and face shields for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc.) Students will use strict isolation technique if the patient has been diagnosed as having a contagious disease. Students must follow infection control procedures as outlined in the facility policy.

In addition to these precautions, all students are required to have provided evidence of all required vaccinations or titers. All students are required to have completed the Hepatitis B Vaccine series by their clinical rotation, or complete a waiver form. This requirement is for the student's protection and is a result of OSHA regulations. Students who to decline the Hepatitis B vaccination series must sign a waiver form. This is the ONLY vaccination that a waiver will be accepted.

If a student has been accidentally exposed to a communicable disease, he/she shall report it immediately to the Clinical Coordinator and Program Director. Appropriate measures will be taken by the facility and program. The Clinical Coordinator will help the student complete the incident report form. The report is to be signed by the student and Clinical Coordinator. The student will follow the clinical facility policy and procedure protocol for the incident.

## SERIOUS ILLNESS AND DISEASE POLICY

1. The student must inform the Program Director or faculty member as soon as a serious illness or communicable disease is detected (student). A serious illness is considered to be any sickness that continues for more than one week. A communicable disease is any disease that can be transmitted from one person to another.
2. The longevity and seriousness of the illness is evaluated to determine if the student will be able to continue with the Medical Laboratory Technology program.
3. After the student is released from the doctor's care and able to return to the program and clinical facility a plan will be made for the continuation of the medical laboratory technology education with the student and program director.
4. If a student is out of class/ lab/ clinical setting for more than two days a doctor's note will be required to return. The note must state that the student is able to perform all duties in the clinical and classroom setting.
5. All missed clinical absences will be made up at the discretion of the instructor and facility availability within that course. Students must complete the required number of clinical hours as stated previously to successfully complete the program.

## INSURANCE COVERAGE, ACCIDENTS / INJURY POLICY

### ➤ Student Health and Safety

Each student will assume responsibility for his/her own health care and must have proof of current health care insurance before the beginning of their clinical rotation

Medical or health insurance is the student's responsibility and evidence of insurance is required by the program.

- Students are expected to follow all program and clinical facility regarding sickness.
- Students are not permitted to consult hospital /staff physicians when either party is on duty at the clinical facility.
- Students are expected to refrain from participating in clinical rotations when physical or emotional condition is a threat to patients.

Student health must be such that no potential harm can come to a patient from care provided by a student.

### ➤ Accidents

If a student is injured at the clinical site, he/ she must notify the clinical preceptor immediately. Student must fill out a written accident report as soon as possible following any accident or injury. In addition, each facility has forms that must be completed. The Charge nurse and /or nurse educator must be also be contacted immediately. The Medical Laboratory Technology Program Director must be notified, no matter how minor it may seem, and a copy of the accident/ injury report must also be sent to the program director. Students are responsible for any expenses incurred as a result of injury. If the injury results in the student being unable to complete their shift, make-up time will be assessed. Hospital / facility policy will prevail and all costs for any treatment received will be borne by the student.

## PHYSICIAN TREATMENT AND HOSPITALIZATION

1. If a student is hospitalized or treated by a physician at any time during the program, the student must provide a signed statement by the attending physician upon returning to the program. This statement must designate the days missed and clearance, without restrictions, to continue in the program.
  - a. If a statement is not provided, the student will not be allowed to participate in lab, clinical, or lecture and will be considered absent. If a student has an injury such as a cuts, abrasions, broken bones... etc... Instructors will require a Doctor's clearance to return to the program and clinical site.
2. All missed clinical absences must be made up at the discretion of the instructor and facility availability within that course. Students must complete the required number of clinical hours, as stated previously, to successfully complete the program.
3. In the event of an "Unusual Occurrence" such as injury or exposure to bodily fluids, the Clinical Preceptor and MLT Program Director must be notified ASAP. The form found in Appendix E should be completed at your earliest availability.

## PREGNANCY POLICY

If a student becomes pregnant, or is pregnant at any time during the program, the student must immediately contact the Program Director and provide a signed statement from the physician designating clearance to perform all duties, without restrictions, as required by the program. To continue study after deliver, a statement releasing the student without restrictions is required. If these statements are not provided, the student will not be allowed to participate in lab clinical, or lecture and will be considered absent.

All missed absences must be made up at the discretion of the instructor and facility availability within that semester. Students must complete the required number of clinical hours, as stated previously, to successfully complete the program.

