

Fall 2018-
Summer 2019



Medical Laboratory Technician Program

POLICIES & PROCEDURES MANUAL

To Our New Students,

Welcome to the Medical Laboratory Technician (MLT) Program at New River Community and Technical College. This program is designed to prepare students for employment in medical, clinical, research and public health laboratories. The profession that you are about to embark upon is very demanding but extremely fulfilling. The Medical Laboratory Technician program is designed to prepare you to be a safe and effective practitioner of laboratory testing. You will find that the major responsibility for your learning rests with you, but that the instructors and staff are eager to assist and guide you as you work toward your goal. I hope that you will find this program to be not only challenging but enjoyable.

The information contained in this handbook will serve as a guide to the policies, procedures and standards applicable throughout the MLT program. It is designed to complement the information provided in the general College catalog. Each student at New River CTC is responsible for reviewing, understanding and abiding by the College's regulations, procedures, requirements, and deadlines as described in the College Catalog and Student Handbook. Please keep this handbook for reference throughout your Medical Laboratory Technician education; you will be notified of policy changes when they occur.

Please let us know if we can be of assistance to you in any way during your course of study.

Sincerely,

Diane Tyson, MS, MLS(ASCP)^{CM}, CLS(WV)
MLT Program Director

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This manual is distributed electronically and reviewed on Orientation Day. This manual is also available online at the MLT Program webpage.

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# Introduction

## Non-Discrimination Policy

### **Notice of Non-Discrimination**

New River Community and Technical College does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, blindness, or disability in its educational programs or in admission to, access to, treatment in, or employment as required by applicable state and federal law.

The offices designated to handle inquiries regarding the nondiscrimination policies relating to disabilities or sex discrimination, Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973 and Title IX are:

#### Inquiries from Current and Prospective Students:

Dr. Richard Pagan

Vice President of Academic Affairs

Phone: 304.929.5493

rpagan@newriver.edu

New River Community and Technical College  
280 University Drive  
Beaver, WV 25813

#### Inquiries from Employees/Visitors/Third Parties:

Leah Taylor

Vice President of Administrative Services

Phone: 304.929.6701

ltaylor@newriver.edu

New River Community and Technical College  
280 University Drive  
Beaver, WV 25813

## Disability Services

Students with special needs are encouraged to contact the ADA compliance officer in the Student Success Center on their campus before the start of the semester and request accommodations. Students with documented disabilities are eligible for ADA accommodations if they meet the conditions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must self-identify themselves and provide appropriate written documentation of their disability. Students qualifying for services will work closely with the ADA compliance officer to determine potential accommodations afforded to participate in the academic programs and services. Reasonable modifications in policies, practices, and procedures are effected to assure equal access to individuals with disabilities. The ADA compliance officer will prepare the "Notification of Need for Accommodation" letters for the faculty.

Should a temporary disability occur during the semester, the student must provide reasonable and timely notice of a need for accommodations and service substantiated by appropriate documentation. Information provided is treated as confidential and is not released to anyone without the student's prior consent. All inquiries are confidential.

## Career Opportunities

Following successful national certification and licensure in the state you wish to practice, medical laboratory technicians may find employment in acute care hospitals, physician office laboratories, reference laboratories, research laboratories, biotechnical industry, sales and technical industry, veterinary laboratories, environmental industry and fertility clinics.

## Program Faculty

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## Institutional Description

### History and Accreditation

New River Community and Technical College came into existence on July 1, 2003, as a result of passage of the West Virginia Legislature's House Bill 224 in March of 2003. As a result of this legislation, New River Community and Technical College was created by combining Bluefield State College's community college component with Glenville State College's community college campus in Nicholas County. New River Community and Technical College is a multi-campus entity, headquartered in Beaver, and serving nine counties through its Raleigh County, Mercer County, Greenbrier Valley and Nicholas County Campuses.

The Higher Learning Commission of North Central Association granted initial accreditation to New River Community and Technical College in 2005 and reaccreditation in 2015. Prior to 2005, New River Community and Technical College was included in the accreditation of Bluefield State College.

Higher Learning Commission of the North Central Association of Schools and Colleges  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60602-1411  
Phone: 312-263-0456; 1-800-621-7440  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

### Institutional Mission Statement

New River Community and Technical College provides accessible, affordable, quality education and workforce programs to meet the needs of the region it serves.

To achieve this mission, New River Community and Technical College will:

- provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, transfer education, general education, literacy and developmental education, and continuing education;
- implement workforce development and customized training programs that will advance individual career development while meeting employers' needs for a highly skilled workforce;
- provide innovative student support services that promote holistic development and student success;
- provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that promote learning;
- create an educational environment that broadens perspectives, promotes global awareness, and leads to responsible citizenship;
- serve as a vital link between secondary education and four-year colleges and universities;
- enrich local communities by making available resources in people, facilities, libraries, and programming;
- serve as a catalyst in helping to shape the future direction of communities in the College's region of responsibility;
- enhance economic, cultural, and educational development through partnerships between the College and local communities;
- ensure a healthy and safe environment on each of the College' campuses; and
- be fiscally responsible and accountable.

## Institutional Values

Shared values guide New River Community and Technical College in fulfilling its mission. These values influence thoughts, guide decisions, mold policies, and determine courses of action. Our employees are expected to support and enact these values in our daily work.

### Community

- Commit to the well-being of others.
- Model behavior that promotes unity.
- Demonstrate commitment to the College's mission.
- Promote a caring and supportive environment.
- Support continuous personal and professional growth.

### Integrity

- Practice fairness and honesty.
- Uphold ethical, professional, academic, and financial standards.
- Ensure transparency.
- Be accountable.

### Justice

- Respect the freedom and dignity of each individual.
- Respect and promote diversity.
- Promote positive attitudes toward each other.
- Provide equal opportunity for success.
- Prepare students and employees to work in a global and diverse environment.

### Service

- Provide service to each other and to the community.
- Be a responsive member of the community.



## Scholarship

- Pursue truth, learning and quality scholarship.
- Commit to increasing the knowledge of all individuals associated with the College.
- Foster lifelong learning.
- Maintain high standards in our constant pursuit of excellence.

## Institutional Vision Statement

New River Community and Technical College improves students' lives and enriches communities.

## General Education Philosophy

The purpose of general education at New River CTC is to ensure that every student, regardless of major or career objective, receives a broad-based education in the liberal arts, develops basic skills competency, and acquires a body of knowledge fundamental to that of an educated person.

## General Education Learning Outcomes

New River CTC graduates will be able to:

- think critically and analytically in order to solve problems and to formulate informed, reasoned opinions
- communicate clearly, effectively, and confidently when writing, listening, speaking, or reading
- use mathematical skills to solve problems and communicate data
- use information access and research skills to retrieve, process, and evaluate information
- demonstrate computer competency in organizing, accessing, creating, and communicating information
- develop scientific inquiry and research skills and apply the scientific method toward problem solving
- explore issues involving political, historical, economic, and social concerns
- develop an ethical framework that encourages a sense of civic responsibility
- use information from diagrams, blueprints, floor plans, tables, forms, and graphics (bar charts, pie charts, and line graphs, flow charts) to locate, insert, compare, and summarize information contained in one or more related graphics

## MLT Program Description

### Overview

The Medical Laboratory Technician program was designed and created in order to address the needs of students, the community and the laboratory-related industry by providing a resource for competent, skilled, and knowledgeable Medical Laboratory Technicians. These technicians will be working alongside and under the direction of the licensed Medical Laboratory Scientist.

Our program's genesis was a concern, addressed by local Laboratory Managers, on the critical shortage of trained and certified laboratory professionals in this region of West Virginia. These laboratory professionals are vital for the community healthcare institutions to continue to be competitive in the health care industry and to provide cost effective testing while maintaining high standards of patient care.

The MLT program includes preparatory pre-requisite courses in areas of general biology and chemistry. Students must also complete the general education and graduation requirements for the Associate of Applied Science in Medical Laboratory Technician (AAS) degree. The MLT program courses are a combination of traditional lectures and laboratory experience as well as clinical rotations coordinated by the Program Director or Program Clinical Coordinator. Classes provide specific theoretical and laboratory experiences in Clinical Chemistry, Molecular Diagnostics, Immunology/Serology, Clinical Microbiology, Parasitology, Mycology, Hematology, Hemostasis, Immunohematology, Urinalysis and Body Fluids, Phlebotomy and Specimen Processing/Receiving. During the 16 weeks of clinical rotations, students learn to apply theoretical knowledge, learn testing procedures and gain practical exposure to laboratory operations in all sections of the clinical laboratory.

After successfully completing all academic and clinical requirements of the program, students graduate with an Associate of Applied Science degree from New River Community and Technical College and are eligible to sit for the national certification examination for Medical Laboratory Technicians. The following are the national certification agencies for Medical Laboratory Technician recognized by the State of West Virginia; however, ASCP is the most recognized throughout the United States and internationally.

1. ASCP – American Society for Clinical Pathology, 33 West Monroe, Suite 1600, Chicago, IL 60603-5617; [www.ascp.org](http://www.ascp.org); 1-800-267-2727.
2. AMT – American Medical Technologists, 10700 West Higgins Rd., Suite 150, Rosemont, IL 60018; [www.americanmedtech.org](http://www.americanmedtech.org); 1-800-275-1268.

## Accreditation

New River Community and Technical College was approved to begin the MLT program by the Higher Learning Commission (HLC) in Fall of 2016. The MLT program has been granted “serious candidacy status” from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773-714-8880). The Committee on Allied Health and Accreditation and NAACLS accredit all Medical Laboratory Technician programs.

Graduates of the New River Community and Technical College MLT program will be eligible to take one of the two national certification examinations for MLT immediately following graduation from the program. All two of these accreditation organizations are recognized by the state of West Virginia for MLT licensure.

Serious candidacy status is not an accreditation status nor does it ensure eventual accreditation. Serious candidacy status is a pre-accreditation status of affiliation with NAACLS that indicates the program is progressing toward accreditation. New River Community and Technical College’s Medical Laboratory Technician program conducted their site visit with NAACLS during the Spring of 2018 and plans to receive for accreditation status following the next NAACLS meeting.

## Program Mission Statement

The Associate of Applied Science degree in Medical Laboratory Technician provides the academic and practical experience necessary to attain entry-level competency in the practice field. This educational model has a strong academic structure and offers intensive technical development. This model also emphasizes the critical importance of leadership in the field of clinical laboratory science through the application of principles related to problem solving and evaluation, education, communication, research and management. The faculty of the MLT Program has a responsibility for the impact the student enrolled in the MLT Program may have on patient testing. In order to fulfill this responsibility, the program has established minimum technical standards that must be met in order to participate in the program and graduate.

## Program Philosophy

The philosophy of the Medical Laboratory Technician program at New River Community and Technical College is to ensure that students are exposed to unique and dynamic experiences in order to develop entry level MLT practitioners that have acquired a body of knowledge and skills.

The Program is based on the altruistic and compassionate values shared by the Medical Laboratory profession and New River Community and Technical College which acknowledge the significance of human differences and promote respect for the dignity of the individual.

## Program Outcomes/Goals

The overall goal of the program is to prepare graduates who are knowledgeable and respected medical laboratory technicians, and who are lifelong learners with the potential for progression to medical laboratory scientists and leadership as supervisors, manager, and educators. The primary goals of the program are:

- to train competent and reliable medical laboratory technicians for successful employment
- to provide well-trained medical laboratory technicians to meet hospital and community needs
- to provide educational programs and experiences in all sections of the clinical laboratory
- to provide sufficient didactic and technical information for the student to understand analytical processes, interpret analytical results and appreciate the clinical significance of analyses performed in a modern clinical laboratory
- to develop in the student the technical laboratory skills to perform manual and automated procedures with confidence and reliability
- to provide instruction in laboratory instrumentation, quality control and quality assurance, laboratory management, research and educational methodology
- to provide a stimulating atmosphere to encourage continuing education of clinical laboratory technicians
- to have the student achieve passing scores on external national certification and licensure examinations
- to develop flexibility to adapt to changing needs, new procedures and new topics in clinical laboratory science practice
- to maintain the standards of the National Accrediting Agency for Clinical Laboratory Sciences
- to instill in the student an awareness of themselves as professionals and an awareness of their responsibility to the growth of their profession

## Program Supporting Goals

- to obtain the appropriate resources for the MLT program to support retention of qualified faculty and staff; operating and capital expenses (including but not limited to equipment, supplies, and technology for instructional purposes); program space; library and learning resources; student services; and technical support
- to maintain appropriate admissions processes, criteria, and program pre-requisites to facilitate successful program completion
- to align program enrollment with available resources
- to maintain qualified adjunct and supporting faculty
- to ensure qualified clinical education affiliate faculty are supervising students and provide development activities for clinical education affiliate faculty as resources allow

## Program Entry Level Competencies

The main objective of MLT internship education and training is to prepare the student to become a licensed, certified professional medical laboratory technician. At the end of the internship at New River CTC and the clinical affiliated laboratories, the student will be able to:

- perform emergency, routine and complex special analyses in the disciplines of hematology, hemostasis, urinalysis, parasitology, mycology, virology, clinical chemistry, serology, immunohematology, and microbiology honestly and without bias
- understand and interpret the clinical significance of laboratory assays and test results
- assume responsibility and accountability for accurate and precise results without unnecessary delay by demonstrating proper patient identification, careful handling of specimens, reliable assay performance and accurate reporting of test results
- correlate test results with disease states so as to recognize expected patterns and solve discrepancies
- understand, operate and troubleshoot a variety of automated laboratory instruments including personal computers and laboratory information systems
- design and implement systems of quality control, maintenance records, equipment maintenance and professional communications
- describe the functions of laboratory management and how they are carried out
- understand and apply principles of educational methodology
- research, develop and select clinical assays and laboratory instruments based on laboratory needs, space and budget
- behave professionally at all times by:
  - punctually attending work on each scheduled day
  - showing initiative and actively participating in learning and work opportunities
  - assuming responsibility and accountability for his/her own work decisions
  - demonstrating honesty and integrity in performing work and dealing with patients, coworkers and other personnel
  - dressing in accordance with laboratory and hospital standards and observing good personal hygiene
  - interacting cooperatively and respectfully with patients, instructors, fellow students and other personnel
  - maintaining high morale by accepting constructive criticism, concentrating on materials presented, registering complaints with proper sources, assisting in creating a pleasant environment in which to learn and work, and sharing in team responsibilities
  - providing leadership in educating other health personnel and the community
- participate in continuing education and professional growth

## Job Qualifications and Program Requirements/Expectations

### Clinical Facility Requirements

New River Community and Technical College establishes contractual agreements with various facilities with clinical laboratory settings. Therefore, the student will need to be oriented to each of the facilities in which they are assigned for clinical affiliations. Most clinical facility requirements may include signing confidentiality statements, completing blood-borne pathogen competencies, having documentation of specific immunizations, and agreeing to drug screens and or criminal background checks prior to start of clinical rotations. Students will be required to wear a New River Community and Technical College badge

identifying them as a student when working in a clinical facility and be compliant with the dress code of that facility. If the situation should arise where the facility does not have a dress code, students are to comply with the MLT Program dress code.

