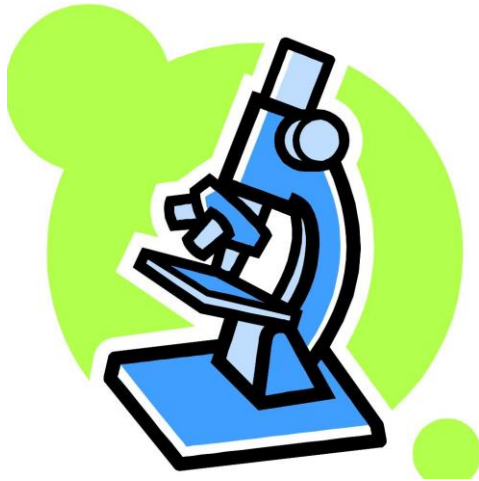


**MEDICAL LABORATORY TECHNOLOGY
STUDENT HANDBOOK
FALL 2023**



**Southern West Virginia
Community and Technical College
Division of Allied Health and Nursing**
100 College Drive
Logan, WV 25601



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MEDICAL LABORATORY TECHNOLOGY PROGRAM

Philosophy

The medical laboratory technician provides information to physicians and other healthcare providers, who use the laboratory to assist in diagnosis, prognosis and management of the patient. The aim of the medical laboratory technician is to provide accurate, precise measurements or assessments of the various body fluids and tissues in the body. Having an adequate understanding of the processes involved with laboratory results enable the technician to achieve optimal accuracy and precision.

The Associate Degree medical laboratory technician - the MLT - is a "generalist" who works under the guidance of an experienced registered medical technologist or pathologist. He/she performs a wide variety of tests, and also fulfills a number of other functions, including quality control of laboratory tests, maintenance of the many types of instruments used in the modern laboratory, effective communication with other members of the health-care team and the patients themselves, and other laboratory services.

Southern's medical laboratory technology faculty complies with the goal of the institutional mission (See College Catalog). We recognize that the needs of health care agencies in our communities may include skills beyond those taught in the Associate Degree program. We consider it to be the responsibility of the health care agency to properly orientate and prepare the Southern graduate to assume basic duties as well as those skills not included in our curriculum.

To prepare the Associate Degree graduate for beginning laboratory practice, faculty develop and implement a curriculum which includes activities in the classroom, college laboratory, and clinical setting. These planned educational activities are designed to help students achieve stated curriculum and behavioral objectives. When students are at the clinical site, they are supervised by their clinical instructor. In addition to medical laboratory technology courses, the

curriculum includes a background study in the humanities and in the clinical, biological, physical and behavioral sciences.

MLT faculty maintain their level of cognitive and practical skills through continuing education, laboratory practice, and/or advanced studies. The faculty actively participate in various roles such as advisors, supervisors and evaluators.

Conceptual Framework

The conceptual framework of Southern's MLT Program represents the faculty's plan for organizing cognitive, psychomotor and affective learning experiences to fulfill educational objectives and produce competent and conscientious medical laboratory technicians.

Learning is defined as an observable degree of permanent change in response or behavior due to experience. We regard the process of learning as hierarchical, beginning with simple relationships, progressing to more complex ones. Teaching is the facilitating or arranging of experiences within the learner's world in a way that helps them find meaning and purpose. It involves the act of communicating in a variety of ways with the individual or group at the actual point of the learner's experience so that they can reach their unique potential according to their individual talents, will and fortitude. Learning/teaching is a process in which the learner is an actual participant guided by the teacher. The teacher presents facts and relationships which allow the learner to employ inductive and deductive reasoning to analyze concepts and synthesize content. A variety of educational techniques are employed within small and large groups of students to foster recall and problem solving.

Fundamental to the learning/teaching process is the teacher's recognition that students, who represent the widely divergent age and social-cultural heritage characteristic of our community, approach learning with a unique background of formal and experiential education. Therefore, our MLT faculty adhere to the philosophy and mission of Southern West Virginia

Community and Technical College in providing for the student the opportunity to meet their educational and career goal.

Man is a living organism, exhibiting biologic needs such as oxygenation, nutrition, fluid balance, elimination, activity, sensory stimulation, and psychosocial needs such as social interaction, safety and security, and self-esteem. The curriculum focuses on techniques (and their underlying chemical or biological principles) used to evaluate disease and health in man, the living organism. Learning experiences are begun at a simple cognitive level and progress to a more complex, higher cognitive level as the student progresses through the program.

The first semester introduces the student to operations of the medical laboratory and examination of the blood cells (hematology) is introduced, as well as the role of the blood in respiration and defense. Studies in human biology, chemistry and laboratory applications enable the student to acquire the background in science and math necessary in this field.

During the second semester, the student begins the study of biochemistry of the complex human organism, and learns techniques for evaluating various organ systems, body fluids and tissues. The student will study immunology and immunohematology becoming familiar with the procedures and techniques necessary to function in the blood bank and serology departments of the clinical laboratory. The student continues his/her studies in human biology. The study of English composition is included to foster the development of communication skills.

During the two week summer practicum, students will travel to area hospitals for their first clinical experience when he/she will practice his/her phlebotomy skills in the hospital environment under the guidance of on-site clinical supervisors.

In the third semester students will study clinical microbiology, urinalysis and body fluids. Clinical microbiology concentrates on the study of organisms that cause disease in man while urinalysis and body fluids reflect on those diseases and conditions related to the urinary tract

system as well as other body fluids. The student continues their study of support courses in communication, computer applications, and sociology or psychology.

In the fourth and final semester, students will undertake a minimum 15 week clinical practicum, which allows students to experience and become familiar with the internal workings of a clinical laboratory. Students will be able to see how theory, procedure and techniques learned in previous MLT courses translate to the clinical laboratory setting. Students will take a MLT seminar course designed to review various laboratory topics and case studies in preparation for the certification examination as well as various aspects of employment. Additionally, students may be exposed to new trends in the field of Medical Laboratory Technology and possible guest speakers.

MLT MISSION STATEMENT

The Medical Laboratory Technology program at Southern West Virginia Community and Technical College exists to provide competent qualified medical laboratory technicians for health care agencies located in the college service area and beyond. The program emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success.

The program provides a high quality, affordable, and accessible education. The program is flexible in responding to state and community demands for highly skilled providers of health care.

PROGRAM OUTCOMES/OBJECTIVES (Graduate Competencies)

Graduates of Southern West Virginia Community and Technical College's MLT Program should be able to demonstrate **entry level** competencies for the following upon initial employment:

1. Collecting, processing, and analyzing biological specimens and other substances.
2. Performing analytical tests of body fluids, cells and other substances.
3. Recognizing factors that affect procedures and results, and taking appropriate actions within pre-determined limits when corrections are indicated.
4. Performing and monitoring quality control within pre-determined limits.
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs.
6. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
7. Recognizing the responsibilities of other laboratory and health care personnel and interacting with respect for their jobs and patient care.
8. Applying basic scientific principles in learning new techniques and procedures.
9. Relating laboratory findings to common disease processes.
10. Applying principles of safety.
11. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

REFERENCE: The above was taken in part from NAACLS' Preamble in "Guide to Accreditation for Clinical Laboratory Technician/Medical laboratory Technician Programs."

MLT PROGRAM GOALS

The SWVCTC MLT Program has developed the following goals:

1. Graduates will demonstrate skills, knowledge and proper attitudes to realize a career as entry level Medical Laboratory Technicians in hospitals and other health care environments.
2. Graduates must demonstrate professionalism and conduct that reflects safe, legal, and ethical behavior.
3. Graduates will have the necessary knowledge to be able to pass a national certification examination.
4. Graduates must be able to communicate in a facilitative, purposeful and respectful manner with patients, families, colleagues, and other members of the health care team.
5. Graduates will have knowledge of prospective job information in an effort to achieve 100% placement within 3 months of graduation or for continuing their undergraduate education in medical technology or other field of their choice.

ESSENTIAL FUNCTIONS

Purpose: To provide the applicant/student with a clear understanding of the demands required of the student/graduate of the MLT Program based on the tasks performed by the clinical laboratorian.

