

CLACKAMAS COMMUNITY COLLEGE  
HEALTH SCIENCES DEPARTMENT

CLINICAL LABORATORY  
ASSISTANT/  
PHLEBOTOMY  
PROGRAM



2021 - 2022  
STUDENT HANDBOOK

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## ***Welcome to the Clackamas Community College Clinical Laboratory Assistant/ Phlebotomy Program***

### **PROGRAM MISSION**

The mission of the Clackamas Community College (CCC) Clinical Laboratory Assistant/Phlebotomy Program is to provide a quality education to the health sciences student and to provide the medical laboratory community with high quality, skilled entry level laboratory assistant who will serve as phlebotomist, specimen processors and in other capacities as designated by the workplace.

The CLA program is designed to prepare students for entry-level support employment in the medical laboratory setting and may be the beginning of career advancement in laboratory science or some other health science occupation.

### **PROGRAM ACCREDITATION/APPROVAL**

The (CCC) Clinical Laboratory Assistant/Phlebotomy (CLA) program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) (<http://www.naacls.org/>) 5600 N. River Rd. Suite 720, Rosemont, Ill. 60018-5119, Phone: 773-714-8880.

### **Program Outcomes**

Upon successful completion of this program, students should be able to:

- demonstrate the ability to serve in an entry-level position as a CLA including using correct lab, medical, anatomical terminology to effectively and appropriately communicate, both verbally and non-verbally in the health-care setting;
- following SOP, demonstrate proficiency in all types of blood and body fluid collection techniques and the skill to prepare the specimens for analysis displaying effective anatomical understanding;
- perform and evaluate the preparation and use of appropriate reagents, standards and controls with the entry-level scope of practice;
- understand, apply and communicate state and national laboratory regulations, including infection control, health and safety, quality management and ethical considerations;
- perform and record vital sign measurements using information systems as well as other forms of documentation as needed;
- identify and report potential pre-analytical, analytical, and post-analytical errors, demonstration of the correct use of quality control.

### **DESCRIPTION OF THE CLINICAL LABORATORY SCIENCE PROFESSIONS**

The clinical laboratory professional is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients.

The clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

Clinical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Clinical laboratory professionals practice independently and collaboratively, being responsible for their own actions, as defined by each level of the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The Clinical Laboratory Assistant/Phlebotomy is the entry level professional that provides support for the other laboratorians. The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals / assistants demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

### **CLINICAL LABORATORY ASSISTANT PROGRAM; SCOPE OF PRACTICE, Etc.**

Certified clinical laboratory assistants perform delegated laboratory and phlebotomy duties within their scope of practice consistent with the CLA's education, training, and experience and employer discretion. Such duties shall not constitute the practice of medicine. Trained in laboratory and phlebotomy skills, the clinical laboratory assistant assists health care practitioners in administering Waived, Waived Point-of-Care and limited Moderately Complex testing. The successful graduate will have limited back office skills, such as performing vital signs, and will have some knowledge of laboratory billing practices.

Students can earn a clinical laboratory assistant certificate in three terms. See later in this document for the core course curriculum. Please Note: These courses are at the 100 level. **There are no 200 or 300 level courses offered in this program.**

Upon successful completion of this program students will be eligible to test for the Certified Medical Laboratory Assistant Examination (CMLA) through the American Medical Technologists Association (<http://www.amt1.com/>) and/or NCCT Phlebotomy test, ASCP-BOC Phlebotomy Technician Examination and/or ASCP-BOC MLA Examination. Passing the required CLA courses does not guarantee passage of the national examinations. Please note: the CLA student's CCC Certificate of Completion is not dependent on passing one or more of the above national certificate examinations.

### **STUDENT OUTCOMES**

By the end of the program the student should be able to:

- Demonstrate achievement in entry level competencies in Clinical, Research and Physician Office Laboratories.
- Effectively communicate with colleagues, instructors and the healthcare team.
- Demonstrate HIPAA/confidentiality with regards to health-care, Blood-borne pathogens, Safety and other Laboratory regulations.

The above outcomes will be monitored and measured on a continuous basis throughout the three terms, with the student's successful completion of the program directly linked to them.

### **STUDENT GOALS**

- Display and promote a mature positive attitude.
- Demonstrate good interpersonal relations and contribute as team players.
- Demonstrate the ability to problem solve.
- Demonstrate the ability to manage conflict.
- Demonstrate and articulate the concepts of professionalism and work ethic.
- Articulate and demonstrate the need for lifelong learning.

- Verbalize the need/importance for attention to detail and following sequential instructions.
- Demonstrate personal and patient safety issues.
- Demonstrate time management skills and the ability to complete tasks independently.

## **CAREERS**

The rapidly growing health care industry offers CLA excellent career opportunities in physician office laboratories, hospital laboratories, and as research assistants, as well as other specialized industries.

## **ADVISORY COMMITTEE**

The Clackamas Community College Clinical Laboratory Assistant/Phlebotomy Advisory Committee membership consists of representatives from various health care facilities affiliated with the college, CCC CLA faculty, student and alumnae representatives, representatives from the Division of Health Sciences and Public Services, and representatives from other departments and college services at CCC. The purpose of the committee is to advise the CLA program on current healthcare trends and needs of the community and to assist with maintaining liaison with the healthcare providers in the community.

## **SERVICE WORK**

Service work is defined as repetitive work that no longer serves as a learning experience. This is not allowed in the practicum setting. However, it is important to note that service work is not the same as obtaining experience in the student's newly acquired skill set. Also, no remuneration is allowed for practicum site duties. Any service work outside of regular academic hours is non-compulsory, including activities that may qualify for extra-credit.

## CLINICAL LABORATORY ASSISTANT/PHLEBOTOMY PROGRAM CERTIFICATE-2021-2022

### Prerequisite Courses

		Credits
MA-110	Medical Terminology	4
MTH-050 or MTH-065	Technical Mathematics I Algebra II	4

### Fall Term

		Credits
BI-120*	Introduction to Human Anatomy and Physiology 1	4
CLA-101	Clinical Laboratory Assistant Skills I	4
CLA-101L	Clinical Laboratory Assistant Skills Lab I	1
CLA-118	Phlebotomy for Healthcare	2
CLA-118L	Phlebotomy for Healthcare Lab	2

### Winter Term

		Credits
CLA-102	Clinical Laboratory Assistant Skills II	4
CLA-102L	Clinical Laboratory Assistant Skills Lab II	1
CLA-115	Laboratory Administrative Skills	4
WR-101 or WR-121	Communication Skills: Occupational Writing or English Composition	3

### Spring Term

		Credits
CLA-120	Phlebotomy/CLA Practicum	6
CLA-123	Course CLA-123 Not Found	2
Electives (p. 2 )		2-5

*Minimum credits required for certificate*

\* May be substituted BI 101 & BI 102

### Electives possible

BI-231	Human Anatomy & Physiology I	4	CH-243	Organic Chemistry III	5
BI-232	Human Anatomy & Physiology II	4	CLA-100	Introduction to Health Care	2
BI-233	Human Anatomy & Physiology III	4	COMM-111	Public Speaking	4
BI-234	Introductory Microbiology	4	COMM-218	Interpersonal Communication	4
CH-104	Introductory Chemistry	5	PSY-101	Human Relations	3
CH-105	Introductory Chemistry	5	SOC-204	Introduction to Sociology	4
CH-106	Introductory Chemistry	5			
CH-221	General Chemistry	5			
CH-222	General Chemistry	5			
CH-223	General Chemistry	5			

\*Can be taken before applying or entering the program

Note: All clinical/practicum courses are “**Pass/No Pass**”. All other courses are letter grades and must be passed with “**C**” or **better** in order to continue to the next quarter.

