



Medical Laboratory Technician Program

Student Information Handbook & Clinical Manual

August 29, 2022–August 28, 2023

(Revised 1/10/23)

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Section 2:

Clinical Manual (to be distributed in Summer Semester for Clinical Rotations)

NOTE: This *Student Information Handbook & Clinical Manual* is to be used in conjunction with the course objectives *and* the college *student handbook*. If the student has any questions related to a stated policy, contact the program director immediately for clarification. Failure to do so is *not* justification for noncompliance. **STUDENTS ARE EXPECTED TO ADHERE TO OTHER RELEVANT POLICIES AND PROCEDURES GENERALLY APPLICABLE TO ALL STUDENTS OF HACC.**

INTRODUCTION

Welcome to the Medical Laboratory Technician (MLT) Program

Congratulations! Welcome to the Medical Laboratory Technician (MLT) Program! We hope that you will find your educational experience rewarding. Laboratory professionals are vital members of the health care team and play an important role in the providing of information necessary to care for the ill or injured patient. Laboratory students must be dedicated to the profession and have an aptitude for science and technology.

This student handbook and clinical manual has been developed to assist you in becoming acquainted with the policies and procedures for the MLT Program. The MLT faculty strive to provide an excellent educational experience for each student and will assist students as much as possible. However, it is the student's responsibility to review and adhere to the policies and procedures provided in this handbook in order to successfully complete the program.

Institution: Harrisburg Area Community College (HACC)
Central Pennsylvania's Community College
One HACC Drive
Harrisburg, PA 17110

Mission Statement

The Medical Laboratory Technician program is designed to prepare a student for a career as a medical laboratory professional. The student will acquire the technical expertise necessary to perform a wide variety of routine and specialized tests on patient specimens to aid the physician in the diagnosis and treatment of disease.

Graduates of the Medical Laboratory Technician program should be able to:

- Demonstrate the technical laboratory skills prescribed by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Successfully pass the national entry-level credentialing examination administered by certifying agencies of the profession at the end of the program
- Demonstrate appropriate communication skills with patients and colleagues
- Work effectively with other hospital personnel
- Act in a professional and ethical manner
- Continue to master new techniques and new technologies in the laboratory field

Students will receive theoretical and clinical instruction in the MLT field. This instruction includes didactic work in the classroom at the college and clinical lab work in the student lab at the college as well as clinical instruction at a hospital clinical laboratory.

MLT education is a shared responsibility between faculty and students. This education provides the foundation for life-long learning. The combination of observation, practice, and assessments (such as quizzes and exams) is meant to develop the student into a competent health care provider. Critical thinking skills and self-direction are integral to laboratory education and practice. Learning is a complex, interactive process of growth during which students acquire knowledge, self-awareness, and a professional approach to the discipline.

The Medical Laboratory Technician curriculum includes the following essential requirements:

1. Principles and methodologies for all major areas commonly practiced by a modern clinical laboratory (Hematology and Coagulation, Immunohematology, Microbiology, Chemistry, Immunology, and Urinalysis)
2. Clinical significance of laboratory procedures in diagnosis and treatment
3. Principles and practices of quality management
4. Principles of laboratory safety and problem solving
5. Information systems in the clinical laboratory sciences
6. Principles and practices of professional conduct

Note: Students who complete the HACC MLT program are eligible to sit for the American Society of Clinical Pathologists (ASCP) Board of Certification examination. Students are provided with information regarding this examination.

Program Goals and Standards

Goal: To prepare students as competent entry-level Medical Laboratory Technicians

Objective 1: Upon completion of the program, students will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as entry level medical laboratory technician. (Cognitive Domain)

Objective 2: Upon completion of the program, students will demonstrate technical proficiency in all entry-level practitioner skills. (Psychomotor Domain)

Objective 3: Upon completion of the program, students will demonstrate personal behaviors consistent with professional and employer expectations for the entry-level medical laboratory technician. (Affective Domain)

Faculty

Program Director:

Georgeann Laughman, MBA, MT (ASCP), SM, HEM

Office: Blocker 101 H

Phone: 717-780-1953

Fax: 717-780-2615

Cell Phone: 717-609-5657

Email: glaughma@hacc.edu

Faculty/Instructors for Lecture Courses:

Georgeann Laughman MBA, MT (ASCP) glaughma@hacc.edu

Susan A. Moore MS, PhD, MLS (ASCP)^{CM} samoore@hacc.edu

Diann Trotman MS, MLS (ASCP)^{CM} ditrotma@hacc.edu

Current Clinical Affiliates:

Penn Medicine/Lancaster General Hospital

Penn State Holy Spirit/Hampden

UPMC Carlisle

UPMC Community Osteopathic Hospital

UPMC Hanover

UPMC Harrisburg

UPMC York Memorial

WellSpan Chambersburg

WellSpan Waynesboro

Essential Qualifications for Health Career Programs: Medical Laboratory Technician

All individuals, including persons with disabilities, who apply for admission to the medical laboratory technician program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the medical laboratory technician program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer,

PHYSICAL SKILLS

1. Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care
2. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment)
3. Move quickly, freely and safely around the assigned work area and patient care settings
4. Sustain professional activities for up to 8 or more hours
5. Remain standing up to 8 or more hours
6. Remain sitting up to 8 or more hours
7. Reach above shoulder level (to manipulate equipment)
8. Reach below waist level (to manipulate equipment)
9. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
10. Keep hand and arm steady while moving arm or while holding arm and hand in one position
11. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
12. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

Personal Characteristics

In addition to the essential qualifications noted above, the following characteristics are desirable in medical laboratory workers:

Ability to work under pressure	Accurate
Attention to detail	Computer Skills
Dedication	Dependable; Reliable
Electronic skills	Emotional stability
Ethical (Personal and Professional)	Independent
Interpersonal communication skills	Love of science
Manual Dexterity	Mechanical skills
Orderly/Organized Proficient Manner	Problem solving skills
Self-motivated; Set high standards	Responsible
Written communication	

Entry Level MLT Skills and Abilities

These are the skills and abilities expected by employers at career entry for the medical laboratory technician:

Knowledge

- *The technician has a working comprehension of the technical and procedural aspects of laboratory tests.*

The technician maintains awareness and complies with regulatory requirements, safety regulations and ethical standards of practice. The technician correlates laboratory tests to disease processes and understands basic physiology recognizing appropriate test selection and abnormal test results.

Technical Skills

- *Follows established procedures for collecting and processing biological specimens for analysis.*
- *Performs chemical, microbiologic, immunologic, and hematologic and immunoematology laboratory procedures that require limited independent judgment.*

The technician comprehends and follows procedural guidelines to perform laboratory tests to include (1) specimen collection and processing; (2) instrumentation operation and troubleshooting; (3) result reporting and record documentation; (4) quality control monitoring; (5) computer applications and (6) safety requirements.

Problem Solving and Decision Making

- *Recognizes unexpected results and instrument malfunction and takes appropriate action.*

The technician recognizes the existence of procedural and technical problems and takes corrective action according to predetermined criteria or refers the problem to the appropriate supervisor. The technician prioritizes test requests to maintain standard patient care and maximal efficiency.

Communication

- *Provides laboratory information to authorized sources.*

The technician communicates specimen requirements, reference ranges, and test results, and prepares drafts of procedures for laboratory tests according to standard format.

Teaching and Training Responsibilities

- *Demonstrates laboratory technical skills to other laboratory personnel.*

The technician trains new technicians and students and maintains technical competence.

PROGRAM EXPECTATIONS

Academic Honesty/Honor Pledge

Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate to continue to perform its most important function. Students are expected to be honest in all their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student for verifiable acts of dishonesty occurring in or out of the classroom. This policy shall be implemented according to regulations approved by the President (See the appropriate Administrative policy.)

The MLT faculty believes that an essential MLT value is honesty. Students participating in the MLT program must embrace this core value if the integrity of the profession is to be upheld.

Any verifiable act of dishonesty will result in the removal of the student from the MLT course as per HACC Academic Policy. The student may not be eligible to return to the MLT program. Acts of dishonesty include but are not limited to the following:

1. **Cheating:** giving or receiving answers on graded material, using materials or aids forbidden by the instructor, alteration of academic records, unauthorized possession of quizzes, labs or examinations, the falsification of admissions, registration or other related college materials, information, or study aid.
2. **Plagiarism:** the offering of someone else's work, or idea as one's own or using material from another source without acknowledgement.
3. **Interference:** interfering without permission with the work of another student either by obtaining, changing, or destroying the work of another student.
4. **Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.**
5. **Falsifying of one's own or another's records.**
6. **Making untrue statements to a faculty member or administrator.**
7. **Knowingly assisting someone who engages in the above.**

Any verifiable act of dishonesty will result in the student receiving a zero for that evaluation/test. The student will receive an "F" for the course. The student will immediately be removed from all other MLT courses in that semester with a grade of "W". The student may not be eligible to return to the MLT program.

Throughout the course of study in laboratory medicine, students will receive evaluations. These evaluations may be in the form of examinations, tests, or quizzes and may be written, oral, or performance-based. These evaluations may occur during the didactic, laboratory or clinical education. All students are on their honor not to discuss the contents of such evaluations or assist fellow students until all students have completed the evaluation. Failure to adhere to this honor pledge constitutes academic dishonesty and is grounds for dismissal from the course.