Clinical sites have the right to deny student access based on criminal background check or drug testing results.

## Certification/Licensure Requirements to Work as an MLT

Certification is the process by which a *non-governmental* agency or association grants recognition of competence to an individual who has met certain predetermined qualifications, as specified by that agency or association. The most common mechanism to achieve certification is through successful completion of a NAACLS approved program and passing a national certification examination.

ASCP is the most recognized agency for national certification for all laboratory professionals. Founded in 1928 by the ASCP, the Board of Registry is the oldest, most established, and most recognized agency-providing certification for medical laboratory professionals. The Board of Certification (BOC) is an administratively independent certification agency that prepares relevant standards and develops procedures that will assure competence of clinical laboratory personnel.

The ASCP certifies those individuals who meet academic as well as clinical pre-requisites and who achieve acceptable performance levels on the respective agency's examination. After receiving the Associate of Science Degree in Medical Laboratory Technician and having completed all MLT program requirements, the student is eligible to take the certifying examination. Students passing the BOC examination can use the designation MLT(ASCP).

AMT also provides national certification after passing the board exam, although AMT is not as widely recognized and may not be recognized by specific states.

Students must pass a national certification examination in order to apply for a West Virginia State MLT license, OR the student must apply for a trainee license and be directly supervised when performing any moderate or high complexity testing for one (1) year. This route must be approved by the lab manager and is not a common consideration. The latter route will greatly reduce your chances of finding employment, and therefore, national certification immediately upon graduation is highly encouraged. Chances of passing the examination the first time are greatly increased the sooner the students takes the exam after graduation.

The website and process for application to these examinations will be provided by the Program Director. Each examination has a firm application deadline and fee. Information concerning deadlines and fees will be provided by the Program Director. There is no specific benefit in receiving multiple national certifications.

Requirements for licensure application and continuing education through the West Virginia Office of Laboratory Services can be found at <http://www.wvdhhr.org/labservices/compliance/licensure>

New River Community and Technical College does not endorse any one certification agency over the others. The Program Director will discuss each agency in detail during the course of the program. Granting of the AAS degree for the MLT program is NOT contingent upon the student passing any type of external national certification or licensure examination. National certification examination is taken after the student graduates and is granted the AAS degree at New River Community and Technical College.

**Note:** *A felony conviction or misdemeanor involving theft, drugs, etc., even for a student already admitted to the program or which a conviction occurs during the program, may affect a graduate's ability to sit for the national certification examination or attain state licensure. The applicant will be evaluated on a case by case basis and the New River Community and Technical College has no authority to influence the decision made by the governing bodies.*

## Professional Membership/Professional Organizations

Membership in any of the following organizations help keep the laboratory professional stay updated on career knowledge, governmental affairs and many other benefits. ASCP is free to laboratory students and the other organizations are at a greatly reduced cost for laboratory students.

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ASCP-American Society for Clinical Pathology  
33 West Monroe, Suite 1600, Chicago, IL 60603-5617  
(800) 267-2727 [www.ascp.org](http://www.ascp.org)

ASCLS-American Society for Clinical Laboratory Science  
6701 Democracy Blvd. Suite 300  
Bethesda, MD 20817  
301-657-2768 [www.ascls.org](http://www.ascls.org)

AMT – American Medical Technologists,  
10700 West Higgins Rd. Suite 150  
Rosemont, IL 60018;  
1-800-275-1268 [www.americanmedtech.org](http://www.americanmedtech.org)

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Student membership in a professional society is encouraged so that the student becomes familiar with the concerns and activities of the profession and develops an understanding of professional service. Access to information regarding membership for each of these professional organizations can be viewed via their web addresses listed above.

### AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS (ASCP)

The American Society of Clinical Pathologists has a designation for students and is free. Membership entitles the student to receive the official publication of the ASCP (Laboratory Medicine), eligibility to apply for scholarships and reduced fees for continuing education classes. *ASCP certification is separate from membership.*

### AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE (ASCLS)

The ASCLS is a national professional society for laboratory personnel and includes a broad spectrum of personnel in the clinical laboratory sciences. Students may join at a reduced rate. Membership entitles the students to receive the official publication of ASCLS (Clinical Laboratory Science), eligibility to apply for scholarships and reduced fees for continuing education classes.

Similar benefits are available from American Medical Technologists (AMT). (Please refer to website).

## Technical Standards for Admission and Retention

Admissions and retention decision for Medical Laboratory Science are based not only on prior satisfactory academic achievements, but also on non-academic factors, which serve to insure that the candidate can complete the technical requirements of the program for graduation. Technical standard, as distinguished from academic standards, refers to those cognitive, psychomotor and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of all students at graduation. The program's Technical Standards have been developed in compliance with the American with Disabilities Act (PL101-336) and the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

The following technical standards are identified as essential requirements, which must be met by all students in order to complete the program and insure entry-level competence in professional practice.

**Observational Skills** (use of visual, auditory, and somatic senses)

The student must be able to:

- observe laboratory demonstrations in which human specimens (blood, body fluid, tissues, culture material, etc.) are analyzed for their biochemical, immunological, microbiological, or hematological components
- characterize the color, odor, clarity, and viscosity of biological specimens, reagents, or biochemical products
- employ a clinical microscope to discriminate among fine structural and color difference (hue, intensity and shading) of microscopic preparations. The student may be tested for color blindness using S. Ishihara's Design Charts for Color-Blindness
- read and comprehend text, numbers, and graphs displayed by print and on video display monitors

**Motor Function Skills** (physical motor skills, tasks or responses)

The student shall be able to:

- move freely and safely about the clinical laboratories
- reach laboratory bench tops, shelves, patients lying on hospital beds or seated in specimen collection chairs
- travel to various clinical laboratories both on and off campus for practical experiences provided by the curriculum
- perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours
- maneuver equipment required to safely collect laboratory specimens in both an inpatient and outpatient setting
- operate laboratory equipment (i.e., pipettes, test tubes, inoculating loops) and adjust instruments to perform laboratory procedures
- use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate and transmit laboratory information
- develop and establish procedures for collecting, processing and analyzing biological specimens

**Communications Skills** (oral and written communication)

The student shall be able to:

- read and comprehend technical and professional materials including laboratory procedures, instructional manuals, technical manuals, textbooks and other reference materials in the laboratory
- follow verbal and written instructions in order to correctly and independently perform laboratory procedures
- instruct patients on specimen requirements prior to their collection to insure the validity of specimen for analysis
- effectively and sensitively communicate with patients regarding laboratory tests
- maintain confidentiality in appropriate communications with patients, physicians and other healthcare professionals regarding laboratory results and other patient information
- communicate effectively with faculty staff and other healthcare professionals both verbally and in writing (typed reports, written messages or telecommunication)
- independently prepare laboratory reports, papers or other written assignments required in the program
- complete examinations provided in paper format, computer-assisted format and laboratory practical format

**Intellectual Skills** (conceptual, integrative, quantitative skills)

The student must be able to:

- demonstrate the cognitive abilities necessary to master relevant content in the clinical laboratory course at a level deemed appropriate by the faculty
- comprehend, analyze, integrate and synthesize clinical information or data as it relates to laboratory tests and procedures

- accurately quantify, mathematically calculate, or extrapolate data related to laboratory tests
- develop reasoning and decision making skills appropriate to the practice of clinical laboratory science
- exercise sufficient judgment to recognize and correct deviations in performance

### **Behavioral/Social Skills** (responsibility, integrity, professionalism)

The student must:

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints
- possess the emotional health necessary to effectively employ intellectual and exercise appropriate judgment
- be able to provide professional and technical services while experiencing the stresses of emergent demands (i.e., STAT orders) and distracting environment (noise levels, crowding, complex visual stimuli)
- be flexible and creative when adapting to technical and professional changes in the laboratory
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self and colleagues
- support and promote the activities of fellow students and of healthcare professionals to promote a team approach to learning, problem solving and overall patient care
- be honest, compassionate, ethical and responsible
- be forthright about errors or uncertainty
- be able to critically evaluate self-performance, accept constructive criticism and look for ways to improve performance.

These technical standards identify the requirements for admission, retention and graduation of applicants and students, respectively. Graduates of the MLT Program are expected to be qualified to enter the profession. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements described.

## Occupational Exposures

MLT students must sign a statement acknowledging that exposure to various communicable or transferable illnesses may occur during a clinical experience, and that the protection against these conditions (e.g. following safe health practices and becoming immunized) is the student's responsibility.

Students receive coursework regarding the use of standard precautions during the phlebotomy pre-requisite course, again during the technical portion of the program and continuing throughout their MLT coursework. Students must demonstrate an understanding of these concepts through written examinations and through utilization of standard precautions in all labs and clinicals including but not limited to:

- blood and airborne pathogens
- hepatitis B immunization
- tuberculosis testing
- mechanism of pathogen transmission
- appropriate disposal, labeling and housekeeping measures
- prevention of exposure to blood and airborne pathogens
- standard precautions
- exposure control, including determinations of exposure and post-exposure reporting and action

**NOTE: Based on clinical affiliate requirements, and WHO and CDC recommendations, ALL students must complete the required immunizations as a requirement of the MLT program and maintain these requirements throughout the program.**



## Medical Professional Liability Insurance

Malpractice liability insurance is provided to each student enrolled in the MLT program. The cost is included in student services fees.

## Basic Program Information

### Program Length

The program is 3 semesters in length, which includes didactic and technical education, 16 weeks (640 hrs) of clinical practicum education and a capstone/survey course in the last semester. New River Community and Technical College will award an Associate of Applied Science degree in Medical Laboratory Technician to all students who successfully complete all of the academic requirements of the program.

**See the following pages for required courses and sequence of study.**

## Required Courses

### AAS Degree-Medical Laboratory Technician

| GENERAL STUDIES COURSES     |                                                                        |              |
|-----------------------------|------------------------------------------------------------------------|--------------|
| New River CTC Course Number | Course Name                                                            | Credit Hours |
| ENGL 101                    | Composition                                                            | 3            |
| ENGL 102                    | Research                                                               | 3            |
| COSC 101<br>or<br>BUSN 130  | Intro to Computer Application<br>or<br>Microsoft Word & Internet       | 3            |
| COMM 208<br>or<br>BUSN 232  | Fundamentals of Speech<br>or<br>Business & Professional Communications | 3            |

| PRE-REQUISITE COURSES       |                                           |              |
|-----------------------------|-------------------------------------------|--------------|
| New River CTC Course Number | Course Name                               | Credit Hours |
| BIOL 231/233L               | Human Anatomy and Physiology I with Lab   | 4            |
| *BIOL 232/234L              | *Human Anatomy and Physiology II with Lab | 4            |
| CHEM 101/103L               | Chemistry 1 with Lab                      | 4            |
| *CHEM 102/104L              | *Chemistry 2 with Lab                     | 4            |
| MATH 109                    | College Algebra                           | 3            |
| MDST 120/121L               | Phlebotomy with Lab                       | 4            |

| TECHNICAL CORE REQUIREMENTS |                                                |              |
|-----------------------------|------------------------------------------------|--------------|
| New River CTC Course Number | Course Name                                    | Credit Hours |
| MLTN 220/222L               | Hematology / Hemostasis with Laboratory        | 5            |
| MLTN 226/228L               | Urinalysis and Body Fluids with Laboratory     | 2            |
| MLTN 230/232L               | Immunology and Immunochemistry with Laboratory | 5            |
| MLTN 233/235L               | Clinical Chemistry & Lab Math with Laboratory  | 5            |
| MLTN 236/238L               | Clinical Microbiology with Laboratory          | 5            |
| MLTN 240                    | Clinical Practicum                             | 12           |
| MLTN 245                    | MLT Capstone/Seminar                           | 2            |

|                                                            |           |
|------------------------------------------------------------|-----------|
| Total program general study and pre-requisite credit hours | 35        |
| Total core requirement credit hours                        | 36        |
| <b>Total minimum credit hours for the Associate Degree</b> | <b>71</b> |

See a New River CTC counselor to determine 'equivalency' for general studies, chemistry, biology or math requirements taken at another college.

\* CHEM 102/104L or BIOL 232/234L can be taken during 2<sup>nd</sup> semester after acceptance into the MLT Program

## Program Course Descriptions

### *Phlebotomy with Laboratory (4 credit hours)*

Introduces the student to the function of the clinical laboratory, careers in the laboratory and duties of the phlebotomist. This course covers clinical laboratory safety issues, regulatory and certification agencies, infection control policies, medical-legal issues and professional responsibilities. The student will study quality assurance concepts and professional standards. The major portion of this course is devoted to proper phlebotomy techniques, specimen processing procedures and patient safety issues. It is mandatory that the student receive the first injection of a series of three injections of the Hepatitis B vaccine before the third week of the course. Students who currently work as a phlebotomist AND are nationally certified (current active status) can waive this course; however, the student must take and pass the lecture final and lab final practical, demonstrating all competencies in accordance with CLSI guidelines. The student must also submit a copy of current HR position description with a letter from their supervisor/manager.

### *Clinical Hematology & Hemostasis with Laboratory (5 credit hours)*

This course presents the origin of the various types of blood cells with emphasis on the red and white blood cells. The student will learn about human hematological disorders and classify these based on clinical laboratory findings. Also provides an overview of the coagulation process, disorders, and laboratory evaluations associated with the disorders. A laboratory component is included that emphasizes the morphology and identification of common human blood cells and various procedures used in the hematology and hemostasis departments.