## CLA COURSE DESCRIPTIONS

**CLA-101 and 101 Lab Clinical Laboratory Assistant Skills I** *5 credits*

Includes state and federal regulations, quality assurance practices, laboratory terminology, staffing, and a basic understanding of quality laboratory testing in the clinical laboratory.

**CLA-102 and 102 Lab Clinical Laboratory Assistant Skills II** *5 credits*

Addresses hematology, urinalysis, clinical chemistry, immunology, and microbiology. Students will be required to perform various waived tests and demonstrate an understanding of the necessity of accuracy and attention to detail. Prerequisite: CLA 101

**CLA-115 Laboratory Administrative Skills** *4 credits*

Designed for the clinical laboratory assistant students employed in the ambulatory care setting. Laboratory billing, administrative duties, vital signs, and job and life skills will be discussed.

**CLA- 118 and 118 Lab Phlebotomy for Healthcare** *2 credit each( 4)*

Develops basic understanding and application of blood specimen collection and handling techniques used in the ambulatory care setting and hospital laboratory setting.

**CLA-120 Phlebotomy/Laboratory Practicum** *6 credits*

Supervised unpaid assignment in area medical center laboratories to gain practical experience.

**CLA-123 Career Development** *2 credits*

Resume and portfolio development, interview and communication techniques for healthcare career

**MA 110 Medical Terminology** *4 credits*

Understanding and effectively communicating with other healthcare professionals. Includes pronunciation, spelling and meaning of words. Introduction to pathophysiology/disease processes.

**CLA-100 Introduction to Health Care (elective choice)** *2 credits*

Introduction to healthcare systems and trends, ethical and legal responsibilities, personal and workplace safety, infection control, professionalism, life-long learning and communication.



## CLINICAL EXPERIENCE FOR CLINICAL LABORATORY ASSISTANT

We are pleased to provide you with a variety of learning activities that will give you a basic understanding of the services provided in the laboratory setting. To accomplish this, a specific schedule has been developed for you that will allow laboratory and phlebotomy experiences. Selected staff members from CCC and your appointed clinical facility will serve as mentors to assist you. Mentors will be available to explain procedures and policies and to give constructive feedback about your performance. Staff mentors will make regular visits and/or phone calls to the clinical sites. The student will complete a written evaluation at the end of winter and fall term describing the clinical experience using the school's performance standards and based the student's personal objectives.

Clinical sites will include physician office laboratories, acute care laboratory facilities and clinical research laboratories. All facilities are accredited by Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Commission of Office Laboratory Accreditation (COLA), and Laboratory Improvement Amendments (CLIA) or other accrediting agencies. They all are currently serving patients and are equipped with the most up-to-date safety equipment and supplies. Students are given a variety of clinical experiences throughout the year. NAACLS and CCC require that no remuneration be given the student for hours spent in the practicum.

An updated list of clinical sites is on the CCC CLA Website and are listed below. A practicum site will be assigned qualified students at the end of Fall Term. The students will be assigned sites on a 'best-fit' basis, with agreement from the student. **No student will solicit a practicum site without the specific knowledge of the program director/instructor.**

### LIST OF CURRENT CLINICAL PRACTICUM SITES

<b>Fanno Creek Clinic</b>	<b>Pacific Medical Group</b>
<b>Kaiser Permanente N.W. Regional Laboratories and Clinics</b>	<b>Providence Health and Services</b>
<b>Legacy Health Systems</b>	<b>Providence St. Vincent Medical Center and Outpatient center</b>
<b>Legacy Mt. Hood Medical Center</b>	<b>Providence Willamette Falls Medical Center</b>
<b>Legacy Emanuel</b>	<b>Providence Clinic System</b>
<b>Legacy Good Samaritan</b>	<b>Providence Portland Medical Center</b>
<b>Legacy Silverton</b>	<b>Providence Milwaukie Hospital</b>
<b>Oregon Health Sciences University</b>	<b>Providence Newberg Hospital</b>
<b>The Portland Clinic</b>	<b>Interpath Laboratories</b>

**NO STUDENT WILL BE ASSIGNED A PRACTICUM/EXTERNSHIP SITE UNLESS ALL THE REQUIRED VACCINATIONS, BACKGROUND CHECKS, AND DRUG TESTS ARE COMPLETED. AND UNLESS ALL COURSES OF THE PREVIOUS TERMS ARE FULFILLED TO THE SATISFACTION OF THE INSTRUCTORS.**

### CLINICAL ROTATION SUMMARY

#### Clinical Practicum Objectives

For each externship rotation, the student will take with him/her a list of the rotation objectives, log sheet, evaluation form, and Professional Survey to be completed by the clinical evaluator. At the end of each clinical rotation, the student shall return the evaluation form and Professional Survey to the instructor or have the mentor email or fax the evaluation to the instructor. The student objective form will be attached to the written evaluation of the facility. No remuneration is allowed for practicum duties.

## **Supervision**

During each clinical practicum rotation, supervision will be provided by the mentor assigned to the student. The clinical coordinator/instructors will periodically make rounds and/or phone calls or email the clinical facility. The program director and the department administration assistant will be notified by the student immediately of an emergency.

## **Evaluation**

Throughout clinical practicum training, all students will be evaluated both formally and informally by the instructor and by the clinical mentor. Areas of deficiencies will be brought to the student's attention as soon as identified. In the event of any problem related to student performance, the mentor shall notify the clinical coordinator. **Students that are not successful in the practicum rotation may be exited from the program, especially if patient safety or confidentiality issues are factors.**

## **Personal Professional Behavior**

It is imperative the student treat this practicum as they would a job, such as professional dress, including a name tag and professional behavior. **(See sections of this handbook under Issues of Professional Integrity and Student Attire and ID).**

## **Teach-out**

Our clinical affiliation agreements allow students already placed with that affiliate to complete their clinical rotation. The following language is included in our contracts, "either party may terminate the affiliation agreement after giving 60 days written notice to the other of intent to terminate. The parties deal with each other in good faith during the 60-day period after notice and shall assure students' progress to complete their current term clinical experience."

## **Professional Behavior and Assistance to Patients**

- Treat patients promptly and courteously in a caring manner, making eye contact and use a pleasant expression and tone of voice.
- Introduce yourself by name and title or department. Address patients by their proper title and last name.
- Communicate clearly with patients and keep them informed.
- When patients need assistance; either provide it (if appropriate) or direct the patient to someone who can help.
- Respect the privacy of the patient and the confidentiality of their records. Do not disclose personal or medical information, except when it is necessary in the regular course of business.
- Be attentive to patients who are kept waiting for extended periods of time. When this occurs, inform patient of the reason for the delay and notify them if any further delay is anticipated. If appropriate, offer them the option of rescheduling.

**Violation of HIPAA and/or compromising the safety of patients, yourself, or others is cause for immediate dismissal from both the practicum site and the CLA Program.**

## **Professional Telephone Behavior**

- Apply the same standards of courtesy and promptness to patients on the telephone as in person
- Give the caller the opportunity to respond before being placed on hold.
- Satisfy patient's requests within one transfer call.
- Give emergency or urgent messages promptly to the health professional requested
- Respond to messages that are not urgent within same day they are received.

### **Professional Behavior among Employees and Physicians**

- Treat fellow employees, physicians, and patients with respect and consideration.
- Do not conduct personal conversations when patients are waiting for service
- Do not discuss other staff members, organizational policies, problems or medical care in public areas.