In addition, a student soliciting information from a fellow student who has already been evaluated will constitute a deliberate intention to obtain information dishonestly. This will constitute academic dishonesty and is grounds for dismissal from the course.

Finally, students are NOT permitted to print quizzes and exams from D2L. Any printing or copying of these assessment evaluations will constitute a deliberate intention to obtain information dishonestly. **This will constitute academic dishonesty and is grounds for dismissal from the course.**

Each MLT student will read and sign the following pledge.

HONOR PLEDGE

Students are expected to be honest in all their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of a dishonest act, the faculty and the College will discipline a student for verifiable acts of dishonesty occurring in or out of the classroom in accordance with College Policy.

Any verifiable act of dishonesty will result in the removal of the student from the Medical Laboratory Technician program. The student will not be allowed to return to the Medical Laboratory Technician program at HACC.

Acts of dishonesty include but are not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on an evaluation (quiz, lab practical, or examination); copying quiz and exam information from D2L; making untrue statements to a faculty member or administrator; or soliciting information from a fellow student who has already been evaluated.

A student found cheating will receive a zero for that evaluation and will immediately be removed from the program. The student will receive a grade of "F" for the course.

It is understood that a student may unknowingly overhear discussion related to an evaluation that he or she has not yet taken. This is not a breach of the honor pledge if the student *immediately* informs the instructor/professor administering the evaluation or the program director. No disciplinary action will be taken. However, if the student proceeds with the evaluation having such information, the student will be in breach of the honor pledge which constitutes academic dishonesty and is grounds for dismissal from the program.

Computer Proficiency

Computer proficiency is an integral part of the program. All students **MUST** activate and use their HAWKMail accounts. Faculty will be using these accounts only to communicate with students. Students will become proficient in the use of e-mail and the Internet. The use of e-mail also helps to improve written communication skills. E-mail is a *major* method of program communication.

It is expected that students check their e-mail on a routine basis. Daily checks are advisable.

The Internet is as important as any text and it is *free*! Virtually all topics discussed in the program may be searched through the Internet with success. Students need access to the internet, a printer and a scanner (scanning app on phone is acceptable) in order to create PDF files of documents. Many documents contained in the eLearning system are in a PDF format. You need to have the "Adobe Acrobat Reader" plug-in installed to read these files. If you are having problems reading PDF files a possible solution is to download the latest version of the Adobe Acrobat Reader. This software is free.

Critical Thinking Skills

Today's health care providers must possess good critical thinking skills. He or she must be able to use deductive reasoning and logic on a daily basis in the delivery of patient care. This course will strive to assist in the development of good critical thinking skills. It is the role of the College to act as a facilitator. The student is as responsible for his or her education as the course instructor(s).

PROFESSIONALISM

ASCLS Statement of Ethics and Professional Conduct

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

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of

knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession...As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

<http://www.ascls.org/about-us/code-of-ethics>

Health Career Code of Ethics

In order to promote excellence in patient care, the Health Career student shall:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.

- Promote and strive to protect the health, safety and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not reference any person, place or affiliated agency associated with the clinical experience in or on any form of social media including, but not limited to, blogs, networking (Facebook, MySpace, etc.), Twitter, or video sharing (YouTube, etc.). Information displayed on these formats is considered public and could be identified as a HIPAA violation.
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate behavior that reflects integrity.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students shall be denied admission to a program for breaches in any of the above code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

Code of Ethics Regarding Social Media

This code provides HACC MLT students with rules for participation in social media, including media hosted by clinical affiliates as well as non-clinical affiliate social media. The term “social media” includes, but is not limited to blogs; social networks such as MySpace®, Facebook®, and Twitter®; podcasts; video sharing; Really Simple Syndication (RSS) feeds; and on-line collaborative information and publishing systems.

Guidelines:

1. The term “clinical affiliate” includes ANY clinical affiliate used by HACC for health career education.
2. Students must, at all times, abide by the HACC Health Careers Code of Ethics when using or participating in social media.
3. Students must, at all times, remain respectful of the clinical affiliates, their patients, visitors, vendors, medical and allied health staff, and former and current employees. Materials may not be posted which are obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing to another person or entity. Students may not engage in any activity that reflects negatively on a clinical affiliate.
4. Students may not disclose any confidential or proprietary information regarding any clinical affiliate, its patients, visitors, vendors, medical, nursing, allied health staff, former and current employees including but not limited to, business, medical and financial information; represent that they are communicating the views of any clinical affiliate

unless authorized by that clinical affiliate and HACC; or act in any manner which creates the false impression that they are communicating on behalf of or as a representative of a clinical affiliate.

5. Students may not use or disclose any patient identifying information of any kind in any social media. This rule applies even if the patient is not identified by name where the information to be used or disclosed may enable someone to identify the patient.
6. This policy applies to students when using social media while at a clinical affiliate site and while using social media when away from a clinical affiliate site. This policy does not apply to content that is unrelated to a clinical affiliate, its patients, visitors, vendors, medical and allied health staff, and former and current employees.
7. Students are not permitted to use a clinical affiliate logo or HACC logo in any internet posting.
8. Students are personally responsible for what they post.
9. Students may not establish a clinical affiliate hosted social media site.
10. Violation of this policy will result in corrective action up to and including removal from the program.

Verbal and Written Communication Skills

Students enrolled in this program are expected to use literate and effective English in their speech and written work. Grades on written work (homework, quizzes, and examinations) will be based on expression as well as content. The program confers with the concept of *writing across the curriculum*. **In other words, we expect College-level performance, both verbally and in written work in all aspects of the program.** In the clinical site as well as in the work place, effective and professional communication is expected. Students are here to become professionals. Faculty is not going to limit education just to the task of performing procedures.

GENERAL POLICIES AND PROCEDURES

Accreditation

The HACC MLT Program has completed an accreditation review and is judged to comply per the NAACLS Standards for Accreditation. The standards by which the program is measured have been developed by professionals in the discipline and are intended to reflect what individuals need to know and to perform to function successfully within that profession. Along with certification, accreditation is a tool intended to help assure a well-prepared and qualified workforce providing healthcare services.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road
Suite 720
Rosemont, IL 60018
Phone: 773-714-8880

Address and Telephone Number Changes

The program will develop a call list during the first semester to include addresses and telephone numbers. This is important to maintain communication with students during the program especially if there are class or clinical changes (inclement weather, illness, emergency). Failure to

provide the program with up-to-date information may result in the student not being contacted. It is the student's responsibility to provide the program director with all address and telephone number changes in writing.

Maintaining an up-to-date listing after graduation is also important. Accreditation standards require that the program contact graduates to obtain a graduate survey of the program. In addition, graduates will receive periodic mailings from the program, especially over the first year, related to job opportunities.

Instructor or Program Director personal phone numbers are NEVER to be shared with anyone.

Advisement and Counseling

The advisor for all MLT students in the program is the Program Director. Students should not procrastinate when it comes to registration and should see their advisor *no later than four weeks before the start of registration for the next semester(s)*. If a student has difficulty with a particular course, he or she should see the instructor *immediately*. Faculty can help the student if the student initiates the process and lets us know of the difficulty right away.

Attendance

Class attendance is essential if the student expects to comprehend the material being presented. Most classes, especially lab courses, will have a substantial amount of time spent covering equipment and procedures that cannot be obtained through peer notes or a tape recording of missed classes.

Didactic Attendance Policy:

Attendance is mandatory in all MLT courses. Absences are discouraged in the MLT program due to the intensive pace and large amount of material presented in class, both in lab and lecture components of the course. All courses within the program will adhere to the following attendance and tardiness policies. These standards must be met in order to receive a passing grade and to remain enrolled in the Medical Laboratory Technician program.

During the semester, students are permitted to accrue an allowable number of excused absences without penalty, as indicated: 1 OR 2 CREDIT CLASSES: 1 EXCUSED ABSENCE; 3 OR 4 CREDIT CLASSES: 2 EXCUSED ABSENCES

The academic penalty for each unexcused absence is the subtraction of **five percentage points from the final percentage grade of the course for the first offense. Subsequent unexcused absences will result in the subtraction of eight percentage points per occurrence.** An absence is considered excused if it meets the following criteria:

- The student contacts the instructor before the meeting time of the class to report that he/she will not be present in class. Failure to contact the instructor before the meeting time of the class will result in an unexcused absence. The instructor may be contacted either by email or voice mail; check syllabus for contact information for the instructor, AND
- The explanation for the absence is considered to be valid by the instructor.

A physician's excuse will be required if two consecutive classes are missed due to illness. If the student is subject to an illness which results in missing more than two (2) consecutive class days, an immediate meeting is required with the Program Director to discuss a leave of absence from the MLT program.

When students are participating in a remote class via ZOOM, students are expected to be on the ZOOM call for the entire session. If students need to step away from the session, they should note that information in the CHAT portion of the ZOOM meeting (chat directly to the instructor) both when they step away from the session and when they return. If students are called on during the session and do not respond, their name will be repeated once. If the student does not respond after the second name call, the student will be recorded as ABSENT. This will count as an unexcused absence.

