The purpose of the Handbook for Medical Laboratory Technology Students is to acquaint the student with the policies of the Medical Laboratory Technology Department, which will govern student performance throughout the two-year curriculum.

Revised 11-25-14 ag
MEDICAL LABORATORY TECHNICIAN ASSOCIATE DEGREE MANUAL

1.0 INTRODUCTION

This HANDBOOK FOR MEDICAL LABORATORY TECHNOLOGY STUDENTS has been prepared to provide complete and accurate information for students who have been admitted to Cuyahoga Community College's (Tri-C) Medical Laboratory Technology Program. The Medical Laboratory Technology Program is located at the Metropolitan Campus. Students are held responsible for all information contained in this handbook. An acknowledgement form to the effect that the student has received and read the Handbook for Medical Laboratory Technology Students will be signed by the student and kept in the MLT Program office. The form is attached at the end of this document.

1.1 ACCREDITATION

Cuyahoga Community College is accredited by the North Central Association of Colleges and Schools.

Tri-C’s Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 River Rd., Suite 720, Rosemont IL 60018. Telephone: 773.714.8880

1.2 PROGRAM DESCRIPTION AND COURSE OF STUDY

The Associate Degree in Medical Laboratory Technology (AD-MLT) is a two-year program designed to educate/train individuals to perform a wide variety of diagnostic tests in the clinical laboratory with a minimum amount of supervision. Students who successfully complete this two-year program are awarded an Associate of Applied Science (AAS) degree in Medical Laboratory Technology by the College and are eligible to take certification examinations at the technician level such as that given by the American Society for Clinical Pathology (ASCP) and other national certifying agencies. Graduation is not contingent upon the student passing any type of external certification exam or licensure examination. There is no licensure in the State of Ohio for medical laboratory technicians.

The Associate Degree Medical Laboratory Technology Program is four academic semesters plus a qualifying pre-program semester. Students apply to the program and are formally admitted by the fall semester preceding the spring entry, to begin technical MLT lecture/laboratory courses on campus. The MLT courses feature didactic and laboratory coursework may and may be fact-to-face, days or evenings (dependant on the availability of faculty to teach), distance learning lectures, and the clinical site rotations are daytime only. In addition, students may concurrently complete other courses toward the academic requirements for the Associate Degree at any time while in the program.

The program can only be taken in the specified semester sequence order for MLT-prefixed program courses. Please note that coursework builds and students are not able to start-and-stop the program at will. Students must progress through the program in step with the specified order. Please make a note that the BIO 2500 Microbiology course MUST be taken prior to the MLT 2482 Clinical Microbiology, since it is the prerequisite. Courses without the MLT prefix may be taken any time with this exception.

Note: Exposure to Blood Borne Pathogens/Hazardous Chemicals:
During all phases of the program students will be working with human body fluids/associated components, including but not limited to blood, urine, feces, body fluids, products and reagents made from human body fluids, and live microbial cultures. Said materials may contain bio-hazardous
components such as HIV and various strains of the Hepatitis virus, and others. Students may also be working with chemicals which pose certain risks and are instructed on safe use how to reference the Safety Data Sheets for chemicals. Students assume these risks, and will be instructed in proper training in the safe use and exposure prevention for these pathogens/chemicals.

**Phase One,** the pre-admission phase, consists of successful completion or transfer (Grade of C or better) from accredited college/university, of four courses: English 1010, Chemistry 1020, Mathematics 1410, MA 1020, and MLT 1000 Intro to MLT (held each fall semester). These courses are part of the program sequence and are required for completion of the Associate Degree requirement.

**Phase Two,** includes the technical courses during the first three semesters and may also include general college courses needed to meet degree requirements. This portion includes day/evening/distance learning lecture/laboratory courses in introductory clinical laboratory skills/safety, overview of the profession, blood collection, urinalysis/body fluids, hematology/coagulation, problem solving/quality control, clinical chemistry, clinical microbiology, immunohematology and serology, advanced skills hand-on simulated clinical laboratory, and education concepts. These courses are designed to introduce the student to basic theory, test procedures, techniques, quality control, and terminology associated with these laboratory departments, enabling the student to enter and perform at the clinical site. Students must adhere to the curriculum sequence as outlined for technical MLT courses in order to progress through the succeeding courses. Incomplete grades for MLT courses are only given for pre-approved situations. The MLT student must complete courses with a “C” grade or better in EACH lecture section and EACH laboratory section, and all final exams or laboratory practical exercises, in order to continue through the program.

**Phase Three Field Experience:**
The final semester of the program includes the clinical field experience includes a 578 hour (approximately), hands on, daytime clinical field experience at an area hospital/clinical site to complete skill training in all lab disciplines. Start times may be as early as 6 am for some labs, is full time, and runs Monday through Friday. There is an additional on-campus seminar held weekly. There are no evening hours available. This is not negotiable; therefore, students need to plan their other outside obligations around the field experience. Students who cannot be present during these hours should consider their decision to continue in the program. The student will attend a separate orientation and will receive a Field Experience Handbook prior to commencement of the field experience.

Supervision and bench instruction are provided by hospital/site staff. During clinical education the College's MLT faculty members visit each facility to review student progress with the laboratory trainers and the student. Practical examinations are given at the discretion of clinical instructors. It is possible for clinical experience to vary from one site to another; however, clinical education in all affiliated sites meets or exceeds college and national accreditation standards. Since specific program training time requirements must be met, no unexcused absences are allowed during clinical education. Absences from the clinical setting must be made up according to the policy of the individual site and at the convenience of the clinical site. Approval must be made by site Education Coordinator and the Program Manager. Please refer to the Field experience Handbook for full details and policies.

The Program Manager is the College's authorized representative who is responsible for placing students for clinical education. The College cannot guarantee the availability of clinical sites. Students may be placed at multiple sites in order to complete the training. The College cannot assure any student placement in the hospital/site of his/her choice, but will consider placement in regard to geographical location of the facility or the student's residence. Sites may be within a 50 mile radius of Metro Campus.
In addition, certain clinical sites require drug screening and strict background check criteria, and may exclude students based on those results.

**Contingency Plan:** In the event that insufficient clinical sites slots are available for a student to perform their field experience, the selection of those entering a field experience site will be determined by the admission date into the program (time stamp that application is submitted) and when admission criteria are met, then by GPA. Remaining students will be placed in the next available clinical site rotation. Declining or forfeiting a field experience placement will remove the student from his/her original cohort and requires re-application to the program and student may be placed on a waiting list for the program. There may be a several year wait to re-enter the program, which means starting all over again from the beginning. Remaining students will be placed in the next available clinical site rotation.

**1.3 MLT STUDENT RESPONSIBILITY:**
It is the responsibility of the student to read all assigned material, follow and understand all course materials, syllabi and verbal instructions. The student will arrive on time for all sessions, and be prepared by having read material or labs prior to class time. The student will be engaged in learning. It is the student’s responsibility to adjust his/her schedules to accommodate the program, especially the daytime field experience. Finally, the student must abide by the Tri-C Student Conduct and Academic Honor Code Policy and Procedures, as well as all program policies and procedures.

**1.4 CURRICULUM DIFFICULTY AND STUDY TIME REQUIRED:**
It is essential that the student understand that the quantity of material covered in this major is extremely vast, and of a difficult nature. One must basically learn a whole new language of medical terms. The standard rule of thumb for general Tri-C coursework is to spend a minimum of 2 hours outside of class studying, per one credit hour of class. Hours will often have to be exceeded in this program. The student should also know that during the field experience rotations, 36 daytime hours may be spent at the clinical sites, and this will inhibit working outside of school. Work and family obligations will have to be scheduled in order to accommodate the program, not vice versa.

**1.5 MLT PROGRAM MISSION STATEMENT:**
The mission of Tri-C’s Medical Laboratory Technology Program is to enable students to become dedicated health care professionals, skilled in the entry-level competencies required of the professional Medical Laboratory Technician.

**1.6 MLT PROGRAM GOALS:**
Tri-C's MLT Program will:

a. Provide a competency-based curriculum in medical laboratory technology which will enable the student to function effectively in the clinical laboratory setting and will lead to successful employment as an MLT upon graduation from the program.

b. Inform students of the ethical and legal standards of medical practice to foster the development of proper behaviors under routine and emergency situations and to promote professional characteristics.

c. Develop student attitudes conducive to a humanistic and empathetic patient relationship to meet the various physical and emotional needs of patients.
d. Provide an educational background and atmosphere that will foster the desire for continual
learning in a chosen profession in order to ensure growth and adaptation to technological and
societal change.

1.7 **MLT PROGRAM OBJECTIVES: COGNITIVE AND TECHNICAL:**
Upon successful completion of Tri-C’s MLT Program, the MLT will be able to:

a. Collect and process biological specimens for analysis.
b. Perform analytical tests on body fluids, cells and products meeting the required standards in
   accuracy, neatness, and thoroughness without close supervision or assistance.
c. Recognize factors that affect procedures and results, and take appropriate actions within
   predetermined limits when corrections are indicated.
d. Report results that are congruent with true values and results obtained

e. Monitor quality control within predetermined limits.
f. Perform preventive and corrective maintenance of equipment and instruments or refer to the
   appropriate source for repair and document according to quality assurance protocol.
g. Relate laboratory findings to common disease processes.

1.8 **MLT PROGRAM OBJECTIVES: BEHAVIORAL**
Upon successful completion of Tri-C’s MLT Program, the MLT will be able to:

a. Recognize and act upon individual needs for continuing education as a function of growth and
   maintenance of professional competence.
b. Demonstrate professional conduct and interpersonal communication skills with patients,
   laboratory personnel, other health care professionals and with the public in general.
c. Recognize the responsibilities of other laboratory and health care personnel and interact with
   them with respect for their roles in patient care

d. Maintain an orderly work area

e. Maintain satisfactory attendance including punctuality in both college courses and at the clinical site

f. Maintain patient confidentiality in accordance with all rules and regulations of the Health
   Insurance Portability and Accountability Act (HIPAA)
g. Observe safety precautions with reference to biological hazards, patient specimens, chemical
   reagents and flammable materials in accordance with all Occupational Safety and Health
   Administration (OSHA) federal regulations

h. Accepts the duties and responsibilities of a student as defined in the Tri-C student handbook, the
   MLT Program and MLT Field experience Handbooks.

i. Abides by the existing and future rules and regulation of the clinical affiliate.

1.85 **MLT PROGRAM COMPETENCIES/OUTCOMES**

1. Organize workflow using technology to produce efficient, detail oriented work and identify
   priorities and use problem solving skills to resolve issues.

2. Follow governmental, accreditation, and institutional guidelines in relationship to safety,
   infection control, confidentiality, and proficiency testing.

3. Practice consistent quality assurance through precise performance, monitoring, analyzing, and
   documenting of all pre-, post- and analytical phases of quality testing.
4. Collect samples; perform testing procedures according to standard operating procedure; operate, maintain, and trouble shoot instrumentation; and keep accurate records.

5. Interact with patients, staff and colleagues, using tact, courtesy, and respect.

6. Exhibit professionalism by:

   a. Adhering to institutional policies for:
      1. attendance
      2. dress code
      3. interpersonal relations
      4. performance standards

   b. Practicing ethical standards as defined by accrediting boards

1.86 MLT PROGRAM OBJECTIVES
MLT PROGRAM INDIVIDUAL COURSE OBJECTIVES: These objectives will be distributed by each instructor in the course syllabus. Specific learning outcomes are stated and students are advised to concentrate on the material specified in the objectives.

MLT FIELD EXPERIENCE OBJECTIVES/OUTCOMES: Please see the end of this handbook for the field experience objectives of the program as well as the clinical site evaluation forms, which list specific performance/competency requirements. Please note that these are subject to change as you progress through the program, and as new technologies are added/old ones deleted.
1.9 IDENTIFICATION OF ESSENTIAL COGNITIVE & PHYSICAL FUNCTIONS NECESSARY FOR COMPLETION OF COURSE OBJECTIVES

In order to meet the program competencies/objectives/outcomes, a student must possess the following characteristics:

SPEAKING/WRITING: Possess oral and written competency in the English language necessary to both understand and communicate with instructors, other health care workers, and patients. If ESL student, the TOEFL test must be taken and passed to establish fluency in English.

HEARING: Must be able to hear verbal orders and hear sounds that indicate changing patient status i.e. breath sounds, blood pressure, apical pulse. Must be able to hear alarms on instruments and timers.

MENTAL ABILITY: Must be able to learn new procedures and understand directions. Must be able to understand and interpret orders accurately.

ANALYZE: Must be able to interpret data used in formulating accurate patient assessments, evaluations, and self evaluation. Make decisions to sufficiently deliver patient care. Must be able to interpret laboratory results and correlate with clinical significance and interpret quality assurance.