### *Clinical Chemistry and Lab Math with Laboratory (5 credit hours)*

Provides theoretical and fundamental instrumentation methodologies, including practical concepts associated with testing procedures used in the chemistry department. Includes important characteristics of electrolyte, carbohydrate, protein and lipid metabolism as they relate to laboratory analysis. Emphasizes major organ function and the appropriate assays, analysis of various body fluids, and laboratory findings to indicate various disease states. Provides concepts in endocrinology, therapeutic drug monitoring and molecular diagnostics. Includes application of general laboratory principles, laboratory math, quality control and variables affecting laboratory results.

### *Clinical Urinalysis and Body Fluids with Laboratory (2 credit hours)*

Introduces various properties and constituents of urine and body fluids. Emphasizes the physical, chemical and microscopic examination of body fluids other than blood, interpretation of results, and compares these clinical values to health and disease.

### *Clinical Immunology and Immunoematology with Laboratory (5 credit hours)*

Introduces basic principles of antigen and antibody reactions, blood grouping and typing, compatibility testing. Compares and contrasts the different immunological procedures and describes the mechanisms that protect the body from disease and infection. Emphasizes serological and transfusion services procedures used in the laboratory, including the processing, storing and issue of the various blood components for transfusion, and techniques such as dilutions to measure analytes qualitatively and quantitatively.

### *Clinical Microbiology with Laboratory (5 credit hours)*

Introduces microorganisms of medical microbiology with emphasis on the morphological characteristics of clinically significant microorganisms and their biochemical profile, media for isolation and identification methods for selected pathogens. Incorporates identification methods, antibiotic susceptibility methods, and theories and techniques used in basic bacteriology. Introduces the medically significant yeasts, fungi, parasites and viruses that cause human disease. Emphasis is on specimen collection and preparation, morphological characteristics and identification methods.

### *Practicum/Clinical Rotations (12 credit hours)*

Introduces entry-level clinical laboratory practice and experience in the departments of specimen collection and processing, hematology, urinalysis, coagulation (hemostasis), chemistry, immunology, immunohematology (blood bank) and microbiology. Emphasizes proper laboratory techniques, safety practices, theory and application of knowledge. Automation and instrumentation methods will be introduced as well as manual methods. Competence will be evaluated based on final clinical evaluations by clinical preceptors. The practicum portion of the program will be conducted at a clinical affiliate site that will be assigned by the MLT Program Director or coordinator.

### *Capstone Seminar (2 credit hours)*

American Society for Clinical Pathology (ASCP) national board certification application and state trainee licensure application and preparation for the national board examination including mock examinations. Capstone projects assigned and development of professional portfolio required. Additional fees apply.

## Program Sequence and Plan of Study

| <b>GENERAL STUDIES COURSES</b>     |                                                                        |                     |
|------------------------------------|------------------------------------------------------------------------|---------------------|
| <b>New River CTC Course Number</b> | <b>Course Name</b>                                                     | <b>Credit Hours</b> |
| ENGL 101                           | Composition                                                            | 3                   |
| ENGL 102                           | Research                                                               | 3                   |
| COSC 101<br>or<br>BUSN 130         | Intro to Computer Application<br>or<br>Microsoft Word & Internet       | 3                   |
| COMM 208<br>or<br>BUSN 232         | Fundamentals of Speech<br>or<br>Business & Professional Communications | 3                   |

| <b>PRE-REQUISITE COURSES</b>       |                                           |                     |
|------------------------------------|-------------------------------------------|---------------------|
| <b>New River CTC Course Number</b> | <b>Course Name</b>                        | <b>Credit Hours</b> |
| BIOL 231/233L                      | Human Anatomy and Physiology I with Lab   | 4                   |
| *BIOL 232/234L                     | *Human Anatomy and Physiology II with Lab | 4                   |
| CHEM 101/103L                      | Chemistry 1 with Lab                      | 4                   |
| *CHEM 102/104L                     | *Chemistry 2 with Lab                     | 4                   |
| MATH 109                           | College Algebra                           | 3                   |
| MDST 120/121L                      | Phlebotomy with Lab                       | 4                   |

| <b>TECHNICAL CORE REQUIREMENTS</b> |                                                 |                     |
|------------------------------------|-------------------------------------------------|---------------------|
| <b>New River CTC Course Number</b> | <b>Course Name</b>                              | <b>Credit Hours</b> |
| MLTN 220/222L                      | Hematology / Hemostasis with Laboratory         | 5                   |
| MLTN 226/228L                      | Urinalysis and Body Fluids with Laboratory      | 2                   |
| MLTN 230/232L                      | Immunology and Immunohematology with Laboratory | 5                   |
| MLTN 233/235L                      | Clinical Chemistry & Lab Math with Laboratory   | 5                   |
| MLTN 236/238L                      | Clinical Microbiology with Laboratory           | 5                   |
| MLTN 240                           | Clinical Practicum                              | 12                  |
| MLTN 245                           | MLT Capstone/Seminar                            | 2                   |

Ideally, students will complete the courses needed in the order as stated below. However, the MLT faculty will create a plan of study for each student pursuing the MLT program to fit individual circumstances due to developmental needs, transfer credits, etc.

Students must be accepted into the MLT program before starting the technical MLTN courses.

**Fall Semester**

| Prefix/Number                   | Course                           | Credits   |
|---------------------------------|----------------------------------|-----------|
| <sup>1</sup> ENGL 101           | Composition                      | 3         |
| <sup>2</sup> BIOL 231           | Human Anatomy & Physiology I     | 3         |
| BIOL 233L                       | Human Anatomy & Physiology I Lab | 1         |
| <sup>3</sup> CHEM 101           | Chemistry 1                      | 3         |
| CHEM 103L                       | Chemistry 1 Lab                  | 1         |
| <sup>4</sup> MATH 109 or higher | Algebra                          | 3         |
| <sup>5</sup> MDST 120           | Phlebotomy                       | 3         |
| MDST 121L                       | Phlebotomy with Lab              | 1         |
|                                 | <b>Total</b>                     | <b>18</b> |

**Spring Semester**

*Note: Students must be accepted into program before starting the technical MLTN courses.*

| Prefix/Number                  | Course                                                               | Credits   |
|--------------------------------|----------------------------------------------------------------------|-----------|
| COSC 101 <i>or</i><br>BUSN 130 | Microsoft Office Applications <i>or</i><br>Microsoft Word & Internet | 3         |
| <sup>6</sup> BIOL 232          | Human Anatomy & Physiology II                                        | 3         |
| BIOL 234L                      | Human Anatomy & Physiology II Lab                                    | 1         |
| <sup>7</sup> CHEM 102          | Chemistry 2                                                          | 3         |
| CHEM 104L                      | Chemistry 2 Lab                                                      | 1         |
| <sup>8</sup> MLTN 220          | Hematology & Hemostasis                                              | 3         |
| MLTN 222L                      | Hematology & Hemostasis Lab                                          | 2         |
| <sup>8</sup> MLTN 226          | Urinalysis & Body Fluids                                             | 1         |
| MLTN 228L                      | Urinalysis & Body Fluids Lab                                         | 1         |
|                                | <b>Total</b>                                                         | <b>18</b> |

**Summer Semester (First Year)**

| Prefix/Number          | Course   | Credits  |
|------------------------|----------|----------|
| <sup>10</sup> ENGL 102 | Research | <b>3</b> |

**First Semester (Second Year)**

| Prefix/Number                  | Course                                                                    | Credits   |
|--------------------------------|---------------------------------------------------------------------------|-----------|
| COMM 208 <i>or</i><br>BUSN 232 | Fundamentals of Speech <i>or</i><br>Business & Professional Communication | 3         |
| <sup>8</sup> MLTN 230          | Immunology & Immunochemistry                                              | 3         |
| MLTN 232L                      | Immunology & Immunochemistry Lab                                          | 2         |
| <sup>8,9</sup> MLTN 233        | Clinical Chemistry & Lab Math                                             | 3         |
| MLTN 235L                      | Clinical Chemistry & Lab Math Lab                                         | 2         |
| <sup>8</sup> MLTN 236          | Clinical Microbiology                                                     | 3         |
| MLTN 238L                      | Clinical Microbiology Lab                                                 | 2         |
|                                | <b>Total</b>                                                              | <b>18</b> |

**Immediately Following First Semester (Second Year)**

| Prefix/Number | Course | Credits |
|---------------|--------|---------|
|---------------|--------|---------|

|          |                      |           |
|----------|----------------------|-----------|
| MLTN 240 | MLT Practicum        | 12        |
| MLTN 245 | MLT Capstone/Seminar | 2         |
|          | <b>Total</b>         | <b>14</b> |

- <sup>1</sup> **ENGL 101 Composition (3-0-3).** **Pre-requisite:** ACT Reading Main score of 17 or “S” in ENGL 098 or COMPASS Reading score of 75 or above *and* ACT English Main score of 18 or “S” in ENGL 099 or COMPASS Writing score of 70 or above *and* Competent writing sample or diagnostic theme.
- <sup>2</sup> **BIOL 231 Human Anatomy and Physiology I (3-0-3).** An in-depth study including biochemistry, cells, tissues, and organs of the integumentary, skeletal, muscular, nervous, and endocrine systems. The structure and functions of these systems and their role in the maintenance of homeostasis are addressed. **PR:** Eligibility for enrollment in English 101, high school Biology, Biology 101 or consent of instructor. **CR:** BIOL 233.
- <sup>3</sup> **CHEM 101 Chemistry 1 (3-0-3).** **Co-requisite/Pre-requisite:** MATH 109 or GNET 115; **CR:** CHEM 103L.
- <sup>4</sup> **MATH 109 Algebra (3-0-3).** **Pre-requisite:** ACT Mathematics main score of 21 or grade of C in MATH 102 or 093 or COMPASS Algebra math score of 73 or higher.
- <sup>5</sup> **MDST 120 Phlebotomy (3-0-3).** This is a Pre-requisite to all other MLTN courses. Includes phlebotomy theory and practice. **Co-requisite:** MDST 121L
- <sup>6</sup> **BIOL 232 Human Anatomy and Physiology II (3-0-3).** A continuation of Biology 231. Studies include cells, tissues, and organs of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems and human development. **PR:** BIOL 231, BIOL 233. **CR:** BIOL 234. Must be taken before MLTN 236.
- <sup>7</sup> **CHEM 102 Chemistry 2 (3-0-3).** **Pre-requisite:** CHEM 101. **Co-requisite:** CHEM 104L
- <sup>8</sup> **MLTN Core Technical Courses:** **Pre-requisite:** MDST 120/MDST 121L is a pre-requisite to all other MLTN courses. BIOL 232 is a pre-requisite to MLTN 236.
- <sup>9</sup> **MLTN 233 Clinical Chemistry & Lab Math (4-0-4).** **Pre-requisite:** CHEM 102 and MATH 109 (or higher).
- <sup>10</sup> **ENGL 102 Research (3-0-3).** Continued practice in reading and composition with emphasis on the introduction to literary materials applicable toward the construction and presentation of the research paper. **PR:** C or higher in ENGL 101 *or* CLEP score of 500 or higher *or* advanced placement waiving ENGL 101 *and* C or higher in ENGL 100 *or* ACT English mechanics/usage subtest score of 9 or higher *or* COMPASS Writing Diagnostics test score of 76% or higher.
- <sup>11</sup> **Technical Phase Courses:** Students applying to the MLT program must complete 1<sup>st</sup> semester pre-requisite courses with a grade of “C” or better and an overall GPA of at least 2.50 for all college-level work. Acceptance to New River CTC and meeting of program admission requirements does not guarantee admission. Students must complete all courses in year 1 (semester 1 and 2); and semester 1 in year 2 before starting clinical practicum. All corresponding laboratory sections of the MLTN courses are co-requisites.



## Medical Laboratory Technician Program

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### Estimated Cost of Program\*

Estimated Total Core Tuition:

|                                                   |              |
|---------------------------------------------------|--------------|
| Resident (full-time, \$2,122.00 per semester)     | \$ 6,366.00  |
| Non-Resident (full-time, \$3,450.00 per semester) | \$ 10,350.00 |

Fees:

|                                                                  |             |
|------------------------------------------------------------------|-------------|
| MLT Course Fee (\$25 per credit hour/MLTN courses only)          | \$ 900.00   |
| MLT Program Fee (\$350 per semester, includes 3 sem)             | \$ 1,050.00 |
| Student Services Fee (\$8 per credit hour, 36 MLTN credit hours) | \$ 288.00   |
| Technology Fee (\$8 per credit hour, 36 MLTN credit hours)       | \$ 288.00   |

Estimated Additional Cost:

|                                       |                 |
|---------------------------------------|-----------------|
| Drug Screening                        | \$ 50.00        |
| Criminal Background Investigation     | \$ 50.00        |
| Basic Life Support certification      | \$ 30.00        |
| MLT Program Text Books                | \$ 800.00       |
| Certification Prep & Review Materials | \$ 200.00       |
| Licensure Application & Fees (WV)     | \$ 25.00 (1 yr) |
| National Certification Examination    | \$ 220.00       |
| ASCP Student Membership Fee           |                 |
| ASCLS Membership Fee                  |                 |

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|                              |              |    |
|------------------------------|--------------|----|
| <b>Estimated Total Cost:</b> | Resident     | \$ |
|                              | Non-Resident | \$ |

\* Estimated cost provided above is based on the 17-18 academic year and does not include pre-requisite course tuition and fees.

Required immunizations, gas, tolls, and housing arrangements (if applicable) required for clinical education affiliations are the responsibility of the student and cannot be estimated by the MLT program.

Proof of current medical insurance coverage is mandatory for all students throughout their enrollment in the MLT Program. Students that do not have current medical coverage can obtain information regarding student insurance policy coverage through the Office of Student Services.

A total of 71 credit hours are needed for the Associate of Applied Science Medical Laboratory Technician degree. Please see the College catalog and/or the Medical Laboratory Technician suggested sequence of study sheet for additional information.

Estimates are based on program completion as a full-time student as outlined by the program curriculum. This information is strictly to be used as an estimate to assist students in financial planning and may change at the discretion of New River Community and Technical College or the MLT program.



## Facilities

Lecture Room – The MLT lecture room is located in the Raleigh County Campus building in Beaver. Use resources wisely and with consideration for personal safety.

Laboratory Space – The MLT lab is located in the Allied Health Wing at the Raleigh County Campus building in Beaver (RAH 17). All program lab courses will be held in this room. Remember the equipment utilized in the MLT Lab is very expensive and must be maintained and cared for by both faculty and students. Please see Non-Academic Policies and Procedures, page 42, Safety and Emergency, for specific policies and procedures for lab facilities.