Tardiness will not be tolerated. A student is considered tardy if he/she is not present when the instructor begins class **including ZOOM sessions**. Two incidents of tardiness for any reason will be considered one unexcused absence. The academic penalty for each unexcused absence is the subtraction of five percentage points for the first offense from the final percentage grade of the course and minus eight percentage points for each additional offense.

Students must attend all laboratory sessions; due to the nature of some courses, it is not possible to make up a missed lab. When a lab is missed, the student will receive a grade of zero for any graded assignments that were completed during the laboratory session or are to be completed based on the information and activities completed in the lab.

If a student must be absent on the day of an exam, the absence must be **excused** (meeting the criteria for an excused absence, as stated above) in order for the exam to be made up. The student must make up the exam at the testing center on campus, and the exam must be made up before the meeting time of the next class period. Only one exam may be missed and made up per semester. Missing more than one exam will result in a grade of zero for that exam.

As per HACC academic policy, instructors may drop a student from a class with concurrence of the division/campus administrator when unexcused absences exceed 15% of the total lecture hours OR laboratory hours that will take place throughout the semester and when the excessive absences preclude the possibility of a student attaining the stated learning outcomes for the course.

Probationary Process for Deficiency in Didactic Attendance Policy

In the didactic course, a student is in violation of the attendance policy if any of the following situations occur:

- Accruing more than the allowable number of excused absences in the classroom or laboratory, as indicated in course syllabus.
- Tardiness in excess of two instances in the classroom.
- More than one unexcused absence.

Any student in violation of the attendance policy of the MLT program will receive a deficiency notice and be placed on Program Probation, according to the following procedure:

- After the first violation, the student will receive written notification from the Program Director. A copy of the written warning will be signed by the student and placed in the student's file in the Program Director's office.
- After a second violation, the student is placed on Program Probation and must meet with the Program Director, the Department Chair, and the Dean of the Division within 5 business days of notification. A record of this meeting will be placed in the student's file in the Program Director's office.
- After a third violation, the student will receive written notice of immediate dismissal from the MLT course and may not be allowed to reapply for the program.

Information on the attendance requirements for the two clinical rotation courses (MLT 226 and MLT 228) will be provided during the summer semester along with the Clinical Manual. Any student dismissed from the MLT program may apply for readmission to the program one time, according to the policy for *Readmission to the MLT program*.

Cell Phones, Pagers, and Electronic Devices

When in class or clinical, cell phones will be turned off or on silent mode at the instructor's discretion. During clinical hours, students can be notified through the assigned clinical site phone number. In addition, students will also have the phone number for the program director who will also be available during clinical hours for emergencies.

All other electronic devices are NOT to be used during classes unless they are being used to enhance a classroom activity. The students will be directed to use the electronic device or their phones during the class.

Clinical Assignment:

It is the Program Director's decision on where the student will complete their clinical experience. The process of determining the number of clinical hospital affiliate sites begins in Spring semester. Sites are contacted by the Program Director to determine the number of students that the site is willing to accept for the **following** Fall semester. The number of students accepted into the Fall MLT Clinical Cohort is based on this number. Students attend didactic classes and student labs at the HACC campus during Spring and Summer semesters. MLT students then spend the Fall and following Spring semesters at the assigned clinical hospital affiliate site.

- If a clinical site would not be able to fulfill its commitment to accept a student as previously arranged by the Program Director, the Program Director would attempt to negotiate placement for the student at one of the other clinical hospital affiliate sites.
- If the Program Director was unable to find another placement for a student by the beginning of the clinical semester, the students would be placed at clinical sites based upon their grades for completed MLT courses in Fall and Spring semesters. Students would be ranked based on their scores from high to low scores. Students would be placed at the clinical sites from high to low scores until all clinical site slots have been filled. The remaining students would be placed on a waiting list for clinical placement.
- The Program Director would continue to work with the clinical sites to find a placement for those students on the waiting list for clinical placement. Students may have to wait until the next clinical semester to be placed at a clinical site.

The HACC MLT Program has sufficient clinical affiliates to guarantee placements for all students admitted to the Program during ordinary circumstances. In the event of unforeseen and catastrophic loss of clinical sites, the program will ask current sites to accept more students, seek affiliations with new sites in the surrounding region and/or provide alternate experiences that will permit successful completion of the curriculum in as timely a manner as possible. If the situation is severe enough, on-time graduation and meeting geographic preferences cannot be guaranteed, but every effort will be made to do so. Unless circumstances are extraordinary, it will not be the responsibility of students to find their own clinical placements. The MLT Program will work continuously to assist students in completing their clinical competencies to earn the degree.

Clinical Experience

Please be aware of the following information concerning the Clinical Experience (MLT 226 – Fall and MLT 228 – Spring of Graduation Year):

- Clinical is available only during day shift hours due to the schedules at the clinical site. Students should expect to attend clinical for up to 8 hrs/day, as early as 6 AM or staying as late as 5 PM.
- It is the student's responsibility to ensure that their work time does not interfere with clinical time.
- Clinical will not be scheduled around personal vacation time.
- To accommodate the hospital laboratory, the clinical experience may not begin on the first day of the semester.
- Students should not expect to leave clinical early to report to work. Arrangements must be made with employers in advance of clinical rotation.
- Students should be aware that not all clinical sites are in the Harrisburg area. The current clinical sites are listed in this handbook under the *Faculty* section.
- Students are required to have their own transportation to the clinical site.
- The MLT Program Director will make periodic visits to the clinical site to monitor the student's progress. If visits are not feasible, efforts will be made to communicate with the clinical site to determine if any issues exist.
- The student can be removed from the clinical site and dismissed from the MLT clinical course and possibly the MLT program at any time for unprofessional or unethical behavior, as stated in *Policy for Immediate Dismissal* section of this handbook.
- Students are NOT permitted to contact the clinical site prior to the start of the clinical rotation unless directed to do so by the Program Director.
- Students are NOT permitted to rearrange or change their schedule or any other student's schedule by contacting the clinical site. ALL requests for changes to clinical schedules or clinical hours MUST be directed to the Program Director. The clinical site will be contacted BY THE PROGRAM DIRECTOR if the changes are approved.

Computer Access

Students are expected to check their emails and D2L daily for updates. Failure to follow instructions sent by email could result in points deductions from assignments. Students need to have internet access either at home or arrange schedules to utilize one of HACC's computer labs (at any of the campuses) or local libraries, etc. to maintain computer access.

When using computers to access e-mail or the Internet - plan on the unexpected! Do *not* procrastinate in completing assignments since computer problems or Internet problems are not uncommon. If there is a problem, *report it immediately*. If there still is E-mail access, the student should report the problem directly to the instructor assigning the homework so that he or she is aware that a problem exists. If email is unavailable, call the instructor's number and leave a message.

If the problem is reported using the proper procedure, the instructor will be able to determine if an extension is warranted. Failure to meet a deadline due to a problem that was *not* reported is *not* justification for an extension. If an extension is granted, the student will be given additional time based on the date/time the problem is reported and the date/time the problem is resolved. No extension will be granted for a problem that was not reported or reported inappropriately. No extension will be granted if the instructor feels that adequate time was given for the assignment and the student procrastinated until the last minute.

SM-111 COMPUTER RULES

- This lab is for Health Career students *ONLY* and is to be used for required research and assignments/modules *only*
- Be prepared to show your HACC ID card and lab pass if requested by an instructor or security
- All Users must obtain a network login ID and password from your instructor.
- This is a place of work, please respect others around you
- Cell phones should be silenced
- Be considerate of other students-keep conversation low and to a minimum
- Logging into computer with any other ID other than your own is against HACC's computer use policy
- Do not share your network login ID and password with others
- Do not bring food or drink into the lab near the computer terminals
- Do not conduct cell phone conversations in the lab
- Do not bring children into the lab
- Do not install any software or hardware devices on the systems
- Do not save work on "C" Drive
- Do not unplug or move equipment
- Remember to log off the computer COMPLETELY when you are finished on the computer

FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN SUSPENSION OF LAB PRIVILEGES!