VISUAL: Must be able to observe changes in patient status and unsafe environmental conditions. Have visual acuity sufficient to use microscopes to perform analyses requiring distinguishing structural details and staining characteristics of cells and microorganisms, and have the ability to distinguish colors on procedural test strips and color charts.

READING: Must be able to read and comprehend written course materials and documentation of patient care and office policies and procedures in the English language.

CALCULATING: Must be able to administer correct dosage of medications. Must be able to utilize laboratory mathematics in calculations of formulas and reagent preparation.

SMELLING: Must be able to detect odors indicating unsafe conditions.

MOBILITY: Must be able to move freely to observe patients, perform patient emergency care.

DEXTERITY: Must be able to capably perform medical lab procedures and phlebotomy. Capable of full manual dexterity of upper extremities, unrestricted movement of both lower extremities, neck, shoulders, back and hips to assist patients in phlebotomy procedures. Possess gross and fine manual dexterity sufficient to safely/efficiently perform phlebotomy, handle specimens or reagents, and perform analytical procedures requiring the use of small, delicate tools, equipment, and instruments.

BENDING: Must be able to bend to touch the floor to remove environmental hazards or reagents.

LIFTING: Must be able to assist with moving and ambulating patients. Must be able to lift and/or support at least 75 pounds; to reposition, transfer, and ambulate patients safely.

OBJECTIONABLE SPECIMENS/PATIENTS: The student must be willing/able to work with all body fluids (e.g. blood and urine), and all patient types, with no bias.

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2.0 ACADEMICS, GRADING

2.1 SEMESTER SEQUENCE Effective Fall 2013 catalog:

Associate of Applied Science Degree in Medical Laboratory Technology

Admissions Requirements:
Pre-Program: Credit Hr.
CHEM-1020 Introduction to Organic & Biochemistry\(^1\) 4
ENG-1010 English Composition I (see ESL note below) 3
MA-1020 Medical Terminology I 3
MATH-1410 Elementary Probability & Statistics \(^2\) 3
MLT-1000 Introduction to Medical Laboratory Technology 3

First Semester Spring
BIO-2331 Anatomy & Physiology I \(^3\) 4
MLT-1351 Problem Solving Techniques for Medical Lab 2
MLT-1491 Urinalysis/Body Fluids 3
MLT-2461 Hematology 3
PHIL-2050 Bioethics 3

Second Semester Fall
MLT-2501 Clinical Chemistry 5
MLT-2471 Immunohematology/Serology 5
BIO-2500 General Microbiology (Prereq for MLT 2482) 4
IT-1010 Intro to Microcomputer Applications 3

Third Semester Spring
MLT-2482 Clinical Microbiology 5
MLT-2990 Advanced MLT Applications, Capstone Course 6
BIO-2341 Anatomy & Physiology II\(^3\) 4

Fourth Semester Fall
SPCH-1000 Fundamentals of Interpersonal Communication 3
MLT-2940 Field Experience (36 daytime contact hours), Capstone Course 3
MLT-2980 Professional Development and Life Skills/Seminar 1

Total: 70

Notes:

ESL Students: Must take TOEFL Internet Based Test (IBT) and obtain minimum scores of:
Reading 21, Listening 22, Writing 23 and Speaking 24. If the student does not achieve this,
please contact the ESL department to obtain remediation, and then re-test to obtain these
minimums prior to applying to the program.

\(^1\) Enrollment in CHEM-1020 requires students to have either achieved a sufficient score on
Chemistry Placement Test or completed CHEM-1010 with "C" or higher.

\(^2\) Students who do not place into MATH-1410 on assessment test must take MATH-1270 as a
3. Enrollment in BIO-2331 requires either appropriate placement score on Biology Placement Test
or a grade of "C" or higher in BIO-1100. BIO-233A and BIO-233B may be taken in place of BIO-2331; BIO-234A and BIO-234B may be taken in place of BIO-2341.

2.2 MLT PROGRAM TECHNICAL COURSES-DESCRIPTIONS:

MLT-1000 Introduction to Medical Laboratory Technology: 03 Semester Credits
This introduction to Medical Laboratory Technology provides an overview of the profession, safety, blood collection and processing, code of ethics, basic clinical laboratory equipment and instrumentation, basic lab math, quality control and assurance. Lecture 02 hours. Laboratory 03 hours.
Prerequisite(s): Eligibility for Math 1141 Applied Algebra and Mathematical Reasoning or higher and Departmental approval

MLT-1351 Problem Solving Techniques for the Medical Laboratory: 02 Semester Credits
Review of basic algebra and measurement systems. Study of formula evaluation, unit analysis and conversions, dilutions, concentrations, calculations specific to clinical analytes and Beer’s Law. Construction of standard curves, calculations and application of quality control parameters related to clinical laboratory medicine. Application and activities to build skills in problem solving.
Lecture hours: 2.00 Lab hours: none
Prerequisite(s): MATH-1410 Elementary Probability and Statistics I, and Departmental approval

MLT-1491 Urinalysis and Body Fluids: 03 Semester Credits
Theory and application of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of the urine, cerebrospinal and other body fluids. Also includes diagnostic significance of test results and correlation with disease states, quality control, quality assurance and safety.
Lecture Hours: 2.0 Lab Hours: 3.00
Prerequisite(S): MLT-1000 Introduction to Medical Laboratory Technology, or concurrent enrollment; or Departmental approval: related work experience.

MLT-2461 Hematology: 03 Semester Credits
An introduction to the theory, principles and procedures used in Hematology and Coagulation (Hemostasis). Hematopoiesis, enumeration, differentiation and evaluation of blood formed elements and the basic process of coagulation are discussed. Manual and automated techniques are explained, demonstrated and performed. Anemias, leukemias and other hematological disorders are studied, correlating test results with disease states. Problem solving skills are applied in related case studies and unknowns. Lecture hours: 2.00 Lab hours: 3.00
Prerequisite(s): MA-1020 Medical Terminology I, and Departmental approval.

MLT-2471 Immunohematology and Serology: 05 Semester Credits
Study of immunohematologic (blood banking), immunologic and serologic principles and the application of testing procedures. Antigen-antibody reactions for ABO antigens, Rh (Rhesus) and other major blood group systems, compatibility testing, component therapy and production, acceptable donor criteria, transfusion transmitted diseases, diagnostic uses of serological tests. Performance of associated laboratory tests. Analysis of case studies, problem solving and clinical significance of results in diagnosis.
Lecture Hours: 3.00 Lab Hours: 6.00
Prerequisite(S): MLT-2501 Clinical Chemistry
MLT-2482 Clinical Microbiology: 05 Semester Credits
Application of the principles and procedures utilized in clinical microbiology, mycology, parasitology and virology in the collection, identification and serological detection of organisms. Pathogenesis and prevention of disease. Media, methods of culture and isolation, biochemical and susceptibility testing, aseptic and staining techniques, sterilization and safety protocols are studied. Analysis of case studies, problem solving and clinical significance of results in diagnosis.
Lecture Hours: 3.00  Lab Hours: 6.00
Prerequisite(S): MLT-1000 Introduction to Medical Laboratory Technology, and BIO-2500 Microbiology

MLT-2501 Clinical Chemistry: 05 Semester Credits
Principles, procedures and application of basic and advanced diagnostic tests in clinical chemistry for all body fluids. Emphasis on correlation of results with clinical significance, interpreting quality control data, and mastering basic lab skills.
Lecture Hours: 3.00  Lab Hours: 6.00
Prerequisite(S): MLT-1000 Introduction to Medical Laboratory Technology, and MLT-1351 Problem Solving Techniques for the Medical Laboratory, and Departmental approval.

MLT-2980 Professional Development and Life Skills Seminar: 01 Semester Credits
Integration of knowledge acquired in basic, technical and non-technical areas in preparation for professional roles and life-long professional growth and development. Seminar discussion of clinical experience.
Lecture: 00 hours  Laboratory hours: 00 hours; Other required hours: Seminar: 1 hour per week
Prerequisite: Departmental approval.

MLT-2990 Advanced MLT Applications: 06 Semester Credits (Capstone Course)
Manual laboratory skills related to clinical chemistry, hematology, coagulation, body fluids, microbiology, parasitology, mycology, immunohematology/serology are refined. The operation and maintenance of laboratory equipment, function verification, analysis of quality control and application of corrective action is studied and performed. Emphasis on organization, increased speed, accuracy, confidence and independent performance. Case studies are analyzed, data interpreted and findings are correlated to clinical significance and differential diagnoses. Advanced concepts in parasitology, mycology, immunohematology/serology, principles of education, molecular diagnostics, point of care, information systems and troubleshooting are introduced.
Lecture Hours: 1.0  Lab Hours: 15.00
Prerequisite(s): MLT-1491 Urinalysis and Body Fluids and MLT-2461 Hematology and MLT-2501 Clinical Chemistry, and BIO-2500 Microbiology

MLT-2940 Field Experience: 03 Semester Credits (Capstone Course)
Capstone course in Medical Laboratory Technology. Supervised clinical experience. Students rotate through chemistry, microbiology, serology, immunohematology, hematology/coagulation, body fluids laboratories, and phlebotomy departments for thirty-six (36) hours per week meeting performance objectives of medical laboratory personnel at the MLT level.
Lecture Hours: None  Lab Hours: None  Other Required Hours: 36/week
Field Experience: 36 Hours Per Week.
Prerequisite(S): MLT-2990 Advanced MLT Applications
2.3 CLINICAL FIELD EXPERIENCE PLACEMENT:
Student placements at the clinical sites are determined by the MLT Program Manager/faculty. Considerations such as transportation needs, distance of travel, current employment and veteran status are taken into consideration for student placement. An asterisk by the site designates that the site may accommodate multiple students for clinical rotation. Hospitals/sites that have affiliation agreements with Cuyahoga Community College and can serve as a clinical site for the field experience portion of the program are:

St. Vincent’s Hospital (Cleveland, OH), Louis Stokes Cleveland Department of Veterans Affairs Medical Center Wade Park Facility (Cleveland, OH)*, UH Parma Medical Center (Parma, OH), University Hospitals of Cleveland (Cleveland OH)*, Metro Health Medical Center (Cleveland, OH)*, St John West Shore Medical Center (Westlake, OH), Cleveland Clinic (Cleveland, OH), Robinson Memorial Hospital (Ravenna), Kaiser Permanente Medical Center (Parma, OH)

Please Note:
- Disclaimer: In any given year, a clinical site may request not to host students due to institutional disruptions which may include but are not limited to accreditation inspection, laboratory administrative personnel changes or unexpected personnel leave, building construction and/or laboratory relocation, major instrumentation/computer installations. Therefore, placement at a specific institution is NOT guaranteed. Affiliation agreements with the clinical sites are on file in the MLT office and may be reviewed by the student upon request.
- Disclaimer: If the number of students exceeds the number of clinical sites participating in the field experience for a given semester, an alternate list of students will be formed using date of application/completion of pre-requisites. A GPA will be tabulated for all program courses, and students will be ranked from high to low and students will be placed in that order as soon as a clinical site becomes available. See section 1.2 for contingency plan if insufficient clinical sites are available
- Students must register and pay the usual fees per credit hour for clinical instruction received at the clinical site. While at the clinical facility, the student is considered to be a Tri-C student, and not an employee or trainee of the hospital.
- Service work performed by the student in a clinical setting (at the clinical site) must be outside of regular academic hours, noncompulsory, paid, supervised on site, and subject to all employee regulations, and tax laws.
- Some clinical sites require parking charges. If this constitutes a hardship, please inform the Program Manager. This will limit the selection of sites at which the student will be able complete his/her field experience. Training at sites is daytime only. There are no exceptions.
- Clinical sites may be within a 50 mile radius (or more) of Metro Campus
- It is the student’s responsibility to have reliable transportation to the clinical site
- Students will be given the opportunity to select three top choices for placement
- Due to the shortages of clinical sites, students may have to attend more than one site
- The Program Manager/faculty will make the final placement decision

2.4 GRADING POLICY AND RETENTION CRITERIA OF THE MLT PROGRAM:
The Medical Laboratory Technology Program is fast paced, interesting, challenging and scientifically oriented. It is mentally, academically, and physically demanding. Successful completion of this program requires dedication, commitment, and adjustments in social and personal activities. Length of study time is considerable, and may exceed the 2 hours outside of class to 1 semester credit hour.
To progress through the program, students must earn a minimum of a "C" grade in both lecture AND laboratory portions of all courses in the MLT program. All final exams and final practical lab exams must be passed with a 70% in order to pass the courses as well. Students must also earn a passing score each clinical field experience course. Students must also keep an overall GPA of 2.5. Students who are unable to meet these requirements will not progress through the curriculum or be placed at a clinical site for clinical education. Dismissal from the program may ensue. Incomplete “I” grades are not acceptable.