### **Staff Relations**

- CLA students should maintain a cooperative, eager-to-learn attitude at all times. To a great extent, the quality of a student' clinical experience is dependent on the degree of **enthusiasm exhibited to the clinical staff**.
- Never hesitate to ask questions of clinical staff regarding any aspect of patient care.
- Do not argue with clinical staff. Should a disagreement arise that is not readily resolved, an instructor should be contacted.
- Remember you are a student.
- Follow all rules and regulations of the clinical facility.

If at any point you believe you are being asked to do something that you are not prepared to do or that you believe is not appropriate, contact the CLA Program Director.

## ISSUES OF PROFESSIONAL INTEGRITY

Students are expected to demonstrate integrity and conduct themselves professionally at all times, on and off campus, and for all program related activities, such as externship or field trips. Behaviors/attitudes that call into question a student's professional integrity are neither appropriate nor allowed for students enrolled in the Clinical Laboratory Program.

### Guidelines for Acceptable Student Conduct

A student enrolling at CCC assumes a responsibility to conduct himself/herself in a manner compatible with the college's function as an educational institution. Although Clackamas Community College is dedicated to an open, free society, there are some actions incompatible with an institution of higher education. Violations of the student conduct policy (see Section B Grounds for Disciplinary Action in the CCC Student Handbook) which disrupt the educational environment could (1) result in immediate removal from class and/or could (2) result in a Summary Suspension from campus. (See Article VI)

The instructor is responsible for maintaining an environment that promotes optimal learning for all students. Please consult the class syllabus for classroom expectations.

*Grounds for Disciplinary Action* shall include, but not be limited to, the following:

1. Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents or identification.
3. Obstruction or disruption of teaching, instructional or instructional research, administration of the college, disciplinary procedures or other college activities including, but not limited to meetings of the Board of Education, community service functions, or authorized activities on college premises.
4. Physical or verbal abuse of any person on college-owned or controlled property or a college sponsored functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft of, vandalism, or damage to property of the college or of a member of the college community or of a visitor to the campus.
6. Unauthorized entry or occupancy of college facilities; blocking access to or egress from such areas.
7. Unauthorized use of college supplies, equipment and funds.
8. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, use of tobacco product in buildings, use of student records, or the time, place, and manner of public expression.
9. Illegal use, possession or distribution of drugs on college-owned or controlled property or at college sponsored or supervised functions where the student is a representative of the college.
10. Use, possession or distribution of alcoholic beverages on college-owned or controlled property or at a college sponsored or supervised functions or at functions where the student is a representative of the college.
11. Driving of college vehicles with any percentage of alcohol in the blood or while impaired.
12. Disorderly conduct; lewd, indecent or obscene conduct or expression; sexual harassment; breach of peace; aiding, abetting or recruiting another to breach the peace on college owned or controlled property or at college sponsored or supervised functions.
13. Failure to comply with directions of college officials acting in the performance of their duties.
14. Possession or use of firearms, explosives, dangerous chemicals, substance or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the college-owned property or at a college-sponsored or supervised sanction without written authorization.
15. Hazing, whether it is physical or verbal, which interferes with the personal liberty of a fellow student, faculty member, or employee.
16. Failure to conduct oneself in a safe manner in all college programs where there is the ability for an

individual to cause harm to self or others. This may include, but is not limited to, unsafe handling of equipment or materials.

17. Harassment of any faculty, staff or student, including specifically racial, sexual, or disability related harassment.

### **Cheating**

Cheating on tests or quizzes or any assignment will not be tolerated. If an instructor has reason to believe that a student has cheated, the incident will be reported to the Dean. After review of the report, the Dean will then determine if further disciplinary action will occur. Should further action be required, the student will be informed of the CCC policy on cheating and will provide the student with a copy of the CCC Student Handbook. Final action may result in the student being terminated from the program.

### **Plagiarism**

*Plagiarism is a form of cheating and, will not be tolerated. If faculty has reason to believe that a student has plagiarized/cheated, the same actions described in "cheating" will also be followed.*

*According to the Merriam-Webster Online Dictionary (2008), to "plagiarize" means:*

1. *To steal and pass off (the ideas or words of another) as one's own*
2. *To use (another's production) without crediting the source*
3. *To commit literary theft*
4. *To present as new and original an idea or product derived from an existing source*  
(<http://www.plagiarism.org/>, 2008)

### **Harassment, Disruptive/ Unprofessional Behavior**

*Harassment of Clinical Laboratory Assistant Program Personnel, Clinical Laboratory Assistant Students or Other Enrolled CCC Students, Clinical Agency Staff, or Patients will not be tolerated. Any form of harassment is unacceptable for a student in the Clinical Laboratory Assistant Program. It is not only intimidating to those whom the behavior is directed, but creates tension, fear, and disruption among those exposed to the behavior(s). In the event of documented harassment behavior, the student may be immediately suspended from all Clinical Laboratory Assistant/ Phlebotomy Program courses leading to ultimate termination from the program.*

### **Sexual Harassment**

Sexual harassment is the introduction of unwelcome sexual activities or comments into the learning situation. Often sexual harassment involves relationships of unequal power and contains element of coercion as when compliance with request for sexual favors become a criterion for granting benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior has harmful effects on a person's ability to study (current CCC Student Handbook).

For general policy purposes, sexual harassment may be described as sexual advances, requests for sexual favors, and other physical conduct and expressive sexual behaviors where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education: or
2. Submission to rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual: or
3. Such conduct has the purpose or effect of interfering with an individual's academic performance or creating an intimidating, hostile, or demeaning educational environment (current CCC Student Handbook).

All complaints of sexual or other harassment will be investigated. Once the college has a notice or complaint of sexual harassment, the college has a legal duty to investigate such a complaint. When a student reports an alleged incident of sexual or other harassment to a staff person, the student will immediately be referred to the Dean of Student Services, who will investigate the incident (Current CCC Student Handbook)

### **Disruptive Behavior**

Disruptive behavior by a CLA student regarding any CLA Program related course, activity, and/or event is unprofessional. Repeated disruptive, unprofessional behavior may lead to termination from the CLA Program. ***Tardiness is considered to be disruptive and unprofessional behavior.***

### **Alcohol and Substance Abuse Policy**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Clackamas Community College to maintain a drug-free campus for all employees and students. It is the responsibility of the College to notify students and staff of College policy. In accordance with this intent, the following policy is in effect:

**Clackamas Community College is a Drug-Free Campus.** *The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campus, in all College facilities, or as part of any College-sponsored activity. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are stated in the College Drug and Alcohol Policy.*

The *Alcohol and Substance Abuse Policy* is applicable to all enrolled CCC Clinical Laboratory Assistant Students. The policy reflects the serious nature of the clinical activities and the professional/ethical responsibility to protect clients in the clinical setting.

Under the *Alcohol and Substance Abuse Policy*, a CLA student may be required to submit to substance abuse testing. The student will be suspended from further CLA Program participation for any violation or suspected violation of the policy. Depending on the result of the testing, the student will either be allowed to return or will be terminated from the CLA Program. Should termination from the CLA Program occur requests for readmission to the program will be handled on an individual basis. Readmission to the CCC CLA Program should not be an expectation.

Complete information including federal and state laws, where you can find assistance, health risks associated with the use of illicit drugs and the abuse of alcohol and warning signals is available at the Counseling Department and Student Activities Office.

***Please Note:*** Due to the current policy within the healthcare community, students will be required to have a drug screen performed at a location chosen by the college prior to beginning externship. This expense will be borne by the student.