Course Descriptions

MLT 100 - Introduction to Medical Laboratory Technology

4:3:3

Introduces students to the role that the Medical Laboratory Technician plays within the health-care system. This course covers microscopy, a general overview of the departments of the clinical laboratory and laboratory personnel, laboratory safety, infection control, glassware and equipment, medical terminology, and mathematics as they apply to laboratory science. Students review the skills needed to draw blood and prepare specimens for testing. This course is appropriate for students considering laboratory science as a career. A course fee is required. *Pre or Co-requisite: ENGL 101 with a grade of C or higher. Non-majors need permission of the Program Director. (FYS)*

MLT 120 - Hematology and Coagulation

4:3:3

Studies blood cell maturation, morphology, and function. In addition, this course discusses blood diseases, diagnostic procedures relating to whole blood, and the theory of blood coagulation. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 100,110 and 122 with grades of C or higher.*

MLT 122 - Immunology and Molecular Biology

3:3:2

Studies serum immunity and reactions to antigens and antibodies as they apply to blood. In addition, this course discusses serologic procedures including molecular biology testing. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: Eligibility for enrollment into ENGL 101.*

- MLT 124 - Immunohematology** 4:3:3
 Studies blood-group antigens and antibodies of the human body. In addition, this course emphasizes laboratory procedures for typing, compatibility testing, donor screenings, and the processing of blood. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 100, 120, 122, and 220 with grades of C or higher.*
- MLT 220- Clinical Microbiology I** 4:3:3
 Studies bacteria that cause human disease. In addition, this course discusses diagnostic procedures. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 100, 110 and 122 with grades of C or higher.*
- MLT 222 - Clinical Chemistry** 4:3:3
 Studies the basic principles and techniques of biochemistry for clinical and laboratory applications. This specifically addresses enzymes, hormones, proteins, lipids, and carbohydrates, electrolytes, and acid-base balance. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 100, 110 and 122 with grades of C or higher.*
- MLT 224 - Urinalysis and Body Fluids** 2:2:1 S
 Studies the urinary system including the chemical and morphological characteristics of urine. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 100, 120, 122, and 220 with grades of C or higher.*
- MLT 226 - Clinical Experience I** 5:0:40
 Provides direct supervision of clinical laboratory skills application at affiliated hospitals or health-care agencies. Students gain experience working in a variety of laboratory areas. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 124, 222, and 224 with grades of C or higher.*
- MLT 228 - Clinical Experience II** 5:0:40
 Continues the clinical experience conducted in MLT 226. Students obtain direct supervision of clinical laboratory skills application at affiliated hospitals or health-care agencies. Students gain experience working in a variety of laboratory areas. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 226 and 230 with grades of C or higher.*
- MLT 230 - Clinical Microbiology II** 4:3:3
 Studies bacteria, fungi, parasites, and viruses that cause human disease. In addition, this course discusses diagnostic procedures. A course fee is required. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 100, 120, 122, and 220 with grades of C or higher.*
- MLT 236 - Clinical Laboratory Management** 2:2:0

Introduces management and education in the clinical laboratory. This course provides an overview of healthcare reimbursement, job design, cost accounting, performance appraisals, compliance, budgets, staffing, scheduling, education and training, and preparing for inspections. *Enrollment is restricted to students in the Medical Laboratory Technician AS program. Non-majors need permission of the Program Director. Prerequisite: MLT 124, 222, and 224 with grades of C or higher.*

MLT 238 - Clinical Capstone Project

1:1:0

Provides students with the opportunity to integrate all the knowledge and skills acquired through their studies as Medical Laboratory Technician majors through the final organization of a clinical case study for presentation. *This course is restricted to students in the Medical Laboratory Technician AS program.*

Prerequisites: MLT 226 and 236 with grades of C or higher. Non-majors need permission of the Program Director.

Courtesy and Respect

Students are expected to act in a professional and respectful manner when representing themselves to the community and the College as a medical laboratory technician student. Professional protocol and common courtesy in addressing faculty and patients is expected. Patients will not be addressed on a first name basis upon introduction.

In addition, students will treat each other with courtesy and respect. ANY issue between students MUST be brought to the Program Director IMMEDIATELY! Failure to do so could result in disciplinary action.

Current Certification in American Heart Association Healthcare Provider Cardiopulmonary Resuscitation (CPR)

Students must maintain CPR certification throughout their clinical hospital rotation. The Health Care Provider CPR course through the American Heart Association BLS is the course required. Courses are available through HACC, various hospitals, or local ambulance associations. The American Red Cross will NOT be accepted. Course fees for CPR certification are *not* included in course tuition or lab fees. It is the student's responsibility to assume the financial obligation for these training sessions-

Criminal and Child Abuse Background Checks

All students accepted into the clinical component of the program must undergo annual Pennsylvania Child Abuse History Clearance, FBI Check and State Police Criminal Record Check and must be updated annually. No student will be admitted with a disqualifying criminal history or child abuse clearance. Students with criminal backgrounds interested in admission into the clinical portion of any health career program at HACC must follow the Prohibitive Offense Procedure. The cost for each of these background checks is set by the Pennsylvania State Police, Department of Public Welfare, and Cogent Systems. The cost for these checks is the responsibility of the student and not covered by tuition or activity fees. Appropriate forms will be given to students during the orientation. Students having a prohibitive offense on his or her report, or ANY offense on his or her child abuse check will NOT be permitted to continue in the program. If students have any questions related to these background checks, notify the program director. **Background checks MUST be completed within 6 months of the clinical start date in Fall semester as of Fall 2023.**

Deadlines

A deadline is a date or time *before* which something must be done. Students will face numerous deadlines both in the program as well as in their personal lives. Budgeting of one's time is essential! Students are expected to be responsible for their actions.

Dependability, ability to accept responsibility for completing assignments, punctuality, and thoroughness in completing assignments are common to graduate reference questionnaires. Hospitals and other health care agencies expect employees to be responsible and meet assigned tasks in the allotted time frame. The program also expects homework, labs, and out-of-class assignments to be completed in a timely manner. Please refer to individual course objectives for specific details.

Schedule for Weather-Related or Other Incidents

ALL students are expected to register for the e2Campus alert system. See individual course syllabi for information on class schedules in case of weather or instructor-related delayed openings or cancellations. In addition, the most current information on HACC's closing procedures due to weather-related or other incidents can be found by visiting www.hacc.edu.

The following are general guidelines. Please refer to the information provided on the website or communication from the Program Director for additional information. In the event the college closes due to a snowstorm or other inclement weather, all health career students and faculty who are scheduled for class or a clinical experience that day will not report to class or clinical.

In cases where the college has not made an announcement of closure or delay but the weather conditions are threatening, the program director *may* delay all clinical faculty and students until 9:00 AM. This delay will be utilized to prevent students and faculty from traveling in adverse weather conditions when it is likely the college will close or delay. After the program delay is announced, students and faculty should be directed to check the college website or listen to the radio/TV for additional announcements related to weather conditions. If the college closes, students should not report to clinical.

In the event of inclement weather and the college remains open, all students and faculty are expected to make every reasonable effort to attend class and clinical. However, undue risk when traveling is to be avoided. Students who believe it is not safe to travel should notify the clinical area/affiliate **and** the program director or instructor of their absence per the course syllabus and/or student clinical handbook. Students are responsible for making up missed assignments or the clinical day per the course syllabus and/or student clinical handbook. Faculty (classroom and clinical) who are unable to attend must notify the program director.

WEATHER EMERGENCY ANNOUNCEMENTS

Students and faculty scheduled for class on campus:

- Subscribe to E2Campus for the campus where classes originate and check emails/text messages for notices of cancellation/delay.
- If program director/director of clinical education delays clinical start time, he/she will initiate either a text chain, record a message on program voice mailbox, or initiate the email notification system as stated in the course syllabus and/or student clinical handbook.

Students/faculty scheduled to attend a clinical experience:

- Subscribe to E2Campus for the campus where classes originate and check emails/text messages for notices of cancellation/delay
- If program director/director of clinical education delays clinical start time, he/she will initiate either a text chain, record a message on program voice mailbox, or initiate the email notification system as stated in the course syllabus and/or student clinical handbook.
- Students are responsible for maintaining accuracy of their contact information with the program director.

Dress Code

The following applies to all students during ALL MLT classes at HACC:

- The required attire and the student's personal appearance must be neat and clean. Lack of personal hygiene will not be tolerated. No shorts are allowed during class times.
- Improper clinical lab attire will warrant dismissal from the scheduled clinical day with an unexcused absence. All unexcused absences must be made up.
- Perfumes, cologne, and other perfumed products must be avoided.
- Nails must be kept short so that gloves are not torn while in use.
- Jewelry should be kept to a minimum.
- Use of tobacco is prohibited anywhere at the college.
- Hair must be kept neat, clean and out of the way. Long hanging ribbons, scarves or the like are prohibited.
- No open-toed shoes are permitted in lab.
- **Students accepted into the Spring Clinical Class will be required to wear a HACC MLT scrub top and black pants to all Spring, Summer, Fall, and Spring on-campus courses and clinical rotations. Failure to do so will result in one unexcused absence per occurrence. Please see attendance section for academic penalties**

In addition to the previously listed items, the following applies to all students during ALL MLT Clinical Experience classes at Hospitals or clinical sites:

- Excessive make-up is to be avoided.
- Use of tobacco is prohibited anywhere at the clinical sites.
- Acceptable jewelry: one pair of small earrings that do not go below the earlobe and a wedding band. Wrist watches are permitted. All other jewelry is prohibited.
- Hair color outside of the natural hair color spectrum will not be permitted in the clinical setting.
- Hair must be kept neat, clean, and out of the way. Long hanging ribbons, scarves or the like are prohibited.
- No visible tattoos are permitted. If tattoos are visible, they must be covered with a band-aid or other type of bandage that will not allow the tattoo to be seen.
- Nails must be kept short, clean, and free of colored nail polish. No acrylic or artificial nails or nail art are allowed.
- No excessive body piercings are permitted.
- The individual dress code of the clinical site must also be followed...this could include specific colors of scrubs/uniforms that can be worn.