Upon confirmation of the pregnancy the student will:

- Submit a statement from her physician verifying pregnancy and expected due date. The statement should include the physician's recommendation for student restrictions from performing duties in the clinical area, or placement of the student on medical leave. The student may reapply for admission the following year.
  - Withdrawal from the program
  - Continue in the program with no restrictions
- If the student so decides, she may continue in the program and will not be treated any differently than a non-pregnant student. Course objectives, attendance, clinical rotations, etc., will be adhered to.
- Submit in writing within 24 hours, her decision as to remaining in the program dependent on the above, or resigning from the program. If resignation is the choice no other action is indicated.
- Counsel with the Director of Medical Laboratory Technology, regarding program requirements and required cases for each semester. Program Director will counsel the student on all program requirements and absence policies will be equally enforced.
- Report to the clinical coordinator and Program Director if she feels that she is placed in an unsafe area or under conditions she feels are detrimental to herself or the fetus.

See "Student Pregnancy Agreement" in Appendix F

## SOCIAL MEDIA POLICY

Electronic communication system websites or web-based services that users may join, and / or post information to, including but not limited to weblogs (blogs), internet chat rooms, online bulletin boards, and social networking sites including but not limited to Facebook, Instagram, Snap Chat, Twitter, iTunes, You Tube, LinkedIn, ,and Flickr.

- Students may not share confidential information of HIPAA related business on electronic communication systems, including but not limited to, personal actions, internal investigations, research material, or patient/student/ faculty information. This includes any activity that would cause LAUREL RIDGE to not be in compliance with state or federal law.
- Students should exercise appropriate discretion in sharing information, with the knowledge that such communications may be observed by patients, faculty, staff, preceptors, or potential

employers.

- Students should not post defamatory information about others, activities, or procedures at clinical sites through which they rotate.
- Students are subject to disciplinary action and/or dismissal from the Laurel Ridge Medical Laboratory Technology Program if found to be in violation of this policy.

## USE OF ELECTRONIC DVICES IN THE CLASSROOM AND CLINICAL ENVIRONMENT

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that degrades the learning environment, promotes academic dishonesty or illegal activities is prohibited. Failure to adhere to these polices will result in removal from the classroom, and can result in a failing grade for the course.

1. Classroom Disruptions: Use of electronic devices during class time is disruptive to the learning environment. According to College policy, “distractions must be kept to a minimum. Cell phones and other electronic devices are turned off in class, labs, and the library”.Laptops / Tablets / iPads: Laptop computers in the classroom may only be used to take notes.
2. Cell Phones / Smartphones: Students must not abuse the use of cell phones and Smartphones in class or in clinical. Any phone turned on must be in vibrating mode. If there is a need to receive a call (i.e. emergency), the student must inform the instructor in advance that they may need to be excused from the classroom to take an important call.
3. Text Messaging / E-mailing / Gaming / Accessing Social Media Sites are not permitted in the classroom or in clinical.
4. Photography is not permitted in classroom or clinical without a written college release form, and permission of the instructor.
5. Video / Audio Recording: Students are not permitted to video classroom lectures, laboratory sessions or students. Students may audio record a lecture with the permission of the instructor.

## DRUG AND ALCOHOL POLICY

To prevent any misunderstanding concerning the use of drugs or alcoholic beverages by students, the following information should be noted:

- Medical Laboratory Technology students are expected to be professional with a sense of responsibility to refrain from actions that may be damaging to themselves, to others or to the college while in uniform or when representing the college.
- The possession, use, manufacture, or distribution of illegal drugs/substances is highly unacceptable. This includes the use of alcoholic beverages prior to and during classroom/clinical time. The student will be dismissed permanently from the program upon the occurrence of the first offense.
- Reasonable suspicion testing will be based on observations concerning the student’s appearance, behavior, speech or body odor.

Faculty may require immediate drug screening for suspected cause at the Students expense.

## WORKING STUDENTS POLICY

The Medical Laboratory Technology program is academically rigorous. Students are encouraged to plan ahead to minimize the need to work and other competing demands on time and energy.

Students may not work as paid medical technicians during their clinical time and may not be substituted for staff during this time at facilities.

Example: You are hired by one of our clinical affiliates and began your orientation. You are still a student and are scheduled for clinical rotation at that facility on Monday's. Students may NOT be on orientation on Monday's or paid for Monday's or, you risk program termination.