Essential Observational Requirements for the Clinical Laboratory Sciences

The MLT student must be able to:

- observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading and intensity) differences of microscopic specimens.
- read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Essential Movement Requirements for the Clinical Laboratory Sciences

The MLT student must be able to:

- move freely and safely about a laboratory.
- reach laboratory benches and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- travel to numerous clinical laboratory sites for practical experience.
- perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- use an electronic keyboard (i.e., 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Essential Intellectual Requirements for the Clinical Laboratory Sciences

The MLT student must:

- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis comparison, self-expression, and criticism.
- be able to exercise sufficient judgment to recognize and correct performance deviations.

Essential Communication Requirements for the Clinical Laboratory Sciences

The MLT student must be able to:

- read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
- follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- clearly instruct patients prior to specimen collections.
- effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- communicate with faculty members, fellow students, staff and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- independently prepare papers, prepare laboratory reports and take paper, computer and laboratory practical examinations.

Essential Behavioral Requirements for the Clinical Laboratory Sciences

The MLT student must:

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., "stat" test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- be flexible and creative and adapt to professional and technical change.
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- adapt to working with unpleasant biologicals.
- support and promote the activities of fellow students and health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- be honest, compassionate, ethical and responsible. The student must be forthright about errors and uncertainty. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Reference: Fritisma, G.A., Fiorella, B.J., and Murphy, M., **Essential Requirements for Clinical Laboratory Science**, Clinical Laboratory Science, Vol. 9, No. 1, Jan/Feb 1996, p. 40-43.

MEDICAL LABORATORY TECHNOLOGY PROGRAM
Associate in Applied Science

60 Credit Hours

Purpose:

The Medical Laboratory Technology Program at Southern West Virginia Community and Technical College was developed to fulfill southern West Virginia's need for qualified Medical Laboratory Technicians (MLT). There is a growing demand for Medical Laboratory Technicians in West Virginia as well as the country. These professional and competent laboratory personnel who are certified to examine and analyze laboratory specimens are essential to the delivery of quality health care. Although graduates generally work in hospitals, clinics, or doctor's offices, opportunities also exist in commercial or pharmaceutical industries, scientific research, and infection control in both the public and private sectors. Southern's program aims at helping students attain the basic knowledge and skills necessary to begin their career in the field of Medical Laboratory Technology.

The full Medical Laboratory Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only. For a better understanding of the physical and mental requirements related to the job performance duties of this profession, students should review the Medical Laboratory Technology Program's technical/academic standards.

First Semester	Title	Credit Hours
BS 124	^Human Anatomy and Physiology I	4
¹ CH 203	~Fundamentals of Chemistry	4
ML 100	Introductions to Clinical Laboratory Operations	2
ML 101	Clinical Hematology	5
² ML 104	Laboratory Applications	2
		17
Second Semester	Title	Credit Hours
BS 125	^Human Anatomy and Physiology II	4
² EN 101 or EN 101A	~English Composition 1	3
ML 102	Clinical Chemistry	5
ML 103	Immunochemistry and Serology	5
		17
Third Semester	Title	Credit Hours
ML 200	Phlebotomy Practicum	1
		1
Fourth Semester	Title	Credit Hours
¹ AH 203	Communication Skills for the Health Care Professional	1
ML 201	Urinalysis and Body Fluids	2
ML 202	Clinical Microbiology	5
PY 218 or SO 200	~Life-Span Developmental Psychology or ~Introduction to Sociology	3
		11
Fifth Semester	Title	Credit Hours
ML 205	MLT Seminar	2
ML 210	MLT Clinical Practicum	12
		14

~Designates courses on the statewide Core Coursework Transfer Agreement.

^Denotes course equivalency.

¹Students planning to continue their studies toward a BS degree in MLT are advised to take ^CH 213, ^CH 214, and ~SP 103 in place of or in addition to these courses or consult the institution to which you plan to transfer.

²Students planning to continue their studies toward a BS degree in MLT are advised to take ~MT 130 and ~EN 102 or ~EN 201 in addition to these courses or consult the institution to which you plan to transfer.

ACADEMIC/GENERAL POLICIES

Additional academic and general policies covering topics like admission procedures, grading, withdrawal, academic dishonesty, tuition, fees, refunds, as well as policies governing student rights, responsibilities, standards of conduct, etc. can be located in the college catalog. Additionally, tuition, fees, and refunds are published in Southern's schedule of classes and web page (www.southernwv.edu), or by calling the cashier's office during normal operating hours.

POLICIES OF ACADEMIC STANDING AND PROGRESS

Refer to the College Catalog for general policies.

MLT students must achieve a minimum grade of "C" in each MLT course, as well as in all other required courses (as listed in the MLT curriculum), including the restricted elective selected by the student.

In the event that a student earns less than a "C" in a required course or withdraws from a required course, that course may be repeated and must be taken during the next scheduled offering when possible. If a student earns less than a "C" or withdraws from a required course on their **second attempt, he/she may be dismissed from the MLT program**. A student who earns less than a "C" or withdraws from two or more required courses may be dismissed from the MLT Program at the MLT Director's discretion and will be handled on a case by case basis. Also, should a student make less than a "C" or withdraw from a MLT course, that **student will be** dismissed from the MLT program. (Dismissal from the MLT program does not allow students to register for subsequent MLT courses.)

In relation to MLT courses that have a lecture and student lab section or in the case of ML 200 and 210 which have an examination and clinical section, students must maintain a "C" or better in **BOTH** sections of these courses in order to obtain a minimum "C" grade for the course. Should a student fail to obtain a "C" or better in each individual section, this would result in the student receiving a "D" or "F" for the course and constitutes dismissal from the MLT Program.

At the conclusion of the last semester, immediately preceding graduation, MLT students must have a grade point average of 2.0 in order to be eligible to graduate from the MLT program. This will include courses transferred from other colleges. Students concerned about whether they can achieve an overall GPA of 2.0 by graduation must inform the MLT Director as soon as possible. Students are responsible for keeping informed of GPAs.

POLICIES GOVERNING THE REPETITION OF AN MLT COURSE OR READMITTANCE TO THE PROGRAM

Any student who withdraws from or makes less than a "C" in the first MLT course (ML101) during their first semester in the MLT program and wishes to re-enter the MLT Program the following year will be required to apply along with all other applicants according to the general application process. These students will be judged along with that year's pool of applicants and are not guaranteed re-admittance to the program.

Any student who successfully progresses to the second semester or any subsequent semester and withdraws from an MLT course in good standing (passing) or **does not** make a minimum grade of a “C” in an MLT course or withdraws from an MLT course while having less than a “C” and desires readmission to the MLT Program must follow the following guidelines:

- Students must have a minimum overall grade point average of 2.0.
- Request in writing to the Director their intention to re-enter the MLT Program one semester in advance (April 15 for repeating Fall courses and November 15 for repeating Spring courses).
- Provide a 1-3 page, double-spaced, typewritten narrative explaining specifically why they feel they would be successful if given a second opportunity to complete the MLT Program.
- Achieve a 76% or better on a cumulative final exam(s) of the previously completed MLT courses. (ex: Hematology, Chemistry and/or Immunohematology)
- Submit a certified background check and/or negative drug screen once approval for re-admittance is granted.

Each situation will be reviewed by the MLT Program Director and a decision made on a case by case basis. The student’s past conduct, attitude, abilities, attendance record, and study habits as well as other factors including course grades since dismissal or withdrawal from the MLT Program will be considered. Students seriously considering readmission are urged to complete and do well in additional MLT support courses to provide additional evidence of their desire to continue and succeed.

NOTE: There must be a vacancy in the program in order for a student’s readmission to occur. From the second semester through the last semester, 15 students will be considered a full class and therefore no vacancy for re-admission would be available.

A student who withdraws while in good standing will be given **preference** over students making less than a “C” or withdrawing while having less than a “C”.

If a student fails to maintain a “C” or better in ML 102 in the first eight weeks, he/she may still complete ML 103 in the second eight weeks of their first year. However the outcome, the student will be dismissed from the program and must follow the above outlined procedure for re-admittance.

Students are expected to complete the MLT program in two (2) years, however, if this is not possible, it is **mandatory** that the MLT program be completed within three (3) years of admission to the program. Failure to comply with this policy requires the student to apply for readmission to the MLT program and subsequently repeat all MLT courses or test out of any previously passed MLT courses by achieving a 76% on a cumulative final exam. Students who are unsuccessful in completing the MLT program after two (2) attempts **will not** be considered for readmission barring documentable extenuating circumstances which will be reviewed and a decision rendered by the MLT Program Director.