Drug and Alcohol Screening

HACC is dedicated to the safety of patients, students and the community. In order to ensure students

engaged in clinical education are drug- and alcohol-free, HACC requires preadmission and annual screening of all health career clinical students. The testing is performed at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

Additionally, HACC requires screening for suspicion if a student at a clinical site exhibits behavior indicating he/she is under the influence of drugs or alcohol. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. All results must be on file in the program office. If results are positive, the student will be disciplined per HACC policy and referred for appropriate counseling.

Additional Information

- The student has the right to refuse any of these requirements. Refusal will result in dismissal from the MLT course and may result in dismissal from the MLT program.
- Any questions regarding the accuracy of drug or alcohol screening should be directed to the testing agency. HACC cannot be responsible for discrepancies in third party testing.

Guidelines for Pre-Admission/Annual Screening

- Uniformity of screening will be maintained within the program
- A 12-panel drug and alcohol **urine** screen will be used for **annual** screenings
- The vendor used will be at the program's discretion
- Students testing positive will be referred to HACC Counseling Services.

Guidelines For Screening For Suspicion Of Use Of Drugs Or Alcohol While In The Clinical Setting

When a student is suspected of being under the influence of drugs or alcohol:

- The student will be removed from patient contact immediately.
- An objective second opinion should be obtained.
- A "Reasonable Suspicion Documentation Form" should be completed and signed by **two** individuals having supervisory responsibilities for the college prior to the testing. (i.e., clinical instructor, preceptor, program director, staff technologist, etc.). Note: If a second opinion is not available, continue with procedure.
- The clinical instructor or HACC representative (preceptor) should notify the program director immediately by phone or email.
- The student will be required, per policy, to submit to drug and alcohol screening.
 - For students suspected of being under the influence of drugs, **urine** testing will be required.
 - For students suspected of being under the influence of alcohol, either **blood** or **breath** testing will be required.
- If screening can be done at the clinical site, the student should be escorted to the screening. If it must be done off-site, arrangements should be made as indicated below*.

- At the completion of the screening, if results are positive or pending, the student must be escorted home, as indicated below*.
- Additionally, the actions taken related to the incident should be documented by the instructor or HACC representative on a Student Conference Form and submitted to the program director for inclusion in the student's file.
- The instructor or HACC representative should not let the student leave the site or, depending on results, the screening, without escort (*see Transportation of Students).

*Transportation of Students suspected or documented as under the influence of drugs or alcohol:

Options for transportation to consider are:

- Notify an individual the student has identified as an emergency contact and ask him/her to transport the student. (Programs should maintain a record of contacts. Permission from the student to contact the individual in the case of an emergency should be obtained at the start of the program). An Emergency Contact Form may be used for this purpose.
- Make arrangements to have the student transported via taxicab (Local taxicab companies can be found listed in the Yellow Pages. Some companies will accept charge cards.)

Emergency Procedures

On campus: Students will follow the instructions of the instructor regarding emergency procedures. If directed to do so, students will evacuate the building and meet at the assigned location (rallying point) outside the building. At other times, students may be directed to shelter-in-place. Emergency procedures are reviewed with students on campus during orientation.

Shelter-in-place is defined as taking immediate shelter where you are. On campus, this will generally mean using a classroom, lab, or office as an enclosed shelter to protect you and others from the dangers of an emergency.

Seek shelter in the nearest undamaged building if you are outside. Follow instructions of emergency responders. You will receive shelter-in-place instructions from:

- The e2Campus emergency alert system.
- Security Officers or emergency responders on scene.
- Any other HACC notification system.

If your building is not damaged, you must:

- Stay inside and in an interior room or in a room that is above ground level if possible.
- Lock any windows or doors in the room.
- Turn off ventilation systems if possible. This will help prevent the circulation of any noxious substance. HACC personnel will disable any automatic systems in this situation.
- Turn off lights and equipment in the room. Silence your phone and turn off other electronic devices that may reveal your location.
- Use furniture or other heavy objects to barricade the door in the event of active violence.
- Stay away from windows.

- Keep your silenced cell phone available for emergency communication and updates.
- Wait until you receive notification that it is safe to leave.
- Remain calm, quiet and alert.

If your building is damaged, you must:

- Take your personal belongings.
- Follow the evacuation routes posted in the building.
- Seek shelter at an undamaged building nearby.
- Follow the directions of Safety and Security officers and emergency responders on scene.

Emergency Procedures Tests and Drills

The Public Safety and Security Department conducts emergency drills and tests at least once per calendar year at all campus locations. These tests and drills may be announced or unannounced. The type of tests and drills may vary, but will be designed to assess and evaluate the procedures for a specific emergency type, such as active shooter, building fire, bomb threat, hazardous materials spill, or other emergency condition. Depending on the type of emergency response being tested, shelter-in-place and/or the evacuation of campus building drills may be included. Tests may be a live exercise or a table-top simulation. Students will follow instructions of the instructor and safety personnel during drills.

When at Clinical Sites, students will have training on emergency codes and will follow the instructions of the clinical site staff during emergencies. If an emergency occurs, the student must notify the Program Director of the situation as soon as it is safe to do so.

Equal Employment/Educational Opportunity

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act (“PHRA”) prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEOAct”) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us.

Students with disabilities who are in need of accommodations should contact the campus disability coordinator listed below. Coordinators for each campus are listed here:

<http://www.hacc.edu/StudentServices/DisabilityServices/Contact-Us.cfm>

Examination Retesting

Students are required to achieve a minimum of 75% on each examination to avoid retesting. **There is no “rounding up” on grades.** All examinations with percent scores below 75% require retesting and a passing score of 80% on the retest is required. A student cannot increase his/her examination grade through retesting. Retesting is in place only to ensure that the student has mastered the material. All retesting is at the discretion of the instructor regarding type (written, oral, etc).

It is the student’s responsibility to contact the instructor within 24 hours of receiving the examination score to discuss examination review and the retest date and time. All retesting must be completed prior to submission of a course grade. Incomplete grades will be submitted in lieu of a course grade in the event that retesting is not completed by the deadline for the instructor to submit grades. Incomplete grades will automatically change to an F if a grade change is not submitted according to college policy. Students may only enter into the next semester with outstanding retesting if approved by the instructor issuing the incomplete grade.

Students scoring below 75% on the retest will be required to meet with the instructor and program director. If a student scores below 75% on their second attempt of taking a failed exam, a third attempt activity is required to ensure that the student has mastered the material. The third attempt may not consist of retaking the original exam. The third attempt will be up to the instructor to use their discretion of the type of activity used in order to prove that students have mastered the material. Examples include and are not limited to written and oral testing. Third attempts must be complete and correct without errors in order to prove that material is mastered and to be able to stay in the course.

Any student dismissed from an MLT course may not continue in the program for that semester and may apply for readmission to the program **once**, according to the rules established for *Readmission to the MLT program*.

Exiting the Program

If the student exits the program prior to completion, the following checklist should be used to comply with program and college policy. The student must meet with the program

director to:

- Have an exit interview
- Complete a withdrawal form for signature
- Return hospital parking sticker/cards (if applicable)
- Return name badges (if applicable)
- Return clinical notebook
- Complete any outstanding obligations

Field Trips

Field trips may periodically occur related to the student's course of study. The student is responsible for transportation to and from all field trip sites. All consent forms must be returned prior to the field trip or the student will be marked as an unexcused absence.

Good Standing Form Procedure

The Good Standing Form is to be used in the event a student has been withdrawn or dismissed from a clinical program at HACC for a breach of the code of ethics and requests admission into another program. This form is not intended to be used for students who do not meet skill requirements. A copy of the form can be found at this site...

<http://www.hacc.edu/NewStudents/Apply/HowtoApplyandRegister/Health-Career-Admissions.cfm>

Grading Policy

Final course grades are based upon homework assignments, periodic quizzes, written examinations, laboratory practical exams, laboratory reports, article reviews, case study reports, and all other assignments as dictated by the classroom instructor. In addition, classroom attendance will be considered in the calculation of the final grade for every MLT course, as described in the student handbook.

The following is the grading scale for all MLT clinical courses:

- A - 92 to 100%
- B - 83 to 91%
- C - 75 to 82%
- D - 66 to 74%
- F – 65% and below

The final grade for the course is determined by totaling the final grades of the lecture component and the laboratory component of each course. **There is NO “rounding up”. The grade MUST be a 75% or above in order to pass the class.** The student must receive 75% in BOTH didactic and laboratory in order to pass the class and progress through the program. Failure to do so will result in a grade of “D” unless the final percentage is 65 or less, which will result in the grade of “F”. Any student receiving a grade of “D” or “F” is required to meet with the program director.

Any incident of cheating will result in the immediate assignment of a grade of “F” for the course. The student will be immediately requested to meet with the Program Director and

the Campus Dean.

All assigned work must be handed in to receive a passing grade for the course; grades on late assignments may reflect a penalty, as stated by the instructor in the course syllabus.

If a student wishes to appeal a grade, the process defined in HACC policies found in the Student Handbook must be followed.

Graduation Requirements

In order for students to be eligible for graduation, students must pass all courses with a grade of C or better. All students are required to apply for graduation. This application is required in order to receive a degree. The end of the first week of the Spring semester prior to graduation will be the deadline. Failure to meet this deadline will delay receipt of the degree which may delay receipt of approval to sit for the MLT certification examination.