The following grade scale applies to the Medical Laboratory Technology courses: A=90-100  B=80-89 C=70-79  F=69 and below

INCOMPLETES:
A grade of I (incomplete) may not be possible and is not automatic. A notation of “I” indicates that a student has not completed all course requirements as a result of circumstances judged by the instructor to be beyond the student’s control. A student must personally request an incomplete grade from their instructor. If given, a student must complete all course requirements no later than the end of the sixth week of the academic term following that in which the “I” was noted. Failure to complete such requirements will result in an “F” (failing) grade. Refer to the Student Handbook on My Tri-C Space.

WITHDRAWAL:
Withdrawal from a Course:
Withdrawal from a course must be initiated by the student prior to the College’s published deadlines each semester. Students may withdraw from any semester course prior to the end of week 12 of the full semester or 80 percent of any instructional part of semester. Withdrawal from a course prior to the last day of the second week of the semester will have no notation made in permanent records; withdrawal thereafter will be noted with a “W” grade. To withdraw from a course or courses, students must withdraw online or submit a completed withdrawal form by specific deadline dates. These dates can be located on my Tri-C space at http://my.tri-c.edu, My Info Tab, Registration Information channel, current Registration Information link. The refund schedule for all parts of terms within a semester and the Summer Session is determined proportionately to the full semester schedule which is established by Tri-C procedure.

Withdrawals related to student conduct are administrative withdrawals approved by the Dean of Student Affairs or his/her designee. All transactions involving withdrawal from courses shall be done in writing and on forms provided by Tri-C or through electronic means. A student’s failure to attend classes shall not constitute an official withdrawal. (Source: Tri-C Student Handbook).

Withdrawal from the Program:
Voluntary Withdrawal:
If a student chooses to voluntarily withdraw from the program, he or she must submit this intention in writing to the Program Manager. The Program Manager will then respond to the student with written confirmation of the request. In order to be readmitted to the program in the future, the student should follow the readmission procedure in this handbook.

Involuntary (Dismissal) Withdrawal:
If the dismissal is involuntary, refer to the dismissal procedures in this handbook.

Note: If illness or emergency should necessitate a brief absence from class, students should confer with instructors immediately upon their return. Students having problems with class work because of a prolonged absence should confer with the instructor and Program Manager, or a counselor. A student’s
failure to attend classes shall not constitute an official withdrawal. (Extracted from official Academic and Student Affairs Operating Manual).

2.44 ACADEMIC CREDIT:
In order to award one (1) semester hour of college credit, the Ohio Board of Regents requires two hours of significant student study outside of class for each one hour in class for the equivalent of an academic semester (16 weeks). For example, a 3 credit hour class with 2 lecture hours and 3 lab hours has a course load requirement of 5 hours in class each week, and an average of 10 hours each week outside of class to earn 3 semester hours of college credit. Course requirements have been designed to comply with the requirements of the Board of Regents. Make sure you can give these courses the requisite hours per week by prioritizing your time accordingly. Proper planning, prioritization and dedication will enhance your success in this course.

2.45 ESL STUDENTS (English as a Second Language):
The ability to communicate in English verbally and in writing is basic to the provision of Allied Health services in a safe and effective manner. If an instructor observes an ESL student experiencing English communication or comprehension problems at ANY time in the program, they may be asked to be evaluated via the TOEFL test, to determine suitability of placement or withdrawal from the program classes until remediation of English skills can be accomplished. Withholding of clinical placement can result. The student will be referred to the Program Manager.

2.5 COMPUTER TECHNOLOGY AND PROFICIENCY:
Several of the MLT courses distance learning/web based format on the course management system called “Blackboard”. It is expected that the student will log into the “classroom” at least 3 times a week. If the student does not have a home personal computer, the MLT distance learning based courses can be accessed through Tri-C’s Technology Learning Centers (TLC) at each campus or from any library or any other computer that has internet capabilities. Computer literacy is needed to be successful in these courses, therefore, Course IT 1010, Intro to Microcomputer Applications, or its equivalent, is required and is required to receive the Associate Degree. We recommend that students complete the course as soon as possible.

Blackboard Student Orientations: Distance Learning offers these during the beginning of every semester. Orientations are conducted both in-person at each and virtually via the internet. Visit http://dlc.tri-c.edu/learnbb for registration information. The basic requirements you must meet are:

1. You must have basic computer skills. You should be comfortable using a word processing program, browsing for files, copying and pasting between programs.
2. You must have access to a computer that connects to the Internet. The course materials are accessible through Blackboard. Your student ID number and password are required for access. If you do not own a computer OR if you computer malfunctions during the semester, you will be expected to use the Tri-C Technology Learning Centers (TLC) at each campus or go to a public library.
3. Computer hardware and software specifications for Blackboard can be found at: http://dlc.tri-c.edu.
4. Complete the Browser Check on the Distance Learning Website.

Supplemental Course Websites: Each MLT course should have a supplemental Blackboard websites which will host all the printed material for the course. Check with the instructor as to how communications for the course will occur, whether via the course site or personal email and the frequency of postings.
Technology Problems are not an excuse for missed or late work. If you experience a technical problem, you should call the 24/7 Helpdesk at (216) 987-HELP to receive technical support. There are computers for student use at each campus Technology Learning Center (TLC). These resources should be used to keep up with your coursework while you work to resolve a computer problem.

2.6 PASS/NO PASS OPTION:
An alternative to a letter grade [A, B, C, D, and F] called Pass/No Pass Grade Option. A word of caution to be shared with students:

- The MLT program requires traditional letter grades (A, B, C, D) for the core non-field experience course requirements, therefore PASS/NO PASS is not an option for these

- Once you have registered for a course and select the Pass/No Pass Grade Option you cannot convert back to a traditional grade option for that particular course after the 100% refund period. If you later learn that you need a letter grade for a course that you are registered for or completed using the Pass/No Pass Grade Option, you will need to retake the course to earn a letter grade.

- International students and Post Secondary Enrollment Option Program (PSEOP) students are not eligible to utilize the Pass/No Pass option.

3.0 STUDENT CONDUCT AND JUDICIAL CODE GUIDELINES:
Tri-C has adopted a statement of standards for student behavior in and out of classes. These standards of conduct are to be maintained while in the classroom, clinical site, college related functions and/or while fulfilling any and all program requirements. A Student Conduct Code has been instituted to promote professional integrity in the student body. For the professional individual, a high sense of integrity and honor has always been expected. It becomes one's duty to develop these qualities and maintain them throughout professional life. The scope of the code extends through all phases of professional training including examinations, quizzes, projects, field experience experiences. Following The Student Conduct Code and The Judicial System are essential to prevent possible involvement of innocent students and to produce conduct that is above reproach. The MLT Program follows the Student Conduct Guideline and Student Judicial Code, and Student Complaints, which should be viewed at https://portal.tri-c.edu/studenthandbook/StudentHandbook.pdf.
The student is required to access these sites, read and understand all policies within. The student may be tested on this material for a grade in their first program course.
3.1 STUDENT CONDUCT AND COMPORTMENT AT THE CLINICAL SITE FACILITY/CAMPUS:

Our primary concern is the health and safety of patients, instructors, and students. Besides maintaining passing grades, a student must demonstrate a positive, cooperative attitude with instructors, classmates, hospital personnel, and patients in order to function competently as a medical laboratory technician. Clinical sites have the right to request that a student be removed from a clinical site if the student is deemed to have unprofessional comportment that is disruptive to the laboratory and/or harmful to care of patients. Documented student misconduct that will result in immediate withdrawal from the clinical facility includes, but is not limited to:

1. Failure to maintain the required minimum level of competency, or failure of any discipline.
2. Violation of the attendance policy including, absenteeism, left early, tardiness, violation of the terms of LOA, or student performance contracts.
3. Uncooperative, hostile, or negative or non-constructive attitude towards patients, clinical instructors, hospital staff, visitors, or fellow students.
4. Use of abusive, obscene, inappropriate or threatening language with instructors, hospital staff, patients, visitors, or fellow students or though not directed toward anyone.
5. Cheating on written or practical examinations.
6. Inconsiderate, discourteous, or disrespectful treatment of instructors, hospital staff, patients, visitors, or fellow students or in general.
7. Engaging in unethical or unsafe behavior at a clinical site, in the classroom, laboratory, or any other program related activities.
8. Entering the hospital or college under the influence of alcohol or drugs/over the counter meds.
9. Drinking alcoholic beverages on clinical site or college property and events.
10. Illegally obtaining, possessing, selling, or using narcotics, amphetamines, hallucinogenic or other substance of abuse.
11. Failure to maintain strict confidentiality, as prescribed in the HIPAA/facility policies.
12. Failure to notify, in a timely manner, both the hospital and the college MLT office if you cannot report to your assigned clinical site (i.e., you are absent).
13. Accepting gratuities from patients.
14. Failing to report transcription errors/inaccurate information on any hospital form or record.
15. Unsatisfactory technical performance.
16. Dishonesty in the form of falsifying test results/QC, cheating on examinations, knowingly reporting inaccurate test results, avoiding responsibility for errors, evidence of lying.
17. Submitting work (papers) of others as your own; plagiarism.
18. Failure to collect specimens and/or perform test procedures as directed.
19. Inability to communicate verbally or in writing, or failure to process aural dialogue in business English, negatively impacting operations or patient care.
20. Violation of College or Program procedures/policies.

If documented misconduct occurs, reassignment to another clinical site and/or continuation in the program is not guaranteed. Each case will be reviewed on an individual basis by MLT faculty and the Program Manager. Dismissal from the program may occur.

Rev. 7-31-14
3.2 CONFIDENTIAL INFORMATION

A student must abide by the principals of confidentiality. According to the Federal Health Insurance Portability and Accountability Act (HIPAA), all information contained in a patient’s health record is considered confidential. In addition, information pertaining to physician and/or hospital business is considered confidential as a matter of professional ethics. Information obtained during directed practice which pertains to patients, physicians, or hospital business is considered CONFIDENTIAL. Similarly, all such information discussed or made available on campus in class or laboratory sessions is CONFIDENTIAL. Confidential information must not be disclosed to unauthorized individuals, and this includes family and friends. If the student commits a breach of confidentiality, this is cause for immediate dismissal from the program.

4.0 PROGRAM POLICIES:

4.1 DRESS CODE/PERSOCNAL GROOMING (includes clinical sites):

Conservative dress is suggested for all clinical and non-clinical classes so that you will represent the profession of MLT well. The primary concern is that all students are clean and neat. While at the clinical site, students are to wear the dress required by the clinical site, which may vary. Scrubs are commonly allowed. The student may be dismissed from the lab for infractions thereof.

When in uniform at the clinical site:
• Long hair must be pulled back from the face in a neat and controlled manner. Hair that is below shoulder length must be worn pinned back or up. No scarves, bows, or yarn are to be used to secure hair. If barrettes are used, use natural colors only.
• Fingernails must be short, clean and well-manicured. Nail polish, if used, must be tasteful. Nails are too long if you can see the nails above the fingertips when the fingers are at eye level. Therefore, artificial nails are not allowed.
• Cosmetic use should be limited to a natural look and appropriate for daytime.
• The only jewelry permitted during field experience is small pierced earrings (drop earrings or hoops are not permitted), a small watch (preferably with a sweep second hand), or a wedding band. No bracelets, long necklaces, or costume rings are to be worn. Such jewelry can snag/break the gloves.
• Jeans are not acceptable for either men or women. Low-cut tops or hip-hugger pant, bare midriffs/visible skin, see-through materials, or visible underwear are prohibited.
• The facility may provide disposable lab coats to wear in the lab. If not, you must provide one. Lab coats worn in the lab may not be worn elsewhere in the hospital
• Unless provided with scrubs, male students must wear a non-patterned shirt with a collar (a tie is not required) and clean slacks and a laboratory coat. No tee shirts.
• Shoes must be clean and polished at all times with clean laces when needed. No shoes with open toes, or heels may be worn. It is recommended that you wear comfortable white leather (or other impervious material) shoes to protect your feet against accidental spills. Sneakers with cloth and tennis shoes are not acceptable. Boots are never permitted during field experience
• Keep everything out of uniform pockets except pens and pencils-which are designated as contaminated
• Perfumes and colognes are not permitted (odors make patients sick)
• Name tags, if provided by the clinical site, should always be worn during field experience. Tags must be returned to facility at the end of the clinical experience
• Absolutely no gum or food is permitted in any class or during field experience
• Maintain a neat, clean appearance at all times as this is one criteria of a professional: remove all visible piercings, and cover tattoos.
• Dress in all clinic sections will be supervised by the faculty/trainers. Students may be dismissed from a class or clinical site if the dress code is violated.

In the **College laboratory**: Proper dress code, including wearing fully-enclosed non-absorbent footwear (no clogs, open heel/toed shoes), disposable lab coat (bookstore), gloves (bookstore), contained hair, safe nail length and jewelry (non-dangling and safe length) are expected and violations will be monitored.