All students re-admitted to the MLT program will fall under **the most recent and current student handbook**. It is the STUDENT’S RESPONSIBILITY to obtain a new handbook, read and discuss it with the MLT Program Director.

POLICIES ON SUPPORT COURSES

Chemistry, Anatomy & Physiology, and English courses **must** be taken no later than the

designated semesters as published in this Student Handbook unless approved by the MLT Director. Additionally, students who have not completed the Chemistry, English and both Anatomy & Physiology courses with a "C" or higher **by the start of the fall semester regular courses in the second year** of the MLT program will not be allowed to take ML 201 and ML 202 in the MLT program. These students would be required to set out a year while successfully completing these courses with a "C" or higher and request to re-enter the MLT the following year provided space is available.

SCHEDULE CHANGES

Any changes in academic schedules (add, drop, etc.) must be cleared with the MLT Director. Advice from anyone else could cause problems relating to eligibility for the next MLT course or for graduation which will ultimately affect a student's eligibility for the certification examination.

GENERAL POLICIES (Please refer to the various sections of the College catalog)

WITHDRAWAL - No withdrawals are permitted after the published deadline. Refer to the college catalog.

MARRIAGE/NAME CHANGE- A change in name is to be reported promptly to the MLT Director and to Student Records.

PERSONAL INFORMATION CHANGES - Telephone number, address and e-mail changes must be reported ASAP to the MLT Director and Student Records.

HEALTH EXAM - The health exam form must be submitted by the announced deadline. The MLT Director is to be made aware of any changes in health status. A physician's consent is necessary to continue in the laboratory/clinical experience.

PREGNANCY - A pregnancy must be reported to the MLT Director immediately. A physician's consent is necessary if the pregnancy takes place during or extends into the clinical rotation.

LIABILITY INSURANCE - Students are currently provided liability insurance coverage under the State of West Virginia's professional liability insurance program. This insurance will not cover students engaged in activities beyond the role of MLT student training or activities not authorized by MLT faculty or clinical instructors. Students accepting jobs in health care facilities prior to graduation are encouraged to purchase their own liability insurance or make certain their place of employment has done so on their behalf.

HEALTH/ACCIDENT INSURANCE - All students are highly encouraged to acquire health and accident insurance if not presently covered under a parent's policy or personal policy. Some clinical facilities **require** the student to have an active health insurance policy.

CPR - A student's CPR status is to be current while performing clinical rotations.

BEHAVIORAL CONDUCT

Southern's Academic Integrity SCP-4710 Policy regarding dishonesty or misconduct in academics. <https://www.southernwv.edu/assets/uploads/SCP-4710-Academic-Integrity-.pdf> can be found in the College Catalog.

While in the MLT program, students are expected to adhere to the policy and to conduct themselves in such a manner to reflect favorably on him/herself and the MLT program. Students exhibiting inappropriate behavioral conduct will be reprimanded either verbally or written for the first offense depending on the situation. If a student should continue inappropriate conduct after two verbal/written reprimands, that student will be dismissed from the MLT program upon the third offense.

Examples of inappropriate conduct consist of but are not limited to the following:

1. Disrespectful behavior toward a MLT instructor/clinical instructor;
2. Being uncooperative;
3. Being unprepared for lecture, student lab or clinicals;
4. Being disruptive or sleeping in lecture, student lab or clinicals;
5. Not paying attention to MLT instructors/clinical instructor;
6. Not notifying instructors/clinical instructors of absences;
7. Making inappropriate comments of a sexual nature in lecture, student lab or clinicals;
8. Not being able to accept professional/instructional criticism well.
9. All forms of dishonesty, including knowingly furnishing false information, forgery, alteration of documents, misidentification with the intent to defraud and cheating.

You will be honest and ethical in your own academic work and report any violations by other students.

ACADEMIC DISHONESTY (Cheating)

Academic dishonesty will be addressed through disciplinary action including a failing grade on the assignment and in the course, dismissal from the program, and/or expulsion from the school.

EXAMPLES OF CHEATING BEHAVIOR (refer to college catalog and Policy SCP-4710.) (This list is not totally inclusive.)

- Eyes directed toward another student's paper.
- Allowing another student to copy from your test or homework
- Unauthorized use of resources or materials such as textbooks, notes, or electronic devices during a test without the professor's permission.
- Supplying information regarding an exam/quiz to other students or asking others to obtain a copy.
- Unauthorized obtainment of an exam or quiz.
- Photographing of an exam with an electronic device or camera.
- Changing answers after an exam/quiz is graded or changing grades in a gradebook, on a computer or an assignment.
- Plagiarism - claiming someone else's work as your own.
- Crib notes or signaling including the use of electronic devices to do so.

- Continuing to work on a test after time is called.
- Purchasing test banks online, in text or from other students.

If a student is observed exhibiting any cheating behavior, the faculty member making the observation is to document at that time what is observed. The student may be asked to explain the observance. If the student is taking an exam/quiz, that student will not be allowed to finish the exam/quiz. The student found to be cheating will be given a 0 on the exam/quiz/assignment and receive an F for the course. This will result in the student not being able to continue in the current MLT class and program. A meeting will be held with the student, Instructor, Director and Dean to discuss the incident. The actions will follow the guidelines outlined in the MLT Handbook. If the student is not satisfied with the outcome of this meeting, he/she may proceed with the Student Grievance Policy found in the College Catalog.

The Division Dean, and Chief Student Services Officer will be notified within 14 days of the incident (refer to Student Handbook section of College Catalog **Policy SCP-4710**). The student may reenter the MLT program the next year under the guidelines outlined in the MLT Handbook for the class they wish to enter and with the Director's discretion.

GRADING METHOD

Evaluation is based on written examinations, quizzes, homework assignments, classroom participation and laboratory/clinical performance. Students must maintain a "C or better in both lecture and laboratory/clinical sections of MLT courses in order to obtain a minimum "C" grade for the course. Failure to do so would result in the student receiving a "D" or "F" for the course which constitutes dismissal from the MLT program.

Grading Scale

90 - 100 = A
83 - 89.9 = B
77.5 - 82.9 = C
70 - 77.4 = D (FAILING)
Less than 70 = F

POLICY ON GRADE INFORMATION

The MLT Department does not post grades publicly. Also, grades will not be given out to the students on the telephone without providing their student number and sufficient personal information if required. Grades will be posted on Brightspace so that students can have access with their personal password at any time. Test/quiz results and final grades may be given to the student in person and in the classroom in a confidential manner. Any grading information provided to the student is their responsibility to ensure that this information remains confidential if they so desire.

Upon request, students can get a computer print-out of their course grades. Students may also print and/or view their grades at any time from the Brightspace grade recording feature.

STUDENT RECORDS

The office of the registrar maintains permanent records dealing with general admissions, grades, credits and transcripts for each Southern student including MLT students. Records are maintained conforming to all federal and state regulations. See SCP-1001 on Southern Web page.

MLT STUDENT RECORD/FILE POLICY

MLT student records permanently maintained by and in the MLT department are:

1. A completed application form
2. Health/Physical Examination/immunization records
3. Clinical evaluations (since 1993)
4. Attendance records (since 1993)
5. Counseling/advising records (when applicable)
6. Various signature of understanding forms
7. MLT course grade reports

Student examinations are maintained for approximately one year after graduation.

The MLT department maintains a student file on each MLT student. Upon request, a student can review their file at any reasonable time. The file cannot be removed from the MLT Department.

ATTENDANCE POLICIES

One hundred percent classroom/lab attendance is expected. Excessive absences will result in a student's automatic withdrawal, administratively. Three consecutive days (3 lectures, 3 labs, 3 clinicals, or any combination of the three) are considered excessive, if without extenuating circumstances. After three non-consecutive absences, students will receive a written warning, which will be placed in the student's file, and if the behavior continues, this will result in the student's automatic dismissal from the MLT program. Extenuating situations will be handled at the MLT Director's discretion.

MLT students are expected to arrange doctor, dentist and other appointments so that they do not interfere with MLT lectures, labs and clinicals. Allowances are made for emergencies and special situations.