Health Forms

Physical Examination and Required Immunizations

All students accepted into the clinical component of the program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline.

Information will be provided to the student in June so that all information can be completed by July 31st.

If a student chooses to refuse immunization for Hepatitis B, the student must obtain and sign the ***Declination of Immunization Statement***. Students should take seriously their risk of exposure to blood and/or other potentially infectious materials and the risk for infection or disease.

If a student chooses to decline testing for TB status and/or chooses not to demonstrate immunity to rubella, rubeola, mumps, and varicella (through vaccination or titer) the student will not be eligible for clinical placement and as such will be withdrawn from the clinical program.

NOTE: Influenza vaccination during Aug-Sept-Oct is required by ALL clinical sites and HACC. Failure to obtain a flu vaccine and provide documentation to the Program Director as instructed will result in removal from the program.

Health Insurance

- Health insurance for clinical program students is highly recommended.
- Health insurance is not a program requirement.
- Health insurance documentation is not a requirement for clinical programs.

If a student requires medical attention during the time at a clinical site, the site may provide the initial medical care, however it is the student who must pay for this treatment. Health insurance is highly recommended.

Inappropriate Behavior, Violence and Harassment

The MLT program is committed to the education of medical laboratory technicians in a safe and conscientious manner. In order to provide an environment which is conducive to learning, any form of aggressive and/or violent behavior will not be tolerated at any time and will be grounds for disciplinary action up to and including immediate dismissal from the program. This includes, but is not limited to, clinical rotation, classroom, outside activities where the student is representing the profession or the conduct reflects upon the college, any dealings with faculty or other students in the program, or any other venue that may be determined by the faculty.

The aggressive and/or violent behaviors which will not be tolerated include, but are not limited to:

- Unacceptable verbal conduct, such as screaming, name-calling, or use of profanity.
- Physical conduct, such as invading physical space, touching, pushing, hitting, grabbing or throwing of any items.
- Engages/threatens to engage in behavior which presents the potential for causing physical harm to self or others.
- Harassment (verbal, physical, visual or sexual) as defined by college policy.
- Inappropriate behavior which interferes with others' opportunity to participate in the class or program.

Violations will be reported per HACC policy. Violations will also subject the student to action by the college in accordance with college administrative procedures as outlined in the *HACC Student Handbook*.

Lab Breakage Procedure

In the event that a student breaks equipment due to carelessness, inappropriate use or disregard for written or verbal instruction on equipment use, the student will be charged a breakage fee. The amount of the charge will depend on the cost of the item.

For items that are \$10.00 or less in cost, the total cost of the item will be charged to the student. For items greater than \$10.00 in cost, a portion of the total cost will be charged to the student. In the event of equipment breakage, the student responsible for the breakage will be given a damage charge invoice. The invoice along with payment is to be submitted to the cashier in the Cooper Student Center. Payment can be made in the form of cash, money order or a check made out to "HACC". The fee is to be paid before the end of the semester.

As is the case with any unpaid HACC college fee, if the breakage fee is not paid, the student will be denied access to his/her HACC semester grades and HACC college transcripts. This policy is in effect from the time the student enters the HACC Medical Laboratory Technician program until he/she exits the program.

Lab Use

Students are not permitted in the MLT lab (SM 207) unless they are under the supervision of a HACC instructor.

Anything that a student uses in the lab has a place and it must be returned when finished. If the student does not know where something goes, simply ask. If the instructor is not available, the student should

place on the front counter. Students will be shown where it belongs during the next scheduled class/lab. The student should *not* simply put it where it *may* belong! If an item becomes lost within the lab it may be days, weeks, or even months before it is relocated. It is safe to say that if there is not at least one similar item in the drawer or cabinet, it may not be the correct location.

Under no circumstance will food or drinks be in the student's possession during lab.

The books and journals in the bookcase are for student use while in the lab. These materials are not to be taken from the lab without permission from the instructor.

Unplug ALL student-use (found at the student's lab station) electrical devices after use.

Military

The Military and Veterans Affairs Office (MVAO) on each campus provides services to veterans, eligible dependents, members of the National Guard and Selected Reserves, and active duty personnel. All Associate Degree programs at HACC are approved for veteran's education benefits. A Veterans Benefits Request Form must be completed at the MVAO each semester. Veterans Education Benefits Counseling and VA Work-Study opportunities are available at each MVAO. Information on benefits and payment rates can be found at www.hacc.edu, Student Services, Veterans Affairs, or call (800) 222-4222, ext. 2331, or e-mail vaoffice@hacc.edu, or contact the MVAO on the HACC Harrisburg Campus at (717) 780-2331.

Policy for Dropping Classes

Upon issuance of military activation orders (Title 10), the student should speak with the instructor to see if he/she is willing to work with the student while away. If the instructor is unable to work with the student, the student should bring a copy of their orders in to the Military and Veterans Affairs Office (MVAO) to be verified that they are Title 10 orders. Upon verification, the student can request that they be dropped. The student will be given a full refund of any tuition paid and any financial aid monies given will be returned to the school. Any GI-Bill money given, the student will be allowed to keep and VA will extend the student's benefits for the amount of activated time plus 4 months. Any questions or concerns can be directed to the nearest MVAO office on campus or at 717-780-2331.

Office Hours

Please refer to the schedule on the first page of your syllabus for scheduled office hours. Students are welcome for "drop-in" visits, but should remember that faculty might not be available. If your reason for meeting is an emergency and you do not have an appointment, declare it an "emergency" and faculty will do everything reasonable to see you as soon as possible.

Performance Evaluations

Student performance evaluations are conducted during the on-campus semesters. Students are provided with the evaluation form early in the semester. Students receiving unsatisfactory evaluations will receive counseling regarding steps for improvement. Additional evaluations will be scheduled at the discretion of program faculty.

The purpose of student performance evaluations is to provide feedback to students on their performance in the cognitive, psychomotor, and affective domains and assist with remediation if necessary. This also

provides each student with the opportunity to meet with faculty to discuss the program or talk about concerns. Program faculty use results of performance evaluations when replying to future employers for job references.

Psychomotor and Cognitive Objectives

Students will be provided with psychomotor and cognitive objectives at the beginning of each lecture and laboratory session. The intent of the MLT program instructors is to teach students how to perform laboratory procedures while ensuring that the purpose for performing the test is understood. The instructors also intend to influence students to develop positive attitudes toward learning and a value system that is desired in all clinical laboratory professionals.

- **Psychomotor objectives** are those that are accomplished through imitation, manipulation, precision, articulation, and naturalization.
- **Cognitive objectives** are those that are accomplished through knowledge, comprehension, application, analysis, synthesis, and evaluation.

Affective Objectives

In order to assist students in learning the desirable attributes in the affective domain, the MLT program will provide the students with periodic evaluations of the objectives in this domain. Students in the MLT program will be evaluated for characteristics in the affective domain using the evaluation system provided to the student. A total of two (2) evaluations will be given in the laboratory portion of each didactic MLT course of 3 or 4 credits, a midterm and a final evaluation. MLT courses of 1 or 2 credits will have one final evaluation. However, feedback will be provided to the student after each lab session. Students will have a chance to improve on these skills if needed before attending clinical rotations and before graduating from the MLT program.

Possible Affective objectives through receiving and valuing

- Arrives on time for lab
- Listens attentively to instructor
- Follows directions carefully
- Is present during the entire lab session
- Accepts responsibility for actions

Possible Affective objectives through responding

- Treats others with courtesy and respect
- Arrives prepared for the lab session with handouts and textbook
- Participates in lab classroom discussions
- Communicates clearly
- Follows all safety guidelines as explained
- Cleans up lab supplies when completed
- Washes desk area with disinfectant
- Washes hands before leaving lab
- Displays initiative in performing lab assignments
- Demonstrates good interpersonal relations with others
- Demonstrates the ability to work independently
- Wears lab coat and gloves during lab without being reminded
- Notifies instructor immediately if an accident occurs

Possible Affective Objectives through organization

- Turns in lab reports on given due date
- Identifies specimens with 75% accuracy
- Reads lab procedures and is able to follow directions
- Submits own homework and lab assignments

Possible Affective Objectives through characterization

- Recognizes limitations and seeks assistance when appropriate
- Accepts criticism appropriately
- Displays willingness to learn and improve self
- Practices good personal hygiene

Ratings are as follows:

- 2 Satisfactory** - Normal ability to meet expectations.
- 1 Below average** – Must discuss deficiencies with course instructor and improve behavior to meet expectations.
- 0 Unacceptable** - Has demonstrated little or no improvement in meeting expectations by the end of the course in spite of meeting with instructor to discuss deficiencies.

Students receiving a rating of less than 2 in any category on the final affective domain evaluation in each MLT course will be placed on program probation.