### **Classroom Etiquette**

- Group discussions are by their nature intense, and the noise level in the classroom heightens with group problem-solving. **However, when instructors, guest speakers or fellow students are presenting content, students are to refrain from talking among themselves.** Disruptive and/or rude activities or behaviors, such as talking/laughing amongst yourselves are unprofessional and will not be tolerated in the learning environment and will reflect on professionalism grade.
- Children are not allowed in the classroom. Safety concerns, content presented/discussed during class is often inappropriate for children, and children can be disruptive to the learning environment as well.

- **Cell phones and pagers will be stored and out of sight during all class sessions and clinical experiences due to the contamination risk. Text messaging during class will not be tolerated.**

**Significant disruption of the class and/or the learning environment will not be tolerated. If such behavior continues after a student has been warned, he/she may be dismissed from the CLA Program.**

### **Falsification of Records**

Falsification of any records, or false reporting, will not be tolerated. Students determined by faculty to have falsified either their own records (e.g., history & physical, criminal record history) or any patient related records will be terminated from the program.

### **Violations of Patient Confidentiality**

**HIPAA Overview:** *“The first-ever federal privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country. State laws providing additional protections to consumers are not affected by this new rule”* (<http://www.hhs.gov/news/facts/privacy.html>, 2003).

Patient confidentiality is a professional, ethical, moral, and legal responsibility. Patient confidentiality is an expectation for all CLA students. Examples of violations include but are not limited to, removal of any patient records that have possible identifiers, and any patient related discussion that may be overheard by lay persons or that occur in any location other than the immediate patient-care or classroom/learning environment. Students determined by faculty to have violated patient confidentiality will be terminated from the CLA program.

Understanding and signing the confidentiality form is required prior to beginning the clinical experience. The practicum site may require you to sign their facility's confidentiality form as well. Copies will be kept on campus and at the clinical site.

## PERSONAL HEALTH & PROGRAM SAFETY

### Physical & Mental Requirements

The requirements on admission hold true throughout the three terms of the CLA program. Students must have the physical, mental, and emotional abilities to provide safe patient care; visual acuity, hearing, speech, manual dexterity, ability to handle stress, physical strength (ability to lift a minimum of 20 lbs) and endurance must be maintained as well. (See Essential Functions, CLA Student Handbook)

Students are to notify their instructor of any condition or change in preexisting condition that interferes with the “physical and mental abilities to provide safe Clinical Laboratory Assisting care”. Students may need to be absent from the clinical setting until such a time that the condition is no longer a potential safety concern (including communicable illness, medication that has the potential to interfere with judgment).

**Instructors/program director are the final authority for determining a student’s ability to provide safe clinical laboratory assisting care and therefore remain in the CLA program.**

### STUDENT ATTIRE AND ID

#### Uniform & Dress Code

Students are required to wear the CCC CLA program uniform to all in person classes and clinical activities. Any exceptions to the uniform requirements will be conveyed by the mentor. Nametags supplied by the college will be worn while present at the clinical site.

Identification name tags will be supplied by program director at end of second term and are to be worn on the outermost layer of uniform attire, e.g., scrub shirt or lab jacket, clearly visible/readable on the upper torso. CLA program emblems, purchased from the college bookstore, must be worn on the left sleeve of both the lab jacket and scrub shirt (sewn 2" below the shoulder seam).

Shoe style is not standardized, but must be clean, closed-toed shoes. A shirt may be worn under the scrub shirt if desired.

Permitted jewelry includes watch with a second hand, engagement/wedding rings.

**NOTE: No Exceptions – Students will wear appropriate professional attire during their academic terms, whether on campus, at their practicum site, or on field trips when representing CCC and the CLA program. Failure to dress appropriately will result in professionalism point deduction.**

#### Professional Appearance

Students are expected to present with a professional appearance and demeanor in accordance with clinical advisory committee standards, in all program related activities on the college campus and in the clinical settings.

- Scrubs are to be clean and pressed each clinical day and shoes are to be polished/clean.
- Hair is to be clean, worn short or pulled back in a professional style and contained completely off the neck and shoulders so that it does not fall forward.
- Sideburns, mustaches and/or beards are to be clean, short and neat.
- Fingernails are to be short and clean.
- **Artificial nails are prohibited.**

Fragrances and odors are prohibited because of offensiveness and/or because they are medically dangerous to others include:

- \* sprays \* lotions \* perfumes, colognes \* powders
- \* body/perspiration odors \* halitosis (coffee, strong foods, tobacco odors)



The following are considered unprofessional and are not allowed during any class or external activity:

- \* jeans – no worn fabric or holes
- \* sweatshirts, sweat pants, shorts and tee-shirts
- \* tight clothing, including leggings and spandex, or ill-fitting scrubs
- \* sheer fabrics
- \* revealing styles such as low necklines, short dress, blouse or skirt lengths
- \* exposed midriffs or high slit skirts
- \* acrylic nails
- \* gum chewing
- \* smoking or use of any tobacco products (not allowed when in uniform as well)

**NOTE: During practicum clinical site rotations, students will follow any additional requirements per site regulations. Students not meeting the Uniform/Dress Code and Personal Appearance standards will be directed to leave the setting until properly attired. Continued disregard for the dress code may result in termination of the program.**

### **Self-Care**

Students are expected to take care of themselves in such a way that good health becomes an imperative. The stresses of studying, varying class and clinical hours, and requirements surrounding class and extern activities can lead to sleep deprivation and fatigue, which can take a toll on physical health and interfere with the student's ability to learn. As such, inadequate self-care becomes an academic issue.

### **Student Attitude:**

**Students who exhibit belligerent, intimidating and/or anger issues in any given situation, or are unable to demonstrate “attention to detail “or unable to “follow sequential directions” may be asked to exit the program, as these behaviors lead to failure in a clinical laboratory career.**

## DISCIPLINARY PROCEDURES

The following information is listed in the current CCC Student Handbook. You may locate a copy by visiting the Student Community Center or by going online <http://www.clackamas.edu/documents/handbook.pdf>.

A student or staff member of CCC may initiate disciplinary action against a student for violation of one or more of the grounds for disciplinary action listed under Section B of Article IV, Student Conduct and Disciplinary Policy of the current CCC Student Handbook. All allegations concerning student misconduct must be in writing and signed by the complaining party. Written allegations will be delivered to the department chair or dean of the area that encompasses the student's field of study. If the incident happened in a general service area of the college or the student has no identifiable field of study, the complaint should be filed with the department chair of the Student Success Department.

- A. The dean, or director will receive, investigate and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the, director, dean, or designee to determine whether disciplinary action is required. Notice of the conference should, whenever possible, be given to the student orally or in writing, at least two working days prior to the scheduled appointment. During the conference the student may present any explanations and/or defenses regarding the allegations of misconduct. If the student fails to appear for the scheduled appointment or refuses to present any explanations and/or defenses, the student loses any rights to a hearing to appeal the vice president's disciplinary action (see Article V Sections D to G of the current CCC Student Handbook).
- B. After the conference, the director or dean will decide what, if any, disciplinary sanctions will be recommended to the vice president. Recommendations will be in writing to the vice president.
- C. The vice president or designee will determine whether or not to impose the recommended sanction or whether to impose another sanction (see section H). The vice president's office will mail a certified letter to the student which will include the allegation and the sanction, if any. The student may accept the sanction imposed by the vice president or may request a hearing.
- D. If the student desires a hearing before an appeals review committee, he/she must, within five working days of receipt of the vice president's sanction, file a written request to the office of the vice president together with a written response to the findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived.
- E. The Appeals Review Committee shall be convened within ten working days after receipt of the student's request for a hearing and response is filed in the vice president's office. The hearing date may be extended by mutual agreement.
- F. The committee shall be composed of the following:
  - 1. A chairperson to be appointed by the president of the college.
  - 2. Three students appointed by the president of the Associated Student Government.
  - 3. One faculty member appointed by the president of the CCCFA.
  - 4. One administrator appointed by the president of the exempt group.
  - 5. One classified staff member appointed by the president of CCCACE.
  - 6. One, part time faculty member appointed by the president of CCCPTFA.