Students may not work in a (paid or volunteer) position 8 hours prior to their clinical experience. Example: working an 11pm-7am shift and then attending clinical. This helps to ensure patient and student safety.

## DISCIPLINARY PROCEDURES

All students are afforded the right to due process for any violation. This process is defined below:

Any academic or administrative official, faculty member, or student may file a complaint against any student for misconduct. In extraordinary circumstances, the accused student may be indefinitely suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. Any administrator, College official, faculty member, or student wishing to file a complaint against a College employee must follow a separate protocol as outlined in the human resource policy manual.

When the Vice President of Students (or designee) receives information that a student has allegedly violated a rule, regulation, policy, or procedure, the vice president (or designee) shall investigate the alleged violation. After completing the preliminary investigation, the Vice President (or designee) may:

1. Dismiss the allegation as unfounded or
2. Determine if the severity and nature of the problem necessitates a student conference.

If a conference is deemed necessary, a request will be issued to the student via certified letter to the address contained in the College record. The notification will also be sent to the student's VCCS email address. The notification will inform the student of the alleged violation of the student code of conduct. The notification will instruct the student to respond within ten (10) calendar days of the date of the correspondence. A conference time will be set after consultation with all involved parties; the Vice-President (or designee) will have discretion to alter the arrangements of the conference for good cause.

The President of the College, Vice President (or designee), may take immediate interim disciplinary actions, suspend the right of the student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of rules, regulations, policies, or procedures when the student is a clear or present danger to himself/herself or others, or if such action is in the best interest of the College. The College reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and the College environment.

## COUNSELING

Instructors will attempt to assist the student by providing academic guidance, remedial training, and tutoring as appropriate including those having difficulty progressing satisfactorily. However, student responsibilities include following instructions, studying, requesting assistance, completing assignments in full, and practicing required skills. The Program Instructor is available to assist students to understand and observe the programs policies and practices, to provide counseling or referral, and provide career counseling. Other Laurel Ridge Community College personnel are available to assist as deemed necessary by the Instructor or Program Director.

Meetings between Student and instructor may include informal meetings and formal close door sessions to discuss the identified needs of the student or concerns regarding performance and ascertain the program's ability to meet those needs.

Feedback comes in the form of grades, practical exams, clinical instruction, clinical evaluations, and student conferences. The program office has an "open-door policy" for students. Conferences can be scheduled with the instructor. Formal conferences will be documented in written form. Both the student and instructor should sign the form. Student signature does not necessarily indicate agreement with the statements; it indicates that the student has read the form. End of the term summary and interviews will highlight progress and identify objectives to be met. Additional services available and policies are maintained in the catalog and student handbooks.

## FORMAL COMPLAINT

The student must complete and submit a complaint form (available in the Office of the Dean of Students and electronically at the College's official website) within ten (10) business days of his/her initial attempt to resolve the matter. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. Formal complaints will be logged and forwarded to the appropriate respondent for further action.

1. For academic matters, the formal complaint will be reviewed and addressed by the Dean of the division involved in the complaint. Complaints regarding student service issues, such as admissions and financial aid, will be reviewed and addressed by the dean of students at the respective campus where the complaint was lodged. Complaints about a dean or associate vice president should be made directly to the vice president of academic and student affairs.
2. Upon receiving the complaint form, the appropriate dean will arrange a conference with the student to discuss the issue within ten (10) business days. After the conference, the dean will render his/her decision, in writing, to the student and the college employee involved.
3. If a satisfactory resolution is not reached as a result of the conference, the student may appeal within five (5) business days to the vice president of academic and student affairs. The vice president of academic and student affairs will review the complaint form and any supporting documentation and render a decision, in writing, within five (5) business days. If the student is not satisfied with the vice president's decision, he/she may request that the president review the findings.
4. The president maintains the right to refuse any request for appeal for insufficient cause. The decision of the President shall be final.



## NAME CHANGE

Students who have name changes must notify the MLT Program Director and complete the forms in Admissions and Records Office for name change per Laurel Ridge policy.

## AUDITING COURSES

Students who wish to audit a course must have permission from the Program Director and adhere to the guidelines of Laurel Ridge Community College.

## CONFIDENTIALITY AND HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

During clinical rotations, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patient and facility information obtained as a participant in these activities and will not disclose any personal, medical, or confidential information to third parties, family members or other students and other teachers.