NOTIFICATION POLICY

Students are requested to call in person or e-mail the MLT Department personnel of any absences. Concerning lecture and student labs, students should notify the instructor before class begins when possible. Students can notify the MLT Department by calling Ms. Spry at 304-896-7323 (christy.spry@southernwv.edu) or Ms. Chaney at 304-896-7477 (jade.chaney@southernwv.edu). If there is no answer in the MLT offices, a message should be left on voice mail.

In the event that a student must miss a scheduled clinical day, the student must contact both the clinical coordinator/instructor at the clinical site and the MLT Program Director (Ms. Spry) or MLT faculty (Ms. Chaney for summer rotation) at the above phone numbers and leave a voice message ASAP. Failure to comply with the policy outlined in ML 200 and ML 210 syllabi and the Clinical Handbook will result in the % reduction, as outlined, in the student's overall grade for the clinical practicum.

MISSED TESTS/ QUIZZES/ LABS

Student labs and quizzes may be made up at the instructor's discretion. It is the student's responsibility to request and show an interest in making up these missed assignments. Set up for students' labs can be very time consuming and at times may require use of specimens that may be difficult to reproduce. Therefore, students are not to take missing a student lab lightly since this could negatively impact their grade.

Tests are expected to be taken on dates scheduled. Make up tests must be within one week of the original test date. Penalties will be implemented on tests taken late. Alternate forms of the test may be given. Students are expected to notify the instructor prior to the test in the event that he/she is unable to take the test as scheduled.

Penalties will be implemented on quizzes, labs or other assignments taken or turned in late. Alternate forms of these may also be implemented. These situations will be handled at the discretion of the instructor.

SNOW/FLOOD POLICY

At times transportation to the SWVCTC campuses may be impeded by inclement weather. Students should always use sound judgment concerning travel to or from Southern during inclement weather since conditions can be vastly different in your local area or those you may need to pass through.

If classes at SWVCTC are canceled due to snow/flood/other, then MLT lectures, student labs and clinical training will be canceled. You will know this by listening to local television and radio stations or checking Southern's webpage.

If SWVCTC classes are placed on a two hour delay, this would mean classes starting between the hours of 8:00 a.m. and 9:59 a.m. are canceled. Classes starting at 10:00 a.m. or later are held as scheduled. If morning classes are canceled, only classes starting before 12 noon are canceled. See Southern's inclement weather policy.

If a student is unable to safely get to the lecture/student lab due to snow/flood/other, he/she must notify the MLT Director/instructor as specified in the notification policy.

STUDENT LAB DRESS CODE AND SAFETY POLICY

When performing procedures in student lab, each student is required to wear the approved uniform and a long sleeve lab coat (provided). If splashing of fluids is expected, safety glasses and masks must be worn. Other safety equipment will be provided in student labs as needed. (See Covid-19)

Students are expected to follow the safety precautions specified in the student safety contract, as well as the latest standard (universal) precautions and Covid-19 precautions.

No food or drinks will be allowed in the MLT student lab or any classroom during class.

Any laboratory accident/incident must be reported to the instructor immediately and an incident form completed.

Students are not to take equipment out of the MLT laboratory and work area.

Students are not to perform any unauthorized experiments, laboratory procedures or phlebotomies.

Should a student fail to adhere to these guidelines, they will be dismissed from the program.

HAZARDOUS EXPOSURE

If a student is exposed to a hazardous chemical or substance, they are to use common sense about immediate self-treatment (example: flushing eyes with water) and then report the incident to the class instructor or clinical instructor ASAP so that proper care and protocol can be rendered.

EMERGENCY SITUATIONS

In the event of a fire, bomb threat or other emergency situation, students are to follow directions and, if asked, exit the building immediately in a calm and orderly manner.

LAB AND CLINICAL DRESS CODE AND CONDUCT GUIDELINES

Uniforms will be ordered or purchased by the student during the Spring Orientation, for use beginning in August. Uniform requirements and costs are kept to a minimum and will be discussed during the Spring Orientation.

1. Students are required to present a neat and clean appearance at all times during classes, labs and their clinical rotations.
2. Students must wear a clean, pressed, Southern approved uniform while in the laboratory and other barrier protective clothing when required by the hospital or Southern policy.
3. Navy blue scrubs/pants/dresses, Southern polos, gray logo tops/lab coats, and any other apparel must be clean and wrinkle free. No jeans, sweats or spandex!
4. Shoes must be closed-toe (no sandals) and soft-soled. Shoes must be clean and polished with clean shoe laces. Predominantly white, gray, navy or black tennis shoes are preferred and must be clean and neatly kept.
5. Student name tag must be worn at all times as well as any hospital required ID.
6. Dress tactfully. Avoid wearing of clothes which are overly revealing, which may represent a safety hazard or which may be offensive to patients or laboratory personnel. Proper attire will be discussed before entering the hospital environment.
7. Engagement rings and/or wedding rings may be worn except in situations where ALL jewelry is contraindicated. No more than one ring per hand. Small inconspicuous earrings may be worn. No dangling or loop earrings, necklaces or bracelets which may pose a safety hazard. If asked to remove a piece of jewelry while at your clinicals, do this so that you may continue your clinical training. Earrings/gauges in other visible parts of the body (body piercing) are not allowed in any form while in the clinical setting.
8. Tattoos are to be covered if at all possible when in the clinical setting. New tattoos are discouraged while in the MLT program.
9. Hair must be confined neatly out of your face. Color acceptance varies with facilities. If longer than shoulder length, it must be PINNED OR TIED UP (includes men). Beards/mustaches are permitted if kept clean, neatly trimmed and well-groomed.
10. Use good body and oral hygiene at all times. Do not wear perfumes, colognes, or after shave in the clinical setting which can cause breathing problems for patients or

- hospital employees. Maintain clean fingernails at a reasonable length (includes artificial).
11. **Smoking is not permitted** in the hospital and only at designated areas when provided. Smoking may not be permitted on hospital grounds. When in doubt, check with proper personnel before smoking.
 12. **No food or drinks** are allowed in the laboratory except those areas approved for such.
 13. Students are not allowed to remove equipment or supplies from the clinical setting except with permission from the clinical coordinator and the MLT Program Director.
 14. Students are not to perform any unauthorized experiments, laboratory procedures or phlebotomies.
 15. All safety precautions and guidelines are to be followed at all times. Not doing so will result in written reprimands and could result in dismissal from the MLT program.
 16. Confidentiality must be maintained in relation to all information a student may become aware of in relation to their clinical training. See "Confidentiality and Security Agreement" later in this handbook.
 17. Due to the difficulty of creating a balanced clinical experience for each individual student and the process of getting changes approved, requests for changes to the clinical schedule are strongly discouraged.

STUDENT CLINICAL TRAINING ASSIGNMENTS AND PROCEDURES

Each student in the MLT program will be assigned to clinical rotation sites the semester prior to the semester in which the rotation begins.

ML 200, Phlebotomy Practicum, a two-week summer clinical, will take place at one clinical site during the summer after the first year.

ML 210 Clinical Practicum will take place in the final semester. Training in each of the clinical areas (Hematology, Chemistry, Blood Bank, Microbiology, Urinalysis, Coagulation and Molecular Diagnostics) will be completed prior to beginning a new clinical area of study, which may or may not be at a different clinical site. The availability of sites for the MLT program is based on a contractual agreement between the facility providing the clinical rotation experience and Southern WV Community and Technical College, as well as mutual agreement on the clinical schedule and student placement for their facility. In the event of a disagreement in a student's placement in the clinical rotation schedule in which their wishes would conflict with another student's wishes and placement, the student with the highest academic performance received for MLT courses prior to the completed semester that the clinical training in question begins will be given placement preference. It should be noted, that Southern's MLT program maintains a clinical rotation capacity in our service area greater than the number of students accepted into the MLT program for their year of acceptance.

Based on clinical affiliation site contracts, each clinical site has the right to terminate their affiliation with Southern within a specified time frame but shall not affect those presently enrolled and performing clinical training. If a facility terminates a contract and/or denies permission for a student or students to perform clinical training in their facility, Southern's MLT Department will make every effort to find the student another clinical training site in the college's service area; however, students should be aware that the only available site may be in different locales than the original assignment. Should this situation occur, clinical

rotation assignments will be made by the MLT Director and based on the availability of appropriate clinical sites. Students not able to be placed in a clinical training site will be placed on a waiting list (in order of academic performance in MLT courses) and will be placed as soon as an appropriate training site becomes available.