If any of the persons listed above is a party, a witness or has a conflict of interest, the next person in the chain of command shall make the appointments. The committee shall receive evidence and submit its recommendation to the college president.

G. Hearing Rules

1. The student and the college have the right to be represented by counsel. The cost of counsel is to be borne by the respective parties.
2. The student and the college and/or their counsel shall have the right to examine and cross examine all witnesses who testify before the committee.
3. A record of the proceedings before the committee shall be kept.
4. Written statement may be used in evidence, provided they are signed and disclosed to the other party in sufficient time for such party to question the witness prior to hearing. If the other party interrogates the witness, the witness' statement shall be reduced to writing, signed and provided to the opposing party. The original statement and the reply shall be submitted together as evidence. If the witness was not questioned, only the original statement shall be submitted as evidence.
5. The Hearing Procedure if counsel is not used:
  - a. The hearing shall be private unless the student requests a public hearing.
  - b. Written and oral evidence may be received.
  - c. The hearing shall proceed in the following order:
    - (1) Opening statements
    - (2) Presentation of evidence in support of the charges
    - (3) The student's evidence in opposition to the charges
    - (4) Rebuttal evidence
    - (5) Closing arguments
6. The Hearing Procedure if counsel is used:
  - a. Hearing shall be private unless the student requests a public hearing.
  - b. Written and oral evidence may be received.
  - c. Any objections to evidence shall be ruled upon by the chair-person, however the evidentiary rules shall be relaxed as in an administrative hearing.
  - d. Witnesses shall be excluded from the hearing unless both parties agree that they may be present.
  - e. Other matters regarding the procedure of the hearing shall be agreed upon by the attorneys. If there is no agreement, the chairperson shall make the decision after receiving written argument by each side. The chairperson's decision is final.
  - f. The hearing shall proceed in the following order:
    - (1) Opening statement
    - (2) Presentation of evidence in support of the charges
    - (3) The student's evidence in opposition to the charges
    - (4) Rebuttal evidence
    - (5) Closing arguments
7. After hearing the evidence, the committee will retire to executive session for deliberation. After a recommendation has been reached, the committee shall announce its decision in writing giving its findings of fact, conclusions, and recommendations. These will be forwarded to the college president.
8. The record of the hearing, findings, and recommendation of the Appeals Review Committee shall be reviewed by the college president. If the college president concludes additional evidence should be taken, he/she may remand the matter to the Appeals Review Committee for further proceedings. If the college president is satisfied the record is complete, he/she may affirm or reduce the Appeals Reviews Committee's recommendation and will inform the student of that decision.
9. The record of the hearing, findings and recommendations of the Appeals Review Committee and the action taken by the college president shall be housed in the vice president's office.

## H. Sanctions

The following are disciplinary measures that can be taken by, the vice president, the Appeals Review Committee, and the president of the college:

1. Censure: A written warning to the student.
2. Disciplinary Probation: Removal for a specified period of time from the particular class or activity. Continuation of classes is allowed provided the student signs a Probationary Agreement which spells out the conditions under which the student is allowed to continue classes.
3. Suspension: Forbidden to attend classes for the remainder of the term but permitted to register for the following term.
4. Expulsion: Termination of student status for a specified period of time and/or until the student fulfills specific conditions listed in an expulsion letter.
5. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate services to repair or otherwise compensate for damages.

**NOTE: Students enrolled in the programs the Division of Technology, Applied Science, and Public Services are bound by ORS statute that has precedent over this policy should there be any discrepancy in any disciplinary action.**

### Summary Suspension

The following information is listed in the current *CCC Student Handbook*. You may locate a copy by visiting the Student Community Center or by going online <http://www.clackamas.edu/documents/handbook.pdf>.

Summary suspension may be used to protect the school from the immediate possibility of disorder or threat to safety of students or staff. A suspended student is not to occupy any portion of the campus and is denied all college privileges including class attendance. Summary suspension will automatically last till the end of the academic term in which the suspension occurred or until the case has been completed. Summary suspension will also include a hold on any future registration activity for a student until such time as the case has been completed. Summary suspension shall be for the purpose of investigation of the event or events in which the student or students were allegedly involved. It may be continued pending final disposition of the case if it is determined that it is necessary for the safety of the students or the staff or the welfare of the college.

1. A department chair, director, dean, or vice president may summarily suspend a student or students when he/she deems it necessary for the safety and welfare of the college.
2. The reason or reasons for suspension and notification of further action which is expected of the student shall be mailed to his or her latest known address used for registration within 24 hours of the suspension. Such notification shall include an invitation to the student to give an explanation as to why the summary suspension should not be continued for the remainder of the term.
3. The process outlined in article V Section A and subsequent sections will be followed from this point in the process.

## PROBLEM RESOLUTION PROCEDURE

The *Problem Resolution Procedure* is designed to address problems that involve the student and a member of the CCC staff. The procedure is initiated whenever a student brings a complaint to any member of the CCC staff regarding another staff member. This procedure is also designed for use by disabled students who feel any discrimination due to their disability. It is designed to solve problems in an informal setting. During this informal process, all parties are urged to respect the confidential nature of these discussions.

### A. Informal Procedure

Step 1. The student should be strongly encouraged to see the staff member involved and discuss the matter.

Step 2. If the student chooses to omit or is dissatisfied with the outcome of the direct meeting outlined in Step 1, the student should be advised to obtain a copy of the *Problem Resolution Form* from a department or division office.

The form should be completed and given to the staff member's immediate supervisor (or department director) who will discuss the situation with the staff member and the student within five working days. Working days are weekdays that classes are in session.

**Please note:** Most departments have a department director and the form should be given to the director. If the staff member's immediate supervisor is not a department chair, the student will be informed of the appropriate supervisor.

Step 3. The form must:

- include a reasonably detailed description of the problem that led to the complaint
- include, where appropriate, the date, time, location and/or class where the problem took place;
- include the desired corrective action, if any; be filed within 30 working days of the end of the term in which the problem occurred;
- include the student's name, address, phone and student identification number or social security number (SSN).

The form, with no copies made, will be kept in the working files of the department director who received it for a period of six months and then destroyed unless the formal procedure is implemented.

Complete information is listed in the current CCC Student Handbook. You may locate a copy by visiting the Student Community Center or by going online to <http://www.clackamas.edu/documents/handbook.pdf>.

## **ACADEMIC AFFAIRS AND COMPETENCIES**

### **Instructor as Final Authority on Academic Decisions:**

Instructors retain final, non-negotiable decision making authority for any matter that relates to academics and competencies. Students unable to meet course requirements for any reason, if that course is required for progression in the CLA program, even if influencing factors are beyond the student's control, will be terminated from the program. Application for readmission, if eligible, must be made for the subsequent academic year. Readmission is not guaranteed, and may be on a space-available basis.