Students are not to remove any confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle.

### **PENALTIES FOR HIPAA VIOLATION**

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to \$250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance. This is discussed at the following website: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

Students who breach client confidentiality may be dismissed from the program and subject to legal liability.

# STANDARD PRECAUTIONS

Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school and clinical setting to protect patients, staff members, vendors, visitors, and others who have contact with the facility. All body fluids shall be considered potentially infectious materials.

In order to avoid potential exposure students should:

- Wear personal protective equipment (PPE) be worn if there is a potential for exposure to blood and or body fluids.
- Potentially contaminated body fluids include: blood, vomit, saliva, sputum, mucous, vaginal secretions, semen, urine, feces, any drainage
- Wash hands before and after all procedures and patient contact.
- NEVER, recap, bend, or break needles.
- Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.
- Body wastes should be discarded directly in the toilet or biohazard disposal system (see facility for specific guidelines).

## **Exposure/Injury Protocol**

Significant Exposures:

1. A contaminated needle stick.
2. Puncture wound from a contaminated, sharp instrument.
3. Contamination of any obviously open wound, non-intact skin or the mucous membranes by saliva, blood, wound drainage or a mixture of all.

## **Procedure for Student:**

1. The student will immediately provide a verbal report of the incident or exposure directly to the Instructor
2. Documentation/report of the event will be completed by the student and instructor as specified by the school or facility.
3. The student will follow facility policy regarding evaluation and treatment post incident or exposure.
4. The student will complete a Laurel Ridge Community College "Unusual Occurrence Report" (Appendix E) and submit it to the clinical instructor for signature, follow-up and submission to program lead.

## *Appendix A – Essential Functions of an MLT Student*

The Medical Laboratory Technology student must possess the following skills:

### Observation:

- Distinguish objects macroscopically and microscopically (including color, shade, and hue)
- Read text, charts, graphs, and instrument printouts, and enter computer data
- Inspect specimens for suitability

### Movement:

- Obtain, manipulate, measure specimens safely and with precision
- Manipulate reagents, materials, instruments, and analytical equipment according to established procedures and standards, safely and with precision, speed, and accuracy
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture
- Perform moderately taxing continuous physical and mental work, often requiring prolonged sitting/or standing, in an eight hour period
- Position patients for appropriate laboratory specimen collection

### Communication:

- Communicate effectively in English, comprehending oral and written information
- Follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures
- Effectively, confidentially and sensitively communicate with patients regarding laboratory tests or instruction for specimen collection
- Communicate appropriately and in a timely manner with faculty, students, staff and other health care professionals.

### Intellect:

- Use intellectual skills, including comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism
- Receive, process and utilize information in order to achieve satisfactory performance in all tasks
- Demonstrate judgment and critical thinking skills.
- Exercise self-evaluation to recognize and correct performance deviations, implementing constructive criticism appropriately

### Behavior:

- Be honest, ethical, compassionate, confidential and responsible
- Manage the use of time, and systematize actions to complete tasks within realistic constraints
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment
- Exercise good judgment in responding to emergency situations with patients or peers
- Be flexible and creative in adapting to professional and technical change
- Recognize potentially hazardous materials, equipment, and situations, proceeding safely to minimize risk of injury to self and nearby personnel
- Adapt to working with unpleasant biological specimens or reagents
- Support and promote the activities of colleagues, adopting a team approach to learning, task completion, problem solving, and patient care
- Be alcohol and substance abuse free

By signing below you agree that you can, and are prepared to, meet these requirements with or without reasonable accommodation.

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

The Medical Laboratory Technology student must possess the following skills:

Observation:

- Distinguish objects macroscopically and microscopically (including color, shade, and hue)
- Read text, charts, graphs, and instrument printouts, and enter computer data
- Inspect specimens for suitability

Movement:

- Obtain, manipulate, measure specimens safely and with precision
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- Receive, process and utilize information in order to achieve satisfactory performance in all tasks
- Demonstrate judgment and critical thinking skills.
- Exercise self-evaluation to recognize and correct performance deviations, implementing constructive criticism appropriately

Behavior:

- Be honest, ethical, compassionate, confidential and responsible
- Manage the use of time, and systematize actions to complete tasks within realistic constraints
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment
- Exercise good judgment in responding to emergency situations with patients or peers
- Be flexible and creative in adapting to professional and technical change
- Recognize potentially hazardous materials, equipment, and situations, proceeding safely to minimize risk of injury to self and nearby personnel
- Adapt to working with unpleasant biological specimens or reagents
- Support and promote the activities of colleagues, adopting a team approach to learning, task completion, problem solving, and patient care
- Be alcohol and substance abuse free

By signing below you agree that you can, and are prepared to, meet these requirements with or without reasonable accommodation.