A student may be admitted to the MLT program under conditions in which a clinical assignment cannot be guaranteed and/or situations may arise once the student is enrolled that may delay or prevent clinical site assignment. These conditions include, but are not limited to:

1. Students who require accommodations that cannot be reasonably provided – The MLT Department will make reasonable attempt(s) to assign the student to a clinical site in a timely manner. Such a clinical assignment is not guaranteed and the student's completion of the curriculum may be delayed or may not be possible.
2. Students who are impacted by unusual circumstances that require a clinical site or Southern to temporarily or permanently suspend its clinical relationship – The MLT Department realizes that such circumstances are without foreknowledge of the student, and that the first responsibility of Southern is to the student enrolled in the curriculum. Every effort is made to re-assign the student within the shortest time frame to another clinical affiliate such that the student's graduation is delayed as little as possible. (See Covid-19)
3. Students who have received or are currently receiving treatment for drug/chemical dependency – Clinical assignment may be delayed or not be possible.
4. Students who are convicted of a felony or become involved in criminal acts after admission preventing clinical assignment – Clinical assignment may be delayed or not be possible.

All orientation requirements for each clinical site attended must be completed to the satisfaction of each affiliate. Failure to do so, can result in termination of your clinical training at a facility and may affect your ability to graduate from the MLT program.

Examples of past clinical rotation schedules for both summer and spring are located near the end of this handbook for your review. It should be noted that these are only examples and schedules are somewhat unique each year. Your schedule may or may not be like these examples.

Note: It is being brought to your attention now that earrings in visible parts of the body other than the ear (body piercing, nose, lip, eye brow, etc.) are not permitted in the clinical setting. Additionally, tattoos are to be covered if at all possible when in the clinical setting. New tattoos are discouraged while in the MLT Program.

INFLUENZA AND OTHER VIRAL VACCINATION POLICIES

The seasonal Influenza vaccination is required for MLT students performing clinical training in hospitals during the influenza season (normally ML 210 – MLT Clinical Practicum). Each student receiving vaccination will provide documentation by the week before beginning this clinical training or sign proper declination/exemption forms. Hospitals now need to report numbers for influenza immunization rates, declinations, and exemptions which we are to provide to them. (See Covid-19 also for vaccination information.)

AFFILIATING AGENCIES

The following facilities are presently utilized by the MLT Department at Southern WV Community and Technical College for clinical laboratory experiences and subject to change.

- Boone Memorial Hospital, Madison, WV
- Cabell Huntington Hospital, Huntington, WV
- Charleston Area Medical Center (CAMC) - (Includes CAMC Memorial, CAMC General, & CAMC Women and Children Hospitals), Charleston, WV
- Logan Regional Medical Center, Logan, WV
- Pikeville Medical Center, Pikeville, KY
- Raleigh General Hospital, Beckley, WV
- Thomas Memorial Hospital, South Charleston, WV
- Tug Valley Appalachian Regional Hospital, South Williamson, KY
- LabCorp, Charleston, WV

TRAVEL AND SCHEDULES

Clinical experiences are held in a variety of health care agencies. Although clinicals have historically been held during the day, other time frames may be required when necessary. Students are totally responsible for transportation to and from the college and health care agencies utilized for classroom and clinical experiences.

PERFORMANCE OF SERVICE WORK

Service work, in relation to the MLT program, is work or procedures performed by laboratory staff which directly or indirectly relate to patient care. MLT students perform service work only when it is a necessary part of their clinical training and only under supervision. Service work is never compulsory outside of clinical hours.

MLT students are not expected to perform work or procedures in place of a laboratory staff member. MLT students do perform service work when it relates to the achievement of their clinical objectives or to become more proficient at a procedure relating to the present clinical area of study. However, students are not to be used in place of laboratory employees and should NEVER receive monetary compensation for any clinical rotation.

ADVISING GUIDELINES

1. The MLT Director or Student Program Advisor advises the MLT preparatory students.
2. Upon admission to the MLT program, the advisor assigned to a student for the duration of the program will be the MLT Director.
3. The advisor will provide academic advising concerned with registration, withdrawing, academic standing, and evaluate those assigned students for graduation. Students may be directed to the Student Services or Financial Aid Department when needed.
4. The advisor will provide personal counseling as indicated and appropriate.
5. The student may also seek personal counseling from Student Services.
6. During the student's first semester in the MLT program, advisors will be responsible for answering any advisement questions and/or questions about the MLT program.

7. The MLT advisor will be responsible for maintaining the student's file.
8. At the beginning of the student's entry into MLT, the MLT Director advises the new student of his/her responsibility of taking the proper courses required for graduation from the MLT program and has the student sign an MLT curriculum plan.
9. The advisor will:
 - a. be available, having posted office hours;
 - b. use resource persons as indicated; and
 - c. record pertinent advisement meetings in the student's file.
10. Any student making the decision to withdraw or who receives less than a "C" in a required course should make an appointment with the MLT Director for proper advisement as to how this may affect graduating on time. (See policies governing the repetition of an MLT course or re-admittance into program.
11. Counselors are available to any student on each Southern campus for educational/career, financial, disability and brief personal counseling. Additional counselors are available at local mental health centers at the student's expense.
12. Tutoring and veterans assistance is available.

STUDENT GRIEVANCE PROCEDURE

The purpose of the Student Grievance Procedure shall be to provide an equitable and orderly process to resolve any differences or disputes between a student and faculty member about college policies/procedures or learning activities affecting the student. This may include grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes he/she is being treated unfairly or arbitrarily.

Procedures concerning academic and non-academic grievances, and appeals can be found in the Student Handbook section of the college catalog and has been provided to you in written form during orientation.

LIBRARY SERVICES/RESOURCES

Library hours are posted on the Logan and Williamson Libraries.

Library hours are subject to change. Please call 304-896-7378 and verify times before traveling long distances.

Numerous books and periodicals with materials in all areas of the curriculum are in the Libraries.

Periodically throughout the two year program, literature may be placed on closed reserve. Check for the reserved materials at the circulation desks.

Library Catalog: Southern uses the Atrium system and this allows students to access our catalog through the Southern website. Patrons college-wide can view the holdings of Logan and Williamson libraries and request needed materials via email or phone. These requested materials will be placed and held for two days at the circulation desks for pick up.

Electronic Resources: The library has various electronic media, databases and resources available for use. All databases are available by remote access. Remote access allows the students and faculty at large access through the Southern website. Please check with the libraries for passwords to each database.

MLT ADVISORY BOARD

A committee comprised of clinical affiliate personnel, other health care professionals and college faculty compose the MLT Advisory Board Committee. The committee meets once each year (presently the spring semester) to review and help plan the progress of the MLT program.

ACCREDITATION

Southern's MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS in cooperation with medical and health professions establish, maintain, and promote standards of quality for educational programs in health professions. Additionally, NAACLS provides recognition for educational programs which meet or exceed these standards. The information posted includes not only the award status and expiration date but also any citations and a brief description of why the citation was made.

The accreditation award for the MLT program at Southern West Virginia Community and Technical College is published on the Find a Program page of the NAACLS website.

If this does not appear as a link, please copy and paste in your browser.

<https://naacls.org/NAACLS/media/BoDAward/0628BoDAward.pdf>

Accrediting Agency Address, Phone Numbers & E-Mail

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd., Suite 720
Rosemont, IL 60018-5119
(849) 939-3597 or (773) 714-8880
(713) 714-8886 Fax
www.naacls.org

MLT CERTIFICATION

The MLT graduate is eligible to take the American Society of Clinical Pathologists (ASCP) Board of Certification, the American Medical Technologists (AMT) and other certification examinations for Medical Laboratory Technicians. It is recommended that students take a certification examination and should be prepared to pay the approximate \$200 or more fee during March of their last semester. **NOTE:** The issuing of the Associate Degree is NOT contingent upon the students passing any type of external certification or licensure examination.

PARTICIPATION IN MLT ACTIVITIES

During the student's first or second semester of the program, MLT students are encouraged to elect class officers as representatives of their class. This is done to encourage participation in activities such as health fairs and community functions, as well as association with other classes of MLT students at the local, state and national level.