### **Appeal Process**

Students having both academic and nonacademic grievances who wish to make an appeal shall follow the following hierarchy of authority:

1. Course Instructor
2. CLA Program Director
3. Director of Health Sciences
4. Dean of Technology, Technology, Applied Sciences and Public Services

### **Syllabus – Guide to Requirements:**

The syllabus for each course guides the learning and identifies course requirements. Daily class topics are located in the syllabus, grading evaluation criteria, and specifics regarding classroom participation, written requirements, and course overview.

## **ATTENDANCE Class Attendance:**

Course syllabi specify that attendance/participation in courses may be required. Class attendance can be critical to student learning in theory courses, and student learning is improved by participation of all group members. Absence or lack of participation not only diminishes the quality of group discussion/learning, but potentially impacts the entire group's learning as well.

**Two unexcused absences during the clinical phase of training may result in an incomplete grade in the course. Three Unexcused absences will result in an F for the course and thus termination from the CLA Program, except under extreme circumstances. This is patterned after many employers who hire employees on a ninety-day probation period. If there are two absences during that period, they are not rehired. Note: *An unexcused absence is one in which the instructor or the program director is not notified in advance of the pending absence.***

In the event of unavoidable absence, it is the student's responsibility to inform the instructor before class. Email is always available. Students are held responsible for all material covered during class, even when absent. Contact instructor to determine what can be completed outside of class time. **Laboratory skills may be difficult if not impossible to make up.**

## **Tours/Field Trips**

Throughout the school year tours of various laboratories and facilities may be offered. These will be held during regular class hours and **ATTENDANCE will be STRONGLY ENCOURAGED**. Scrubs and laboratory jackets will be proper attire. Carpooling is encouraged. **Please do not bring guests as facility space is limited.**

## **ACADEMIC STANDING**

Students need to be aware of their academic standing at all times. Students having concerns about an earned grade or academic standing within the CLA Program should meet with the appropriate instructor to seek resolution. If satisfactory resolution does not occur, the student may meet with the CLA Program Director. Following the above chain of command, the student will meet with the Dean of Technology, Applied Science, and Public Services and the Dean of Student Services who will ultimately facilitate resolution of the matter with the instructor and student if one can't be resolved within the division.

## **Student Learning Contract**

Student learning contract may be used to enable an instructor to bring deficiencies to the student's attention and enable the student to work on specified weaknesses. It must be signed by both parties and the student must adhere to it. Failure to adhere to the contract will result in dismissal from the Clinical Laboratory Assistant/Phlebotomy program.

## **Dismissal from the Clinical Laboratory Assistant Program**

Dismissal from the CLA program is based on inability to meet course requirements, and therefore, CLA program requirements. Anything which interferes with a student's ability to ultimately, safely and effectively care for patients will be grounds for dismissal from the CLA program. Dismissal usually occurs at the end of a term when a student has not met grading/competency requirements. Other circumstances may lead to immediate dismissal from the program, all based ultimately upon the inability of the student to meet course or program requirements. *Some, but not all, of the reasons for immediate dismissal are listed below.*

## **Interpersonal Relations/ Attitudes**

Any student displaying unprofessional behaviors as deemed by the instructor or externship mentors toward fellow students, instructors, co-workers, providers, or patients may be immediately exited from the program.

### **Clinical Agency's Refusal of Student for Practicum/Externship**

A clinical agency's refusal of a student for clinical practicum participation or refusal to allow a student to return to the clinical site to complete practicum requirements will lead to the student's immediate suspension from all clinical activities and ultimate dismissal from the program. A student denied participation in a clinical agency may not be placed in an alternate clinical setting.

### **Arrest and/or Conviction**

Students arrested for any crime will be immediately suspended from all program courses, until the CCC administration can investigate the incident and may lead to dismissal from the program. The student may request a hearing per the CCC Student Handbook guidelines.

### **Violation of Alcohol and Substance Abuse Policy**

Any violation of the CCC Alcohol and Substance Abuse Policy will lead to immediate suspension from all clinical activities, and dismissal from the program.

### **Demonstrated Inability to Provide Safe Clinical Laboratory Assisting functions**

A student who demonstrates repeated unsatisfactory clinical laboratory assisting care, a significant unsafe event jeopardizing a patient's safety, repeated lack of or inappropriate preparation for patient care, and/or inadequate physical or mental abilities to provide safe clinical laboratory assisting care will be immediately suspended from all externship activities. Based on the externship instructor and or the preceptor's determination of safety, the student may be either placed on contract (learning contract) or immediately terminated from the CLA program. The clinical instructor has the final authority for determining safe clinical laboratory assisting practice.

### **Interruption in Clinical Laboratory Assistant Program Sequence/Readmission Procedure**

Students in the CLA Program who do not meet the academic requirements necessary for enrollment in the succeeding term, or who elect not to continue in the normal sequence, may apply to re-enter the CLA Program on a space available basis within one year of the date of exit. Additionally, a student considering readmission request and/or application needs to know that only one program readmission is allowed. However, if extenuating circumstances beyond the student's control occur, the student has the right to bring his/her case before the Allied Health Department Board of Review. The board will be comprised of three Allied Health Department Program Directors and two division administrators. The student may present his/her case, requesting special consideration for readmission to the Clinical Laboratory Assistant Program. Readmission, if considered as the appropriate resolution, will be granted on a space available basis; the student must then return to the program within one academic year. No further consideration will be made after that time.

### **Petition to Graduate**

The prospective graduate must submit the *Petition to Graduate form* to the CCC Registrar's Office at least one term before graduation to allow time for a graduation check to be completed. *Petition to Graduate forms* are available in the Registrar's Office.

### **CURRENT CONTACT INFORMATION**

Students are required to submit address (and immediate notification of change of address), home and cell phone numbers, and email address to their practicum instructor and Program Director at the beginning of each term. **Contact information must be kept current at all times throughout the program.** Not only do clinical agencies require current phone numbers of all students participating in clinical activities, but department faculty and staff must be able to contact students immediately related to class matters.

## **APPOINTMENTS WITH INSTRUCTOR**

Students should feel free to consult with instructors about academic or clinical concerns. Instructors' schedules and office hours are posted. Students are encouraged to see instructors during office hours, but may make an appointment if it is impossible to meet during posted office hours. Students will not be allowed access to any instructor's office if that instructor is not available. Required mid-term student consultations are common



## **ESSENTIAL FUNCTIONS**

The Clackamas Community College Clinical Laboratory Assistant/Phlebotomy Program endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective Allied Health care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the Allied Health programs with or without reasonable accommodations. The Allied Health programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the Clinical Laboratory Assistant/Phlebotomy Program, one must possess a functional level of ability to perform the duties required of laboratory personnel. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Clackamas Community College Allied Health Programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective Allied Health Program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for Clinical Laboratory Assistant/Phlebotomy Program admission, progression and graduation and for the provision of safe and effective client care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
  - a. Visual
    - i. Observe and discern subtle changes in physical conditions and the environment
    - ii. Visualize different color spectrums and color changes
    - iii. Read fine print in varying levels of light
    - iv. Read for prolonged periods of time
    - v. Read cursive writing
    - vi. Read at varying distances
    - vii. Read data/information displayed on monitors/equipment
  - b. Auditory
    - i. Interpret monitoring devices
    - ii. Distinguish muffled sounds heard through a stethoscope
    - iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
    - iv. Effectively hear to communicate with others
  - c. Tactile
    - i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - d. Olfactory
    - i. Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
  - a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - b. Work effectively in groups
  - c. Work effectively independently
  - d. Discern and interpret nonverbal communication