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## *Appendix B – Laurel Ridge MLT Course Descriptions*

### FIRST SEMESTER (Admission Requirements)

#### **SDV 100 – College Success Skills (1cr.)**

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.

#### **(or) SDV 101 – Orientation to Health Professions (1cr.)**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline.

#### **BIO 141 – Human Anatomy and Physiology I (4cr.)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II.

#### **BIO 142 – Human Anatomy and Physiology II (4cr.)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II.

#### **ENG 111 – College Composition I (3cr.)**

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay.

### SECOND SEMESTER (Fall Semester)

#### **MDL 101 – Introduction to Medical Laboratory Techniques (3cr.)**

Introduces the basic techniques including design of the health care system, ethics, terminology, calculations, venipuncture and routine urinalysis.

#### **\*\*CHM 111 – General Chemistry I (4cr.)**

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics.

#### **MDL 110 – Urinalysis and Body Fluids (3cr.)**

Studies the gross, chemical, and microscopic techniques used in the clinical laboratory. Emphasizes study of clinical specimens which include the urine, feces, cerebrospinal fluid, blood, and body exudates. Introduces specimen collection and preparation.

#### **MDL 210 – Immunology and Serology (2cr.)**

Teaches principles of basic immunology, physiology of the immune system, diseases involving the immune system, as well as serologic procedures.

**MDL 105 – Phlebotomy (3cr.)**

Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions.

THIRD SEMESTER (Spring Semester)

**MDL 125 – Clinical Hematology I**

Teaches the cellular elements of blood including blood cell formation, and routine hematological procedures.

**MDL 216 – Blood Banking**

Teaches fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation.

**\*\*BIO 150 – Introductory Microbiology (4cr.)**

Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health.

**\*\*PHI 220 – Ethics (3cr.)**

Provides a systematic study of representative ethical systems.

FOURTH SEMESTER (Fall Semester)

**MDL 261 – Clinical Chemistry and Instrumentation I (4cr.)**

Introduces methods of performing biochemical analysis of clinical specimens. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems.

**MDL 252 – Clinical Microbiology II (3cr.)**

Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology and virology. Part II of II.

**MDL 225 – Clinical Hematology II (3cr.)**

Teaches advanced study of blood to include coagulation, abnormal bloody formation, and changes seen in various diseases. Part II of II.

**MDL 227 – Clinical Immunohematology II (3cr.)**

Emphasizes ability to apply theories and procedures utilized in immunohematology for routine transfusion and donor services. Correlates theories with practical application in order to assess cellular and immune mechanisms in specific disease states. Part II of II.

**\*\*PSY 200 – Principles of Psychology (3cr.)**

Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology.

FIFTH SEMESTER (Spring Semester)

**MDL 290 – Coordinated Internship in : Clinical Chemistry, Hematology, Blood Bank, Microbiology (8cr.)**

Supervised on-the-job training in a Clinical Laboratory coordinated by the college. The Coordinated

Internship will consist of 375 hours, rotating throughout different departments in the Clinical Laboratory. Students will be allotted a 30 minute break each day of their clinical rotation; Credit/Practice ratio will not exceed 1:5 hours. This is a pass/fail course.

**Coordinated Internship in Clinical Chemistry:** 3 weeks, 4 days per week, 7 hours per day. This rotation includes skill development and evaluation of chemical analysis technique for blood and other body fluids, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.

**Coordinated Internship in Clinical Hematology:** 3 weeks, 4 days per week, 7 hours per day. This rotation includes skill development and evaluation of techniques for automated cell counting, manual differential counting, assessing blood cells in health and disease, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.

**Coordinated Internship in Microbiology:** 4 weeks, 4 days per week, 7 hours per day. This rotation includes skill development and evaluation of culture and sensitivity technique for various patient specimens, identification of numerous pathogens, review of parasitology and virology, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.  
**Coordinated Internship in Blood Bank:** 4 weeks, 4 days per week, 7 hours per day. Includes skill development and evaluation of typing and cross-matching technique for transfusion, analyzing data, formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.