## Library

Library information services are available to all New River Community and Technical College students through the Greenbrier Valley Campus Library, the Summersville Public Library and the Raleigh County Public Library. Each library is a member of the Mountain Library Network (MLN) and serves all MLN card holders. Library cards for these facilities are free and their collections are available through InterLibrary loan. The Greenbrier Valley campus library web page offers electronic library services to all users such as Infotrac (full text and summary peer-reviewed journal and popular magazine article databases and the Literature Resource Center) the Lexis-Nexis Academic (full text national and international newspaper articles, legal, business, and biographical databases), the Charleston Newspaper Index (full text), links to regional newspapers, CINAHL (nursing and allied health subjects), and Interlibrary Loan Request forms. MLN affiliated libraries offer journal databases through the West Virginia Commission.

Clinical Laboratory Science resources, which include copies of texts, self-study manuals, review materials, publications and other resources are located in the faculty offices and are available to students for checkout.

## Financial Aid Office

The purpose of financial aid awarded at New River Community and Technical College is to provide monetary assistance to students who without the receipt of aid, would be unable to begin or continue their studies at this institution. Types of financial aid include grants, loans, scholarships, and work study. Student must reapply for financial aid each year. Additional financial aid information can be found in the College catalog, on the New River Community and Technical website or through the Financial Aid Office.

## Student Services

The mission of the Student Success Centers is to provide students with a comprehensive range of services and resources to enable students to reach their educational, lifelong learning and career goals. The New River CTC's goal is to provide services to help all students achieve academic success. The expanded mission is to coordinate quality tutoring programs through a variety of delivery systems to meet the needs of traditional and non-traditional students. Upon student request, each campus provides support services at no additional cost. The services listed below are available. If a service is not directly available on a specific New River CTC campus, every effort will be made to provide the service from Central Administration staff or another campus staff member.

- Peer Tutoring
- Career Counseling
- Disability Services
- Placement Testing (Accuplacer)
- Secure, make-up testing (by appointment only)
- Mentoring

- Study Groups
- E-tutoring through synchronous and asynchronous learning
- Multimedia computer labs and prescriptive software programs

## Budget Process

Determination of the program budget is based on data gathered from program review, faculty, advisory board members, student course and program evaluation as well as program goals and objectives. The Program Director is responsible for submitting the program budget request to the Chief Financial Officer in the timeframe established by the College.

## Academic Standards

### Academic Advising

The initial intake point for prospective program students occurs through student recruiters and the general advising office of each campus. Students are given a copy of the program information packet and instructed to contact the program advisors for questions, additional information, and course scheduling. The program faculty serve as the advisors for prospective program students.

### Program Admission

The Medical Laboratory Technician Program at New River Community and Technical College is **selected enrollment**, meaning that students must apply to and be accepted before enrolling in any course with an MLTN prefix. Acceptance to New River CTC and meeting the program application requirements do not guarantee admission.

#### Application

##### Pre-requisite Coursework

- Students must have completed or be enrolled in the 18 credit hours of pre-requisite coursework of Semester 1:
  - all pre-requisite coursework must be completed by the end of the first semester in the year of application to the program with the exception of General Chemistry 2 with lab (CHEM 102/104L) OR Anatomy & Physiology 2 with lab (BIOL 232/234L).
  - all coursework must be completed with a grade of a “C” or better

##### Grade Point Average (GPA)

- Overall GPA
  - minimum overall GPA of 2.50 is required
  - students files that do not meet this requirement will not be reviewed for MLT program admission

##### Application Material

- MLT Program Application
- Essay explaining why you deserve to become a MLT
- Copy of degree verification (transcript or diploma)
- Verification of military status

## Deadline

- All applications, are due to the program and must be received before 4:00 p.m. on April 30<sup>th</sup> of each year. However, if the 30<sup>th</sup> falls on a Saturday or Sunday, the materials must be submitted the Friday prior to the 30<sup>th</sup>.
- In the event that the MLT program does not receive 15 applications, the deadline to apply to the program may be extended up to the first day of the fall term (start of MLT program).
- All application materials must be mailed via the USPS, hand delivered or e-mailed. Application materials must be submitted together at once. Documents submitted separately and/or faxed will not be accepted.

## Admission

Only completed files will be reviewed for MLT program admission, unless unusual circumstances determined by the MLT faculty should arise.

A numeric score sheet is used to determine admission

- Overall GPA
- MDST 120/121L, Phlebotomy (grade and attempts)
- MATH 109, grade and attempts
- BIOL 231/233L Anatomy & Physiology 1, grade and attempts
- CHEM 101/103L Chemistry 1, grade and attempts
- Previously earned degrees/science degrees
- Previous or current work experience in a laboratory setting.
- Previous or current Military (active duty or reserves)
- Essay explaining why you deserve to become a MLT

Admissions criteria will include an interview process that consists of an interview with the MLT faculty as a panel and a written essay on a given scenario.

The 15 students with the highest numeric score totals will be accepted into the program:

- Remaining students will be placed on a waiting list in order of points earned
- Unaccepted slots will be filled in order based on the waiting list until the class is full

## Program Progression or Dismissal

### College Course Grading

In order to receive a passing grade in the Medical Laboratory Technician program you will be expected to achieve a seventy-five percent (75%) or higher in all medical technician courses, **both** lecture and lab.

- For didactic and laboratory courses, the MLT program utilizes the following grading scale:
  - A = 92%-100%
  - B = 83%-91%
  - C = 75%-82%
  - F = Below 75%
- The individual instructor determines the weighting of quizzes/exams, assignments, etc, and will be indicated on the course syllabi.
- Unit final examinations will be kept in the individual student's permanent file.
- Policy for missed or late homework assignments, quizzes or tests is up to the individual instructor and will be indicated on the course syllabi.

In specific courses, the instructor may require demonstration of 100% or an alternative minimum standard performance, in comprehension or technical skills on basic objectives deemed essential, in order to pass the course. (For example, ABO blood typing technique.)

The student who receives marginal performance evaluations or below in either a didactic or a clinical rotation may be subject to dismissal at the discretion of the Program Director. All efforts will be made by faculty for students to be given the opportunity to retake an exam if students initially obtains a failing grade. The student will be placed on academic probation. More than 2 exams failed may result in the student being dismissed from the program.

#### Evaluation of Professional Behaviors:

The student will be evaluated for professionalism during the didactic phase of training at midterm and at the end of each course. The Program Director and faculty will appraise the student on their professionalism using the Academic Appraisal of Student's Professional Behaviors form, distributed at orientation.

A performance in the competent category or better on each of these categories is required to successfully pass the didactic phase. The student will be appraised during each course in the following areas:

|                |                         |                             |
|----------------|-------------------------|-----------------------------|
| Initiative     | Interest in Learning    | Reaction to Criticism       |
| Responsibility | Communication           | Interpersonal Relationships |
| Integrity      | Confidence              | Professional Performance    |
| Promptness     | Cleanliness/Orderliness | Safety                      |

If the student shows "incompetency" in an evaluation of Professional Behaviors at the midterm evaluation during the academic portion of any course, it is the right of the instructor to dismiss the student at that time.

#### Laboratory Courses

- Laboratory information is taught in units that correspond with the co-requisite lecture portion of the course
- Practical examinations are performed as indicated by the syllabus
- Students must obtain a cumulative score of 75% to pass the laboratory portion of the course
  - A grade of 74% or below is considered failing for the course and will result in an "F" on the student's transcript
  - The Program Dismissal Academic Standards form will be used.

#### Progression to Clinicals

- Students must pass all technical units/courses (refer to the previous page for definition of units) before starting the clinical portion of the program
- Students must pass both lecture and laboratory portions of each course to pass the entire course
- If the student fails either portion of the course (lecture or laboratory), they must complete the entire lecture and laboratory portion of the course which is offered only once per year after reapplying to the program.
- If the student fails a second MLTN course, they cannot reapply to the program

***Failure of a didactic course, lecture or lab, will result in failure of the program. The student will receive a "D" or "F" grade on their academic record for that semester, be withdrawn from the program and have the opportunity to re-apply to the program and retake all courses one additional time. A second failure of any didactic course, lecture or lab, will result in the student being unable to reapply to the program. The Academic Dismissal Form will be completed and placed in the student file.***

#### Clinical Grading

Each student will be given a Clinical Education Guide (CEG) for the clinical practicum that will include competency checklists, schedules, worksheets and evaluation forms for each laboratory rotation.

Students are responsible for completion of all material in the CEG. The competency checklists detail the laboratory procedures to be performed. Some tests may require a minimal performance standard, observation, or only an awareness of the principles and techniques (which may require research by the student). Each student is responsible for having the competency checklists signed by the clinical site instructor once that item has been satisfactorily performed, observed or researched and signed by the student. These checklists must be turned into the MLT program clinical coordinator at the end of EACH section or laboratory rotation. Each student also must keep a logbook (journal) and a current record of the clinical tests, which they have observed, assisted or performed and any issues or situations occurring and corrections made, if applicable. In addition, all attendance must be maintained on the time sheet included in the CEG and initialed/signed by the clinical site instructor on a daily basis. The MLT program clinical coordinator may ask to see the checklists and logbook at any time.

The competency checklists will be your guideline during the clinical rotation as you are learning clinical and technical skills. Your clinical site instructors are a resource when you have questions about your performance.

Your clinical rotation is a guided, supervised experience; you are coached and counseled so you will continually grow in your ability to carry out safe and competent medical laboratory tests and procedures. The completed competency checklists will be submitted to the MLT clinical coordinator at the end of each departmental rotation. Students must perform the minimum amount of tests or procedures as stated in the skills list and achieve an acceptable level of performance per skill to "pass" a clinical rotation.

Near the end of each rotation, your clinical competency and knowledge will be evaluated by an examination. Your performance on these competency examinations will influence the successful completion of that clinical rotation. Opportunities will be provided for you to become proficient in the skills in which you will be tested.

Each student will receive a clinical rotation evaluation by the clinical site instructor(s). The student will also be evaluated by the clinical instructor on non-technical performance or professional performance. Both the student and the clinical instructor will sign each evaluation. A passing/competent grade must be achieved in all areas of the practicum. Areas of disagreement may be included on your evaluation sheet and placed in your student file. These evaluations will take place at the end of each rotation.

Once a rotation and all associated checklists, exams, etc. have been completed, the MLT program clinical coordinator calculates the student's pass or fail status based on the achievement of the clinical performance objectives as stated in the course outlines, reviews the forms with the student, and retains these records in the student's file in the Clinical Coordinator's office.

- The Clinical Practicum courses are pass (P) or fail (F) only. Clinical practicum courses include written examinations, practical examinations, research topics and papers, logbook documentation, management projects and evaluations for each department of the laboratory in which the student is assigned.
- "Pass" is granted with full completion of the following: minimum of 75% as the passing grade on rotational final exams, completion of training checklists, completion of each rotations' assignments, and scores "competent" on technical ability and professional behavioral evaluations done by New River CTC faculty, clinical education coordinators and/or trainers.
- "Fail" is issued when there is failure of exams (<75%) and incomplete remedial actions; trainer evaluations of less than "competent" rating, incomplete checklists and/or non-participation in assignments. Failure in any rotation is defined by the "fail" criteria.
- If the student is unable to achieve passing performance criteria (75% on exams and/or "competent" rating in one rotation, the student will be offered a remedial opportunity but will be placed on probation.
- As stated in each affiliation agreement, affiliates have the right, after consultation with the College to refuse to accept for further clinical experience any of the College's students who in the Affiliate's judgment are not participating satisfactorily in the MLT internship program. The student will be placed in an alternative site, when available, if deemed appropriate. A "Fail"

grade is given if the student is dismissed from the 2<sup>nd</sup> affiliate clinical training, and the student is dismissed from the program without the ability to reapply.

- During clinical training, the student is evaluated for Professional Behaviors by trainers and/or the Clinical Education Supervisor (CES), using the “Appraisal of Intern Performance” evaluation form located in the Appendix. Ratings of “competent” are considered acceptable. The areas evaluated include:

|                           |                            |                     |
|---------------------------|----------------------------|---------------------|
| Knowledge                 | Communication              | Technical Skills    |
| Relationships with others | Behavioral Factors         | Additional Comments |
| Planning and Organization | Attendance and Punctuality | Safety              |

## Student Withdrawal

A student who decides to withdraw from a course or the College must complete a withdrawal form which is obtained from the Admissions and Records Office. The withdrawal is not official until the student has obtained the required signatures and submitted the form for processing. This policy, in its entirety is available in the Academic Policy and Procedures section, “Withdrawal from Class/College” of the New River Community and Technical College catalog. It is also available electronically through the online catalog at <https://www.newriver.edu/college-catalog/>

The program requires that students clearly indicate on the withdrawal form the reason for withdrawal and the form must be signed and dated by the Program Director. Students requesting to withdraw from the program due to poor academic performance or other extenuating circumstances may apply for program re-entry as outlined by the re-entry process.

## Appeal of Grades

Appeals must be filed as outlined in the Academic Policy and Procedures Section, Academic Appeals, of the New River Community and Technical College Catalog. It is also available electronically through the online catalog at <https://www.newriver.edu/college-catalog/>

## Academic Grievance/Due Process

Student Grievances & Complaints for academic and non-academic issues must follow procedures as outline by the New River Community and Technical College Student Handbook, available at <https://www.newriver.edu/student-handbook/>

## Program Re-Application

### *Eligibility*

Students dismissed from the program due to failure to meet required academic standards, those who choose to withdraw due to poor academic performance or chose to withdraw for personal reasons are permitted to re-apply to the program beginning with the next new class intake only. Re-application does not guarantee admission. Admission will be determined based on the admission policies for the first time applicants. Students are permitted to re-enter the program only once, regardless of the reason for re-entry.

### *Intent to Reapply*

A letter of intent to re-apply to the program must be done in writing and mailed through the US postal service to the Program Director. Students have 90 days from the date of program dismissal or withdrawal

to apply for re-entry. The postal service postmark or the date of the email will serve as documentation of the date. Hand delivered, e-mailed or faxed letters will not be accepted.

### ***Failure of Clinical Practicum***

Students who fail two clinical rotations of the practicum for any reason will be dismissed from the MLT program. Students will not be permitted to re-apply to the program .