- e. Express one's ideas and feelings clearly
  - f. Communicate with others accurately in a timely manner
  - g. Obtain communications from a computer
- 3) Cognitive/Critical Thinking
- a. Effectively read, write and comprehend the English language
  - b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
  - c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - d. Satisfactorily achieve the program objectives
- 4) Motor Function
- a. Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
  - b. Maintain balance from any position
  - c. Stand on both legs
  - d. Coordinate hand/eye movements
  - e. Push/pull heavy objects without injury to client, self or others
  - f. Stand, bend, walk, and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
  - g. Walk without a cane, walker, or crutches
  - h. Function with hands free, performing laboratory duties
  - i. Transport self and client without the use of electrical devices
  - j. Flex, abduct and rotate all joints freely
  - k. Respond rapidly to emergency situations
  - l. Maneuver in small areas
  - m. Perform daily care functions for the client
  - n. Coordinate fine and gross motor hand movements to provide safe effective nursing care
  - o. Calibrate/use equipment
  - p. Execute movement required to provide Allied Health care in all health care settings
  - q. Perform CPR and physical assessment
  - r. Operate a computer
- 5) Professional Behavior
- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
  - b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  - c. Handle multiple tasks concurrently
  - d. Perform safe, effective health care for clients in a caring context
  - e. Understand and follow the policies and procedures of the College and clinical agencies
  - f. Understand the consequences of violating the student code of conduct
  - g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
  - h. Meet qualifications for certification as stipulated by the ASCP-BOR or other Accrediting Body
  - i. Not to pose a threat to self or others
  - j. Function effectively in situations of uncertainty and stress inherent in providing nursing care
  - k. Adapt to changing environments and situations
  - l. Remain free of chemical dependency
  - m. Report promptly to clinical facility and remain for 6-12 hours on the clinical unit
  - n. Provide laboratory care in an appropriate time frame

- o. Accepts responsibility, accountability, and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with laboratory care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations as

allowed or qualified to make separate determinations). Individuals will be asked to provide documentation of the disability to the DRC in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College, in order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the Clinical Laboratory Assistant/Phlebotomy Program. The Clinical Laboratory Assistant/Phlebotomy faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

**APPENDIX 1**

**CONFIDENTIALITY STATEMENT  
Clackamas Community College**

Confidentiality of patient, employee, and co-worker medical and personal information is a legal and ethical right. Actively safeguarding that patient's rights is a responsibility that we all share. It is a responsibility that, if met, protects our own right to privacy. The patient confidentiality policy prohibits any unauthorized or indiscriminate access to or disclosure of patient information.

No student should have access to or has the right to review or disclose personal information, medical or otherwise, except when necessary, in the regular course of business.

Discussion, transmission, or disclosure in any form of patient information, except in the regular course of business, is prohibited.

Any violation of this policy will constitute grounds for immediate disciplinary action, up to and including discharge from the CLA externship.

I understand the Health Insurance Portability and Accountability Act (HIPAA) and the implications in the ambulatory care setting.

I have read and understand the meaning of this statement.

**Signature of Student CLA** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Clinical Director/site preceptor:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Clinical Course Instructor:** \_\_\_\_\_ **Date** \_\_\_\_\_

## APPENDIX 2

### CONFIDENTIAL STUDENT EVALUATION OF THE EXTERNSHIP SITE EXPERIENCE

Student's Name: \_\_\_\_\_

CLA Course Title and Number: \_\_\_\_\_

Externship Site: \_\_\_\_\_

Clinical Supervisor's Name \_\_\_\_\_

Please rate your experience during this past quarter according to the following criteria. Make additional comments if you wish. The purpose of this form is to provide an opportunity for you to appraise the externship site in the interests of the CLA program, clinical site supervisors and future students. Please place a check mark next to your rating.

Experience relates to field of clinical laboratory assisting.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to perform administrative skills.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to perform laboratory procedures.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Responsiveness to the staff to you being assigned to the facility.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Adequacy of clinical site supervision.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Helpfulness of clinical supervisor

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Cooperativeness of staff employees.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to use academic training.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to develop human relations skills.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Provision for levels of responsibility consistent with student ability and growth.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to develop communications skills.

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to enhance your skills of professionalism

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to solve problems

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Opportunity to develop critical thinking skills

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Helpfulness of clinical site coordinator

High\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_ Very Poor \_\_\_\_ No Observation\_\_\_\_

Did the assignment meet\_\_\_\_ exceed\_\_\_\_ or fall below\_\_\_\_ your expectations?

Would you recommend this site for future clinical laboratory assistant students?

Yes\_\_\_\_ No\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

Would you please give your clinical supervisor at the site an overall evaluation?

Excellent\_\_\_\_ Very Good\_\_\_\_ Good\_\_\_\_ Average\_\_\_\_ Poor\_\_\_\_

Please make specific comments to help us in further evaluating the site as an externship site.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

**APPENDIX 3 similar to form used by facilities**



19600 S. Molalla Avenue  
Oregon City, OR 97045  
503-657-6958

**Preceptor Evaluation**

Student	Preceptor
Job Title	Company/Agency Name
Course Name and Number	Address <span style="float: right;">Phone</span>
Term/Year	Please return this form to Program Director <span style="float: right;">on or before</span>

Outstanding	Very Good	Good	Average	Needs Improve.	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ATTITUDES TOWARD WORK</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses time effectively and looks for work to do
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dresses appropriately for job setting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits cleanliness, good hygiene
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates continual improvement in completing work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>RELATIONS WITH OTHERS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooperates with supervisors; is respectful
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Works well with others and within a team
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accepts suggestions from others well; is courteous and helpful with public/customers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall communication skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DEPENDABILITY</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is on time to work; remains until required hours are completed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alerts supervisor if absent or late for work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans ahead to rearrange work schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>JOB LEARNING/SKILL IMPROVEMENT</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shows continual improvement and speed in completing work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can work independently
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits adequate knowledge learned in classroom. Learns with ease; understands work/responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>QUALITY OF WORK</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses care with equipment and materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs quality work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Able to follow and understand directions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs well under pressure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can adapt to working conditions; is flexible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EVALUATION OF OBJECTIVES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Objective #1 (Please refer to Learning Objective form)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Objective #2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Objective #3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Objective #4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Objective #5

**OVERALL PERFORMANCE**

Outstanding  
 Very Good  
 Good  
 Average  
 Needs Improvement

What are some of the student's strengths? \_\_\_\_\_

\_\_\_\_\_

What areas of work does the student need to improve? \_\_\_\_\_

\_\_\_\_\_

What recommendations do you have to better prepare this student for the career he/she has chosen?

\_\_\_\_\_

\_\_\_\_\_

This evaluation has been completed, comparing this student to:

Other students  
 Other employees  
 What you feel this student is capable of doing  
 Other \_\_\_\_\_

Has this report been discussed with the student?

Yes  
 No

\_\_\_\_\_  
Supervisor's Signature/Title

\_\_\_\_\_  
College Instructor Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**APPENDIX 4**

**CLACKAMAS COMMUNITY COLLEGE**

**PHOTOS**

*OFFICE OF PUBLIC AFFAIRS 19600 MOLALLA AVENUE OREGON CITY, OREGON 97045*

**CONTACT:** 503-657-6958 EXT. 2230

**Consent for release of photographs**

I hereby give permission to Clackamas Community College to release my name and photograph image for use in local and regional media, college publications, college newsletters, Web sites or other use as stated here \_\_\_\_\_ as part of information provided to the community.

I understand I will receive no compensation and that this permission is binding.