### 4.2 ATTENDANCE REQUIREMENTS:

Students are required to attend every class meeting of each course for which he/she is registered, including clinical sites. Regular class attendance is expected. Cuyahoga Community College is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. The College is responsible for identifying students who have not attended class or logged into a class for which they are registered. Never Attended is reported each semester by each instructor and will result in a student being administratively withdrawn from the class section using a Never Attended review within the second week of the term. Instructors can report, after the first two weeks of a semester, whether any of their registered students have “Never Attended” a class so that any student who has failed to attend up to that point will be removed from class. After this two week period a student that attended and now is not attending class is responsible for withdrawing from class by submitting his/her own withdrawal form or will be at risk of receiving a failing grade.

Students who are unable to continue their classroom attendance should initiate a withdrawal prior to the deadline published by the College. If illness or emergency should necessitate a brief absence from class, students should confer with instructors (after notifying the program manager) upon their return. Students having problems with class work because of a prolonged absence should confer with the program manager or a counselor.

Scheduled days off: Students are **not** required to attend clinical sites on days that the college is officially closed as in the case of scheduled holidays.

Emergency Closings: On days when the College closes or cancels classes due to an emergency, catastrophic event or severe weather, students are to use discretion in determining attendance at the clinical site. Those choosing to not attend are expected to notify their clinical site instructor and Tri-C program manager of their absence and are required to make up any lost time.

### 4.3 ATTENDANCE POLICY:

The student is to notify the Program Manager by no later than 8:30 am, at 216-987-4438, leaving a message if necessary, **every time** an absence or tardiness occurs. Please do NOT email this information. Do NOT call the faculty member. The student should state their name, reason for absence, and expected return time. Failure to do so will result in disciplinary action. **NOTE:** If the student is scheduled at the clinical site, the student must call the Program Manager as above, and in addition, notify the clinical site as well and speak with a live person. They are expecting you and have staffed their departments for your presence—please be courteous. Absence from the clinical site must result in the time being made up at the convenience of the clinical site at their option. Make sure you have a live contact person’s phone number in the laboratory, and speak to a live individual. **DO NOT EMAIL YOUR ABSENCE NOTIFICATION TO ANYONE-this DOES NOT COUNT as notification.**
Students need to make appropriate accommodations for transportation, traffic, weather, childcare etc to maintain compliance. Students are expected to monitor the traffic in sufficient time, prior to embarking on their travels by checking TV, WTAM AM1100 radio, which has traffic every 10 minutes. Students should plan at least one alternate travel route to the college/clinical site in case of bad traffic/weather. School closings are broadcast on all local TV stations, and the Tri-C emergency notification system may notify you as well regarding emergency closing of the campuses/college.

The decision to excuse an absence is on a case specific basis, and is made by the Program Manager. Documentation of proof for absence will be required. There is No makeup for missed laboratory sessions. Therefore, it is essential to strive to make it to class.

**Tardiness/Left Early:**
*Note: Tardiness/leaving early becomes an “unexcused absence” if the student is over 10 minutes late, or leaves 10 minutes or more early. All absences, tardy and left early incidences are documented.*

Students are expected to be on time for every class, both on campus and at the clinical site. Arriving late/leaving early is very disruptive to the class and other students. Excessive infractions will result in dismissal from the program due to inability to keep on the correct sequence. Student may be dismissed from the clinical field experience as well, as make up time is not guaranteed. The Disciplinary Action Steps below are followed. Students are responsible for obtaining missed material/announcements from fellow classmates.

**Enforcement:** In order to prevent abuse of the attendance policy, in particular at the clinical site, unannounced phone checks, or visits may be performed by the faculty/program manager to assure students are present. Students are expected to be at the clinical site at the hours listed on the site’s schedule form, or receive permission from the program manager for any variance. The faculty and program manager exchange attendance information as well.

**Disciplinary Action Steps** for Unexcused/Unreported Absences/Tardy/Left Early:
First unexcused absence: verbal warning  
Second unexcused absence: written warning  
Third unexcused absence: student is recommended to withdraw from the course/program unless sufficient remediation can occur and is written into an educational success plan contract which is signed by the student and program manager

**4.4 MISSED WORK/MAKE UP/ WITHDRAWAL:**
*Missed Work/Make Up:*
Consult class syllabus for course assignments and policies of the instructor. Students who miss an announced homework assignment or test may be permitted to make up the work at the discretion of the instructor, on their own time. Arrangements to make up work must be made upon the student’s return to the next class. Do not expect the instructor to contact you. Ignorance of an assignment or examination does not constitute a valid excuse for missing it. Absent or tardy students are held responsible for obtaining all handouts, assignments and announcements that are presented during an absence from the fellow students -or- from the instructor, by appointment. Entrance to the classroom may be denied for late students, especially if a test is in progress.

During the clinical rotation, students must call the clinical site laboratory and the MLT office at Tri-C Metro if an absence occurs. Absences must be made up according to the policy of the individual site AND with the approval of the MLT Program Manager. All absences from the clinical setting must be
made up at the convenience of the clinical site as determined by the site Educational Coordinator and/or the Program Manager.

“Vacations” are not permitted outside of official College holidays.

Any other extenuating circumstances must be evaluated by the Program Manager who will judge each case on an individual basis and inform the instructor and student of the decision.

4.41 COMMUNICATION:

Everyday Communication/Change Of Name/Address/Phone Number
It is mandatory that the MLT Office be informed in writing of name/address, phone number change, or email account changes. The primary means of communication between students, faculty and the Program Manager will be through Tri-C.edu email, especially for large documents like the handbook. When available, the student’s personal email will also be used (secondary) unless noted differently. Students are to check email on a daily basis. Any change in student information should be given to the MLT Office. The MLT Office assumes no responsibility for the student’s failure to receive information that is sent by U. S. Mail or failed attempts to reach the student by phone or via an inaccurate email address. The Office of Admission and Records must also be notified of any change in name, address, or phone number. Failure to notify the school of these changes may result in serious records problems for the student. The Program Manager does not receive/process communications outside of the hours 8:30am-5:00 pm Monday through Friday.

Supplemental Course Websites: Each MLT course has a supplemental Blackboard (distance learning) website. If there is a supplemental website for your courses, it will host all the material for the course which is the student’s responsibility to print out. Check with the instructor as to how communications for the course will occur, whether via the course site or personal email and the frequency of postings.

4.42 EVALUATION FORMS:

The student is responsible for filling out and turning in evaluation forms given by the Program Manager/faculty. These include, but are not limited to, student’s evaluations of instructors, courses, the program and clinical site. The student’s cooperation is expected in complying with the accreditation process in this regard. Student’s performance at the clinical site will also be evaluated via an evaluation form which will be discussed at the field experience orientation. Student is to possess the forms and assure they are completed by the clinical site instructors and all material is covered.

4.5 ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS (See college on-line catalog)

1. General Requirements (CCC)
   a. The satisfactory completion of no fewer than 60 semester credit hours (1000 level min.)
   b. The completion of no fewer than 20 of the 60 semester credit hours at the 2000 level
   c. The completion of no fewer than 20 of the 60 semester hours at Tri-C
   d. Overall 2.00 cumulative GPA for all work attempted at Tri-C

2. Specific Requirements for the Associate in Science Degree: See current college on-line catalog.
3. Students must submit a petition for graduation to the Registrar’s Office according to deadline dates published in the College Schedule (spring prior to fall graduation). This step must be done in order for the student to graduate, and by the deadline. Signature of program manager or counselor is required.

4. Verification for graduation must go through the college Academic Advising-schedule a counseling appointment to assure you are track at least once per semester.

4.6 COURSE WAIVERS AND SUBSTITUTIONS:
The student is responsible for running a DARS (Degree Audit Reporting System)/MAPS report to view the credits they need toward their degree on a semester basis. Students should meet with their academic advisor each semester. Course substitutions and waiver forms are to be brought to the Program Manager by the student as this is not an automatic function of the MLT Program Office to initiate the process. Transfer students are particularly in need of checking the DARS/MAPS as course equivalencies used for admission to the program may not align with the College courses. The student must indicate any problems and meet with the Program Manager.

4.7 DISMISSAL POLICIES:

Dismissal from the Medical Laboratory/LP Programs:

A student may be dismissed from the Medical Laboratory/LP Programs for the following reasons:

- Failure to complete the program in the original sequence, due to withdrawal from program courses or failure of program courses
- Failure to adhere to the college procedure 3354:1-30-03.5 Student Conduct Code. The Student Conduct Code applies to students when in clinical sites and field experiences.
- Dishonesty in the form of falsifying test results/QC, cheating on examinations, knowingly reporting inaccurate test results, avoiding responsibility for errors, evidence of lying.
- Submitting work (papers) of others as your own; plagiarism
- Failure to collect specimens and/or perform test procedures as directed
- Being under the influence of alcohol or drugs on campus, at a clinical site, or any other program related activities.
- Any form of unprofessional behavior on campus or at an off campus assignment, including, but not limited to, the use of profane or vulgar language, hostility, insubordination, demonstration of uncooperative or negative attitude toward College faculty, clinical instructor, patients, or fellow students.
- Failure to maintain confidentiality of patient records or violation of HIPAA regulations.
- Failure to maintain appropriate patient records at the health care facility to which assigned.
- Accepting gratuities from patients.
- Engaging in unethical or unsafe behavior at a clinical site, in the classroom, laboratory, or any other program related activities.
- Violation of College, Program or Clinical Site procedures.
- Academic Honor Code: The student will abide by the Academic Honor Code. The student agrees not to receive or give aid during examinations. The student agrees to conduct him/herself honestly in all clinical and laboratory procedures. The student agrees to work alone on assignments unless otherwise indicated. This includes giving aid to student partner during laboratory practical examinations. Failure to abide by this Code will result in dismissal from the program.
If a student is dismissed from the program for any of the above (non-academic) reasons, they will not be given the privilege of applying for re-admittance into the Medical Laboratory/LP Programs and may be precluded from admission to another Health Careers Program. The student may also be charged under college procedure 3354:1-30-03.6 Student Judicial System.

**Academic Dismissal**
A student may also be dismissed from the program for the following reasons:
- In MLT courses, MLT students must attain a minimum 2.50 accumulative GPA by the end of Phase two. If this accumulative average is not attained or maintained, the student may be dismissed from the program. After review by the MLT faculty and Program Manager, the student receives a dismissal letter from the MLT Program Manager which will also describe readmission procedures for the department of Medical Laboratory Technology, if applicable.
- Excessive absenteeism: missing more than one week of a class (based on 16 weeks).
- Excessive tardiness/leaving early
- Failure of a program course or a prerequisite course.
- Failure to demonstrate professional behaviors.
- Inability to communicate in English/TOEFL failure (college or clinical site)
- Failure of background or drug testing

A student may apply for re-admittance into a Health Career Program if they are withdrawn for the above reasons. They must follow the Re-admittance Policy of the program into which they are seeking re-admittance.

* Dismissal means the involuntary and total separation of a student from the college.

**4.8 HEALTH CAREERS PROGRAMS TEMPORARY LEAVE OF ABSENCE PROCEDURE:**

Special problems and unforeseen circumstances relative to the program or graduation should be called to the attention of the Program Manager and/or a college Academic Counselor.

If, during the course of a semester, a student finds it necessary to take a temporary leave of absence, the request for the Leave of Absence must be submitted in writing to the Program Manager with sufficient information to explain the situation. In the event that the student is ill or otherwise indisposed, the written requirement may be waived or the Program Manager may initiate the written action independently.

A Leave of Absence will be granted for no more than one semester, after that the readmission policy must be followed.

**PLEASE NOTE:** Any student who takes a Leave of Absence from the program and is then readmitted; must follow the current semester sequence for graduation from the program and the current program handbook.
4.9 READMISSION PROCEDURES FOR MEDICAL LABORATORY TECHNOLOGY:
A student may be readmitted only once. Readmission will be granted on a space-available basis only.

Re-admittance Policy

Re-admittance is not guaranteed. If a student leaves the program for any reason other than disciplinary action, he or she must do the following to be re-admitted:

1. Must meet a minimum GPA requirement for the program.
2. A written request to return to the program must be submitted to the Program Manager.
3. Written documentation from a medical authority that student is able to return; if that student left for health reasons.
4. The student must have a written educational success plan that must be approved by the Program Manager and will become a mutually agreed upon contract. Failure to abide by this contract will result in dismissal from the program.
5. A student returning to a program after a one year absence will be required to complete another BCI.
6. Students meeting re-admittance criteria may return once within two years, on a space available basis. Return to a clinical site cannot be guaranteed
7. Students requesting re-admittance to the program after more than a two-year period must repeat the program from the beginning and re-submit an application to the HCEC.
8. Due to the rapid changes in health technology, students may be required to repeat courses they have already successfully completed as determined by the program manager and instructional staff. The student may require remediation and/or demonstrate proficiency through various modes of assessment.
9. A student placed in ESL (English as a second language) courses through the college’s ESL Assessment procedure (at the college Assessment Center) -or- if problems with English communication and/or comprehension skills are identified by the program’s instructional staff/manager at any time during the program, the student will be required to take and pass the Test of English as a Foreign Language (TOEFL) with a minimum score in Reading 21, Listening 22, Writing 23 and Speaking 24. Scores must be submitted with the program application.