FINANCIAL AID

Financial aid in various forms is available. Students may qualify for federal and state grants, scholarships, loans and work study programs. Students are encouraged to contact the Financial Aid department on each campus or student services. Aid for non-qualifying students in need (Financial or Special Meritous Projects) may be available through Southern's College Foundation.

FELONY/MISDEMEANOR CONVICTIONS

It is the student's responsibility to inform the MLT Director immediately of any felony or misdemeanor conviction. Students convicted of a felony or misdemeanor may be excluded from clinical experiences by healthcare agencies and/or from taking certification examinations. Early disclosure may prevent problems in these situations.

CLERY ACT

Enabled by Congress in 1990 as the "Crime Awareness and Campus Security Act of 1990." It is a federal law that requires colleges and universities to disclose information about campus crime and security policies. See college catalog.

DRUG/BACKGROUND CHECK POLICY

All students have been contingently admitted to an allied health or nursing program until all information/documentation is received on or before a date designated by the program. Failure to provide all requested information; to disclose prior felony, misdemeanor, and/or pending criminal charges will result in immediate dismissal from a program.

BACKGROUND CHECK

Students must satisfactorily complete a background check and drug screen prior to entry into an allied health or nursing program and any other time as requested by the faculty, Directors or division head. If a student has been convicted of a **FELONY, MISDEMEANOR** or has **PENDING** criminal charges, a student may be excluded from admission to a program, may not be allowed to attend clinical rotations held at affiliating health care agencies, and/or may be prevented from taking the required Certification/Licensure Examination. Entry into a health care agency is the sole determination of the clinical facility. Certification/Licensing Boards may prohibit students from taking national examinations based on students physical status, emotional condition, results of a background check and/or drug screen.

It is the student's responsibility to inform the Program Director prior to entering the program or **IMMEDIATELY** after an incidence occurs, of any felony, misdemeanor, or pending criminal charges/conviction. Any falsification or omission of information may result in disciplinary action; including, but not limited to, dismissal from a program. Pending felony and/or misdemeanor charges or convictions that occur while in a program must be reported immediately to the Program Director.

DRUG TESTING/SCREENING

Drug Screening Upon Admission

Southern West Virginia Community and Technical College, Division of Healthcare and Business, Programs of Allied Health and Nursing are committed to safeguarding the health and safety of students, faculty, staff, administration, community members, and patients/clients while maintaining a drug-free educational/workplace environment. In order to uphold the highest standard of care, the Programs of Allied Health and Nursing will conduct a drug screen test for all students tentatively admitted to any allied health or nursing program.

The alcohol and drug test must occur at the date and time specified by the Program Director or division Dean and at a location determined by Quality Drug Testing. The type of specimen is at the discretion of the program. Students contingently admitted are **REQUIRED** to consult with their attending physician/healthcare provider, in order to determine whether any/all prescribed medication(s) may affect program performance. The student who is contingently admitted to a program **MUST** disclose a list of medications prior to testing. Validation of prescriptions must be supplied promptly upon request to the appropriate individuals.

The cost of any and all expenses associated with the drug testing and/or evaluation is the responsibility of the student. It is the student's responsibility to determine from the physician whether prescribed medications may affect program performance and to disclose a list of medications prior to drug screening. Many prescription drugs alter mental status and may impair the student's ability to perform in the classroom or clinical setting. Impairment in the classroom or clinical setting is not permissible regardless of the source. Any attempt to alter the drug test, attempt to prevent collection (example but not limited to: shaving hair), any positive or diluted test results or failure to follow the proper procedure, failure to have the test performed on the date by the approved company, or refusal of a drug screen will result in withdrawing the selection of the student to the Allied Health or Nursing programs by the respective department. Any future reapplication to an Allied Health or Nursing program may not be considered, due to the facility requirements. A student that is unable to enter a facility for clinicals, will not be able to complete the program. Appropriate accreditation/program approval agencies may be notified of the results.

Any positive or diluted results may be challenged by the student. Upon notification of the test results, the student must immediately contact the testing company to request retesting by hair or blood specimen as deemed appropriate by the testing company. Cost is the responsibility of the student. The student may be reinstated into the program, if the results of the challenge is in the students favor.

Disclaimer

A student tentatively admitted to an allied health or nursing program has the right to refuse a drug test. However, refusal to have the drug test and/or failure to follow the procedure/directions prescribed by the Programs of Allied Health and Nursing will result in withdrawing the student's tentative admission and dismissal from a program.

Drug Screening after Program Enrollment

Enrollment is defined as a student attending the first day of class in an Allied Health or Nursing Program. A random drug test of any student, any group of students or an entire class or program may occur at any time and on more than one occasion. Alcohol and drug testing will be by urine sample, breath analyzer, by hair, and/or blood sample at the discretion of the department/program. The date, time, and company to conduct the drug test are selected by the Programs of Allied Health and Nursing. The cost is the responsibility of the student.

While enrolled in a program, a random drug/chemical screen(s) may be requested. At any time, failure to comply with a request for a drug screen and/or a positive drug screen will result in **IMMEDIATE** dismissal from a program. Further, a student who demonstrates questionable behavior (classroom, laboratory, or clinical setting) or indicates that alcohol or drugs have been consumed will be requested to submit to a drug test. Failure to comply with the request immediately will result in dismissal from a program. The cost is the responsibility of the student.

Signs and symptoms of alcohol and/or drug use may include but are not limited to any one or more of the following example behaviors: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, change in appearance or grooming, hyper-reflexia, lethargy, flushed face, tardiness, absenteeism, dilated/pinpoint pupils, odor of alcohol, mood swings, missed deadlines, careless mistakes, and dozing/sleeping.

Drug/Chemical Dependency

If a student has received or is currently receiving **treatment for drug/chemical dependency**, please have a copy of the discharge summary, printed on the facility letterhead, sent directly to the Program Director. A statement from the student's physician/healthcare provider **MUST** accompany the letter. The student **MUST** also submit a letter detailing their progress in recovery. Additional documentation regarding drug/chemical dependency and treatment may be requested at any time. **There is no guarantee a hospital will allow said student to attend clinical rotations at their facility.**

It is the responsibility of the student who is contingently admitted, or one that is currently enrolled in a program, to read, understand, ask questions, and abide by all requests from a faculty member, program director, or division head at all times. Failure to do so will result in immediate dismissal from the program and/or college.

Blood and Body Fluid Exposure Policy

Policy: All persons participating in teaching and learning in allied health laboratory settings may acquire a needle stick, sharp injury, and/or skin or mucous membrane exposure to blood or body fluid must comply with the following guidelines.

Scope: Pertains to all students and faculty.

Purpose: To prevent trauma and infection with a break in the skin barrier. Follow the appropriate protocol for blood or body fluid exposure.

Responsibility: General Information

- 1) Students will always follow OSHA Universal Precautions guidelines in the laboratory and clinical settings.
- 2) Students are instructed that any practice done using needles **is not** to be done on individuals without **direct instructor supervision**.
- 3) Teaching aides/models are provided to the students.
- 4) Disposal of needles/sharps:
 - a) Do not reuse needles/sharps
 - b) Dispose only in sharps container
 - c) Never leave needles lying open
 - d) Never recap a needle

If exposure to blood or body fluids occurs, the steps to be taken are:

- _ Report the needle stick, sharp injury, or bloody or body fluid exposure to the instructor, clinical instructor or laboratory manager immediately.
- _ Students will see and inform the program Director as soon as possible.
- _ Director will discuss and document with student on the appropriate form what occurred.
- _ If a needlestick, sharp injury, or other type of blood or body fluid exposure occurs:
 1. The student will **immediately** wash the wound/exposed area (except eyes/mucous membranes and eyes) with soap and water, 70% isopropyl alcohol or minimum of 10% bleach solution.
 2. Apply bandage with antibiotic ointment (except mucous membranes and eyes) when appropriate.
 3. For mucous membrane exposure, flush the area immediately with a large amount of water or normal saline.
 4. **The student is to immediately seek health care from their physician/clinical or emergency room and follow recommended protocol for treatment.**
 5. Cost of any treatment is the responsibility of the student.

LATEX SENSITIVITY/ALLERGY POLICY

Policy: Those persons with known sensitivity to latex shall be treated as if they have a known allergy.