## **Non-Academic Policies and Procedures**

### **Professional Behaviors**

#### **Attendance**

Students are expected to demonstrate professional behaviors and to act in a mature and responsible manner.

Attendance is mandatory for all courses and functions related to the MLT program and will be taken prior to the start of each class.

Students are allotted (2) two absences per MLTN course (lecture and lab are considered separate absences) without a doctor's excuse.

- Three absences are considered an incident. This will result in student probation.
- The student must notify the course instructor by phone prior to class time.
- A no call/no email/no show will result in student probation (unless an emergency situation occurs). An 2<sup>nd</sup> no call/no email/no show will result in immediate withdrawal from the program.

Absence resulting from serious personal trauma, such as the serious illness of self, serious illness or death of an immediate family member (parent(s), step parent(s), in-law(s), siblings or children) will be addressed on an individual basis.

#### ***Assignments, Written and Practical Examinations***

Upon return from an absence, it is the student's responsibility to meet with the instructor to obtain and clarify any material covered during their absence.

Missed written and practical examinations must be taken at the earliest convenience of the course instructor.

#### ***Notification***

Students must phone the course instructor prior to the beginning of class if they expect a tardy or absence.

In the event the instructor is unable to answer the phone, a message will meet the requirement.

## Tardiness

### **Expectation of Timeliness**

- Students are expected to be in their seats promptly for the start of class. Students are expected to be seated, organized and ready to begin on time.
- Excessive tardiness will result in a reduction of earned points and/or dismissal from the program
- Students must be appropriately dressed for laboratory experiences and ready to begin on time to receive full credit for the lab.

## Dress & Hygiene

The purpose of the dress code policy is to clarify prudent professional dress behavior and specify clinical dress requirements. These standards are the minimum. If a clinical site chooses to have more stringent requirements, the student is obligated to comply. If the clinical site is less stringent, the student will comply as stated below.

The Medical Laboratory Technician student is a representative of New River Community and Technical College and a guest at the clinical site. Each student is expected to demonstrate professionalism through appropriate attitude, personal appearance, and performance of clinical responsibilities. In addition, the student should view the clinical practicum as a lengthy interview. The lab manager at each clinical practicum site will be evaluating the student for possible future employment.

### **Dress Code**

Personal appearance should convey professionalism at all times.

- No rips, holes or stains in any garment. Clean and unwrinkled garments only.
- No promotional t-shirts (unless MLT related and approved by staff), hoodies, blue jeans or shorts.
- No low rise pants. You must be able to squat without revealing undergarments or body parts.
- No short shirts or sweaters. You must be able to raise your arms overhead without revealing body parts.
- Only closed toes and closed heel shoes are tolerated with non-skid soles. Shoes with substantial heel height is not acceptable due to safety issues.
- Hosiery or socks must be worn for safety reasons.
- Dresses or skirts should be no more than 2" above the knee.
- Full length lab coat must be worn during all laboratory sessions and during the clinical practicum in the laboratory. The clinical site will provide a lab coat for you so that it may be laundered. A lab coat must be purchased for the labs during the didactic portion of the program.
- No hats, toboggans or scarves unless worn for religious purposes.
- All tattoos must be covered during the practicum/clinical portion of the program.

### **Accessories**

Minimal jewelry should be worn while in the program. Anything that may potentially cause harm to the student or staff should be avoided. (Rings that catch or scratch, hoop/dangling earrings that could be ripped from the ear, necklaces that can be ripped from the neck, etc.)

### **Piercings**

- Facial piercings must be removed during the practicum/clinical portion of the program. Piercings of the ear lobes are acceptable. No more than 2 piercings per ear.

New River CTC student IDs must be worn at all times while on campus and at the clinical site.



## **Hygiene**

Hands are to be kept clean.

Fingernails are not to extend beyond the fingertips. Clear or lightly tinted nail polish only.

**Absolutely no artificial nails (per infection control policies)!**

Body odor, bad breath, visible dirtiness, cigarette odor and strong perfumes or aftershave will not be tolerated. Please use deodorant or antiperspirant daily.

Hair longer than shoulder length must be tied back during all laboratory and practicum sessions. At no time should the hair interfere with or obstruct the students' ability to see clearly, regardless of length. Beards and mustaches must be neat and well-trimmed and not of excessive length. Men without beards or mustaches must be clean-shaven.

## **Dress Code or Hygiene Non-compliance**

Non-compliance

- The instructor will address the student
- The student must immediately rectify the problem
  - If unable to rectify, he/she will be dismissed from class
  - The student will receive an absence for that day in the course

Repeated incidence may result in immediate dismissal from the program.

## ***Ethical Behavior and Expectation of Students***

### **Conduct While on Campus**

While on campus, all students are expected to abide by the Student Code of Conduct published in the New River Community and Technical College Student Handbook. <https://www.newriver.edu/student-handbook/>

### **Conduct In a Clinical Facility**

All students in the program are required to become student members of the American Society for Clinical Pathology (ASCP) and, in so doing, will be held to the Standards of Ethical Conduct for the Medical Laboratory Professional.

All students must follow the conduct policies of each affiliation site where they are placed.

Cell phones must be kept in a storage area with personal belongings during the hours of the clinical affiliation and not with you while in the lab (due to electrical interference with instrumentation). Cell phone calls, texting, and any other form of communication that can be performed through a service provider data plan are only permitted during scheduled breaks and at lunch. In the event the facility you are attending has a cell phone policy, you are to abide by that policy. In case of family emergency, you should always give family members the number of the facility and the Program Director's number.

Clinical Instructors, Clinical Education Supervisors or New River CTC Faculty administration have the right to ask any student who displays inappropriate behavior to leave the facility. They also have the right to deny the student to complete his/her affiliation. Students who are denied re-admission to a facility for behavior issues may be dismissed from the program, at the discretion of the Program Director; or they may be required to attend another facility chosen by the Program Director when available. Two failed clinical attempts will result in automatic dismissal from the MLT program.

## Student Responsibilities

It is the student's responsibility to:

- Attend all classes, laboratory sessions and clinical affiliation assignments as scheduled.
- Be prepared to participate in the scheduled activities for the day (appropriate notes, texts, dress, etc.) Vacations are not permitted during the MLT program where class will be missed.
- Obtain assignments from the instructor prior to being absent, whenever possible, so that work may be submitted upon return.
- Make-up assignments missed due to absences. **NOTE:** Exams will not be rescheduled for routine medical appointments (doctor, dentist, etc.), travel or other non-urgent matters.
- Seek assistance from the course instructor when additional help is needed in meeting course requirements.
- All classroom surfaces, laboratory counter tops and equipment must be cleaned according to established guidelines.

## *Academic Dishonesty*

Charges of academic dishonesty (plagiarism, cheating, falsifying records, etc.) on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the campus level by the Campus Dean, faculty member, and student involved with a maximum penalty of "F" in the course. If the penalty is "F", then the student does not have the option to withdraw from the course. The faculty member must notify the Registrar so the "F" grade can be placed on the student's academic record.

If the student denies guilt, they must request an appeal, and the case shall be forwarded to the Academic Affairs Committee. (See Grievance Procedure in the New River CTC Catalog).

This policy can be found in the Academic Integrity & Academic Dishonesty section, of the New River Community and Technical College catalog. <https://www.newriver.edu/college-catalog/>

Sanctions for students in any course with an MLTN prefix may include, but are not limited to:

- Disciplinary reprimand: In the case of minor violations and when the student acknowledges the violation, a written reprimand will be issued by the Program Director.
- Failure of the assignment, quiz, examination, or paper. A failing grade (F) or 0 points may be assigned for the assignment, quiz, examination, or paper.
- Course failure: A failing grade (F) may be assigned for the course in which the violation occurred. If that case should arise, the student will not be allowed to continue with the MLT curriculum and will not be able to re-apply to the program.

## Privacy and Confidentiality

### *Health Insurance Portability and Accountability Act (HIPAA)*

#### **Background**

HIPAA is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by the program in any form, whether electronically, paper or oral, are kept confidential. As required by HIPAA, the following are explanations of how the college is required to maintain the privacy of health information and how the MLT program and/or New River Community and Technical College may use and/or disclose the student's health information.

#### **Our Responsibility**

The Medical Laboratory Technician Program and New River Community and Technical College

are required by law to maintain the privacy of your health information and provide you with a description of privacy practices. Your health information is kept in a secure location with access limited to the Executive Administration of New River CTC, the MLT Program Director, MLT Program Clinical Coordinator and the Administrative Associate for the MLT Program.

### **Disclosures**

The following are examples of situations requiring use/disclosure of health information:

- Program Director and Clinical Coordinator: The program must maintain current information regarding your health, immunizations, restrictions, medications, drug test results, etc. for the purpose of safety while on campus and during clinical education as well as meeting the requirements of clinical affiliation sites. The program may use student health information to determine physical and mental fitness to perform the duties and skills required in the classroom, laboratory or clinical setting.
- Program Clinical Coordinator and Clinical Instructors: The program may disclose current information regarding physical examinations, immunizations, drug testing and medical insurance coverage to those clinical instructors who are part clinical education, based on the requirements of the facility. Students must complete a HIPAA form during orientation.
- In the event of an incident involving a student, the program may disclose physical examinations, immunizations, medical insurance coverage, etc.
- The Medical Laboratory Technician Program and/or New River Community and Technical College may use/disclose health information for law enforcement purposes as required by international, federal, state, and/or local law:
  - When necessary to prevent a serious threat to your health and/or safety or the health and/or safety of another person. However, disclosures will only be made to persons who may be able to prevent the threat.
  - As required by military command authorities
  - To Worker's Compensation or similar programs
  - To those organizations responsible for licensure, certification, accreditation, audits, etc.
  - In response to a court order, subpoena, warrant, summons or other lawful order
  - Limited information to identify or locate a suspect, fugitive, material witness, or missing person
  - About the victim of a crime
  - About a death believed to be the result of criminal conduct
  - About criminal conduct on New River Community and Technical College premises
  - In an emergency to report a crime, locations of a crime, or the identity, description or location of a person who committed a crime.

### ***Federal Education Rights and Privacy Act (FERPA)***

#### **Background**

The Federal Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. FERPA gives parents certain rights with respect to their children's records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents (with a release signed by the student) or eligible students have the right to inspect and review the student's education records maintained by the school.

Schools are not required to provide copies of records unless, for reasons such as great distance, if it is impossible for parents or eligible students to review the records.

Schools may charge a fee for copies.

Parents with releases or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, then the party has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the party has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

- However, schools must tell parents and eligible students about directory information and allow a reasonable amount of time to request that the school not disclose directory information about them.
- Schools must notify students annually of their rights under FERPA.
- The actual means of notification is left to the discretion of each school.

The program will not divulge any education student information to anyone, including parents but the individual student without written consent of the student.

Students advised by the program will be required to provide written documentation outlining the handling of their records by completing a FERPA Release Form.

- Students granting access will complete a FERPA form
  - Specify individuals who are granted access to their educational records
  - Specific areas that are accessible to those individuals
  - Sign and date the FERPA form
- Students declining access will complete a FERPA form
  - Complete the section of the FERPA indicating that they decline the release of their academic information.
  - Sign and date the FERPA form

### ***Maintenance of Student Records***

Student academic and personal information will be handled in accordance with the Health Insurance Portability & Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA) and the National Accreditation Association for Clinical Laboratory Sciences (NAACLS) guidelines.

Student files will be maintained by the Program Director, Clinical Coordinator or Administrative Associate in a locked filing cabinet.

The student program files that are kept in the Program Director's office include:

- student-completed signature pages for essential functions, agreements, confidentiality,

- safety, and other MLT program policies
- summaries of any specific counseling/conferences
- copies of any communications with student (discipline, etc.), advising
- course professional behavior evaluations
- drop/add records (program copies), etc
- Clinical Education records (after student graduates)

The student will be responsible for supplying any required information to their assigned clinical site, such as additional background checks or drug tests as required. If the information is not current, the student will not be allowed to attend the assigned clinical affiliation until the information is available.

Health information records: Immunization records, proof of medical insurance or any medical documentation is kept in a separate locked file in the MLT Administrative Associate's office.

#### Records Maintenance and Security

- During active enrollment and while in the program, student records will be maintained in the Program Director's office.
- Upon the student's completion of the program, the student files are kept for 5 years in the Program Director's office, after which these records will be destroyed.
- Student's college records/transcripts will be maintained by Admissions & Registrars department permanently.

### *Human Subjects*

Students should understand that they will be required to be a subject for phlebotomy and other laboratory procedures and analysis by other students and faculty members. This is necessary in order to learn safe and competent manual laboratory procedures. In every instance the procedures and/or testing will be professional, discrete, and directed towards the understanding of clinical laboratory technician.

Each student will be required to sign an informed consent form during orientation. Consent will remain active throughout the student's matriculation.

Signed consent forms will be placed in the student's academic file in the office of the Program Director.

### *Patient Right to Refuse*

Patients at any facility, at any time, have a risk-free right to refuse any procedure by a medical laboratory technician student or from participating in the clinical education of a medical laboratory technician student.

Clinical Instructors are responsible for asking the patient for permission for the student to:

- participate in phlebotomy or any other procedure performed on the patient

Students are responsible for:

- introducing themselves to the patient
- identifying themselves as a medical laboratory technician students from New River Community and Technical College
- request permission to work with the patient

### *Faculty/Staff Privacy*

The program will adhere to New River Community and Technical College policies regarding Privacy of faculty and staff.

## *Audio/Videotaping, Photographing and Imaging*

Students should understand that audio/videotaping, photography and imaging are the property of New River Community and Technical College and may be viewed by community partners for marketing purposes and for instructional purposes.

Each student will be required to sign an informed consent form at orientation.

The consent will remain active throughout the student's matriculation.

Signed consent forms will be placed in the student's academic file in the office of the Program Director.

## *Social Networking Policy*

New River Community and Technical College's MLT Program recognizes the ubiquity of Social Networking in personal and professional communications. This policy is intended to assist students in navigating the fast-changing landscape of the internet, blogging, and social networking sites. It is the right and duty of the MLT Program to protect itself from unauthorized disclosure of information. Employees and students are reminded that they are professionals and are representatives of New River CTC's MLT program and the community in all aspects of their lives and should conduct themselves publicly in accordance with the responsibilities of public service. Students of the MLT Program are reminded that they will soon be professionals and should consider the impact of social networking on their future job opportunities. This policy includes rules and guidelines for authorized social networking and personal social networking.