Rev. 8-6-10ag

4.10 GRADE DISPUTES:
Grade disputes are challenges to recorded grades. Cuyahoga Community College has adopted a Grade Dispute procedure to ensure that academic evaluation is fair and professionally performed. The faculty has chief responsibility for academic evaluation. You are responsible for maintaining standards of academic performance set by the instructor for each course in which you are enrolled. Assistance with the grade dispute procedural process is available through the academic deans at each campus. Grade disputes must be filed by a student no later than sixty (60) days after the disputed grade is recorded. The Grade Dispute Procedure can be found at my https://portal.tri-c.edu/studenthandbook/StudentHandbook.pdf.

4.11 SAFETY IN THE LABORATORY:
4.11.1 LATEX ALLERGY
Students with allergies/sensitivities to latex/latex-based products must identify themselves prior to entry into the lab setting, to the Program Manager, faculty and clinical site personnel. Students should be aware that they may be exposed to these products in their course of studies on campus and at the clinical site. The student must receive written medical clearance from a physician to enter the program and submit to Program Manager prior to the program start date.

4.11.2 GENERAL SAFETY GUIDELINES: as follows. The student will be instructed in lab safety protocol at the start of the program in their MLT 1000 course, course specifics by all instructors:

- Emergencies/disasters must be reported to Public Safety by phoning extension 4325. SPECIAL NOTE: In medical emergencies dial extension 4911.
- Students will be required to purchase and wear ANSI Z87 approved impact safety glasses with side-shields to be worn over prescription eyewear when working with bio hazardous samples or caustic/acidic chemicals Splash shields for countertops are also available
- Students should know the location of all exits, safety shower, eye wash stations/sinks, disinfectants, fire extinguishers, Safety Data Sheets, locate the evacuation route, and evacuate at the sound of any alarms at once
- Only fully covered footwear of impermeable material are allowed (NO clogs, slides, Crocs etc)
- No application of cosmetics or contact lenses
- No use of personal electronic devices in laboratories (no cell phones, do not use as calculators!)
- Open sores must be covered, long hair tied back, no dangling jewelry of any kind, no long nails
- No food or drink in any lab classroom or stockroom
- No students in the stockrooms; No students in lab classrooms unless instructor is present
- All biohazard materials and chemicals must be segregated and disposed of according to applicable regulations, in the red bagged or colored biohazard containers
- All materials left in labs and stockrooms must be labeled to identify contents, and hazards if applicable
- Use of appropriate, approved personal protective equipment is required (lab coats and gloves)
- Disinfect all countertops after lab with 10% bleach solution, made fresh daily
- Notify instructor or lab technician immediately if a chemical spill occurs; evacuate the area

Violations: First violation: verbal warning; Second violation: written warning. Third: failure of course and/or dismissal from program. Students endangering the safety of themselves or others will be dealt with using the Student Conduct Code of the college and may mean immediate dismissal.

4.11.3 WORKING WITH PATIENTS AND BODY FLUIDS:

Students may be exposed to patients with all forms of communicable or infectious diseases including, but not limited to, HIV/AIDS and hepatitis while learning skills at the field experience site or college.

All patients must be considered as potentially infected with HIV and/or any other blood borne pathogens. Students who collect, handle and/or examine blood, urine, semen, and vaginal secretions or other body fluids, cultures, or tissues must treat all such specimens as if pathogenic, and use personal protective equipment and engineering controls to protect themselves and others.

4.11.4 BODY FLUID EXPOSURE
Although students are taught correct specimen handling techniques and practices, an accidental exposure may occur during the field experience experience.

The following are examples of exposures, but are not limited to:
1. Needle sticks
2. Lacerations from other sharp items contaminated with any body fluid.
3. Mucous membrane splashes with any body fluid.
4. Human bites.
5. Blood or body fluid contamination of any area of broken or open skin (chapped or scratched areas or lesions from insect bites).

4.11.5 REPORTING THE INCIDENT

All Tri-C students who are exposed to a body fluid must adhere to the following procedures, after procuring the proper assistance to disinfect themselves:

1. On Campus: The student must contact the MLT Program Manager (or faculty) and submit the College’s Accident/Incident Report to the Program Manager immediately that day. See the following form.
2. At the clinical site: Immediately report the incident to the faculty or clinical supervisor at the clinical site and seek medical attention if necessary. Immediately flush and wash the affected area; disinfect. The section supervisor and the student must report the incident to the appropriate departments at the clinical site including infection control. A site incident report and a Tri-C College Accident/Incident Report (attached in Handbook) must be completed by the student and signed by the student and clinical supervisor. Turn both in to Program Manger immediately that day.

NOTE: The College liability insurance will not cover any expenses incurred by the student as a result of the student’s exposure. Any hospital service provided to the student must be covered by the student’s health insurance or the student him/herself. The expense cannot and will not be covered as an industrial (Workmen’s Compensation) claim, as the student is not considered an employee.
CUYAHOGA COMMUNITY COLLEGE
STUDENT INCIDENT REPORT

Please Check One:

- [ ] Injury
- [ ] Illness
- [ ] Near-Miss

Instructions:
1. Notify your course instructor by the end of the class where the injury/illness/near miss occurred.
2. Complete this form in its entirety, sign it and have your faculty advisor sign it.
3. Scan and email the signed form to leslie.jones@tri-c.edu within one day of the injury/illness/near miss.

SECTION 1 – BASIC INFORMATION

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Faculty Advisor’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s College I.D.:</td>
<td>Faculty Advisor’s Title:</td>
</tr>
<tr>
<td>Date of Injury/Illness/Near-Miss:</td>
<td>Faculty Advisor’s Office Address:</td>
</tr>
<tr>
<td>Address where Injury/Illness/Near-Miss occurred:</td>
<td>Department and Campus:</td>
</tr>
<tr>
<td>Student’s Home Address:</td>
<td>Faculty Advisor’s Office Telephone Number:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Faculty Advisor’s Email:</td>
</tr>
<tr>
<td>Home Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Witness Name(s):</td>
<td>Were you participating in a course or clinical experience?</td>
</tr>
<tr>
<td>What action was taken (check all that apply):</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>□ Went to Hospital □ Went to private doctor □ Went Home</td>
<td>If you went to a hospital or private doctor, list the name and address of the treatment facility:</td>
</tr>
<tr>
<td>□ Returned to class □ Received first aid/self-treatment</td>
<td></td>
</tr>
<tr>
<td>□ Refused any action</td>
<td></td>
</tr>
</tbody>
</table>

SECTION 2 – Description of Injury/Illness/Near-Miss (use additional paper if needed)

In your own words, describe how the injury/illness/near-miss occurred:

In your own words, what object or substance directly caused the injury/illness/near miss:

SECTION 3 – Nature of Injury/Illness/Near-Miss and Body Part(s) Affected

| What body part(s) were injured? For example, “left leg”. | What was the nature of the injury to the body part? For example, “cut” or “burn”. |

SECTION 4 – Injury/Illness/Near-Miss Prevention Information

What could be done to reduce the possibility of a similar injury/illness/near-miss occurring in the future?

SECTION 5 – Signatures

Student signature and date: Faculty advisor signature and date:

3/8/13
5.0 College Support Services:

5.1 TRI-C STUDENT HANDBOOK:
Please log onto https://portal.tri-c.edu/studenthandbook/StudentHandbook.pdf or MyTri-C space, Student Services Tab, College Guidelines, Student Handbook or refer to the hardcopy handbook. You are responsible for comprehending the information contained within, for instance: Athletics, Book Center, Career Center, College Student Health Insurance Plan, Counseling Center - Career Counseling and Personal Counseling, Financial Aid, Gathering Place, Grade Dispute, Complaint Procedure, International Students, Library Services, Massotherapy Clinic, Preventive Dental Clinic, Public Safety, Recreation and Fitness Facilities, Student Life, Technology Learning Centers (TLC), Wellness: Invest Well Program, Women in Transition.

5.2 FINANCIAL AID
Financial aid in the form of loans, grants, scholarships and combinations thereof, are available for domestic students. Contact the Financial Aid Office at 987-4100 for specific information.

5.3 ACADEMIC ADVISING AND MLT PROGRAM ADVISING:
See an academic counselor, faculty member, or the MLT Program Manager at least once each semester for assistance and support in meeting associate degree requirements for graduation. Print out a DARS report as well each semester to assure you are on track and obtain necessary waivers/substitutions.

5.4 PERSONAL COUNSELING:
Personal counseling and a variety of helpful programs is handled by the College's professional counseling staff (216-987-4600) and/or the MLT Program Manager. All problems and circumstances, personal and otherwise that affect the student's academic performance should be discussed with the MLT Program Manager.

5.5 TUTORING:
Please notify your faculty instructor or the MLT Program Manager if you feel that you are in need of a tutor. Tutors may be available, at no cost to the student, for academic courses. Students are encouraged to form study groups to enhance learning in MLT classes.

5.6 SCHEDULING OF COURSES AND REGISTRATION:
Academic courses and scheduling of courses is handled by the MLT Office in conjunction with the faculty. Many courses are block-scheduled and reserved for MLT students and the student must be granted permission to register for the classes by the Program Manager.

5.7 DROPPING COURSES AND CHANGING SCHEDULES:
Never change your schedule or drop/add a course without prior approval of the Program Manager or faculty instructor. This may prevent future problems with scheduling and re-entering the MLT program which is designed as a unit.

5.8 STUDENT RECORDS:
See Tri-C Catalog "Access to Student Records" for the College policy.

In addition to general educational records, a file is maintained for each MLT student in the MLT Office that contains transcripts, signed forms, final examinations, completed clinical evaluation tools, letters of recommendation, conference notes with faculty and/or Program Manager, performance contracts, and any other information pertinent to the student's progression through the program. Students are welcome to review their records (with permission) in the Program Manager's office during business hours (8:30
AM - 5:00 PM). Records that are in the MLT archives can be retrieved for review with a two-day notice.

5.9 STUDENTS WITH DISABILITIES:
The College ACCESS Program coordinates services to students with disabilities at CCC and help to ensure that College programs and activities are accessible to qualified individuals with disabilities, as mandated by Federal Law. ACCESS provides academic, career, personal and financial aid advising, special accommodations for students with disabilities, as well as opportunities for socialization and attendance at cultural events. Services provided by ACCESS include tutoring, test proctoring, interpreters, adaptive equipment, readers and/or scribes for exams, alternative test-taking arrangements, alternative format for printed materials, and textbooks on tape. Contact the Metro ACCESS Program at: Room 103 Liberal Arts Building, phone: 216-987-4344, TDD 216-987-4048.

The program is intent on assisting each student with their needs. It is helpful for the Program Manager and faculty to know of special accommodations, but the student must bring this to our attention. Students with conditions such as ADD or ADHD should seek out assistance from the ACCESS office and notify the Program Manager of any accommodations.

5.10 DIVERSITY:
Cuyahoga Community College is committed to continuing affirmative action and equal opportunities of access to employment and education and thus does not discriminate against current or potential employees or students on the basis of race, color, religion, sexual orientation, national origin or ancestry, age, disability, sex, military status, or status as a veteran. It is also the intent of the College to comply with appropriate federal and state laws, rules and regulations and to give special attention to increasing the participation of minorities, women, persons with a disability(s), and disabled veterans in all levels of the College. It is also the intent of the College to ensure that its environment is free from harassment or intimidation of any kind.

5.11 AFFIRMATIVE ACTION:
It is the policy of Tri-C that all terms of employment and educational benefits will be administered without regard to and will not discriminate against or harass any person on the basis of age, ancestry, color, disability, military status, national origin, pregnancy, race, religion, sex or veteran status.” Further, it is the College’s intent to comply with appropriate federal and state laws, rules, and regulations and to give special attention to increasing the participation of minorities, women, disabled persons, and disabled Vietnam era veterans in all levels of the College. It is also the policy of the College to ensure that its environment is free from harassment or intimidation of any kind.