Purpose: To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

Scope: Pertains to all students and faculty.

Responsibility:

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life-threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student with their physician is responsible for deciding if an allied health career is possible.

Definitions:

- Latex – the natural sap of the rubber tree (*Hevea Brasiliensis*). It is used to make natural rubber which is used in the production of many products.
- Irritant Dermatitis – A dermatitis caused by chemical irritation that does involve the immune system.
- Type IV Dermatitis – A chemical contact dermatitis caused by the chemical used in latex production but involving the immune system.
- Type I Systemic Reactions – true allergic reactions caused by protein antibodies in the latex. Type I causes serious and potentially lethal reactions. Symptoms include: Anaphylaxis, dermatitis, erythema, hives, pruritus, swelling, eye/nasal itching, sneezing, coughing, laryngeal swelling, wheezing, asthma or cardiovascular collapse.

Procedure:

Considerations: Clinical findings may depend on the sensitivity of the patient, the route of administration, and the quantity of the antigen. There are three types of reaction: Irritant Dermatitis, Type IV Dermatitis, and Type I Systemic Reactions (see Definitions).

- A. The student will identify on their medical history form any allergies.
- B. Any person who reports a latex allergy or has a positive response to any of the following questions are directed to seek out their health care provider for care and instructions:

Have you had a reaction to personal sources of latex? For instance, balloons, rubber gloves, hot water bottles, rubber bands, foam pillows, baby bottle nipples, shoe wear, erasers, etc.

After handling latex products, have you experienced breathing, swelling, hives, redness, chapping/cracking hands, runny nose, congestion, itching?

Do you have any food allergies? If so are you allergic to any of the following? Bananas, avocados, potatoes, tomatoes, kiwis, chestnuts, peaches, papaya.

Have you ever had an anaphylactic reaction to latex devices?

Have you ever been told by a doctor that you have an allergy to any latex products?

Do you have any congenital anomalies? (Neural tube defects such as Spina Bifida)

Have you had previous surgeries, extensive dental work, or does your occupation involve frequent contact with products containing latex?

Keynotes:

Persons at risk for developing latex allergies:

- _ Those with history of repeated surgical procedures.
- _ Those with history of asthma, drug, and food allergies (many of the proteins that cause latex allergy are also found in fruit, vegetables, nuts and cereals).
- _ Those with repeated latex exposure may develop latex allergies from repeated exposure to latex products that are used in their work.

Latex precautions should be used for persons at high risk for an allergic reaction to Latex. This population includes patients with:

- _ Neural tube defects (myelomeningocele, lipomyelomeniongocele, spina bifida).
- _ Congenital urologic disorder
- _ A history of systemic symptoms from contact with latex products (e.g., balloons, gloves)
- _ A positive latex allergy test.

Social Media Policy

Social Media are powerful communication tools that have a significant impact on organizational and professional reputations. Because the lines are blurred between personal voice and institutional voice, Southern West Virginia Community and Technical College’s Division of Allied Health and Nursing has created a policy to help clarify how to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Instagram, Snap Chat, YouTube, and My Space.

Both in professional and institutional roles, employees, staff and students need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting apply online as in the real world. Employees, staff, and students are liable for anything they post to social media sites and may be subject to litigation.

Policies for All Social Media Sites, Including Personal Sites

- Protect confidential and proprietary information: Do not post ANY confidential, disrespectful, or unprofessional information about Southern, clinical affiliates, clients/patients, faculty, staff, or students. You must still follow the applicable federal requirements such as FERPA, HIPAA, NCAA, etc. Adhere to all applicable privacy and confidentiality policies. Any confidentiality violation is at the risk of disciplinary action or dismissal from your respective program. Also subject to discipline from respective licensure Boards. You can be held liable for any postings and may be subject to litigation.
- Do not post any content that might put Southern, the program or clinical agencies in a bad light or incite litigation.
- Respect copyright and fair use.
- Do not use Southern logos for endorsement.
- Respect College property.
- Do not utilize or access social media platforms during clinical hours. Do not utilize cell phones during clinical hours.

Best Practices

- Think twice before posting.
- Once you post, you relinquish control of its proliferation forever.
- Be respectful
- Remember who the audience is.

REMEMBER: DO NOT ACCESS SOCIAL MEDIA AT ANY TIME DURING YOUR CLINICAL ROTATION. DO NOT POST ANY COMMENTS OR PICTURES WHILE ON HOSPITAL OR FACILITY PROPERTY (BATHROOMS INCLUDED). DO NOT TAG YOURSELF ON SOCIAL MEDIA AT YOUR CLINICAL SITE OR MENTION THE CLINICAL SITE OR ANY PROCEDURE OR CLINICAL ASSIGNMENT YOU MAY HAVE. THESE ARE HIPAA VIOLATIONS AND CONSTITUTE DISMISSAL FROM THE PROGRAM. HIPAA VIOLATIONS CAN JEOPARDIZE THE AFFILIATION AGREEMENT BETWEEN SOUTHERN AND CLINICAL FACILITIES WHICH WILL NOT BE TOLERATED.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

HIPAA GENERAL AWARENESS EDUCATION CERTIFICATION
ALLIED HEALTH and NURSING DEPARTMENT
MEDICAL LABORATORY TECHNOLOGY PROGRAM

NAME (PRINT): _____ S# _____
Please **PRINT** full name (Please print **dark** and legible)

I CERTIFY THAT I HAVE VIEWED HIPAA EDUCATIONAL VIDEO/INFORMATION

SIGNATURE: _____ DATE: _____

CONFIDENTIALITY AND SECURITY AGREEMENT

As an associate and/or student of health care, I understand that I may have access to confidential information including patient, financial, or business information obtained through my association with the company. I understand that one purpose of this agreement is to help me understand my personal obligation regarding confidential information.

Confidential information regardless of media is valuable and sensitive and is protected by law and by strict company policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), WV state law and other Federal Regulatory laws requires protection of confidential information contained within a health care information system. Inappropriate disclosure of patient data may result in the imposition of fines up to \$250,000 and ten years imprisonment per incident.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

- 1) I will not access confidential information for which I have no legitimate need to know to perform my job/function and for which I am not an authorized user.
- 2) I will not in any way divulge, copy, release, sell, loan, review, gossip or speak in idle talk, alter or destroy any confidential information unless expressly permitted by existing policy except as properly approved in writing by an authorized officer of the company within the scope of my association with the company.
- 3) I will not utilize another user's password in order to access any system. I will not reveal my computer access code to anyone else unless a confirmed request for access to my password has been made by Information Services and I am able to confirm the legitimacy of the request and the requestors.
- 4) If I observe or have knowledge of unauthorized access or divulgence of confidential information, I will report it immediately either to my supervisor, the Privacy Officer or the Compliance Hotline.
- 5) I will not seek personal benefit or permit others to benefit personally by any confidential information that I may access.
- 6) I will not discuss any information regarding patients in common areas such as elevators and cafeterias, snack bars or smoking areas.
- 7) I will respect the ownership of proprietary software and not operate any non-licensed software on any company computer.
- 8) I understand that all electronic communication may be subject to internal or external audits.
- 9) I agree to abide by all company rules and regulations applicable to confidential patient information.
- 10) I understand that my failure to comply with this agreement may result in disciplinary action, which might include but is not limited to, termination of employment with the company and/or loss of my privileges to provide services in the company facilities.

By signing this agreement, I acknowledge that I have read or have had read to me and understand that the company has an active on-going program to review records and transactions for inappropriate access and I understand that inappropriate access or disclosure of information can result in penalties up to and including termination of employment and/or legal action

Signature: _____ Date: _____

Printed Name: _____

Clinical Training Schedules (Applied Education Assignments)

Review sample schedules below. Questions will be answered.

Sample Summer Rotation Schedule

**Southern WV Community & Technical College
MLT Department
SAMPLE Summer Phlebotomy Practicum**

Student name	Week 1 5/15 to 5/19	Week 2 5/22 to 5/26	Week 3 5/30* to 6/2	Week 4 6/5 to 6/9
	LRMC (day)	LRMC (day)	off	off
	LRMC (evening)	LRMC (evening)	off	off
	PMC	PMC	off	off
	TVARH	TVARH	off	off
	BMH	BMH	off	off
	TMH	TMH	off	off
	off	off	LRMC	LRMC
	off	off	PMC	PMC
	off	off	TVARH	TVARH

IMPORTANT NOTE: Students will attend clinicals Monday through Friday from 7:00 a.m. until 3:00 p.m. during their two weeks of phlebotomy training unless otherwise addressed in this schedule or approved by both Ms. Chaney and the clinical instructor/coordinator. TVARH's rotations will be from 8:00 a.m. to 4:00 p.m.