### General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, Twitter, YouTube, chat rooms, personal blogs or other similar forms of online journals, diaries, personal newsletters or discussion forums whether or not they are affiliated with the New River CTC's MLT Program.

Unless specifically instructed, students are not authorized to speak on behalf of New River CTC's MLT Program. Students may not publicly discuss clients, clinical sites, faculty, staff or any other school related matters. New River CTC's MLT Program students are prohibited from disclosing personal information and any other proprietary and nonpublic information to which students and faculty have access. Such information includes, but is not limited to, curriculum exams, financial information and strategic plans.

### Personal Blogs and Social Networking Sites

New River CTC's MLT Program respects the rights of students to write blogs and use social networking sites and does not want to discourage students from self-publishing and self-expression.

Bloggers and commenter's are personally responsible for their commentary on blogs and social networking sites and may be held personally liable for commentary that is inappropriate, considered defamatory, obscene or libelous by any offended party, not just the New River CTC's MLT Program. However, students are responsible for regulating content on their blogs and social networking profiles and may be held responsible for any inappropriate postings made by third parties.

A student cannot use blogs or social networking sites to harass, threaten, discriminate or disparage other students, faculty or anyone associated with or doing business with New River CTC's MLT Program.

Students should exercise care in the photos of themselves that they post to blogs or social networking sites. Students should only share pictures that they would be comfortable being viewed by an employer.

As a general guideline, students should take care not to post anything that they would not want to be read in a newspaper or on a billboard.

Students are strictly prohibited from posting photographs of students, instructors, clients, clinical sites, and persons engaged in clinical practice through the New River CTC's MLT Program without the expressed written consent of New River CTC's MLT Program's representative and/or the subject of the photograph. Students are strictly prohibited from posting photographs of other students and instructors without the expressed written consent of the subject(s). Students may not, under any circumstances, post photographs of clients, clinical sites, and persons engaged in clinical practice at the New River CTC's MLT Program or affiliated clinical sites.

Students cannot post on personal blogs and social networking sites any advertisements for or photographs of MLT classes.

Students must respect all copyright laws and must reference or cite all sources as required by law.

Students should be honest about their identity. They should not provide personal information that scam artists or identity thieves could use against them. Do not list your home address, telephone number, work telephone, or e-mail address online. It is a good idea to create a separate e-mail that is used only with social media sites.

#### Report Violations

New River CTC's MLT Program strongly urges faculty and students to report any violations or possible or perceived violations to a faculty member, Program Director, or the VP of Academic Affairs.

#### Discipline for Violations

Each event/violation will be reviewed by the Program Director. Upon review the Program Director can determine if the event was unfounded, place the student on probation, or dismiss the student.

### *Service Work*

Students of the MLT Program should be aware that any service work performed at any of our affiliates is:

- Not required (it is your decision to do)
  - Cannot occur during the training hours or internship
  - Should not interfere with your progression through the MLT program
  - Cannot be counted towards your training hours requirement
  - Will receive NO financial remuneration for the clinical internship experience
  - Must be supervised at all times, and cannot work independently as part of the laboratory staff
- Any service work must be noncompulsory, supervised on site and subject to employee regulations.

*Examples of service work are:*

- Working as a phlebotomist, specimen processor or laboratory assistant while completing the clinical practicum or core courses.
- Working in the student laboratory as a student worker.
- Continuing to work pm shifts or weekends in a clinical affiliate during your progression through the MLT program.

Students should apply themselves to the program first. Financial needs requiring the student to work long hours outside the program should be discussed with the Program Director as scholarships or financial aid may be in order.

### *Outside Employment*

Full time students are advised to limit outside employment to 20 hours per week and must arrange their work schedule so that it does not interfere with their educational objectives. Working more than 20 hours a week may impede student's learning and affect his/her success in the program.

Students may **NOT** use scheduled work hours for their internship hours.

The program places restrictions on employment of students at affiliations where they are receiving clinical training. The restrictions imposed are:

1. Students must not be working during the scheduled hours of training.
2. Students should only be employed in the area and/or perform procedures which they have previously demonstrated competence and are considered entry-level.
3. Students should not be employed in an area where there is no supervision.

### *Alternate & Clinical Waiting List*

Students are offered admission to the program to begin course work in the Fall term.

The number of students admitted is based on the capacity of the clinical facilities to accommodate students and no more than 15 students per cohort. It is the decision of the Program Director to admit less than 15 students based on issues such as available clinical sites, quality of students, etc. If there are not enough clinical sites to accommodate all students in a given year, selection will be made from an alternate list (clinical waiting list) based upon the student's most recent numerical ranking (GPA).

Students are assigned to the clinical sites near the end of the term just prior to the clinical internships. Students will complete a clinical preference form and indicate his/her first, second, and third choices for internship sites. Every effort will be made to place a student in his/her first choice, if possible. However, there are other factors (such as the number of students applying to the same site) that will also need to be considered by the program Clinical Coordinator/Program Director. The decision made by the program officials will be final.

### *List of Clinical Facilities*

Raleigh General Hospital, Beckley  
Appalachian Regional, Beckley  
Summersville Regional, Summersville  
Princeton Comm. Hosp., Princeton  
Plateau Med. Ctr, Oak Hill  
New River Health Assoc, Scarbro  
Rainelle Medical Center, Rainelle

VA Med Ctr., Beckley  
Appalachian Regional, Hinton  
Greenbrier Valley Med. Ctr., Lewisburg  
Montgomery General, Montgomery  
Pocahontas Memorial, Buckeye  
Carl Larson Cancer Center

## **Health Related / Background / Drug Testing**

### *Immunizations*

Students must be able to provide the following information to either the program staff or administrative assistant by the first class day of the 2<sup>nd</sup> semester (first semester of the technical courses). **Based on clinical affiliate policies, these immunizations are mandatory for ALL students. Annual requirements such as a Mantoux PPD test and background check, and drug testing when requested on demand and at any time, are also mandatory.** Cost of the vaccinations or any laboratory testing is the responsibility of the student.

- Mantoux PPD test – tuberculosis (TB) skin test
  - Must have documentation of two (2) negative readings in the past year or a negative chest x-ray. An annual PPD is also mandatory in the healthcare setting.
- MMR - Rubeola (measles), mumps and Rubella (German measles)
  - Proof of immunization or positive titers
- HepB (Hepatitis B) immunization – series of three injections.
  - First immunization must be completed by the first class day of the MLT program.

|              |        |
|--------------|--------|
| Injection #1 | Day 1  |
| Injection #2 | Day 30 |



Injection #3 Day 180

- If previously immunized, within the past 10 years, proof of immunity is required (Hepatitis B surface antibody).
- DPT (Diphtheria, pertussis and tetanus) immunization or booster
  - must be within the past ten (10) years.
- Varicella (Chicken pox)
  - proof of immunization or positive titer
- Influenza vaccination
  - (required during the influenza season)

**Background Check**

Students admitted into the program will be subject to a **minimum** of one (1) federal & state background check throughout the program.

- The first background check must be ordered during the mandatory MLT program orientation. Instructions will be given during the orientation.
- Additional background checks may be required for clinical site placements.

Cost of all background checks are the student’s responsibility. This cost will be applied to your student account.

Students may be denied experience at a clinical site based on the outcome.

Any student who is not eligible for any clinical affiliation based on the outcome of the criminal background check will not be permitted to continue the MLT program. **(The WVOLS has the right to refuse license to anyone with a felony. See WV Code 64CSR57).**

The student must use the specific Background Check agency required by the program.

Individual results will be reviewed on a case by case basis. Information that will be taken into account:

- The nature of the offense(s);
- The time that has passed since the offense occurred;
- The rehabilitation record, actions
- Activities of the individual since the conviction including subsequent work history; and,
- Written input from the West Virginia Office of Laboratory Services (WVOLS)
- Criteria used to determine whether a student is ineligible to participate in the MLT program:

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At any time  | <ul style="list-style-type: none"> <li>• Refusal to participate in the background check or evaluation process</li> <li>• Inability to participate in the evaluation process in the specified time frame</li> <li>• A felony conviction</li> <li>• A felony, serious misdemeanor or aggravated misdemeanor charge with an outstanding disposition or warrant</li> <li>• A serious misdemeanor or aggravated misdemeanor conviction in which the probationary period has not been completed</li> <li>• A criminal conviction, of any kind, related to past employment, and/or a healthcare system or organization</li> <li>• Inclusion on a child, dependent adult and/or sexual abuse registry</li> </ul> |
| Past 5 years | <ul style="list-style-type: none"> <li>• A criminal conviction of any kind related to illegal distribution or theft of drugs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Past 2 years | <ul style="list-style-type: none"> <li>• A serious or aggravated misdemeanor conviction of theft or a pattern of theft convictions</li> <li>• A criminal conviction related to the possession of drugs, paraphernalia, and/or illegal substances</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## *Drug Screening*

Students admitted into the program will be subject to a minimum of one (1) drug screening throughout the program.

- **Mandatory Drug Screening:**
  - Mandatory drug screenings will be performed prior to starting the MLT Program.
  - Students will have no longer than **3 days** to complete the drug screen after the mandatory orientation. Instructions will be given at the orientation.
  - The cost of the drug screen is the responsibility of the student and will be applied to your student account.
- **Reasonable Suspicion Drug Testing**
  - A reasonable suspicion screening will be required based on personal, physical, or performance changes
  - A test based on a reasonable suspicion can be requested by a member of the MLT staff
  - Students will have **no longer than 24 hours** to complete the drug screen after notification of request for submission of sample
  - The cost of the drug screen is the responsibility of the student and will be applied to your student account.

A (minimum) 10-panel drug screen must be performed through a certified lab facility.

Any student that refuses to perform either a mandatory drug screen or a drug screen requested due to reasonable suspicion will be considered in direct violation of the drug testing policy and will be reprimanded in the same manner as a student who provides a positive drug screen.

All students are subject to their clinical site's drug testing policy.

- A student's refusal or unwillingness to participate in a clinical facility drug screen will be considered a positive drug screen.
- The cost of a facility required drug screen is the responsibility of the student.

Any student that produces a positive screen while enrolled in the program:

- Will be dismissed from the program unless he/she can provide documented proof from a licensed health care provider authorized to dispense the medication tested positive for.
- Will not be permitted to re-apply or re-enroll in the program at any time

The student must use the specific drug testing agency required by the program.

## *Basic Life Support*

Basic Life Support (BLS) for Health Care Providers certification (BLS) must be completed prior to the first clinical affiliation. The course must be a hands on American Heart Association Health Care Provider or an equivalent course. Documentation of certification must be presented to the Program Clinical Coordinator before the start of the clinical practicum. Students must maintain certification while enrolled in the program. Opportunity for this will be given to students through New River CTC for a nominal fee.

## *Student Health Insurance*

All students are required to provide documentation of personal health insurance prior to the beginning of the MLT program. Students are required to maintain valid coverage while enrolled in the program. New River Community and Technical College and clinical facilities are not responsible for the cost of medical care if the student becomes ill or injured at school or at the clinical affiliation site.

## Safety & Emergency Policies and Procedures

### *Bloodborne Pathogens / Occupational Exposure*

Laboratory personnel must constantly be aware of the potential that they have for spreading and contracting infectious diseases. Adherence to strict infection control procedures and hospital policies and procedures help to prevent contracting infectious diseases in the laboratory and healthcare environment.

MLT program students receive instruction on standard precautions and bloodborne pathogens during the Phlebotomy pre-requisite course and throughout their MLT coursework as part of the course curriculum. Students must demonstrate an understanding of these concepts through written examinations and through utilization of standard precautions in all labs and clinical rotations including but not limited to:

- Blood, body fluid and airborne pathogens
- Hepatitis B immunization
- Mechanisms of pathogen transmission
- Appropriate disposal, labeling and housekeeping measures
- Standard precautions
- Exposure prevention & control, including determinations of exposure and post-exposure reporting and action

Program students must sign a statement acknowledging that exposure to various communicable / transferable illnesses may occur during a laboratory or clinical experience, and that the protection against these conditions (e.g., following safe health practices and becoming immunized) is the student's responsibility.

The following procedures are designed to help prevent the spread of infectious diseases and employ the concept of "STANDARD PRECAUTIONS". This concept treats every specimen or patient contact as if it is capable of transmitting infection. Strict adherence to these procedures will help protect the laboratory worker as well as the patient.

### *Disposal of Sharps*

Sharps consist of needles, syringes with integral needles attached, razor blades, lancets, broken glassware, mechanical pipet tips, or other sharp cutting objects.

- All sharps shall be discarded into rigid walled OSHA-approved sharps containers.
- There shall be no recapping or cutting of needles or other sharps before disposal.
- Syringes (without needles attached) may be placed in containers lined with autoclavable biohazard bags.
- When the rigid walled sharps container is  $\frac{3}{4}$  filled, it shall be sealed closed and disposed of properly with a contracted biohazard waste company.
- Broken glass shall be handled by mechanical means, such as a designated broom and dustpan, (never to be picked up directly with the hands) and discarded into containers that are designed to be puncture resistant.

### *Specimen Collection*

Specimens shall be collected with care in regards to the patient, student, and equipment.

Patient drawing area surfaces shall be cleaned with a 10% sodium hypochlorite (bleach) solution or approved disinfectant, prior to performing any invasive procedure or beginning of shift, immediately after any visible blood spill or splatter, and after every laboratory class or shift.

Gloves and lab coats must be worn at all times when collecting blood from any patient (or student) and gloves shall be changed between patient contacts.

Proper hand washing technique must be performed between patient contacts and at the start and end of each shift.

## ***Specimen Handling***

All specimens are to be handled as if they are infectious.

Gloves must be worn while handling all specimens.

There shall be no pipetting by mouth at any time.

Specimen disposal:

- Serum, blood, or blood components must be placed in the containers lined with autoclavable biohazard bags and NEVER in regular trash containers.
- Feces, urine, or other body fluids shall be flushed down the commode and the containers disposed of in containers lined with autoclavable biohazard bags. Refer to clinical site policy for specifics on biowaste disposal.

## ***Disposal of Infectious Pathological, Surgical, or Biological Wastes***

All pathological, surgical, and autopsy material is to be placed in containers lined with autoclavable biohazard bags.