6.0 PROGRAM/COLLEGE REQUIREMENTS:

6.1 STUDENT SCREENING:
BACKGROUND CHECK INVESTIGATION (BCI)
All students applying to the program must submit to, pay for and pass a background check investigation (BCI), including fingerprinting, provided by the company contracted by the College only. Other companies are not accepted. Documentation of completion must be on file in the MLT office prior to final acceptance into the program. Continuation in the program is not assured if an unacceptable result is obtained by the College. Acceptance into a CCC Healthcare program with a BCI record does not guarantee a clinical site place, acceptance by the profession’s licensure/registration board, or employment upon graduation. Students must disclose any new offenses to their respective health career program manager that have occurred during their course of studies or while on a break or leave from their course of studies. Failure to report a new offense may result in dismissal from the program. The
student must report the commission of any felony to the program manager immediately upon conviction in writing. The student understands these risks.

Please note that due to the convictions and/or other information found in your criminal record report, you are limited as to which facilities you will be able to use for your mandatory clinical/field experience rotations. In the event that you are unable to secure placement in a facility for one or more of your clinical/field experience rotations, your progress through the program may be delayed and/or may not be able to be completed. The College cannot guarantee you placement at a facility that may be required for completion of the program, based upon the results of your criminal records check. Further, you are financially responsible for all costs incurred as a student and that admittance to a limited-entry and/or completion of a program in no way guarantees that you will receive licensure, be permitted to practice and/or obtain future employment. Source: AT/letter 12/12

**DRUG TESTING**
Students may be required to undergo drug testing *prior* to starting a clinical experience. Clinical sites may not be assigned until as late as 3 weeks prior to commencement of the field experience. Students failing to have the test conducted in a timely fashion will lose their clinical field experience slot, and will have to re-apply to the next available program cohort. The student is responsible for the cost of this testing. The type of testing needed, time restrictions and the cost of the testing will be dependent on the clinical site. Test results will be sent to the CCC Health Careers Contract Compliance Coordinator, Healthcare Education Initiatives at Cuyahoga Community College and they will be kept confidential.

If a student fails a drug test, Cuyahoga Community College is under no obligation to place a student at another clinical site. It is the student’s responsibility to provide proper documentation to the CCC Health Careers Contract Compliance Coordinator, Healthcare Education Initiatives if they failed the test due to justifiable drug use.

A student may not be able to complete the health career program if they cannot be placed in a clinical site due a failed drug test. Rev 6-24-09 BM

**6.2 PROFESSIONAL LIABILITY INSURANCE**
Students are required to carry professional liability/malpractice insurance during their field experience. Registration for the MLT 2940 Field Experience course triggers automatic purchase of the policy. The policy is valid for one year.

**6.3 CARDIOPULMONARY RESUSCITATION (CPR):**
Prior to placement in the clinical setting the student must be certified in basic adult CPR (BLS Basic Life Support for Health Care Providers). Compliance with this regulation can be achieved by completing The American Heart Association of Cleveland BLS course in CPR. These are short one or two session programs, which are offered at varying times during the year. Cuyahoga Community College also offers an approved one semester credit class in CPR for credit or audit either through the non-credit or the credit courses. Proof of certification in CPR must be current and uploaded to Verified Credentials file *prior* to placement in the clinical setting. NO ONLINE courses are accepted, this must be face-to-face. If you require a refresher for recently expired card, see the Program Manager.

**6.4 HEALTH REQUIREMENTS:**
Before the program starts: It is the responsibility of the student to arrange for a physical examination, vision and colorblindness screening, and hepatitis B vaccination series with his/her medical practitioner. Hepatitis B vaccine is 3 shots given over 6 months. Shots 1 and 2 take 1 month and must be given *prior to entering the College lab* (or submit proof by titer lab report that you have immunity). A complete
physical examination and vision screening (colorblind test) is required after program admission again, and within 1 year of field experience date, to being allowed to attend a clinical site.

Prior to entering clinical site in August, year 2:
Current (negative) TB double (2 shots) Mantoux skin test results, or chest xray, or IGRA blood test, must also be received (can only be done within 1 year of starting field experience). Exam and immunization records must be documented and signed by the physician on official College health forms and then uploaded to the Integrity Verifications website. Program Manager will give you the code. Make a copy of all forms for yourself. Forms will be placed in each student’s file and will be available if needed by the student at a later date. Students are not permitted to enter the clinical phases of the program until physical exam forms are completed. In addition, University Hospitals requires all students to have titer testing done instead of immunizations. The student is responsible for the cost of the examinations and immunizations. NOTE: Students with allergies/sensitivities to latex/latex-based products must identify themselves to the program manager, faculty and clinical site personnel. Students should be aware that they may be exposed to these products in their course of studies on campus and at the clinical site. The student must receive written medical clearance from a physician to enter the program. Clearance must be submitted with the health form.

The physician, by signing the health form, also verifies that the student has the “Essential Cognitive and Physical Functions Necessary for Completion of Course Objectives” which are listed as part of the health form. The student also verifies that they possess the “Essential Cognitive and Physical Functions Necessary for Completion of Course Objectives” by signing and submitting that form to the Program Manager prior to the program start date. The student must disclose any impairment in essential functions to the physician, and these must documented. If significant, limiting health/physical conditions are present or the student is unable to submit evidence of good health and appropriate immunizations, the student will not be able to continue in the program.

Financial constraints will not be accepted as a reason for not completing the health form requirements. If this is a problem, please inform the Program Manager.

6.5 HEALTH/MEDICAL INSURANCE:
Placement at a clinical site requires the students to carry some form of Health Insurance. This can include government plans such as Medicaid, or any company or private plan. The College may be able to suggest a student policy at lower cost. See Program Manager or assistant for details. Students will not be permitted to start without proof of insurance. The health insurance coverage must cover treatment for blood borne pathogen exposure in an emergency department of a hospital, or an urgent care center. Many student policies do NOT cover these sites, so carefully check with your insurer.

6.6 CHANGE OF ADDRESS AND/OR NAME, PERSONAL INFORMATION:
The MLT Office should be notified of any change in name and/or permanent address, telephone number, or local address, (if different from permanent address) and email account. Otherwise, the MLT Office assumes no responsibility for failure to receive information that is sent by U.S. mail to the student, or via any other means. The Tri-C Office of Admissions and Records must also be promptly informed of any change in name and/or address by the student. Failure to do so can result in serious problems for the student.

6.7 EXPENSES:
May include, but are not limited to:
1. Tuition and Fees - See general College catalogue or Schedule booklet.
2. Textbooks (Average $100 or more per textbook per course-some have two books)
3. Footwear: shoes must be full coverage and made of a non-absorbent material
4. Protective equipment: eyewear/lab goggles and latex gloves; disposable lab coat (all at bookstore)
5. Professional Liability/Malpractice Insurance automatic with MLT 2940 registration ($12.50)
6. Background check (~$75) performed by the Tri-C-designated company, only
7. National Certification Examination - It is recommended that all graduates take a national certification examination, but it is not required to graduate. The cost is currently $200 (MLT), $135 (PBT). The cost of transcripts is extra. The exam is given in the Cleveland area.
8. Clinical Education Expenses: May include, but are not limited to:
   - Uniforms (hospital may supply scrubs or disposable protective clothing)
   - Laboratory coat (the site may supply fluid impermeable coat)
   - White impervious professional shoes
   - Transportation to and from the college and the assigned clinical site and parking (some clinical sites charge for parking)
   - Physical Examination including hepatitis B immunizations or titer tests or others if needed (done by your physician or clinic). Required prior to placement at a clinical site.
   - Medical/Surgical Insurance (e.g. Kaiser, Blue Cross). The College may be able to suggest a student policy at lower cost. Required prior to placement at a clinical site.
   - Drug Screen (approx. $40)-required by various clinical sites
7.0 GRADUATION AND AFTERWARDS:

7.1 PETITION FOR GRADUATION:
The student is required to meet with their academic advisor once each semester, and to be sure to schedule a meeting in early spring of the year prior to graduation. In early February, (check the web for dates) a written request, the “Petition for Graduation” (get this form from your advisor) must be completed and submitted to the College by the April 1 deadline or you will not graduate on time. You must print out a DARS report, then visit your advisor in advance of the deadline to obtain their approval. Do not miss the April deadline, or you won’t graduate on time! No exceptions!

7.2 NATIONAL CERTIFYING EXAMINATION: Students wishing to sit for the certification exams, may apply online at www.ASCP.org (for American Society for Clinical Pathology MLT exam) and state you are “Route 1”, graduation from an “accredited program.” You will then request transcripts from the College to be sent to ASCP upon graduation. Detailed instructions can be found on the Board of Certification link at the top of the website. Graduation from the program is NOT contingent on passing a certification exam.

7.3 FOLLOW-UP SURVEY: In order to maintain accreditation, we are required to obtain employment data from our recent grads. We request your cooperation in returning any post-graduation surveys we may send to you-this will aid us in offering an up-to-date program for the future. We will send these by your personal email, so please keep us up to date with any changes.

7.4 EMPLOYMENT: Although Tri-C MLT Program does not provide an employment service per se, our students are often sought after by local employers. Also, please visit the Career Services Centers at any campus, for job information. Contact the Program Manager if you are interested in employment.

8.0 CLASSROOMS AND LABORATORY:
Lecture classrooms vary by the course and are listed on the computer. Check the computer the day before class starts for the most accurate listing, as they may change. The MLT laboratory/classroom is located in MHCS room 219. Microbiology is usually held in MHCS 205.

9.0 FACULTY AND STAFF:
The Medical Laboratory Program Office is located in the Metro Campus Health Careers and Science Building (MHCS) room 126I, phone 216-987-4438. Office hours are 8:30am-5:00 pm, Monday through Friday, or by appointment. Part-time instructors have mailboxes in the Adjunct Services Office, MHCS room 118. They may be seen by appointment or as stated on the syllabus. Messages can be left for them by calling the Program Manager or the Adjunct Services office, 216-987-4225.

Mrs. Amy Gatautis, Program Manager       Amy.gatautis@tri-c.edu       MHCS 126I  216-987-4438  
Mrs. Stacy Arsenault, Assist. Professor  Stacy.arsenault@tri-c.edu       MHCS 209E  216-987-4490  
Ms. Lisa Aaron, Adjunct Faculty           Lisa.Aaron@tri-c.edu         MHCS 118  216-987-4225  
Ms. Lisa Kubit, Adjunct Faculty           Lisa.kubit@tri-c.edu         MHCS 118  216-987-4225  
Mr. Jerry Hicks                          Mr. Jaydip DasGupta, Adjunct Faculty  Jaydip.dasgupta@tri-c.edu  MHCS 118  216-987-4225  
Ms. Denise Macerelli, Lab Assistant       Ms. Sara Mraz, Lab Assistant  

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MLT PROGRAM OBJECTIVES/OUTCOMES

MLT PROGRAM COURSE OBJECTIVES
These objectives will be distributed by each instructor as the course is taken, or be available on the supplemental websites. You are responsible to acquire all didactic and lab objectives, and are responsible for all material therein.

MLT FIELD EXPERIENCE OBJECTIVES/OUTCOMES: see following pages

These will be covered in your labs on campus and at the clinical sites. Please also refer to the MLT Field experience Handbook which will be distributed prior to placement at the clinical sites.
TECHNICAL OBJECTIVES

At the end of the 578 hour Field Experience phase at the affiliate clinical site, the student will be able to:

Perform **routine** procedures in all the major workstations of the clinical laboratory within a reasonable time period, displaying organizational skills and to a degree of accuracy and precision established by the hospital’s instructors.

Relate fundamental scientific information to each routine diagnostic procedure by discussing with the instructor the purpose of the test, principle of the procedure, reference and critical values where applicable.

Analyze the results of routine diagnostic procedures and interpret data, correlating them with possible patient diagnosis and other test results.

Recognize malfunctions of equipment, report it to the supervisor, and discuss possible causes and corrections.

Maintain equipment and work areas in the manner specified in preventive maintenance protocols.

Observe and participate in the functioning of each clinical area as a unit.

Display familiarity with and practice all safety policies and regulations of the laboratory and hospital.

Collect and plot control data, and recognize when tests are out of control. Have a basic understanding of quality control and quality assurance.

Recognize pre-analytical, analytical and post-analytical sources of error, and effectively troubleshoot test results.

Process any results to completion by utilizing the LIS, paper reports, phone calls or any other reporting means.

BEHAVIORAL OBJECTIVES

Recognize the role of clinical laboratory professional as directly related to patient care.

Recognize the role of the clinical laboratory professional as related to all other hospital professional, technical, administrative and supportive personnel and interact with respect for their roles in patient care.

Maintain an orderly, clean work area.

Maintain satisfactory attendance including punctuality in both college courses and at the affiliate site.

Recognize the need for continuing education and participate in the same.
Recognize the importance of passing a national examination for certification in the profession as a Medical Laboratory Technician

Recognize the importance of achieving professional credentials

Become aware of all laboratory accrediting agencies, e.g. College of American Pathologists (CAP), The Joint Commission (TJC), American Association of Blood Banks (AABB) and Food and Drug Administration (FDA)

Demonstrate professional medical ethics and attitudes and incorporate these ethics and attitudes in daily practice and procedures

Maintain patient confidentiality in accordance with all rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA)

Accept the duties and responsibilities of a student as defined in the Tri-C Student Handbook, the MLT Program and the Clinical Field experience Handbooks.