Scheduled Student Events - None to date. Facilities will be notified should any arise.

***Observed Holidays** - May 29 (Memorial Day) NOTE: Students can elect to train on this day with the permission of their clinical instructor/coordinator. Ms. Chaney is to be notified of such arrangements.

CAMC – Charleston Area Medical Center
LRMC - Logan Regional Medical Center
TVARH – Tug Valley Appalachian Regional Hospital

TMH - Thomas Memorial Hospital
PMC – Pikeville Medical Center
BMH – Boone Memorial Hospital

Southern WV Community and Technical College
 Medical Laboratory Technology –
 202? Clinical Rotation Schedule

STUDENT	January 5 - 8	January 12 -15	January 19 - 22	Jan. 26- 29	Feb. 2-5	Feb. 9 - 12	Feb. 16- 19	Feb. 23-26	March 2-5	March 9 - 12	SB Mar 15-19	Mar 23-26	Mar 30- April 2	April 6-9	April 13-16	April 20-23	April 27-30	May 4-7
1	TVARH HEM	TVARH HEM	TVARH HEM	PMC BB	PMC BB	PMC BB	CAMC Micro	CAMC Micro	CAMC Micro	TMH CHEM		TMH CHEM	TMH CHEM	LC	TVAR UA	TVAR COAG		
2	TMH BB	TMH BB	TMH BB	LRMC CHEM	LRMC CHEM	LRMC CHEM	LRMCCO AG	LRMCOA	TVAR HEM	TVARHE M		TVAR HEM	CAMC Micro	CAMC Micro	CAMC Micro	LC		
3	TMH HEM	TMH HEM	TMH HEM	LRMC BB	LRMC BB	LRMC BB	LRMCOA	LRMCCO AG	TVAR CHEM	TVARCHEM		TVARCHEM	CAMC Micro	CAMC Micro	CAMC Micro	LC		
4	LRMC MICRO	LRMC MICRO	LRMC MICRO	PMC CHEM	PMC CHEM	PMC CHEM		LC	TMH COAG	TMH UA		BMH HEM	BMH HEM	BMH HEM		CAMC BB	CAMC BB	CAMC BB
5	LRMC HEM	LRMC HEM	LRMC HEM	PMC Micro	PMC Micro	PMC Micro		LC	TMH UA	TMH COAG		BMH CHEM	BMH CHEM	BMH CHEM		CAMC BB	CAMC BB	CAMC BB
6	TVARH CHEM	TVARH CHEM	TVARH CHEM	PMC HEM	PMC HEM	PMC HEM	CAMC Micro	CAMC Micro	CAMC Micro	TMH BB		TMH BB	TMH BB	LC	LRMC UA	LRMC COAG		
7	RG Micro	RG Micro	RG Micro	RG Hem	RG Hem	RG Hem	RG BB	RG BB	RG BB	RG UA		RG COAG	LC	RG CHEM	RG CHEM	RG CHEM		
8	TMH Micro	TMH Micro	TMH Micro	CAMC CHEM	CAMC CHEM	CAMC CHEM	BMH HEM	BMH HEM	BMH HEM	LC		LRMC BB	LRMC BB	LRMC BB	BMH UA	TMH COAG		
9	CAMC Micro	CAMC Micro	CAMC Micro	CAMC BB	CAMC BB	CAMC BB	BMH CHEM	BMH CHEM	BMH CHEM	CAMC WC HEM	CAMC WC HEM	CAMCWC HEM			CAMC G COAG	BMH UA		

CAMC = Charleston Area Medical Center (G-General, WC-Women and Children); **LRMC** = Logan Regional Medical Center; **TMH** = Thomas Memorial Hospital; **BMH** = Boone Memorial Hospital; **TVARH** = Tug Valley ARH; **PMC** = Pikeville Medical Center; **LC** = LabCorp; **RG** = Raleigh General, **BB** = Blood Bank; **CHEM** = Chemistry; **COAG** = Coagulation; **HEM** = Hematology; **MICRO** = Microbiology; **UA** – Urinalysis; **LC** - Molecular

***Holidays** = January 18- M L King Day, & Spring Break March 15-19 (Students can elect to train on holidays with permission from the clinical site & Mrs. Dardi when missed clinical days or anticipated missed days need to be made up.) **Make-up days** will be during **Spring Break** - Make-up week April 27-30, May 4 - 14, and other days (weekends, holidays, etc). All make-up days must be coordinated by the student with the clinical sites and the MLT Director.

Time: Students will train from 7:00 a.m. - 3:00 p.m. - unless otherwise approved.

Recent MLT Program Outcomes

MLT ASCP Certification Examination Results

2022 – 83% passage (as of 8/16/2023)
2021 – 75% passage
2020 – 75% passage (within 1st year) 83% (within 14 months)
2019 – 90% passage
2018 – 100% passage
2017 – 91.67% passage
2016 – 91.67% passage
2015 – 100%
2014 – 81.8% passage
2013 – 88.9% passage
2012 – 100% passage

MLT Graduate Job Placement

2022 – 100% placement
2021 - 100% placement for those seeking jobs
2020 - 92% placement (100% for those who sought jobs)
2019 - 100% placement
2018 - 100% placement (for those who sought jobs)
2017 - 100% placement (for those who sought jobs)
2016 - 100% placement (for those who sought jobs)
2015 - 83% placement for those seeking jobs
2014 - 100% placement for those seeking jobs
2013 - 100% placement for those seeking jobs
2012 - 100% placement
Additional data available upon request.

Covid-19 - Coronavirus Pandemic Addendum (In the event of a surge in cases)

Personal Protective Equipment: In addition to the usual PPE, which includes gloves, lab jackets, and safety glasses, the students will be provided with plastic face shields to be worn while in the lab at all times.

Vaccinations: A vaccine is available for the Coronavirus. The students may be asked to obtain the vaccine prior to being allowed to attend clinical rotations or student laboratories on campus. These stipulations may or may not be implemented in the future.

Safety while on campus: The plan for working safely with the students on campus in small groups will be as follows:

Students will arrive at the designated time to the MLT student laboratory. They will be asked beforehand not to attend if they have a fever, have been traveling out of state, had contact with an individual from an area considered a “hot spot”, have been in contact with anyone with Covid-19 symptoms or had contact with anyone who has tested positive for Covid-19 in the last two weeks.

The student will enter the building through an appropriate entry door. They must be wearing face coverings and go straight to the laboratory. The students will be asked to remain in the laboratory until completion of the days scheduled activities. Bathroom breaks will be allowed, with limits to the number of individuals allowed in the restroom. Face coverings must remain in place.

While in the laboratory the students will be assigned work areas that will be well spaced from one another. The three long rows of counters will allow for no more than four students per row with a work space between each one. They will not be sharing lab equipment. In the exception, equipment will be sanitized between uses. Acrylic safety shields will be used for separation between the instructor and student for any activities that may require close contact or direct observation by the instructor.

The students and instructor will wear masks, face shields, gloves and lab jackets while in attendance. Sani-Cloth disinfecting wipes will be used thoroughly and frequently to wipe equipment, reagents and work areas. The students will be instructed to remove PPE properly before leaving the lab, wash hands, use hand sanitizer and avoid touching their face, eyes, nose and any unnecessary door knobs and objects. They will exit the building with instructions for no congregating in the lobby or outside the building.

Additional Guidelines can be found on the Southern webpage.

Notes:

STATEMENT OF UNDERSTANDING

I have read the MLT Student Handbook.

I understand and agree to abide by the policies, procedures and requirements within.

Further, I am aware of and understand the essential functions, policies and requirements for progression in and completion of Southern's Medical Laboratory Technology program.

I fully understand and agree to follow the Academic Integrity Policy concerning Behavior and Cheating. I understand I will be dismissed from the MLT Program following any violation of the policy.

Print Name _____

Signature _____

Date _____