Policy for Immediate Program Dismissal

Serious circumstances that justify immediate dismissal from the program include, but are not limited to, the following:

1. Theft or attempted theft.
2. Falsification of college or healthcare provider records.
3. Refusal to follow the instruction of the clinical instructor, unless the instruction is unethical, immoral or harmful to the student or patient.
4. Unauthorized possession, copying and/or disclosure of information contained in a patient's chart or examination/quiz materials.
5. Any act or conduct detrimental to patient care, healthcare provider operations, fellow students or faculty.
6. Violation of the college drug and alcohol statement as outlined in the *Student Handbook* to include being under the influence of drugs or alcohol while at the campus or clinical sites. If a student is suspected of being under the influence while at clinical, the student will immediately be dismissed from the clinical site.
7. Any conduct considered unprofessional by program faculty.
8. Further violation of policy once the student has been placed on probation.
9. Excessive unexcused absenteeism - After one unexcused day from clinical, the student will be placed on program probation or dismissed from the program. The consequence of one unexcused absence will depend on the nature of the situation. After two unexcused absences from clinical, the student will be dismissed from the program. Excuses are at the discretion of the Program Director and are further explained in Summer semester during Clinical Orientation.
10. Excessive unexcused episodes of tardiness - In each clinical rotation course, after 60 minutes of unexcused tardiness, the student will be placed on program probation. Any further tardiness will

lead to dismissal from the program. Excuses are at the discretion of the Program Director and are further explained in Summer semester during Clinical Orientation.

11. Violation of the policy on violence
12. Violation of college or healthcare provider policy.
13. Bringing a weapon to the college or to the clinical site.
14. Violation of health careers or program code of ethics policy.

In addition, the clinical laboratory site reserves the right to dismiss the student from the Clinical Experience for commission of any acts which are considered to compromise hospital policies. **Any student dismissed from the Clinical Experience will immediately be required to meet with the MLT Program Director.**

Students who are dismissed for these and reasons relating to other serious misconduct have appeal rights under the Student Grievances Policy as outlined in the college student handbook.

Pregnancy

In the event that a student becomes pregnant, she must submit a statement from her obstetrician or midwife after each visit that she may continue to participate in the MLT program. Failure to do so will result in removal from the clinical (lab) portion of the program. Recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women will be followed. Additionally, there are HACC forms to complete – see the Program Director.

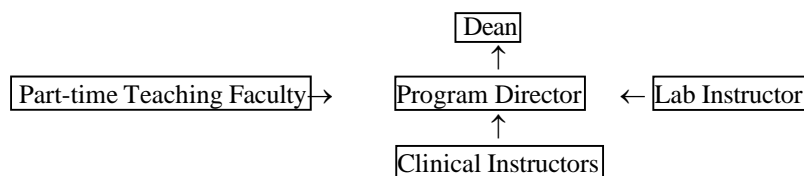
After delivery, written approval must be given prior to returning to school and to clinical experience. Faculty will make reasonable efforts to allow make-up of missed clinical (lab) experiences; however, the student must recognize that extended absences will result in the inability to meet the clinical or didactic objectives and not pass the course. Students who withdraw from courses due to pregnancy are allowed readmission to the course the following year by submitting a letter of request addressed to the program director by June 1st of the calendar year.

Any pregnant MLT student who chooses to not inform the program director of the pregnancy, or not follow the restrictions placed on them by the facility and/or the obstetrician or midwife; shall forfeit any liability of the college or clinical institution. HACC Faculty are required to notify student access services (SAS) of all student pregnancies so SAS can advise students of their accommodation options under title IX. The student must also sign and submit to the program director, the pregnancy procedure form.

Problem Resolution

Informal Problem Resolution: If a student is having difficulty in a course or the program, he or she should seek help *immediately*. There is, however, protocol to be followed if a problem arises. Whether dealing with a faculty member at the college or an employee in the work place, the chain of command must not be circumvented. These simple steps should be followed in dealing with problems:

1. The student should talk directly to the person with whom he or she is having a problem. No one can resolve a dilemma better than those involved!
2. If the student has spoken to the proper person and resolution is not found within a reasonable amount of time, he/she may move to the second stage in the grievance procedure. The second stage is to go to the next level. A simplistic organizational chart is shown below.
- 3.



For example, if the student has a problem with a clinical instructor, he/she should see the instructor directly. If the problem is not resolved to the best of the student’s satisfaction in a reasonable period or time, he/she should see the program director. The dean is always the last to be contacted. The first question to any student who brings a problem to the director involving other faculty is, “Have you spoken to the individual directly?” If the answer is no, the director will refer the problem back to the student to be dealt with in the proper manner.

A good rule of thumb is for students to treat others in the same manner in which they would like to be treated! The other person involved should be given the opportunity to resolve the situation just as the student would want the same opportunity if the tables were turned. Although the general rule is that students should deal first directly with the person with whom they have the complaint, there is a limited exception in cases of serious misconduct, such as violence or threatening behavior by the other person. In these cases, the student may first make the complaint to the next level in the organizational chart.

Formal Problem Resolution: Please follow the appropriate HACC policy for formal student grievances. Links to this policy can be found in the HACC Student Handbook.

Professional Development

Ongoing certification in MLT after graduation requires that the individual participates in professional development. The program specifies that professional development is a graduation requirement. The program requires that students earn five professional development credits. These professional development credits will be part of the final semester of the MLT program. Students will be shown a variety of free offerings that can be used for professional development and will choose five offerings to complete and report on. All professional development opportunities must be pre-approved by program faculty. Final grades for MLT 238 will not be processed until all professional development credit requirements are met.

Proficiency Examinations

Final proficiency examinations will be administered during the last semester prior to graduation. All proficiency examinations must be attempted to be eligible for graduation. These proficiency examinations are provided to assist students in determining their areas of needed focus prior to attempting the MLT certification examination.

Program Probation

Failure to adhere to established program procedures and clinical site policy will subject the student to program probation. Program probation is recommended by the Program Director to the Dean. The student will be asked to meet with program faculty and the dean, at which time the student will receive the probationary notice in writing. Typically, probation will last for at least one full semester. The probationary process steps are followed in order after each occurrence as listed in the Didactic

Attendance Policy, the Clinical Experience Attendance Policy, or any other MLT Handbook policies which have probation as a remediation. Program probation does not affect the student's grade in any course or the student's grade point average at the college.

Failure to adhere to program policies or protocol after receiving probation *will* subject the student to dismissal from the program.

Program Progression

All MLT program courses must be completed with a grade of C or better in order to graduate from the program. All graduation requirements must be met within one semester after completion of MLT 228. Any student who does not complete an MLT clinical program course with a grade of C or better must reapply to the program as described in this Handbook.

Prohibited Offense Policy

It is HACC's position, to protect the safety of the client and the ethics of the HACC health career programs, individuals who have committed certain crimes cannot be placed in the position of caring for older adults, children, and/or working in a health career environment. Students must have a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check once offered admission to the clinical portion of the health career program and yearly in selected programs.

The Prohibited Offense Policy must be followed to evaluate any convictions or pending charges that are found on the three background check documents. It is the student's responsibility to complete the process found in the policy. A copy of the policy can be found at this site...

<http://www.hacc.edu/NewStudents/Apply/HowtoApplyandRegister/Health-Career-Admissions.cfm>

The link to the policy will be posted in each MLT Orientation course D2L page.

All convictions and pending or new charges must be reported to the director of the health career program immediately upon offer of admission AND at any time during the four semesters of the MLT program. These include all felony and misdemeanor convictions.

Readmission to the Program

As space permits, a student may be readmitted **once** with the understanding that the student's behavior does not threaten the safety or performance of other students, faculty or patients, and the student has not violated school policy or code of conduct which denies/prohibits readmission.

It is essential that a student in a health-related program possess cognitive and psychomotor skills that are *current* prior to being admitted into a clinical rotation. Absenteeism from the program due to either academic or personal reasons can affect the student's ability to perform in a safe and competent manner depending on the length of the hiatus and the semester in which the student withdrew. Readmission into the program will require new background checks, repeating the drug and alcohol screen, and updates to the physical form.

A student will be permitted one approved leave of absence which cannot exceed 12 months to be considered a returning student for readmit. Otherwise, the student must reapply to the program.

Readmission and repeating of MLT courses is based on the following procedure. A student withdrawing in or prior to the start of each of the semesters will follow the procedure listed below.

- A student withdrawing from or failing (receiving a “D” or “F”) an MLT class in the First Fall Semester, First Spring Semester or Summer Semester: The student must reapply for the next year’s clinical class and be treated as a new admit. The student can reapply ONCE.
- A student withdrawing from or failing (receiving a “D” or “F”) an MLT class during the Third or Fourth Semesters (Second Fall and Spring Semesters): The student may be readmitted **once with the next clinical class** based on the Decision for Readmission Criteria noted below. If the student does not reapply with the next year’s clinical class, the student must reapply and be treated as a new admit. Decisions for readmission are made by the MLT Admission Committee based on the following criteria.
 - Availability of space in the requested course and semester.
 - Grade point average (GPA) = 2.5 or higher.
 - The student’s strategies for improvement.
 - Previous evidence of professional behavior issues.

If accepted for readmission, the student will repeat all prior MLT courses in which a 75% or above was not earned. Failure to receive at least a C for the second time will disqualify the student from repeating the class.

The student must successfully complete a proficiency examination (written and/or practical) covering prior MLT didactic (theory) and laboratory skills for all other MLT courses prior to starting clinical hospital rotations. This examination will be conducted by the Program Director. If the student does not complete this examination successfully (with a grade of 75% or higher), the student will need to reapply to the MLT program as if they were a new student and complete ALL MLT courses if accepted into a class.