Abide by the existing and future rules and regulations of the clinical affiliate.

**SPECIFIC TECHNICAL OBJECTIVES**

At the end of the field experience, the student will be able to:

- Correctly perform laboratory tests with accuracy, dexterity, confidence, and speed
- Understand the use and care of laboratory instruments
- Perform opening and shutdown procedures on laboratory instruments
- Perform simple adjustments to keep instruments working accurately
- Recognize mistakes/errors and be able to correct them in a timely manner
- Pipette (manual or automatic) skillfully and measure accurately in preparing reagents or controls and while setting up tests
- Set up batches of tests in an organized and careful manner knowing what is necessary before starting (glassware, reagents, specimens etc.)
- Calculate results accurately and know the reference and critical ranges (where applicable) for the laboratory methods
- Duplicate results on abnormal specimens within $\pm5\%$
- Recognize normal and abnormal ranges
- Compare and interpret the results of related tests in order to evaluate their accuracy and relate them to disease states (e.g. H & H and RBC morphology or indices)
- Evaluate which tests take precedence over others in a critical situation
PERFORMANCE OBJECTIVES:

Maintenance
Perform preventive maintenance on automated and non-automated instruments
Assume responsibility for a clean and neat working area
Identify all equipment and procedural methods by name and principle
Assume the responsibility for maintaining clean glassware

Phlebotomy
At the end of the clinical rotation period, with 95% accuracy, the student will be able to:

1. Collect appropriate blood specimens for designated tests which are congruent with the patient’s considerations of age and status.

2. Positively identify patient by identification band or by nurse verification.

3. Approach the patient in a courteous and considerate manner.

4. Select appropriate anticoagulant and tube size.

5. Select the venipuncture site in accordance with hospital preferences and standards of the profession.

6. Label all specimens correctly.

7. Handle specimens in accordance with any special requirements.

8. Utilize isolation techniques suitable to the patient’s situation.

9. Employ sterile technique for collecting blood cultures.

10. Follow prescribed approach and techniques on nursery patients.

11. Collect adequate blood samples by capillary or butterfly punctures.

12. Demonstrate proper techniques for both heel and finger punctures.

13. Evaluate whether to perform phlebotomy on certain patients and when to ask for assistance.

14. Observe all precautions for the safety of the patient and the phlebotomist.

15. Collect blood specimens by both syringe and vacuum tube methods, if materials are available.

16. Collect venipuncture specimens generally within a five minute time period excluding washing hands and gloving.
17. Demonstrate ability to handle an emergency situation when a patient becomes ill during phlebotomy.

18. Inform the proper authorities when exposure to contaminated material is suspected.

**Routine Microbiology**

At the end of the rotation period, the student will be able to assume the responsibility of an MLT by meeting the following objectives to a degree of 95% accuracy:

1. Perform the clerical functions relevant to processing incoming clinical specimens.

2. Process clinical specimens for routine culture and smear.
   a. select appropriate media based on source of clinical specimen.
   b. inoculate and streak plated media for isolation and quantitation of microbial growth.
   c. select appropriate incubation conditions for inoculated media.
      (atmosphere and temperature)
   d. prepare smears of clinical samples for staining.

3. Prepare and examine gram stained smears of clinical specimens.
   a. perform gram stain procedure with controls.
   b. microscopically detect the presence of microbes and cells (WBC’s) on stained smears.
   c. Quantitate microbes and cells on stained smears.

4. Examine blood cultures
   a. detect visible evidence of microbial growth in blood culture broth.
   b. perform subcultures and smear procedures on broth bottle.

5. Identify known cultures from clinical specimens as a practice exercise.
   a. differentiate various organisms by colonial morphology on a variety of media.
   b. prepare and examine gram stained smears from microbial colonies.
   c. select, perform, and interpret certain biochemical tests and use the results to identify unknown microbes.
   d. differentiate between normal flora and pathogenic or potentially pathogenic microbes.

6. Set up, read, and interpret anti-microbial susceptibility tests.

7. Observe and/or perform quality control procedures on reagents and media.

8. Utilize proper techniques for safe handling of potentially infectious materials.

9. Understand the basic organization of the clinical microbiology lab.

**Mycobacteriology and Mycology**

During the rotation the student will:

1. Observe the concentration procedure for acid fast bacilli (culture and smear preparation).
2. Observe the staining procedure and microscopically examine positive and negative examples of fluorochrome stains for acid fast bacilli.

3. Observe examination of acid fast cultures, including growth characteristics of stock mycobacteria.

4. Observe examination of fungus cultures.

**Parasitology**

During the rotation the student will:

1. Examine the protocol for processing of specimens for parasitology.

2. Observe and/or perform the formalin-ethyl acetate concentration technique.

3. Observe and/or perform the trichrome stain procedure.

**Hematology:** At the end of the hematology rotation period, with 95% accuracy unless otherwise noted, the student will be able to:

**Erythrocyte (RBC) and Leukocyte (WBC) Counts**

1. Process specimen utilizing equipment, instruments, or techniques necessary for specific analysis.

2. Enumerate formed elements in the blood or other fluids utilizing instrument counting techniques.

3. Perform daily run of blood counts on Coulter S or other instruments with accuracy within acceptable range.

4. Recognize and take appropriate action for common instrument malfunction and/or test procedure variations.

5. Identify possible sources of error for each method used.

6. Perform quality controls as required by the lab.

7. Perform routine maintenance procedures on counting methods. Explain the derivation of the red cell indices.

8. Identify the normal range for each of the seven parameters of the Coulter S as reported.

9. Confirm the accuracy of the interrelated tests performed by the Coulter S., e.g., hemoglobin, hematocrit, indices, total RBC.

**Differential Cell Count**

1. Prepare acceptable blood smears.

2. Differentiate between good and bad smears according to criteria defined by the instructor.
3. Stain blood smears with Wright’s stain or other hematological stain using both manual and automated methods.

4. Describe the characteristics of a good stain.

5. Perform differentials on peripheral blood and gain enough expertise to perform eight normal differentials in 60 minutes categorizing cell types and noting morphologic data on red cells, white cells, and platelets. Results should be within two standard deviations of the results obtained by the lab staff.

6. Differentiate between mature and immature leukocytes according to laboratory criteria.

7. Differentiate between typical and atypical lymphocytes and understand the significance of atypical lymphocytes and under what conditions they are reported.

8. Differentiate normal from abnormal erythrocytes according to size, shape, hemoglobin content and inclusions.

9. Differentiate between normal and abnormal platelets according to number, size, and morphology.

10. Given a description of a leukocyte morphologic finding, discuss the clinical significance.

11. Given a description of a red cell abnormality, discuss the clinical significance of the finding and, if possible, the probable origin.

12. Relate RBC morphology with the appropriate test (hemoglobin, hematocrit, indices, reticulocyte count).


14. Given hemoglobin, red cell count, and hematocrit, be able to calculate the MCV, MCH, and MCHC and be able to recognize on the blood smear any significant variation from normal in the RBC morphology.

**Eosinophil Counts**

1. Name the chamber and describe counting areas.

2. Name the stain and the procedure for its use.

3. Cite the normal range for eosinophil counts and the clinical significance.

4. Perform three or four eosinophil counts and compare results to absolute number of eosinophils.

**Platelet Count**

1. Describe the method, sources of error, and normal range for the method used.

2. Perform at least five platelet counts duplicating prior results within ±5%.
3. Compare platelet counts with smear estimation of platelets.
4. Cite the normal range for platelets and the clinical significance.
5. Correlate the platelet count with bleeding.

**Erythrocyte Sedimentation Rate (ESR)**

1. Perform five ESR’s which agree within ±2 standard deviations with the lab results.

**Reticulocyte Counts**

1. Perform five counts which duplicate the results of the lab staff within ±0.5%.
2. Describe the significance of reticulocytes.

**Coagulation**

1. Perform three daily batches of prothrombin time (Protime) tests, on duplicate samples, using automated instruments. Duplicate sample results must agree within ±2 seconds.
2. Perform prothrombin times with alternate methods, if available.
3. Perform three daily batches of partial thromboplastin times (PTT) using automated instrumentation.
4. Perform other coagulation procedures as are routinely practiced in your laboratory.
5. Perform quality control measures as prescribed by your laboratory.
6. Relate abnormal test results with patient diagnosis.

**Other Tests**

1. Observe and/or perform any other procedures which are not considered routine. Review the principle, technique, and interpretation with the instructor as time permits.

**Test Results**

1. Recite the normal ranges specific to the laboratory for all tests performed.
2. Recognize abnormal or inconsistent patient results and alert the instructor.
3. Relate abnormal results to the patient condition and to other laboratory tests.
4. Recite sources of error for all methods employed.
5. Identify test results which deviate from normal and to the degree that requires repetition of the test and evaluation of the results by the instructor.

**Urinalysis/Body Fluids**

At the end of each rotation, with 95% accuracy unless otherwise noted, the student will be able to:

1. Perform ten routine urinalysis examinations according to the laboratory protocol within 60 minutes, duplicating previous results within 10% or ±2 cells, whichever is most reasonable.
2. Prepare urinalysis reports according to the method used by the laboratory.
3. Correlate results with possible patient diagnosis.
4. Determine course of action when reagent strip reactions do not correlate with confirmatory tests or with microscopic examinations.
5. Describe the crystals most commonly found in acid/alkaline urine.
6. Describe other pathologic microscopic elements which may not be routinely observed.
7. Identify each test used in the routine urinalysis, the manufacturer of the reagent strips, and other reagents employed.
8. Prepare reagents used in semi-quantitative tests (when possible).
9. Perform quality control procedures on equipment and reagents.
10. Maintain recordkeeping systems.
11. Maintain a neat and clean work area to the satisfaction of the instructor.
12. Observe all other tests performed in the area and review theory and interpretation with the instructor.

**Serology**

At the end of the rotation period, with 95% accuracy unless otherwise noted, the student will be able to:

1. Collect a proper specimen and process it in the approved manner for testing.
2. Identify the manufacturer and the materials used in each test.
3. Perform quality control tests with each procedure.
4. Perform C-reactive protein (CRP), anti-streptolysin O screen (ASO), mononucleosis, and rheumatoid factor/antibody (RF/RA). Results must be within the accuracy determined by the instructor.
   a. explain the principle of each procedure.
   b. state the normal values for each procedure and discuss the diagnostic value of normal and abnormal results.
5. Perform ten VDRL or RPR qualitative tests duplicating the instructor’s values exactly.

6. Perform tests for pregnancy, agreeing exactly with previously performed results.

7. Observe the performance when possible of any or all of the following tests: ANA, HBsAg, DNA, Rubella, Immunoglobulins.
   a. explain the principle of each procedure.
   b. state normal values for each procedure and discuss the diagnostic value of normal and abnormal results.

**Blood Bank**

At the end of the rotation period, with complete accuracy, the student will be able to:

1. Collect and label an adequate specimen from the patient for use in all blood bank procedures.

2. Determine blood group and Rh type according to laboratory procedure.

3. Select appropriate donor blood and perform compatibility tests.

4. Identify and resolve problems associated with donor blood selection.

5. Perform a STAT blood grouping and crossmatch four compatible units within one hour.

6. Perform antiglobulin tests to detect red cell sensitization.

7. Perform antiglobulin tests to detect and identify antibodies in serum or to detect antigens on red cells.
   a. explain reasons for false positive or false negative results in antiglobulin testing.

8. Identify the genotype of a patient as a practice exercise.

9. Identify those mothers eligible to receive Rhₐ (D) immunoglobulin, if procedure is used.

10. Perform compatibility tests used to ensure valid use of Rhₐ (D) immunoglobulin, if procedure is used.

11. Investigate a transfusion reaction according to protocol and determine possible causes.

12. Utilize protocols for determining the priority of requests for blood and blood components, e.g., routine vs emergency.

13. Describe the methods used to procure adequate and appropriate blood and blood products for the Blood Bank. Perform in-house processing as needed.

14. Explain the preparation of blood components appropriate to therapeutic needs.

15. Perform and record routine quality control procedures.

**Clinical Chemistry**

At the end of the rotation, the student, with 95% accuracy, will be able to:

1. Describe proper methods of specimen collection, accessioning, and reporting results for the department.

2. Conform to laboratory quality control policy.
   a. select and prepare quality control samples appropriate to monitor the procedure.
   b. evaluate sample values according to proper protocol.
   c. suggest protocol to follow when values are out of expected range.
   d. perform quality control procedures as assigned (including daily and weekly maintenance checks).
   e. maintain quality control records as required in the laboratory manual.