## ***Personnel***

Lab coats:

- Shall be worn and buttoned at all times when working in the laboratory areas (on campus and clinical sites). Check with clinical site policy for wearing lab coats during phlebotomy on the floors.
- Shall be removed before leaving the laboratory areas and hung with other “dirty” lab coats and never with clean lab coats.
- Shall be changed and cleaned when soiled.

Gloves must be worn at all times while working in the laboratory. Gloves should be removed before entering “clean” areas (also refer to clinical site policy). Gloves should be changed immediately if obviously contaminated with blood or body fluids.

Safety glasses, goggles, or face shields shall be worn at all times while performing any task that has the risk of splashing liquid (biological or chemical) into the eyes.

Contact lenses should not be cleaned or handled while working in the laboratory.

No eating, drinking or smoking shall be allowed in the laboratory work area at any time.

Good hand washing technique must be performed immediately prior to beginning work, after removal of gloves, any time the hands/gloves become soiled and upon leaving the laboratory area.

Never apply any cosmetics or lip balm in the laboratory.

Visitors are not allowed in the campus laboratory area unless approved by program instructor.

Refrain from touching any part of the face with fingers in the laboratory, gloved or ungloved. Also refrain from putting anything in mouth, such as pens.

## ***Environment***

All spills and breakage involving infectious material shall be cleaned immediately with a 10% bleach solution.

- Immediately secure the area. Use a mechanical device, such as a designated broom and pan to sweep up any broken glass and dispose in a sharps container. Never use bare hands.

- Liberally apply bleach solution to area.
- Cover with paper towels and leave for five minutes.
- Using gloves, wipe up area.
- Reapply bleach solution, wipe, and allow to air dry.

If a significantly large spill occurs, cover with paper towels to try and contain and minimize the spill. Notify instructor or supervisor immediately.

Each student is responsible for cleaning the work surfaces and equipment of the area in which they are working prior to beginning work, any time surfaces of equipment are visibly soiled, and upon completion of work with a 10% solution of bleach or approved disinfectant.

Students are required to sign the Bloodborne Pathogen Release Form given at Orientation.

### ***Clinical Samples for Training***

For the purpose of training, outside samples will be brought into the College's MLT laboratory from area hospitals, clinics, etc., for purposes of training students. Samples include pilot tubes for blood bank lab courses; expired controls and calibration material; patient urine specimens for the urinalysis course; serum, plasma and whole blood samples for chemistry, immunology and hematology; pure microbiology culture plates and ATCC control organisms.

#### Obtaining Samples

All samples are transported in an igloo container labeled with a biohazard sticker on the outside.

Samples are taped (petri dishes) or parafilmed (if not containing the original stopper) and sealed in a biohazard transport bag inside of the cooler.

Cooler will be placed in the trunk of the transport car belonging to a MLT faculty member.

All samples are de-identified but a list of the samples and the patient identification are kept at the facility from where the samples were received.

All samples will be stored in a biohazard refrigerator, incubator or biohazard cabinet for specimens at room temperature.

All samples will be disposed of per OSHA guidelines by the College using a contracted bio-waste disposal company.

## **Information about Hepatitis B Disease and Vaccine**

### ***The Disease***

Hepatitis means inflammation of the liver. Hepatitis B, which is a viral infection, is one of the multiple causes of hepatitis. Most people with Hepatitis B recover completely, but approximately 5-10% becomes chronic carriers; 1-2% die of fulminated hepatitis. In the group of chronic carriers, they may have no symptoms and appear well, yet can transmit the virus to others. The Hepatitis B Virus (HBV) also appears to be a causative factor in the development of liver cancer. Thus, immunization against HBV can help prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

Acute hepatitis generally begins with mild symptoms that may or may not become severe. These symptoms may include loss of appetite, a vague feeling of oncoming illness, extreme tiredness, nausea, vomiting, stomach pain, dark urine and jaundice (yellow eyes and skin). Skin rashes and joint pain can

also occur. Hepatitis B virus can be transmitted by contact with body fluids including blood (including contaminated needles), semen, tears, saliva, urine, breast milk and vaginal secretions.

### *Vaccine*

Health care workers are at high risk of acquiring Hepatitis B because of frequent contact with blood or potentially contaminated body fluids and therefore; vaccine is highly recommended to prevent the illness.

**All students must have documented evidence of Hepatitis B Virus immunity by vaccination or antibody evidence of previous exposure.** A high percentage of healthy people who receive three doses of the vaccine achieve high levels of surface antibody (anti- HBs) and protection against Hepatitis B. A series of three vaccinations are indicated.

Persons having response to three doses of vaccine over a six-month period provide immunity for 97% of the individuals tested. The duration of immunity is unknown at this time. Persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of the immunization.

### *Possible Vaccine Side Effects*

The incidence of side effects is relatively low. The most frequently reported side effects are injection-site soreness, fatigue, induration, erythema, swelling, fever, headache, and dizziness. Other more serious adverse reactions have occurred infrequently. If you have any questions about Hepatitis B or Hepatitis B vaccine, please ask your family physician.

### *Contraindications/Pregnancy/Nursing Mothers*

Consult your physician about individual conditions or concerns before receiving the Hepatitis B vaccine.

***Students are required to sign the Hepatitis B Vaccine Form (unless receipt of documentation of allergy to egg products is signed by a physician).***

## General Safety

### OSHA

Students will be oriented to OSHA policies and chemical safety at the beginning and throughout the MLT program.

### **Laboratory Equipment**

All laboratory equipment will be annually inspected for safety by an MLT faculty member.

Supplies required for utilization of the equipment will also be inspected when applicable.

Any student who discovers or suspects safety issues in a lab or a piece of equipment that is not working properly must notify the nearest program faculty member immediately.

No faculty member or student should ever use equipment or outlets that have been removed from service. Equipment in the laboratories are not to be used by any student for any purpose without a program faculty member present.

### **Chemicals**

All chemicals in use in the program labs will be held in marked containers labeled with use and safety instructions

No chemical should ever be placed in a container bearing a label of another chemical

All chemical will be stored and/or disposed of under conditions as recommended by the manufacturer.

Global Harmonized System (GHS), previously referred as Material Safety Data Sheets (MSDS) will be obtained and retained on all chemicals. They are held in a notebook labeled for that purpose and located in the MLT laboratory.

The MLT program is responsible for providing to faculty and students all supplies necessary for personal protection from hazardous chemicals

All students should explicitly follow faculty instruction regarding chemical use in the program

### ***First Aid/Safety***

First Aid kits will be located in the MLT laboratory

No student is to attempt to treat a real condition/injury of another student at any time or supply any prescription or over-the-counter medications.

### ***Lab Availability***

Open lab time will be scheduled for practice of laboratory procedures outside of regularly scheduled courses by the instructor.

### ***Food & Drinks***

Food and drinks are allowed in the classroom, **HOWEVER** failure to keep the area clean will result in the loss of this privilege. Food and drink are **NEVER** allowed in the laboratory room.

## ***Medical Emergency in the Classroom or Lab***

Emergencies can occur at any time during a class or lab session. Students should be prepared for an emergency situation at all times. Always refer to the New River CTC Crisis Response Manual located in every classroom, lab and faculty office (see below).

### ***Student Injury / Illness On Campus***

If a student is injured on campus, first aid supply cabinet is available in the MLT lab, room AH17. New River CTC Student Injury/Illness Report Form will also need to be completed

- Students should remain calm and out of the area where the emergency takes place.
- Students should call 911 (must dial 9 first if using a campus phone) and locate the nearest staff member immediately.
- Utilize training received during Basic Life Support for Health Care Provider course

### ***Student Injury at Clinical Site***

Accidents will be reported immediately to the Clinical Education Supervisor at the site. The CES will notify the Program Director and complete the affiliate's incident report form. The student will be financially responsible for their own medical treatment. New River CTC Incident Report Form will also need to be completed by program faculty with the report from CES.\*

### ***Patient Incident***

*If a person/patient has an incident on campus*, such as fainting during a phlebotomy procedure, the person will be assessed by division faculty and/or regular local emergency services can be called by dialing 9-911. The New River CTC Incident Report Form will also need to be completed and given to the Safety officer/Dean and will be forwarded on to Human Resources. Copies of the

report are kept by the Program Director and also placed in the student's file if the students "participated as the patient."

### ***Fire***

- Dial 9-911 (if using a College phone), identify yourself to the dispatcher and give the exact location of the fire.
- Notify the closest program or College faculty member.
- Assist students, faculty or staff to the nearest exit and gather across the parking lot from the entrance.
- If possible, attempt to contain the fire or extinguish the fire.
- Close all doors in the area, surrounding the area and the department.
- Check all bathrooms, treatment rooms, offices, etc. to be certain no one remains in the building in the event of an evacuation.

### ***Campus Alert System***

New River Community and Technical College offers an Emergency Alert System to communicate quickly with the New River CTC educational community regarding campus closing and emergency situations. The Emergency Alert System sends SMS text messages to cell phones, email, in-boxes, and pop-up notifications to the College portal. There is no charge for registration (it is free to our New River CTC users, but your cell phone provider may charge a nominal fee for receiving the SMS messages on your cell phone). Each student is encouraged to register at <https://my.newriver.edu/group/mycampus/alert-system>.

### ***Crisis Response Manual***

Students will abide by the New River Community and Technical College Crisis Response Manual. A hard copy of this manual will be available in each classroom, laboratory and faculty and staff offices, and reviewed with each new incoming class of students. The manual is also available online at <http://www.newriver.edu/images/intranetdocs/SafetyandSecurity/NR%20Crisis%20Reponse%20Manual%2012-15-2016.pdf>

### ***Inclement Weather Policy***

The Medical Laboratory Technician program will follow New River CTC's inclement weather policy. However, each incoming MLT class will also meet with the Program Director and Clinical Coordinator to discuss and define a program policy and determine the best way to communicate inclement weather schedule changes and cancellations specific to the program.

## **Policies and Procedures Specific to Clinical Education**

### **Clinical Contracts**

The program must have a legal clinical affiliation contract in place between New River Community and Technical College and any facility wishing to provide clinical affiliation placements for students. No student will be placed in a facility without a valid clinical contract in place.



## ***Clinical Affiliation Contract Request***

### ***Initiation***

The program, clinical facility and/or New River CTC may initiate a contract request.

If initiated by the MLT program, a copy of the Clinical Contract Request Form will be e-mailed to the facility requesting the necessary facility information

### ***Origination from New River CTC's MLT Program***

The contract will be e-mailed by the MLT program to the clinical facility contact person.

- Original is to be signed by authorized facility administrative personnel
- The signed contract is to be returned to the MLT program (scanned and emailed) and forward to the College administration for review and appropriate New River CTC signatures.

The completed contract, signed by both parties, will be forwarded to the clinical facility.

- The original contract will be held with the Administrative Assistant to the Chief Financial Officer.
- One copy will be kept in a locked file in the office of the Program Director.

### ***Clinical Facility Originated Affiliation Contracts***

In the event that a facility requires the use of their own contract, the contract will be reviewed by the Vice President of Administrative Services.

- If approved, the contract will be signed by authorized College personnel and scanned and e-mailed to the facility
- If unapproved, the Vice President of Administrative Services will contact the facility to discuss any concerns.
  - In the event that an agreement cannot be made, the Vice President of Administrative Services will contact the Program Director.

### ***Review of Contracts***

The Program Clinical Coordinator is responsible for yearly review of all contracts to assure their accuracy and validity.

- Contracts must be reviewed prior to each new incoming class

## ***Clinical Education Requests & Placement***

Clinical affiliation sites vary from semester to semester based on each facility's ability to host a student. Sites typically base availability on the testing load and staffing of the facility. Clinical Site Sign-Up Forms are completed by each student to indicate which affiliation they prefer

### ***Notification of Available Clinical Sites***

The Program Clinical Coordinator will

- Present a list of clinical availability at the start of the last semester of the didactic portion of the program
- Provide each student with a Clinical Site Request Form

### ***Student Requests***

Placement requests will be made through a completion of the Clinical Site Request Form

- A request is not a guarantee that a student will be placed in that particular facility

- Every effort will be made to accommodate specific student interests such as location, etc.
- The Program Clinical Coordinator must be informed if the student has any immediate family at the facility

### ***Student Placement***

Student placement for clinical affiliations is at the sole discretion of the program. Students are expected to be flexible in regards to location of their assignment.

### ***Travel***

All students will be required to travel for clinical affiliations. All monetary funds for housing, travel, food, tolls etc. are the responsibility of the student.

### ***Completion of Clinical Affiliations***

All clinical rotations must be completed within 12 months of starting the clinical portion of the program. Special consideration will be given in situations of health issues documented by a medical professional.

### ***Notification of Available Clinical Sites***

The Program Clinical Coordinator

- Is responsible for maintaining an adequate number of clinical placements
- Will provide students with a list of clinical availability at the start of the last semester of the didactic portion of the program

### ***Student Requests***

Student will review the list of available clinical sites. Students will complete and submit the Clinical Site Request Form as instructed by the Program Clinical Coordinator.

### ***Student Placements***

Students will be placed in clinical sites by the Program Clinical Coordinator based on

- Consideration of the students request for a particular site or setting;
- Consideration of the student's learning style and needs;
- Availability of sites and setting; and,
- Providing the student with a variety of clinical experiences

Students with personal or family responsibilities will be addressed on a case by case basis and resulting in

- Reassignment to a different clinical site
- Postponement of the clinical affiliation to a later date
- Failure to disclose immediate family relationships could result in immediate reassignment to a new location with loss of time invested

## **Clinical Education Requirements**

Students must be able to provide their assigned clinical site the following information:

- Documentation of required immunizations including:

- Mantoux PPD test – tuberculosis (TB) skin test: Must have documentation of two (2) negative readings in the past year or a negative chest x-ray. An annual PPD is also mandatory in the healthcare setting.
- MMR - Rubeola (measles), mumps and Rubella (German measles): Proof of immunization or positive titers
- HepB (Hepatitis B) immunization – series of three injections. First immunization must be completed by the first class day of the 2<sup>nd</sup> semester. If previously immunized, within the past 10 years, proof of immunity is required (Hepatitis B surface antibody).
- DPT (Diphtheria, pertussis and tetanus) immunization or booster – must be within the past ten (10) years.
- Varicella (Chicken pox) – proof of immunization, positive titer or booster
- Influenza vaccination (required during the influenza season)
- Documentation of completed background check
- Results of drug screen
- Certification in BLS (basic life support)
- Proof of health insurance

Beginning at the start of the program, student may, at any time, be required to produce documentation of completed immunizations, background check, drug screen, BLS certification, and current health insurance.