Students receiving a “W”, “D” or “F” in any medical laboratory program clinical course for any reason will be required to meet with the program director. At this meeting, a list of behaviors and/or skills which require remediation will be provided to the student.

Records

All program records, including accreditation information as well as student, graduate, employer, and program personnel data is maintained in a secure location in the Program Director’s office or electronically in password-protected files. This information is maintained either physically, electronically, or both and is maintained for the duration of the program.

Student MLT class examinations are maintained in a secure location within the Program Director’s office or electronically in D2L for the duration that the student is active in the program. Once a student graduates, these exams are removed from the hardcopy files and are scanned electronically. Student health forms, background checks, and other pertinent data is maintained in hard copy format until the student graduates. After graduation, these records are scanned and maintained electronically for a minimum of 30 years.

If a student wished to review their entire academic file for the college, the student must contact the records office to request the appropriate forms.

Rumors

As long as there is communication there will be rumors. The best adage to apply to this situation is *to believe nothing that you hear and only half of what you see!* Don't take rumors at face value. By definition, a rumor is an opinion that is widely disseminated without any discernible source. Most rumors are either untrue or the truth lies somewhere in between. Whether it is in the classroom, a clinical site or the workplace rumors will exist.

The best way of *not* becoming a casualty of the rumor mill is to *not* participate! Don't disseminate information if the facts are not known or personally relevant. If there is a question about the program or the College, see the program director. If a student hears a rumor concerning clinical, he or she should see the director of clinical education. There is no better way to get to the truth! Become a part of the resolution; do *not* add to the problem!

Safety Rules

As students are training to begin a career as a Medical Laboratory professional, it is imperative that they respect their chosen career by dressing appropriately and following the required safety procedures in both the didactic laboratory and the clinical laboratory. Instruction will be given in standard safety procedures and OSHA Bloodborne Pathogen Safety Guidelines. Students are expected to follow these guidelines in both the didactic laboratory and the clinical laboratory. **Violations to safety standards and guidelines may result in immediate dismissal from the MLT course and may result in dismissal from the MLT program.**

Personnel Protective Equipment (PPE) will be provided for students during the didactic laboratory sessions. PPE must remain in the lab at the conclusion of each laboratory session. Students will be evaluated each semester on following the safety standards and guidelines and the usage of PPE. The following are classroom regulations to which students must adhere:

- Due to the nature of MLT classes, absolutely no children under the age of 12 will be admitted to the laboratory or classroom.
- Permission must be granted ahead of time for children over the age of 12 to be present in the classroom.
- The required attire and the student's personal appearance must be neat and clean. Lack of personal hygiene will not be tolerated.
- The instructor has the right to dismiss students from a laboratory session for not observing safety policies. Professionalism must be maintained at all times.
- No eating or drinking will be permitted in the laboratory.

Secretarial Support

The college does not provide students with secretarial support (including typing or photocopying). There are computers in the student computer labs with word processing capability. Photocopying can be performed on most campuses in the College library at a nominal fee per copy. All classroom materials will be posted online for student review. Students may choose to print out classroom materials at their own expense. Course packs with the chapter power point presentations or other course documentation are available for purchase at the Harrisburg Campus Bookstore for a nominal fee.

Student Grievance

Please follow the appropriate HACC policy for formal student grievances. Links to this policy can be found in the HACC Student Handbook.

Student Handbook

Important information for students is contained in the HACC Student Handbook for the current school year. HACC policies on important topics such as Attendance, Drug & Alcohol, Appeal of Academic Decisions, etc. can be found in the Handbook. The current handbook can be found at <http://www.hacc.edu/Students/GetInvolved/Student-Handbook.cfm>

The PDF file of the Handbook can be viewed at this location. In addition, this document will be posted in each semester's MLT Orientation course D2L page.

Student Representation on the Advisory Committee

After the first semester in the MLT curriculum, the class may be asked to vote for a student representative to the MLT advisory committee. If elected, it will be the responsibility of the representative to attend all advisory committee meetings and report back to the class. In addition, the representative will be required to provide the program director with periodic class updates, which will be included in advisory committee updates and forwarded to committee members on a periodic basis. Time involvement is minimal and exposure to the managers within the Committee is beneficial.

Testing

Personal calculators will NOT be permitted during on-campus proctored examinations. If a calculator is permitted for the examination, one will be provided for the student to use. Pencils and blank paper will be provided during examinations. These pencils and paper must be returned when the exam is turned in.

Testing Accommodations

Students with disabilities who need accommodations should contact the campus disability coordinator AND must have an Accommodations letter on file. Coordinators for each campus are listed here: <http://www.hacc.edu/StudentServices/DisabilityServices/Contact-Us.cfm>

Students who have Accommodations Letters need to work with their instructor so that the student's lecture exam accommodations allow the student to complete the exam BEFORE or ON THE DATE of the examination. It is the student's responsibility to notify the instructor well in advance of the exam if the student requires any accommodation other than extra time on the exam. This is in place to allow the Student Access Services staff enough time to arrange proctors, readers and other necessary accommodation elements so that the student's exam may be conducted with the accommodations in place.

Students within the MLT program must be able to perform various functions within limited amounts of time. Accommodations for extra time may not be able to be granted depending on the nature of the examination or during lab activities. The Board of Certification will address requests for accommodations on a case-by-case basis. While HACC tries to allow double time for exams, students must realize that it is the responsibility of the program to help prepare students for the rigors of the clinical rotation and the BOC exam. If examination (not lab) accommodations are given during

the first semester (Spring), they will be given for double time. Accommodations for the Summer semester will only be 1.75 times the allotted testing time, and after that semester, only 1.5 times the allotted time will be allowed. If there are any questions or concerns regarding this matter, please see the program director.

There are NO time accommodations for lab practical examinations. Students are expected to complete lab practical activities within the allowable time as this is the expectation of the clinical sites and is necessary for patient care. These activities are considered Assessment activities and are designed to demonstrate the student's mastery of the skills required for clinical rotations. Speed and accuracy in completing the skills demonstration is part of the assessment; therefore, no extra time is allowed for these activities. This includes identification of cellular structures on a computer.

Transcripts

Students requesting transcripts should do so through the records department. Program faculty will not obtain transcripts or request that they are forwarded to examination agencies or transferring colleges/universities. The college charges a nominal fee.

Transportation/Lodging

All clinical and class travel is the responsibility of the student. The college does not provide the student with travel or lodging allowance. Lodging for clinical rotations is the student's responsibility. The college does not set up or reimburse students for lodging due to clinical travel. If a rotation is located more than 100 miles from the Wildwood campus, the college will provide the student with a list of available lodging. It will then be the student's responsibility to make the necessary reservations and assume all costs.

Web Sites

www.hacc.edu

www.ascp.org

www.naacls.org

www.ascls.org

Harrisburg Area Community College

American Society of Clinical Pathologists

National Accrediting Agency for Clinical Laboratory Sciences

American Society of Clinical Laboratory Scientists

Working Students

Although the program understands that most students must work while attending the program, students must understand that program attendance cannot suffer due to a student's work schedule. In other words, *plan the work schedule around the class/clinical schedule*. Failure to attend a scheduled class or clinical due to work is considered an unexcused absence. Noncompliance will jeopardize the student's continuation in the program. Students will not be released from clinical prior to the scheduled time in order to attend work.

Employment at the Clinical Site

Health care facilities affiliated with the Medical Laboratory Technician program are encouraged to consider employment of students who are currently undergoing clinical rotation. Employment can benefit both the student and the health care facility. The student can gain valuable experience and the health care facility can gain valuable part-time employees. The following conditions apply:

- The hours of employment may not be counted as part of the clinical experience time.
- The employment must not interfere with the educational program.
- Students should not be given duties for which they are not qualified.

- Students are to complete the scheduled hours per day of the clinical experience, and they should not expect to be dismissed from clinical early to report to their place of employment.

Students may not be substituted for regular staff.

Clinical rotations are scheduled during weekdays (Monday – Friday) during routine daytime hours (0600 – 1700) depending on the clinical hospital affiliate site’s needs. Students are not required to be at the clinical hospital affiliate site outside of the scheduled student clinical rotation times.

Workplace Injury

Every possible precaution is taken to ensure that students are not injured during labs or clinical rotations. Students are trained on infectious waste and Standard Precautions as well as other safety issues in MLT 100. However, accidents with injury can occur.

IMMEDIATELY after you have been exposed to blood or body fluid (i.e. needle stick, splash, and exposed mucosa) WASH THE EXPOSED AREA WITH SOAP AND WATER OR FLUSH EYES WITH AT LEAST ONE (1) LITER OF WATER OR NORMAL SALINE SOLUTION.

All injuries, potential blood and body fluid exposures, or potentially infectious TB patient exposures to a student in lab or clinical must be reported to the Program Director **and** the immediate instructor, preceptor or supervisor immediately. Appropriate guidelines will be followed to see that proper immediate medical attention is received. Appropriate incident report and treatment processes will be followed.

He/she will follow the appropriate guidelines to assist you in receiving immediate medical attention. He/she will ask you about the incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the location and/or identification of the source or source person. An incident report form must be filed for every injury or accidental exposure.