3. Perform all procedures available at the clinical site laboratory and:
   a. explain the principle of the method.
   b. relate results with the linear range and describe corrective action if indicated.
   c. state normal values and recognize values outside this range which indicate immediate action (calling critical values to the supervisor’s attention, repeating abnormals).

4. Perform tests, manual or automated, as assigned.
   a. prepare reagents.
   b. perform procedure under supervision.
   c. perform calibration checks where indicated.
   d. perform routine cleanup and maintenance.

5. Observe operation of any sophisticated equipment as assigned (e.g. GC, mass spectrometry).
   a. observe performance, troubleshooting.
   b. discuss purpose of procedures performed as they relate to disease states.

6. Utilize laboratory computers
   a. observe and perform functions as designated by the supervisor (e.g. completing workload lists, charting controls and temperatures).

7. Utilize time wisely.
   a. Identify interdepartmental relationships (e.g. check results on a patient with abnormal chemistry results with other lab areas to confirm results).
   b. Summarize the protocol followed to correct erroneous results, whether a lab error, collection or labeling error, or charting mistake.
**OBJECTIVES: SUGGESTED MINIMUM SKILL TIMELINES WHEN PERFORMING ROUTINE PROCEDURES (TASK ANALYSIS):**

<table>
<thead>
<tr>
<th>Task</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urinalysis (including microscopic)</td>
<td>6-10 analyses/30 min.</td>
</tr>
<tr>
<td>Manual normal differential on prepared smear, Count 100 cells, describe RBC’s, estimate platelet and WBC counts</td>
<td>10/hour</td>
</tr>
<tr>
<td>Manual WBC, H&amp;H</td>
<td>6-10 analyses/30 min.</td>
</tr>
<tr>
<td>Platelet count (including 20 min. incubation)</td>
<td>30 min.</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>5-8 min.</td>
</tr>
<tr>
<td>Gram stain (prepare, read, report)</td>
<td>10-15 min.</td>
</tr>
<tr>
<td>Blood Bank, type and cross-match</td>
<td>4 units/hour</td>
</tr>
<tr>
<td>STAT chemistries</td>
<td>according to site and equipment</td>
</tr>
</tbody>
</table>
PLEASE READ THE FOLLOWING FORMS, SIGN THEM, AND RETURN TO THE PROGRAM MANAGER AT THE PROGRAM ORIENTATION, PRIOR TO THE FIRST PROGRAM CLASS.
I have received, read, and understand contents of the Handbook for The Medical Laboratory Technology Students/Phlebotomy Students. Its contents were reviewed and discussed by the MLT Program Manager. I acknowledge that Program Policies, including but not limited to: program objectives, goals and outcomes, cognitive/physical functional requirements, program sequence, grading, attendance, field experience, background check, immunizations, healthcare and liability insurance, disciplinary policies and conduct, degree petition, substitution and waiver forms, clinical sites and BCI/drug screen failure, time commitments of program/hours of field experience and registry test were thoroughly explained. In addition, I agree to adhere to all policies to be presented at the Field Experience orientation meeting and stated in the Field Experience Handbook when I receive it at the Field Experience orientation meeting (or sooner if I request). I assure that I am familiar with the Tri-C Student Handbook and its contents which are available on-line and the links that are in this handbook. I give my permission to the MLT office to release my immunization information/physical examination/health forms, address, telephone contact numbers, email address, student number, health insurance number, and group liability number to the clinical site. I understand that I may be tested on the handbook material for a program grade.

I will return this form to the Program Manager before the first class of the program.

NAME: (Please print name)_________________________________________

SIGNED: _______________________________________________________

DATE: _________________________________________________________

STUDENT NUMBER: _______________________________________________

EDITION: MLT Spring 2015
Cuyahoga Community College District Clinical Experience
Acknowledgement, Release, Indemnification, and Confidentiality Agreement

As a condition of, and in consideration for, Cuyahoga Community College District (the “College”) allowing me the opportunity to participate in one or more clinical experience programs (the “Clinical(s)”) now or in the future, I enter into this Acknowledgement, Release, Indemnification, and Confidentiality Agreement (“Release”).

The College does not control the structure or operation of the experiential learning opportunity and clinical site. The College, its officers, trustees, representatives, agents, attorneys, employees, and successors make no assurances, expressed or implied related to the environment which might exist at the clinical site. The experiential learning and clinical opportunity may include potential hazards beyond the control of the College, its officers, trustees, representatives, agents, attorneys, employees, and successors including, but not limited to the following: loss of property and injury or death.

ACKNOWLEDGEMENT
I, the undersigned student, hereby acknowledge and agree to the following with respect to the Clinical(s) required by the College:

1. While at clinical site(s), I will wear the regulation uniform of the clinical site or other appropriate attire required by the clinical site or the College.
2. While participating in a Clinical, I am subject to the clinical site’s policies and procedures.
3. I must show proof of immunizations as required by the College or clinical site.
4. During any clinical/practicum/internship experience, either on or off campus that I am financially responsible for medical treatment for any injury or illness I may sustain.
5. I have sufficient health, accident, and hospitalization insurance to cover me during my internship/practicum/shadowing experience. I understand the risk that inadequate health insurance coverage could affect my finances and my credit standing.
6. I understand I am responsible for the costs of such insurance, and I recognize the College does not have an obligation to provide me with such insurance.
7. I accept full financial responsibility for hospital, laboratory, physician, diagnostic testing and any other medical tests, procedures or costs not covered by my insurance.
8. I assume full responsibility for any physical or emotional problems that might impair my ability to complete the experience, and I release the College, its officers, trustees, representatives, agents, attorneys, employees, and successors from any liability for injury to myself.
9. I understand that if I am responsible for my own transportation to and from my clinical site.
10. I further understand the College, its officers, trustees, representatives, agents, attorneys, employees, and successors are not responsible for any travel and/or transport during the course of my clinical in any way.
11. I understand that if I use my personal automobile for the benefit of the organization with whom I serve my internship/practicum/shadowing experience, the College, its officers, trustees, representatives, agents, attorneys, employees, and successors has no liability for injury or property damage resulting from that use.
12. I agree to rely solely on my personal automobile insurance coverage.
13. I understand I am not employed by the College and therefore, am not entitled to unemployment compensation benefits upon completion of my internship/practicum/shadowing experience.
14. I understand the College, its officers, trustees, representatives, agents, attorneys, employees, and successors assume no liability for injuries I may suffer.

Effective 07.11.2013 Healthcare Education Initiatives Form No. HEI 8 K:\Academic & Student Affairs (ASA)\Medical Education Programs\Standardized Student Documents
RELEASE & INDEMNIFICATION

I understand and agree that my participation in the internship/practicum/shadowing experience and use of any facilities in connection with the internship/practicum/shadowing experience is undertaken by me at my own sole risk and the College, its officers, trustees, representatives, agents, attorneys, employees, and successors are not liable for any claims, demands, injuries, damages, or actions whatsoever to me or my property arising out of or connected with the clinical experience.

I understand fully the dangers and risks that may be present in the Clinical(s) – including without limitation the risk of working with patients carrying a contagious or infectious disease. I am voluntarily participating in the Clinical(s), and I will follow all applicable laws, regulations, and the College’s and Clinical site’s policies and procedures while doing so. I certify that I am in good health, and my participation in the Clinical(s) is not inappropriate due to any health condition. I further certify that I will notify my program manager of any reasonable accommodations that I may need to perform my clinical duties.

In consideration of my participation in the clinical experience, I hereby, on behalf of myself, my personal representatives, my heirs, executor, administrator, and assignees, assume all risks associated with travel to and participation in the clinical experience and agree to hold harmless and indemnify the College, its trustees, officers, employees, agents, representatives, volunteers, and all other entities acting in any capacity on its behalf for any and all liability, actions, causes of action, debts, claims or demands of any kind and nature that may result from or in connection with my travel to and participation in the clinical experience.

CONFIDENTIALITY

I understand that in the course of the Clinical(s), I may learn certain patient information and that such information may include financial data, health and treatment information, and other confidential information. All information relating to patients is confidential and may be protected by law. I agree to hold all patient information strictly and permanently confidential, I will provide all reasonable protections to prevent unauthorized disclosure of such information and I will comply with the Health Insurance Portability and Accountability Act and associated privacy regulations (“HIPAA”) and federal, state and local laws regarding patient confidentiality.

I agree that if any term or provision of this Release is held illegal, unenforceable, or in conflict with any law, the validity of the remaining portions shall remain in full force and shall not be affected. I further agree that this Release shall be construed in accordance with the laws of the State of Ohio.

I have read this entire Release and I fully understand it and I agree to be legally bound by it. I understand that I sign this Release as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I further state that I am at least eighteen years of age and fully competent to sign this Release; and that I execute this Release for full, adequate, and complete consideration fully intending to be bound by the same.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING.

________________________
Signature of Student/Participant

________________________
Print Name

________________________
Date
STUDENT CONFIDENTIALITY AGREEMENT

As a student in the Medical Laboratory Technology or Phlebotomy Program, you will have access to Protected Health Information (PHI). PHI includes, but is not limited to, the patient’s name, address, phone number, medical records number, diagnosis, treatment, medications, billing codes, radiological and laboratory reports. As a person who has access to PHI, you must be aware of your responsibilities and abide by policies and procedures protecting the confidentiality of this information. This information is required by law to be protected. In addition, you are privy to anecdotal information in the form of true scenarios and case studies either observed first hand or related through instruction through college staff or clinical site.

By signing below, you are agreeing that, as a student in the Medical Laboratory Technology or Phlebotomy Program, you understand the following:

- I understand that I am responsible for complying with the HIPAA education, which was provided to me during class time and/or at my clinical agency.
- I will treat all information received in the course of my education, which relates to the patients, as confidential and privileged information.
- I will not access patient information unless I have a need to know the information in order to perform my clinical duties or class assignments.
- I will not disclose information regarding patients to any person or entity, other than as necessary to perform my clinical duties.
- I will not log onto any computer system with a password other than my own.
- I will safeguard my computer password and will not post it in a public place or a place where it can be easily lost.
- I will not allow anyone, including other employees or students to use my password to log onto any computer.
- I will log off of any computer as soon as I have finished using it.
- I acknowledge that any access to, or use of, health information may be monitored by the hospital or by program faculty.
- I will not take patient identification from the hospital premises in paper or electronic form, without first removing any patient identifiers.
- I will limit conversations in patient care areas, hallways, stairwells, elevators, eating areas, and other places of public gathering in order to ensure that confidentiality is not violated.
- I will shred any paper-based health information before disposal.
- Patient identifiers will be entirely removed prior to the submission of any class assignments or presentations involving patient information (research papers, case studies, etc.)
- I agree to continue to maintain the confidentiality of any information I learned as a student after I am no longer enrolled in the Medical Laboratory Technology or Phlebotomy Program.
- Anecdotal scenarios, case studies, and personal experiences related in class are confidential.

I understand and agree to adhere to the guidelines described in the above confidentiality statement. I further understand that violation of these agreements could result in disciplinary actions, including dismissal from my academic program.

Student Signature: _______________________________        Date: _______________________

Student Name: _______________________________        Program: _____________________
(Please PRINT name.)        (MLT or PHLEB)

Rev. 1-27-12 ag
GENERAL PROVISIONS
Social Media Sites/Internet Usage

Students who post to these sites are expected to comply with all international, federal, state, and local laws and regulations, including but not limited to libel, defamation, copyright and data protection laws, and are personally responsible for the content that they publish.

Students will follow all HIPAA laws and regulations.

Confidential and Proprietary Information

Employees may not post content on any social media site that is related to any confidential or proprietary information of the College/clinical sites or their employees, patients, or vendors.

Posting Content to Social Media Sites

Students who identify themselves as Cuyahoga Community College students, or who otherwise easily can be identified as Cuyahoga Community College students, when posting content to any social media site are expected to be courteous, thoughtful, and respectful in tone in their postings, and appropriate in content so as to not disparage the College nor expose the clinical site, the College, other students/faculty/staff, or others to any liability. Inaccurate, inappropriate, threatening, or harassing postings that are harmful to others, damaging to student/faculty/clinical site relationships, or detrimental to the reputation and/or operation of the College or clinical site may result in corrective action up to and including dismissal. Postings that attempt to describe any patient and/or patient care situation, directly or indirectly, will be considered as “inappropriate”, regardless of content, and dismissal will occur immediately.

Internet Use at Clinical Sites

Students should not be using any electronic devices at the clinical site while training. If permission is granted by the site, students are required to adhere to the provisions of the facility Privacy and Information Security Policy, or the site equivalent. Students should have no expectations of privacy when using the Internet at the sites.

I have read the above information and agree to comply with the provisions contained within:

Print Student Name:__________________________________________________________

Student Signature__________________________________ Date _________

Rev. 3-7-13