Students who are unable to provide the required documentation will not be permitted to begin the assigned clinical affiliation which will result in a delay in graduation

## Clinical Education Attendance

### *Clinical Affiliation Requirements*

Experience for the clinical practicum portion of the program must total a minimum of 16 weeks or 640 hours

Students are required to

- Work the days and hours of his/her assigned facility
- Complete the entire length of the scheduled clinical regardless of the number of hours completed on the previous or current affiliation
- Complete training in all sections of the laboratory
- Always be supervised by the clinical instructor.

Clinical education affiliations requirements include a minimum of 4 weeks or 160 hours in each of the following sections :

- Hematology/Hemostasis
- Specimen Collection & Processing
- Chemistry/Urinalysis/Body Fluids
- Immunology/Immunoematology
- Microbiology

The College and Clinical Affiliate (Facility) share joint responsibility for providing student in the program with learning experiences that correlate with program requirements, allow student to achieve course and program goals, and prepare students for entry-level practice. The College and Facility share responsibility for supervising students in the practicum setting, providing guidance and direction, initiating

remediation strategies when indicated, and documenting and evaluating performance in the clinical setting.

Reporting patient results after he/she has been evaluated as competent on a procedure with the stipulation that all such work must be countersigned by a qualified technician or technologist. **The student CANNOT report out any results on their own, but must be under the technician's or technologist's approval/supervision (his/her name goes on the patient's reports).**

### *Absences*

When absence is unavoidable, the student is responsible for

- Notifying by phone
  - The Program Clinical Coordinator and
  - The Clinical Education Supervisor
  - If unavailable, a message will suffice. Students may not email or text.
- Rescheduling missed time with their Clinical Instructor

Absence resulting from serious personal trauma, such as the serious illness of self, serious illness or death of an immediate family member (parent(s), step parent(s), in-law(s), siblings or children) or serious illness will be addressed on an individual basis.

Excessive unexcused absences (>2 days) during any discipline rotation may result in failure of the clinical affiliation.

- Failure of the affiliation will be determined by the Clinical Education Supervisor and Program Clinical Coordinator

A no call/no show will result in automatic dismissal from the MLT program.

### *Tardiness*

When tardiness is unavoidable, the student is responsible for

- Notifying by phone
  - The Program Clinical Coordinator
  - The Clinical Education Supervisor
- Rescheduling missed time with their Clinical Instructor

Episodes of tardiness will be addressed

- By the Clinical Instructor beginning with the first instance
- Repeated instances will be addressed by the Program Clinical Coordinator

Excessive tardiness (> 2 instances) may result in a failure and dismissal from the clinical affiliation

- Failure of the affiliation will be determined by the Program Clinical Coordinator and Clinical Instructor

### *Documentation of Clinical Affiliation Requirements*

Days and hours worked will be kept on the Clinical Education Hours Log

- Signatures of both the student and the Clinical Instructor are required at the conclusion of the affiliation

## Dress & Hygiene

### *Dress Code*

Personal appearance should convey professionalism at all times.

- Students are to comply with the dress code of his/her facility as well as the following:
  - No rips, holes or stains in any garment. Clothes must be clean and unwrinkled. Scrubs are acceptable.
  - No low rise pants; you must be able to squat without revealing undergarments or body parts.
  - No mid-drift shirts or sweaters; no halter or tank tops or T-shirts with any writing; you must be able to raise arms overhead without revealing body parts.
  - Low heeled, closed toe, closed heel shoes with rubber soles; no flip-flops, sandals or crocs. Hosiery or socks must be worn for safety reasons.
  - No hats, toboggans or scarves unless worn for religious purposes.
  - A full-length white lab coat that is buttoned must be worn in the laboratory at all times.

During clinical affiliations

- All items above apply during clinical rotations.
- No jewelry may be worn except wedding rings, a watch, and small post earrings
  - No hoop or dangling earrings, necklaces, bracelets, etc.
  - No facial piercings or studs
  - No tongue studs
- Hair longer than shoulder length must be tied back and must not obstruct vision at any time. Hair should be clean and neat, including beards and mustaches.
- New River CTC student IDs or facility name tags must be worn at all times during clinical affiliations. When students are not in a New River CTC clinical activity, they will NOT represent themselves as Medical Laboratory Technician students by wearing their badges or nametags with street clothes.
- Lab coats are usually provided by the facility due to standard precaution guidelines about laundering. They should remain on site. Lab coats should never be worn in public or non-testing areas, such as in break rooms, cafeterias or administration areas. An area for both dirty and clean lab coats will be designated at the facility and these must be kept separated.

### *Hygiene*

Hands are to be kept clean, including fingernails.

Absolutely NO artificial nails of any type due to Infection Control policies. Fingernails are not to extend beyond the fingertips and may be painted with clear or lightly tinted polish only.

Facial piercings must be removed during laboratory classes and practical examinations and clinical affiliations.

Body odor, bad breath, visible dirtiness, cigarette odor and strong perfumes or aftershave will not be tolerated. All body perfumes or scents may be prohibited at some facilities.

All tattoos must be covered at all times.

Modest use of facial cosmetics may be used with discretion.

### **Non-compliance**

- The Clinical Instructor will address the student
- The student must immediately rectify the issue
  - If unable to immediately rectify, he/she will be dismissed from the facility
  - Student will receive an unexcused absence
- Repeated incidence will result in the student dismissed from the clinical affiliate

## Competency or Safety Concerns

Concerns regarding student competency or safety will be reported to the Program Clinical Coordinator immediately by the Clinical Education Supervisor.

Receipt of concern regarding student competency or safety will result in:

- A meeting scheduled with the student, Clinical Instructor and the Program Clinical Coordinator in a timely manner dependent on the severity of the situation.
- Any changes in the way the clinical experience is conducted and/or solutions to the areas of concern are the discretion of the Program Clinical Coordinator and/or Clinical Instructor and will be implemented immediately.
- The meeting is documented and signed by all in attendance parties.
- Should the Clinical Instructor and Program Clinical Coordinator feel that the student should not continue at that facility, the student will be removed from that clinical site. Students may reapply one more time for a clinical rotation based on the seriousness of the reason for dismissal from the clinical affiliate and space availability. Re-application does not ensure acceptance into another clinical affiliate.

A second report of concern regarding competency or safety will result in failure of the clinical practicum and dismissal from the entire program.

- Students dismissed from the entire program for competency or safety concerns cannot re-apply to the program.

## Failure of a Clinical Affiliation

No student may progress in the program following failure of a clinical education rotation.

In the event that a student fails a clinical rotation, the following steps will be implemented:

- The student will attend remediation sessions with the appropriate faculty member until he/she demonstrates competency as determined by the Clinical Instructor and Program Director.
- The student will be placed in a different facility than the original
  - The clinical affiliation will begin when an additional slot is available

Second failure of a clinical affiliation will result in dismissal from the program

- Re-entry after failure of a second clinical is not an option.

## Timeline for Completion of Clinical Education Requirements

Students must begin clinical training within 6 months following completion of the didactic portion of the program and complete the clinical training within 6 months after the start of the clinical training. Students who do not meet this requirement must follow the policy and procedure for program re-application.

## Ethical Behavior and Expectations of Students

### ***Code of Ethics Policy***

The purpose of the code of ethics policy is to ensure professional behavior in all students participating in the Medical Laboratory Technician program. The standard of ethics and conduct for the Medical Laboratory Technician student is dictated by those moral and personal qualities inherent in the profession.

### ***Promptness:***

Demonstrates punctuality in arrival to all classes, assignments, rotations, and scheduled meetings. This includes returning from lunch and breaks.

### ***Responsibility:***

Wears clean, neat attire during student clinical rotations

Follows safety rules.

Completes assigned work as required and on time.

Demonstrates willingness to spend extra time to complete work.

Reports before leaving assigned areas with approval of clinical instructor.

Reports to Clinical Education Supervisor reason(s) for absence prior to schedule class time, rotations, and scheduled meetings.

Attends all rotations days, and scheduled meetings.

In clinical rotations, each student will engage in only those activities he/she has been trained, minimizing the probability of harm to the patient.

Information received from a patient will be discussed for professional purposes only and always keeping patient confidentiality.

Case information will be discussed in classes in a way that the confidentiality of the individual is always maintained.

Is not afraid to ask any questions when in doubt of proper procedure.

### ***Integrity:***

Admits to errors or mistakes.

Demonstrates the ability to follow a procedure and is not afraid to ask questions.

Demonstrates the ability to report results accurately.

Reports reason for absences truthfully.

Recognizes the rights and professional standing of colleagues in their respective professions.

### ***Cleanliness and Orderliness:***

Ability to keep appearance neat and clean.

Maintains instruments/keeps equipment clean.

Keeps supplies replenished and in their place.

Keeps work space clean and neat-- before, during and after working.

Submits report forms that are legible.

### ***Interest:***

Displays enthusiasm for laboratory work.

Actively participates in discussions.

Asks relevant questions.

Demonstrates independent study in addition to required work.

### ***Constructive, Helpful Attitude:***

Makes constructive suggestions and actively supports suggestions by demonstrating a “Plan of Action”.

If a student believes that a course is not meeting his/her learning needs, the student shall initiate discussion with the course instructor as soon as the problem is perceived.

On completion of course work, each student shall complete an honest, written evaluation of each course in which the student is enrolled.

Each student shall engage in open discussion with his/her MLT instructor or Program Director, pertaining to any factor interfering with acceptable progress in the course of study.

### ***Ability to Accept Suggestions And Advice:***

Demonstrates acceptance of student progress evaluations.

Positively accepts constructive criticism.

Demonstrates constructive use of suggestions and advice.

### ***Adaptability and Ability to Work with Others:***

Demonstrates tact with people in varied environments.

Demonstrates ability to function well with others as equals.

Demonstrates leadership ability.

Demonstrates ability to function well as a subordinate.

### ***Ability to Adjust to Stress and Changing Situations:***

Demonstrates composure while under stress.

Maintains work quality and quantity while under stress.

Demonstrates ability to prioritize work while under stress.

Maintains a friendly relationship with others while under stress.

### ***Initiative:***

Performs routine work without ignoring or overlooking routine tasks (e.g., machine maintenance, quality control)

Shows initiative to develop a plan of action if circumstances warrant.

Shows acceptance of the need for occasional additions to work assignment.

### ***Conduct in a Clinical Facility***

All student's in the program are required to become student members of the ASCP American Society of Clinical Pathology (no cost for students) and, in so doing, will be held to the Standards of Ethical Conduct for the Medical Laboratory Professional.



All students must follow the conduct policies of each affiliation site where they are placed.

Cell phones will be placed on silent (not vibrate) during the hours of the clinical affiliation and may need to be stored away from laboratory instrumentation due to possible interference. Please follow the clinical instructor's directions. Cell phone calls, texting, and any other form of communication that can be performed through a service provider data plan are only permitted during scheduled breaks and at lunch.

## Policy of Service Work

Students of the MLT Program should be aware that any service work performed at any of our affiliates is:

- Not required (it is your decision to do so)
- Cannot occur during the training hours
- Should not interfere with your progression through the MLT program
- Cannot be counted towards your training hours requirement

Examples of service work include:

- Working as a phlebotomist, specimen processor or laboratory assistant while completing the clinical practicum or core courses
- Working in the student laboratory as a student worker
- Continuing to work pm shifts or weekends in a clinical affiliate during your progression through the MLT program

Students may not be substituted for regular staff during their student experiences under any circumstances.

Students should apply themselves to the program first. Financial needs requiring the student to work long hours outside the program should be discussed with the Program Director as scholarships or financial aid may be in order.

## IX. Faculty and Staff Development Planning

### Program Development/Evaluation

The following participants assist with ongoing and/or periodic evaluation and program development:

- Program Director: The Program Director will maintain a faculty workload that does not exceed 8 credit hours per semester (or 50%) of the College's established workload requirement.
- Clinical Coordinator of Clinical Education: The Clinical Coordinator of Clinical Education will maintain a faculty workload that does not exceed 12 credit hours per semester (or 75%) of the College's established workload requirement.

All program faculty workloads will be submitted to the Vice President for Academic Affairs during the time that schedules are being created for the upcoming semester.

### Meetings

#### *Program Department Meetings*

Program department meetings including all core faculty will meet, at a minimum, once a semester or as often as the faculty deem necessary to maintain appropriate levels of communication. The agenda will be

determined in advance of the meeting by the faculty. Meeting minutes will be taken by the program administrative associate and kept on file in the office of the Program Director.

### ***Advisory Board***

The program advisory board will meet once during each of the spring and fall semesters. Discussion will include, but is not limited to, policy changes, departmental changes, and program changes to ensure optimal functioning of the program and education experiences for the students. Meeting minutes will be taken by the program Administrative Associate and kept on file in the office of the Program Director.

### ***Program Policies & Procedures Review***

The Program Director will meet with the Vice President of Academic Affairs and Dean for Transfer and Pre-Professional Programs once each spring semester to review program materials to assure the program's mission, philosophy, goals, and objectives are consistent with the College's mission, alignment of College and program policies and procedures, program enrollment, and the program budget.

## **Faculty Development**

### ***Program Faculty***

Each program faculty member will attend continuing education classes and higher education faculty development courses every year based on topics identified in their self-appraisal, student evaluation of the instructor, or by the Program Director. At least one faculty member will attend a professional Clinical Laboratory Educators' meeting, at least every other year, where continuing education courses are available. In addition, it is highly suggested that all faculty maintain membership in one of the professional organizations, including a state chapter if available, and attend one professional organization's meeting every 2-3 years.

## **Curriculum Review and Revision**

### ***Core Faculty***

Program faculty will compile student, clinical instructor, graduate, and employer surveys, as well as any documentation as to problem identification and resolutions.

### ***Clinical Instructors***

Clinical personnel will provide documentation for curriculum review and revision as part of the Clinical Education Evaluation Tool which asks for feedback regarding the student's ability to obtain established goals, preparation of the student by the program and overall student performance during the affiliation.

### ***Advisory Board***

Student, clinical instructor, graduate, and employer evaluations and hiring rates, *as well as national certification pass rates, will be shared and reviewed by the Advisory Board at semi-annual meetings* to assess the need for additions and revisions in the curriculum.