\_\_\_\_\_  
Signature of student/staff/faculty/

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number



**APPENDIX 5      ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND  
INDEMNITY AGREEMENT  
CLACKAMAS COMMUNITY COLLEGE**

Class/Event:   CLA118 Phlebotomy for Healthcare and Lab   (the "Class")

Student/Participant's Name (Please print): \_\_\_\_\_ (the "Participant")

Participant's Age: \_\_\_\_\_

In consideration of and as part payment for the right for the Participant to participate in class laboratory which is part of CLA118 Phlebotomy, as directed by the relevant faculty or staff, the undersigned, for themselves, and for their respective heirs, all members of Participant's family, including any minors accompanying Participant, personal representatives and assigns, agree as follows:

**Assumption of Risk:** The undersigned hereby acknowledge and agree that they understand the nature of the Class; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Class including but not limited to local tissue reactions and/or transmission of infections and/or diseases associated with blood and body fluids including but not limited to Hepatitis and AIDS; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant's participation in the Class.

**Release and Waiver:** The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE CLACKAMAS COMMUNITY COLLEGE, its officers, employees, agents and assigns (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Class, CLA 118, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Participant's participation in the Class, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

**Insurance:** The undersigned acknowledge that they it is their responsibility to procure or otherwise obtain accident and medical coverage for participant's participation in the Class.

**Severability:** The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of Oregon and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Student/Participant

\_\_\_\_\_  
Signature of Parent/Guardian  
(if Participant is under the age of 18)

\_\_\_\_\_  
Signature of Witness (usually the instructor)

## Clackamas Community College - Health Sciences Department STUDENT SAFETY CONTRACT

### General Guidelines

1. Conduct yourself in a responsible manner in the lab.... Enjoy yourself, but no horseplay!
2. Follow all written and verbal instructions carefully. If you do not understand a part of a procedure, ask the Instructor before proceeding.
3. **Do not eat food, drink beverages, or chew gum or any other substance in the lab. There are tables, shelves, or cubbies in the lobby area to set your food or drink.** Never use laboratory containers for food or beverage.
4. Perform only those experiments authorized by the instructor.
5. Observe good housekeeping practices. Wash down work area before and after each class.
6. Bring your text, worksheets and/or reports, and equipment and supplies, to the work area. Keep aisles clear.... **Store your backpacks, books, cellphones, purses etc. in designated cubbies. Nothing should be on the floor.**
7. Know the locations and operating procedures of all safety equipment, including First Aid Kit and fire extinguisher. Know where the fire alarm and emergency exits are located.
8. Be alert and proceed with caution in the laboratory. Notify the instructor immediately, if you notice or observe potentially unsafe conditions.
9. **Please read labels and equipment instructions carefully before use.**
10. **Safety goggles or glasses, disposable gowns, gloves and masks must be worn, when working with blood and body fluids, except when performing venipunctures.**
11. **Venipuncture procedures require a disposable gown and gloves.**
12. Dress properly for laboratory activities. **No open-toed shoes, NO SANDALS!** Tie back long hair, remove dangling jewelry. Loose or baggy clothing are a hazard in the lab.
13. **Biological and Chemical waste must always be disposed of in the proper containers. Follow written or instructor's instructions on how to dispose of your waste products.** Always ask if you are unsure, never put chemical waste down the drain, unless you are sure it is safe. It is safe to pour urine down the drain.
14. Spills should be cleaned up immediately. **Consult your instructor before cleaning up hazardous chemicals.**
15. Check the label on reagent bottles twice before removing any of the contents. Take only as much as you need, and NEVER return unused portions to their original containers. Keep all lids closed when not in use.
16. Do not taste or smell a reagent/chemical solution unless you are directed to do so by the instructor. If you need to smell a reagent/chemical, gently waft the air above the chemical towards your nose, instead of directly smelling it.
17. Label your glassware with the contents, and remove your labeling after you have finished with the experiment, and cleaned out the contents.
18. **Never pipet by mouth!** Use the provided pipet bulbs or pumps.
19. If you find an unlabeled container or substance in the lab, report it to your instructor.

### Accidents and Injuries

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.

2. Never handle broken glass with your bare hands. Use a brush and dustpan or tongs to clean up broken glass. Place broken glass in the designated glass disposal container. If a piece of glassware was dropped because it was hot, remember that the pieces of glass may still be hot. Use caution.
3. If a blood, body fluid or reagent/chemical is spilled over a large part of the body, alert your instructor immediately. If the chemical is in any way caustic, corrosive, or toxic, use the safety shower located in the lab, and flood the affected area for several minutes. Seek medical attention.
4. If your skin or eyes come in contact with blood, body fluids or reagents/chemicals, rinse immediately and thoroughly using the sink or eyewash station.

### Equipment

1. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware. If the glassware is dirty, wash with the provided glassware detergent and warm tap water, then, rinse with distilled water before use. After your lab period, wash glassware, as previously stated, and invert to dry at the sink, or in glassware room.
2. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands should be completely dry before touching an electrical switch, plug or outlet.
3. Report damaged electrical equipment to your instructor. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
4. If you do not understand how to use a piece of equipment, ask the instructor for help.
5. Never leave anything that is being heated unattended. **Always turn off a burner or hot plate when not in use.**
6. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary. Hot glass and cold glass look exactly the same.
7. **THINK! A conscientious and scholarly attitude will improve the quality of your work, and is the best defense against accidents**

### **Clackamas Community College Student Safety Contract Agreement**

I, \_\_\_\_\_ (print name) have read and agree to follow all of the rules set forth in the student safety contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the lab may result in forfeiture of laboratory activities, which may affect my grade, and/or result in dismissal from the course. Any additional rules, as stated by my instructor, will be followed, as well.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX 7**

**ACKNOWLEDGEMENT OF RECEIPT OF  
CLINICAL LABORATORY ASSISTANT/PHLEBOTOMY STUDENT HANDBOOK  
2021-2022  
&  
AGREEMENT TO ABIDE BY CLINICAL LABORATORY  
ASSISTANT/PHLEBOTOMY PROGRAM RULES, STANDARDS AND  
REQUIREMENTS**

I acknowledge receipt of the Clackamas Community College Clinical Laboratory Assistant/Phlebotomy Student Handbook for 2021-2022, and I agree to abide by the rules, standards and requirements of the Clinical Laboratory Assistant/ Phlebotomy Program as identified in the Handbook.

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Date

**CLACKAMAS COMMUNITY COLLEGE**  
**Academic Calendar 2021-22**

**FALL TERM** **2021**

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In-Service Week	September 20-24
Classes Begin	Monday, September 27
Veterans' Day Holiday (College closed)	Thursday, November 11
Thanksgiving Holiday (College closed)	Thursday-Friday November 25-26
<i>(Wednesday evening classes, beginning at 4 p.m. or later, are canceled prior to Thanksgiving.)</i>	
Finals Week	Monday-Saturday, December 6-11
Term Ends	Saturday, December 11
Holiday (College closed)	Thursday and Friday, December 23-24

**WINTER TERM** **2022**

---

New Year's Day Holiday (College closed)	Friday, December 31
Classes Begin	Monday, January 3
Martin Luther King Jr. Holiday (College closed)	Monday January 17
Presidents Day (College closed)	Monday, February 21
Finals Week	Monday-Saturday, March 14-19
Term Ends	Saturday, March 19
Spring Break	March 21- March 25

**SPRING TERM** **2022**

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Classes Begin	Monday, March 28
Skills Day	Thursday, April 21
Memorial Day (College closed)	Monday, May 30
Finals Week	Monday – Saturday, June 6-11
GED & Adult High School Diploma Graduation Ceremony	Thursday, June 9
College Certificate & Degree Graduation Ceremony	Friday, June 10
Term Ends	Saturday, June 11