**Serology, Coagulation, and Urinalysis:** clinical hours will be incorporated in the four mentioned departments. This will cover skill development and evaluation of techniques performing urinalysis, conducting serological assays, conduction hemostasis studies, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.

#### **MDL 281 – Clinical Correlations (1cr.)**

Teaches students to apply knowledge gained in courses offered in the MDL curriculum using primarily a case history form of presentation. Emphasizes critical thinking skills in the practice of laboratory medicine. Students will have a Board Exam Review, build a resume, and participate in a mock interview during this time.

\*\*denotes “General Education” courses and can be taken in any order or sequence, as approved by the academic advisor and MLT Program Director.

Courses not marked with “ \*\* ” must be taken in progression and must be taken after passing all courses in the previous semester with a “C” or better.

*Appendix C – ADMISSION FOLDER STUDENT REVIEW FORM*

Admission File Review Request Form

I, \_\_\_\_\_, request to view a file from my \_\_\_\_\_ admission folder.  
(Name) (Year)

I am a \_\_\_\_\_ student requesting access to my file for the purpose of:  
(Campus) (Program)

- Information request
- Information verification
- Name/location change
- Certification update
- Other: \_\_\_\_\_

I acknowledge that all files, including admission paperwork, required program paperwork such as background and drug screens, letters of recommendation, any and all certifications, and any other sensitive files must be returned to my secure folder in the condition it was viewed in. All tampering with admission material will be reported to my program lead for their review as academic dishonesty.

Consequences for academic dishonesty include expulsion from the program as well as from Laurel Ridge Community College. I acknowledge that my request may only be approved by Dean of Health Professions; Kate Gochenour, Program lead; or Carol Williams, the Administrative Assistant to the Dean of Health Professions. I acknowledge that I cannot view any of my secure files without an approved faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*Appendix D: ACADEMIC FOLDER STUDENT REVIEW FORM*

Academic File Review Request Form

I, \_\_\_\_\_, request to view a file from my \_\_\_\_\_ academic folder.  
(Name) (Year)

I am a \_\_\_\_\_ student requesting access to my file for the purpose of:  
(Campus) (Program)

- Academic Review
- Grade Review
- Grade Dispute
- Other: \_\_\_\_\_

I acknowledge that all files, including tests, exams, quizzes, scantrons, clinical paperwork, classwork, simulation lab paperwork, and any other graded material must be returned to my secure folder in the condition it was viewed in. All tampering with graded and ungraded material will be reported to my program lead for their review as academic dishonesty. Consequences for academic dishonesty can include a zero for the tampered work, an automatic failure within the class, or expulsion from the program. I acknowledge that I cannot view any of my secure files without a faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Appendix E – Unusual Occurrence Report*

Laurel Ridge Community College AAS MLT Program Unusual Occurrence

Student Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_

1. Date and time of the incident/unusual occurrence: \_\_\_\_\_

2. The incident/unusual occurrence was reported to: \_\_\_\_\_

on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
(month / day) (year) (time)

3. Describe the incident or unusual occurrence:

4. Describe any injury that occurred as a result of the incident/unusual occurrence OR describe the potential that could have occurred.

5. Describe any follow up/treatment related to this incident/unusual occurrence?

6. Additional Comments (use back if necessary):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Appendix F – Student Pregnancy Agreement*

**Student Pregnancy Agreement**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director notified of student’s pregnancy: \_\_\_\_\_

Student’s approximate due date: \_\_\_\_\_

Physician statement received: \_\_\_\_\_

Program Director was notified of pregnancy in accordance with the student pregnancy policy, as outlined in the Medical Laboratory Technology Handbook.

- Under these terms, the student as agreed to continue her clinical education at all clinical sites. The student has been informed of all polices and program requirements.
- All program requirements and absence polices will be equally enforced.

This agreement releases Laurel Ridge and clinical affiliates from any liability in the event of any pregnancy complications or congenital abnormalities at the child’s birth.

**Statement of Options for the Pregnant Student**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

I have received the student’s statement and her physician’s statement regarding her pregnancy.

Program Director: \_\_\_\_\_

Student options:

- \_\_\_\_\_ Withdrawal from the program
- \_\_\_\_\_ Withdrawal from the program and reapply next year
- \_\_\_\_\_ Continue in the program and meet all program requirements, absenteeism, and all polices as any other student.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director, MLT \_\_\_\_\_ Date: \_\_\_\_\_

*Appendix G – Authorization for Release of Information*

Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Check all that apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> Immunization Record | <input type="checkbox"/> CPR Verification                              |
| <input type="checkbox"/> Background report   | <input type="checkbox"/> Health Insurance Verification                 |
| <input type="checkbox"/> Drug screen report  | <input type="checkbox"/> Information on Castle Branch Document Manager |
| <input type="checkbox"/> Flu shot record     | <input type="checkbox"/> Address, telephone, Email, Social Security #  |

To be submitted for the purpose of:

All hospital clinical affiliates require the above verification/documentation to attend clinical rotations at their facilities. The information is released to a specific employee at these sites for verification. It is the facilities responsibility to keep their patients safe.

I \_\_\_\_\_ have read and understand the information to authorize the release of information

I \_\_\_\_\_ authorize Laurel Ridge Community

College and the Medical Laboratory Technology program to release the above information as specified

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student printed name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Check all that apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> Immunization Record | <input type="checkbox"/> CPR Verification                              |
| <input type="checkbox"/> Background report   | <input type="checkbox"/> Health Insurance Verification                 |
| <input type="checkbox"/> Drug screen report  | <input type="checkbox"/> Information on Castle Branch Document Manager |
| <input type="checkbox"/> Flu shot record     | <input type="checkbox"/> Address, telephone, Email, Social Security #  |

To be submitted for the purpose of:

All hospital clinical affiliates require the above verification/documentation to attend clinical rotations at their facilities. The information is released to a specific employee at these sites for verification. It is the facilities responsibility to keep their patients safe.

I \_\_\_\_\_ have read and understand the information to authorize the release of information

I \_\_\_\_\_ authorize Laurel Ridge Community College and the Medical Laboratory Technology program to release the above information as specified

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student printed name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

*Appendix H – Acknowledgement of Receipt and Understanding*

\_\_\_\_\_ My signature indicates I have received and read a copy of the Medical Laboratory Technology Handbook. I have read and understand all policies and procedures contained in this handbook. While every effort is made to ensure accuracy, changes may occur. The most current policy and/ or updates will be posted in the course syllabi.

\_\_\_\_\_ My signature indicates that I am aware I will be in contact with potentially infectious blood and body fluids during both the didactic and the clinical portions of the Medical Laboratory Technology Program.

Student printed name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laurel Ridge MLT Program Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ My signature indicates I have received and read a copy of the Medical Laboratory Technology Handbook. I have read and understand all policies and procedures contained in this handbook. While every effort is made to ensure accuracy, changes may occur. The most current policy and/ or updates will be posted in the course syllabi.

\_\_\_\_\_ My signature indicates that I am aware I will be in contact with potentially infectious blood and body fluids during both the didactic and the clinical portions of the Medical Laboratory Technology Program.

Student printed name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laurel Ridge MLT Program Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Appendix I – Safety Agreement*

Laurel Ridge Community College  
Medical Laboratory Technology Program

**SAFETY AGREEMENT**

1. Students will be exposed to potentially hazardous materials in these courses. Specimens with potential to spread infectious diseases and potentially toxic chemicals will be handled. Students will be informed of these hazards and the proper methods for safely handling them.
2. Most accidents can be prevented by careful adherence to the rules of laboratory safety. Following OSHA guidelines is mandatory. Students are expected to become thoroughly familiar with all safety regulations presented to them and to follow these rules at the college and at the clinical practice.
3. Any accident or injury occurring while you are a student assigned to a clinical affiliate must be reported to the laboratory supervisor immediately, and to the Program Director, Kate Gochenour (540) 868-9776. If she is not available, leave a message and a phone number where you can be reached. A college incident form needs to be initiated for documentation. The affiliate can provide medical care, however, please be reminded, you will have to pay the costs as you are not an employee.
4. Hospitals can provide emergency treatment for any incident occurring while you are scheduled in a rotation, however, please be reminded that you will be charged for this service, as you are not an employee of the hospital.
5. In addition to documentation of your immunization records, we also highly recommend that you have a baseline HIV test for your own personal records.

I further agree to abide by any and all specific requests by Laurel Ridge Community College for my safety or the safety of others, as well as any and all of the College's rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature