

# COLUMBUS STATE

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## MEDICAL LABORATORY TECHNOLOGY

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**Columbus State Community College  
Health and Human Services Division  
Medical Laboratory Technology  
Student Handbook**

**2023**

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*Reviewed 03/24/2023*

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# COLUMBUS STATE

HEALTH & HUMAN  
SERVICES DIVISION

## **MESSAGE FROM THE DEAN OF HEALTH AND HUMAN SERVICES**

Welcome to the Division of Health & Human Services.

I am excited that you chose Columbus State to pursue your education. One of the favorite parts of my job is being able to welcome new students and speak about our wonderful institution. I can honestly and enthusiastically say you have made an excellent choice.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater Central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of ten departments offering nearly 70 degree and certificate programs, we have something for everyone.

Our faculty, support staff, advisors, and administrators all work together to help you succeed in your education at Columbus State and beyond. They embody the Columbus State spirit of *student success*. We are genuinely committed to helping you reach your goals.

We offer state-of-the-art equipment and technology, accredited academic programs, a highly qualified faculty, and all the support tools you will need to complete your education with us. We think you will agree that Columbus State is a truly extraordinary place.

Beyond what you will learn, your education has tremendous value. With each passing year, a greater number of employers are turning to Columbus State graduates. Columbus State provides a relevant education for an ever-changing workplace. You will acquire the skills you need for a job today, but also develop deep learning abilities for a career tomorrow.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well as recreational and athletic opportunities that you can share in as a student. I hope you will take advantage of these opportunities.

On behalf of the Health and Human Services Division, I wish you the very best in your studies at Columbus State and in your future!

Best wishes,

Terrence A. Brown, Ph.D.

Dean, Health & Human Services

## **MLT STUDENT HANDBOOK PURPOSE**

This Student Handbook provides information specific to students in the Medical Laboratory Technology (MLT) Program. This handbook applies to all students in the MLT Program who are pursuing the Associate of Applied Science Degree in Medical Laboratory Technology.

Each student must sign the Handbook Acknowledgement Form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

## **STATEMENT ACKNOWLEDGING CHANGES TO THE MLT STUDENT HANDBOOK**

This student handbook is subject to federal, state, and local law as well as national and state governing bodies, Columbus State Policies and Procedures, and MLT Program Policies and Procedures. As changes in the law or policy by one or more of these entities occur, corresponding revisions to this handbook will be made periodically. Students are advised that these changes may occur with or without prior notice. Therefore, students should check for updates to program information at <https://www.csc.edu/academics/departments/medical-laboratory/>.

## **COLLEGE POLICIES**

### **Student Code of Conduct Summary**

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in Columbus State Policy and Procedure 7-10. Columbus State has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, Columbus State students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations sexual harassment, sexual misconduct, harassment, and/or violations civil rights by an employee the matter will be referred to the College's Title IX Coordinator.

The complete Columbus State Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please visit the following website:

<https://www.csc.edu/services/student-conduct/>.

### **Background Check and Drug Screening Disclosure for Students Pursuing Health and Human Services Programs**

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Please see Background Check and Drug Screening (found in the *Program Admission and Continuing Compliance Requirements* section of this handbook) to learn more about your academic program's requirements.

### **Individuals with Disabilities**

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. It is also the policy of Columbus State to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College-sponsored programs or services who have disabilities. These acts can be found in Columbus State Policy 3-41, which can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Columbus State offers a wide range of support to encourage the enrollment of people with disabilities. Located in Eibling Hall 101, the Disability Services Office provides services to qualified students with disabilities for all Columbus State locations. It is the student's responsibility to request accommodations for access. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614)-287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or calling (740) 203-8345 to begin the process of registering with Disability Services. Students can also visit the disability services website at:

<https://www.csc.edu/services/disability/register.shtml>. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive.



For more information about Disability Services at Columbus State please visit the Disability Services website at: <https://www.csc.edu/services/disability/>.

### **Student Rights under the Family Educational Rights and Privacy Act (FERPA)**

Columbus State complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Student rights under FERPA are published in the Columbus State Catalog. To view the Columbus State Catalog online please visit <https://www.csc.edu/academics/catalog/>. Also pursuant to FERPA, Columbus State has designated certain information about students as directory information. To learn more about what information is considered directory information or how to request that your directory information be withheld from the public, please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

### **Notice of Non-Discrimination/Anti-Harassment**

*(Required Language)*→While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression. The complete Columbus State Non-Discrimination/Anti-Harassment Policy 3-43 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. Any student found to be in violation of Policy 3-43 will be referred to the student conduct office for resolution in accordance with the Student Code of Conduct Policy and Procedure 7-10.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website [csc.edu/discriminationreport](https://www.csc.edu/discriminationreport) or by visiting the following website: <https://www.csc.edu/services/title-ix/> and clicking on “To Submit a Complaint.” For more information about resources, and to learn about Columbus State’s Office of Equity and Compliance please visit the following website: <https://www.csc.edu/services/title-ix/>.

### **Sexual Misconduct and Title IX**

The Columbus State Sexual Misconduct Policy 3-44 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. “Education programs and activities” include all of a school's operations, including employment and school-sponsored athletics and activities (on or off campus).

Title IX prohibits sex discrimination in educational institutions, programs and activities. This includes, but is not limited to:

- Sexual assault
- Domestic, intimate partner and dating violence
- Gender-based stalking
- Sexual harassment (quid pro quo and hostile work environment)
- Failing to provide appropriate accommodations for a pregnant or parenting student
- Treating a person differently based on marital status.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website [csc.edu/discriminationreport](https://www.csc.edu/discriminationreport) or by visiting the following website: <https://www.csc.edu/services/title-ix/> and clicking on “To Submit a Complaint.” For more information about resources, and to learn about Columbus State’s Office of Equity and Compliance please visit the following website: <https://www.csc.edu/services/title-ix/>.

### **Campus Safety/Clery Act**

A college campus offers an open, welcoming environment where many people congregate during the course of a day. To be safe, everyone should be aware of his/her surroundings at all times. If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287-2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Police Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. Columbus State also complies with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus SaVE Act).

For more information about campus safety, how to sign up for emergency text alerts, and to view the Columbus State Clery Act Annual Security Report, please visit the Columbus State Police website at:

<https://www.csc.edu/services/police/>. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

### **Veterans and Service Members Support and Assistance**

Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website: <https://www.csc.edu/services/military-veterans/>. Columbus State's G.I Bill Office is located in Union Hall, Rm 48 and their phone number is: (614) 287-2644.

### **Drug and Alcohol-Free Campus**

Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at:

<https://www.csc.edu/services/counseling/> and the Alcohol and Other Drug Prevention Brochure at: [https://www.csc.edu/services/counseling/pdf/alcohol\\_drug\\_prevention.pdf](https://www.csc.edu/services/counseling/pdf/alcohol_drug_prevention.pdf).

Further, Students should be aware that the Columbus State Student Code of Conduct Policy and Procedure 7-10 prohibits the use, possession, or distribution of an alcoholic beverage; the use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; and the abuse or misuse of prescriptions or over-the-counter medication. The Student Code of Conduct Policy and Procedure 7-10 can

be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

### **Tobacco Free Campus**

Columbus State strives to enhance the general health and wellbeing of its students, faculty, staff, and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated, or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes. For cessation resources, please visit <http://legacy.csc.edu/about/tobaccofree/>.

To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

### **Grade Grievance Procedure Summary**

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

### **Written Student Complaints**

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

### **Image Release Acknowledgment**

As a general rule under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, see [Ohio Revised Code section 2741.09\(A\)\(5\)](#). This educational exception also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on Columbus State property or at Columbus State events, and used as long as the use is to promote the college's educational purposes.

### **Additional Columbus State Websites**

Below are the links to additional Columbus State websites:

- For the current policies and procedures of Columbus State, please visit the following website: <https://www.csc.edu/about/policies-procedures.shtml>
- For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: <https://www.csc.edu/services/student-handbook.shtml>
- To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: <https://www.csc.edu/academics/catalog/>
- Columbus State's Social Media Guidelines can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>
- Institutional Disclosure-Student Right to Know can be accessed at the following website: <https://www.csc.edu/about/institutional-disclosure.shtml>

## **PROGRAM OVERVIEW**

### **Overview and Description**

The MLT Program consists of didactic and laboratory courses designed to provide students with entry level knowledge and skill required of the medical laboratory profession. Upon successful completion of the MLT Program, the student will graduate with an Associate of Applied Science Degree and will be eligible to take a national certification examination such as the American Society for Clinical Pathology (ASCP) Board of Certification Examination for Medical Laboratory Technician (MLT).

***(Note: Graduation from the MLT Program is not contingent upon the student passing any external certification or licensure examination).*** The graduate may also advance in the field to become a Medical Laboratory Scientist or Specialist by pursuing additional education and technical experience.

All MLT Program students complete courses online and in the student laboratory. The first four terms are designed to provide individuals with entry-level knowledge and skills to perform clinical laboratory procedures in chemistry, hematology, body fluids, microbiology, immunohematology, immunology, and phlebotomy. During the last term of the MLT Program, student education is enriched in accredited clinical laboratories during the Clinical Practicum experience. Application of knowledge and skills acquired in the college student laboratory is accomplished using the procedures, processes, and equipment provided in a supervised, professional, and accredited clinical laboratory environment. An example of the Clinical Practicum Student Evaluation Form can be found in Appendix 7 of this handbook.

### **Mission**

To prepare and graduate competent entry-level Medical Laboratory Technicians who demonstrate professional behaviors and technical skills in a variety of clinical settings, meeting the expectations of area employers.

### **Accrediting Organization**

The Columbus State Medical Laboratory Technology (MLT) program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences: (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL. 60018-5119; phone (773) 714 - 8880.

### **Learning Outcomes (Entry-level Competencies and Goals)**

Upon successful completion of the MLT Program, the graduate should be able to demonstrate entry-level competencies in the following areas of professional practice:

1. Demonstrate proficiency in the areas of pre-analytical, analytical, and post-analytical processes in all disciplines of the clinical laboratory.

2. Demonstrate the theoretical knowledge needed to assure accuracy and validity of test results by clinical correlation and quality control performance.
3. Exhibit the professional attitudes and behaviors that are necessary for gaining and maintaining the confidence of the health care community.
4. Meet requirements to take a national certifying examination for Medical Laboratory Technicians.

The goals of the CSCC MLT Program are to:

- Provide students with the appropriate education and training to develop entry-level competencies in all routine areas of the clinical laboratory.
- Provide a quality program that reflects continuing assessment, evaluation, and revision.
- Provide a framework of education that reflects the mission and goals of CSCC.
- Be flexible and responsive to the needs of the clinical laboratory employers as they give input to the program.
- Prepare students for the American Society for Clinical Pathology (ASCP) MLT Board of Certification examination, employment and further education.
- Provide a climate conducive to stimulating interest in MLT education and participation in professional organizations; and encouraging awareness in changing trends in medical laboratory science.

Students are advised that these learning outcomes are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding learning outcomes on the Columbus State Catalog website: <https://catalog.csc.edu/> or on the academic program website: <https://www.csc.edu/academics/departments/medical-laboratory/>

## Plan of Study

COLUMBUS STATE COMMUNITY COLLEGE			<i>Columbus State Community College</i>					
HEALTH AND HUMAN SERVICES DIVISION Effective Summer Semester 2017			Plan of Study Allied Health Professions Medical Laboratory Technology			Name _____ Student # _____ Date Entered _____ Advisor _____		
<b>FIRST SEMESTER (Summer)</b>			<b>SECOND SEMESTER (Autumn)</b>			<b>THIRD SEMESTER (Spring)</b>		
MLT 1100	Basic Concepts in Health Care	T 2	MLT 1110	Intro to MLT Lecture	T 1	MLT 1130	Immunology Lecture	T 1
MLT 1112	Lab Theory for Health Industries	T 2	MLT 1111	Intro to MLT Lab	T 1	MLT 1131	Immunology Lab	T 1
MLT 1113	Lab Techniques for Health Industries	T 1	MLT 1120	Hematology I Lecture	T 2	MLT 2250	Body Fluids Lecture	T 2
BIO 1101	Fundamentals of Human Anatomy & Physiology	G 3	MLT 1121	Hematology I Lab	T 2	MLT 2251	Body Fluids Lab	T 1
COLS 1100	First Year Experience Seminar	B 1	MLT 1140	Clinical Chemistry Lecture	T 1	MLT 2260	Clinical Microbiology Lecture	T 3
HIMT 1274	Intro Medical Coding & Reimbursement	B 2	MLT 1141	Clinical Chemistry Lab	T 1	MLT 2261	Clinical Microbiology Lab	T 3
MULT 1916	Venipuncture for HC Providers	B 2	BIO 2215	Introduction Microbiology	B 4	ENGL 1100	Composition I	G 3
			CHEM 1113	Elements of Organic Biochemistry	B 4			
	<b>TOTAL</b>	<b>13</b>		<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>14</b>
<b>FOURTH SEMESTER (Summer)</b>			<b>FIFTH SEMESTER (Autumn)</b>			<b>PREADMISSION REQUIREMENTS</b>		
MLT 2270	Immunohematology Lecture	T 2	MLT 2800	MLT Clinical Seminar	T 1	Need to be completed prior to admission to the MLT Program: •Placement into CHEM 1113. •Placement into BIO 2215. •Placement into STAT 1350. •Placement into ENGL 1100. •Placement into "No Reading Required". •GPA of 2.5 or higher through most recently completed coursework. •Acceptance is conditional on submission and clearance of student background check and drug screening. •Students may be required to complete a Basic Entrance Exam. •A minimum grade of "C" or higher is required in each Basic Studies and Technical Studies Requirements.		
MLT 2271	Immunohematology Lab	T 2	MLT 2900	MLT Clinical Practicum	T 2			
MLT 2280	Hematology II Lecture	T 1	HUM XXXX	(Select from list on back)	G 3			
MLT 2281	Hematology II Lab	T 1	COMM 2200	Business Communication	B 3			
MLT 2290	Medical Lab Case Correlations	T 1						
SBS XXXX	Select from list on back	G 3						
STAT 1350	Elementary Statistics	G 3						
	<b>TOTAL</b>	<b>13</b>		<b>TOTAL</b>	<b>9</b>			
			<b>GRADUATION REQUIREMENTS</b>					
			G = General Education B = Basic Education T = Technical Education					
			Total General Ed. 15 Total Basic 16 Total Non-Technical 31 Total Tech. Ed. 34 <b>TOTAL CREDITS 65</b>					

Students are advised that this plan of study is subject to change and the handbook may not be immediately revised, therefore, students should check for the most current information regarding the plan of study on the Columbus State Catalog website: <https://catalog.csc.edu/> or on the academic program website: <https://www.csc.edu/academics/departments/medical-laboratory/>.

### Course Criteria Changes

Students are advised that required courses in the handbook are subject to change and the handbook may not be immediately revised, therefore, students should check for the most current information regarding required courses on the Columbus State Catalog website: <https://catalog.csc.edu/>



## Faculty Directory

Courtney Dalton, B.S., MLS (ASCP)<sup>cm</sup>  
Union Hall 325  
614-287-2518  
Fax: 614-287-5144  
cdalton6@csc.edu

Students are advised that this faculty directory is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the faculty directory at the following website: <https://www.csc.edu/academics/departments/medical-laboratory/>.

## Health Risks and Working Conditions

As a student enrolled in this academic program, you may be required to participate in activities that may present a risk to your health and you may be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care. Students may be exposed to significant risks including but not limited to various diseases, micro-organisms, pathogens, needle stick injuries, exposure to communicable diseases, infections, or exposure to blood and/or bodily fluids. All students learn “Standard Precautions” and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand that there is always a risk. Further, a student who is, or becomes pregnant while enrolled in a health related-program has the potential for exposure to a number of agents or conditions that could adversely affect the well-being of a fetus. This academic program is strongly committed to working with students who voluntarily choose to declare a pregnancy while enrolled in the program.

More examples of potential risks to students in clinical/laboratory placements include but are not limited to:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needlestick or instrument-related injuries.
- Risk of blood borne pathogen exposure.

Students are solely responsible for the cost of medical treatment due to exposure to the risks, illness, or injury. Please see the *Program Policies and Procedures* section, which discusses health insurance.

### **MLT Program Outcome Measures**

The MLT Program collects data each year to assess program effectiveness. Internal and external data are used to evaluate the effectiveness of program outcomes and to determine whether or not the outcomes continue to meet the needs of the clinical community. At a minimum, the following measures are evaluated yearly:

External data sources include

- ASCP Board of Certification Examination pass rate
- Advisory Committee/Employer Follow-up Survey results
- MLT Student Post Graduate Survey results

Internal data sources include

- MLT Student Potential Graduate Survey results
- Graduation rate
- Attrition rate

### **Student Membership in Professional Organizations**

Students are encouraged to apply for membership to the American Society for Clinical Pathology (ASCP) and/or the American Society for Clinical Laboratory Sciences (ASCLS). The benefits include subscription to monthly periodicals, notification of continuing education, career opportunities, and networking. Applications can be obtained online at [www.ascp.org](http://www.ascp.org) and [www.ascls.org](http://www.ascls.org).

### **MLT Student Organization**

*The mission of the MLT Student Organization is to promote the advancement of the Medical Laboratory Profession and provide service in the health care community. All MLT degree and certificate students are invited to participate. The organization promotes professional and personal growth by developing leadership skills through MLT career promotional activities and volunteer/service work.*

## **PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS**

Students are advised that the below admission and continuing compliance requirements are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding admission and continuing compliance requirements at the following website:

<https://www.csc.edu/academics/departments/medical-laboratory/>

### **• Conditional Admission (Pre-Admission) Requirements**

Each year a limited number of students are conditionally admitted to the MLT Program if the following criteria have been met by autumn term each year:

- Application completed by December 15 for admission to Summer Term.
- Placement into CHEM 1113.
- Placement into BIO 2215.
- Placement into STAT 1350.
- Placement into ENGL 1100.
- Placement into "No Reading Required": All applicants, except those with a bachelor's degree or higher, from accredited US colleges, or associates degrees from accredited Ohio colleges, must take the Reading Placement Test.
- GPA of 2.5: (high school, vocational program, two-year or four-year higher education institution). If less than 12 credits have been completed at CSCC, the GPA from the most recently attended learning institution will be used for program admission purposes.
- Attend a Mandatory MLT Program Information Session.
- Attend a Mandatory Orientation Session (after receiving the conditional acceptance notification).
- Students may be required to: Complete a Basic Entrance Exam.

Conditional acceptance is also dependent on submission and clearance of student background check and drug screening. The current procedure (as of the date of this handbook) for obtaining a background check and drug screening can be found in Appendix 8 of this handbook.

### **• Background Check and Drug Screening**

Students are required to complete a criminal background check and drug screening as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check and drug screening. Students should be prepared to submit to background checks and drug screenings as required by clinical/partner facilities, licensing agencies, and/or program accreditation.

Background checks and drug screenings are commonly required by the contracted clinical/partner facilities where students are required to perform a

clinical, practicum, internship, or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student that such background checks and drug screenings are necessary to successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the clinical, practicum, internship, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in clinical, practicums, internships, or other type of experiential learning experiences. The academic program will make reasonable efforts to place students but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Individuals who were previously admitted to Columbus State Community College and wish to re-enroll must disclose to the Office of Student Conduct any felony convictions that occurred since their last term of enrollment. Current students with new felony convictions must report updated conviction history to the Office of Student Conduct within the semester in which the conviction occurs. For more information please visit the following website:  
<https://www.csc.edu/services/student-conduct/criminal-history.shtml>.

Specific information regarding the background check process and the drug screening process will be provided to students in the *conditional* admittance letter.

- **Health Records, Health Requirements, and Immunizations**

If you are accepted to, or take courses in this academic program, you must submit a health record prior to registering for or attending MLT Program laboratory courses and courses that contain a clinical component such as MULT 1916 Venipuncture for Health Care Providers and MLT 2900 Clinical Practicum.

The Health Records Office in Union Hall 132 is where students will find up-to-date information regarding what is required for the health record and how often records need to be updated.

Students are required to obtain a health form from the Health Records Office located in Union Hall 132 (the health record form can also be obtained online or by contacting the Health Records Office at 614-287-2450). To locate the form online, visit the CSCC website at [www.csc.edu](http://www.csc.edu) and click on **Quick Links drop**

**box.** Click on **Student Forms** then go under **Health Records** and click on the **Medical Laboratory** link to print or view the MLT Health Record Form.

It is the student's responsibility to be aware of their program's health record submission deadlines. Students will be notified of the initial submission deadline when they receive their letter of *conditional* admittance. Failure to submit a health record by the submission deadline will result in the inability to sign up for courses containing the health restriction (health restrictions are lifted by the Health Records Office only after proof of completion of the health record). Submitting the health record late may result in late registration, and starting the course late, which is detrimental to student success.

Information about requirements for subsequent health record updates once in the MLT Program can be found at the Health Records Office.

- **Full Admission to the Program and Continuing Compliance Requirements**

Once the "conditionally" admitted students have completed the following requirements, they will be fully admitted to the MLT Program.

- Completion of MLT 1100 Basic Concepts in Health Care with a grade of "C" or higher
- Completion of MLT 1112 Lab Theory for Health Industries with a grade of "C" or higher
- Completion of MLT 1113 Lab Techniques for Health Industries with a grade of "C" or higher
- Completion of HIMT 1274 Intro to Medical Coding and Reimbursement with a grade of "C" or higher
- Completion of MULT 1916 Venipuncture for Health Care Providers with a grade of "C" or higher

A minimum grade of "C" or higher is required in each Technical Studies Requirement.

## **EDUCATIONAL PHLEBOTOMY PRACTICE REQUIREMENT**

As a student enrolled in the MLT Program at Columbus State, you will be asked to participate in educational activities involving phlebotomy processes.

The purpose of these activities is to provide students with the theory and hands-on training to perform venipunctures, skin punctures, and laboratory testing of student blood samples. The student will be asked to give no more than 30 ml or 1 ounce of blood at any given time. The student may experience some discomfort from the needle when the blood is drawn from the arm or finger. Risks associated with drawing blood may include but are not limited to: Pain, bleeding, swelling,

bruising, lightheadedness, and on rare occasion, infections. Risk of infection is slight since only sterile one-use equipment will be used.

Participation in the educational phlebotomy practice activity is required. Hands-on training and participation is an essential component of the educational learning experience. In addition, the clinical affiliates expect that each student know how to perform the venipuncture procedure prior to participating in the Clinical Practicum. If a student does not wish to participate in the phlebotomy activities, they will not be able to fulfill the degree requirements for the MLT degree, and they will be advised to make an appointment with a Health and Human Services advisor to discuss alternative career choices.

Your signature on the MLT Program Acknowledgment Form found in the *Forms* section of this handbook means that you consent to the retrieval and use of blood samples strictly for educational purposes (learning how to safely collect blood specimens and perform diagnostic tests) only for the duration of the MLT Program. Typically, samples are discarded upon conclusion of the semester they were used in.

## **ESSENTIAL FUNCTIONS**

In order to assure safe and successful advancement through the Medical Laboratory Technology Program, students must possess the following Essential Functions necessary to complete the entire curriculum, either with or without reasonable accommodations. These Essential Functions should be considered conditions for continuation in the Medical Laboratory Technology Program, as they reflect the characteristics necessary for success as a student and to become a certified Medical Laboratory Technician. These Essential Functions are based on the published Essential Functions listed on the American Society for Clinical Laboratory Sciences website (<http://www.ascls.org/what-is-a-medical-laboratory-science-professional>) the demands of the profession, and the standards established by this academic program faculty and staff. Students must continually meet these Essential Functions throughout their course of study. Failure to maintain these Essential Functions may result in but is not limited to non-admission to the program or removal from the program.

It is the policy of Columbus State to make reasonable accommodations as defined in Columbus State Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by Columbus State. If you would like to request such accommodations, please contact Disability Services at 101 Eibling Hall or at (614) 287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or by calling (740) 203-8345. Please visit the Disability Services website to learn more: <https://www.csc.edu/services/disability/>. Columbus State's Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation

Act of 1973 Policy 3-41 can be accessed at the following website:  
<https://www.csc.edu/about/policies-procedures.shtml>.

The Essential Functions for the Medical Laboratory Technology Program are categorized into the following categories: (1) Physical Essential Functions; (2) Sensory Essential Functions; (3) Cognitive Essential Functions; and (4) Communication Essential Functions.

**(1) Physical Essential Functions**

<b>Physical Functions including but not limited to:</b>	<b>Context and Reasoning behind Physical Functions</b>
Movement	The student must have the ability to freely maneuver around the assigned laboratory work areas and patient care settings. This includes, but it is not limited to lifting, standing, walking, bending, hand-eye coordination, and reaching.
Motor Skills	The student must be able to safely and accurately perform diagnostic laboratory procedures and duties, operate instruments, perform manual tests, and perform venipuncture and capillary puncture smoothly enough so as not to injure the patient, with coordinated manipulative dexterity.
Practice Patient Participation	Must be able to participate as a patient for laboratory practice sessions (such as venipuncture and capillary puncture).

**(2) Sensory/Observational Essential Functions**

<b>Sensory/Observational Functions including but not limited to:</b>	<b>Context and Reasoning behind Sensory/Observational Functions</b>
Visual acuity	The student must be able to identify sizes and shapes, and discriminate colors and shades both macroscopically and microscopically.
Auditory	The student must be able to hear instrument or safety alarms, timers, phone ringing, and be able to hear conversation over the phone.

### (3) Cognitive Essential Functions

Cognitive Function including but not limited to:	Context and Reasoning behind Cognitive Functions
Sound Intellect	The student must be able to demonstrate the theoretical knowledge needed to assure accuracy and validity of test results by clinical correlation and quality control performance.
Emotional Stability	The student must be able to accurately perform laboratory duties in a stressful environment. This includes, but is not limited to, identifying and responding to emergent and routine situations.

### (4) Communication Essential Functions

Communication Function including but not limited to:	Context and Reasoning behind Communication Function
Written Communication	The student must be able to communicate fluently in English by written means.
Oral Communication	The student must be able to orally communicate fluently in English.
Reading Comprehension	The student must be able to read, follow instructions, and comprehend in English.
Interpersonal Skills	Must have ability to have positive interactions with patients, and others from multicultural backgrounds.

## **PROFESSIONAL CONDUCT STANDARDS**

Professional conduct is required of students in the Medical Laboratory Technology Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on: the American Society for Clinical Laboratory Sciences (ASCLS) Code of Ethics and the standards established by this academic program faculty and staff.

### **Student Conduct**

Students are expected to act as responsible professionals at all times. This includes the **honest performance of all work**, regular classroom attendance, proper respect for others, observance of laboratory and classroom rules, and



respect for property. Unprofessional, disruptive, dishonest, disrespectful, or immature behavior in classrooms or laboratories will not be tolerated.

### **Student Responsibilities**

As a CSCC MLT student, you have the following responsibilities. You agree to:

- Treat other students and CSCC faculty and staff with respect.
- Cooperate with peers, CSCC faculty and staff.
- Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college and the profession.
- Abide by CSCC and MLT Program policies and procedures.
- Track your progress toward graduation each term via DARS.
- Not represent someone else's work as your own.
- Work independently in lab without collaboration unless given a group assignment.
- Practice safety precautions at all times.
- Comply with Columbus State's Student Code of Conduct Policy and Procedure 7-10.
- Comply with requirements in course syllabi and the policies outlined in this handbook.

### **Professional Attitudes Objectives**

#### *Evaluation of Professional Attitudes*

It is the goal of the MLT Program to graduate students who demonstrate those behavioral attributes that are essential for medical laboratory professionals. Consequently, students will be evaluated as to the attitudes they demonstrate toward their coursework and class activities. These evaluations will be performed each term and will be placed in the student's permanent file. The student evaluations may be used for determining clinical experience placement and provide contributing information needed for faculty recommendations (e.g., for employment, scholarship opportunities, and continuing education). Students receiving three unsatisfactory attitudinal evaluations will not be guaranteed a clinical placement site and may be dismissed from the MLT Program. (The "Professional Attitudes Evaluation Form" can be found in Appendix 2 of this handbook).

The MLT student will be evaluated each term on their ability to demonstrate the following:

1. **Ability to follow directions in Standard English and comply with safety regulations**

By carefully following written and/or verbal instructions and precautions in Standard English, the student will demonstrate:

- Concern for the safety and welfare of others.
- Value importance of following established protocol in an accurate and precise manner.

- Value for cost containment.
  - Respect for and willingness to follow College, MLT Program, and clinical policies and procedures.
  - Assurance and confidence in performing laboratory tasks.
2. **Ability to communicate**  
By verbally expressing him/herself in an easily understood Standard English and turning in laboratory reports and written assignments that are punctual, properly recorded, and clearly written, the student will demonstrate:
    - Value for the need to communicate clear and concise lab reports in a timely fashion.
    - Value for the importance of self-confidence, organization, and composure.
  3. **Honesty/Integrity**  
By upholding the ASCLS and ASCP Code of Ethics, and recognizing and accepting responsibility for his/her own mistakes without making excuses, making appropriate decisions based on common sense, submitting his/her own results, and by following all procedures precisely as written or directed, the student will demonstrate:
    - Commitment to upholding professional ethics.
    - Value for honesty and sound judgment.
  4. **Ability to prioritize**  
By putting personal and outside interests aside and concentrating on the tasks-at-hand; by coming to class with the necessary supplies, and being prepared to work, the student will demonstrate acceptance of responsibility for the completion of assigned work in an accurate and timely fashion.
  5. **Judgment/Quality Assurance**  
By appropriately performing and monitoring quality control in the laboratory and discriminating between relevant and irrelevant detail to arrive at sound conclusions, the student will demonstrate:
    - Value for sound judgment that results in accurate and reliable patient results.
    - Value for the need to recognize abnormal results and follow proper procedures.
    - Willingness to correlate lab data.
    - Proper care and use of lab equipment.
  6. **Persistence:** By voluntarily remaining to complete assigned work or solve problems.
  7. **Initiative**  
By recognizing and voluntarily carrying out unassigned but necessary tasks, while maintaining a neat, clean, safe, and orderly work area.
  8. **Interest in work/Dependability**  
By being punctual and attentive in class, by approaching assigned work and evaluations in an enthusiastic manner, by asking pertinent questions and seeking additional information at appropriate times, and by voluntarily participating in classroom discussions and supplemental activities, the student will demonstrate interest in his/her work.

**9. Flexibility and ability to work under stress**

By accepting and adjusting to logistical limitations and reasonable changes, and by calmly approaching unexpected problems and stressful situations, the student will demonstrate flexibility and the ability to work under stress.

**10. Organization/efficiency**

By performing lab work in a neat orderly manner, by approaching new procedures and problem solving situations with minimal confusion using minimal assistance, by practicing the conservation of laboratory supplies and by promptly completing assigned work using appropriate protocol, the student will demonstrate:

- Value for organizational and critical thinking skills.
- Self-reliance in working independently.
- Lab/class preparation.
- Value for cost containment.

**11. Cooperation and ability to accept criticism**

By voluntarily sharing equipment and reagents, by offering to help others at appropriate times, by being congenial and tactful, and by responding to corrections and suggestions for improvement without being quarrelsome and defensive, the student will demonstrate the ability to accept constructive criticism.

**12. Patience and respect for others**

By showing (both verbally and nonverbally) acceptance of differences in race and culture and tolerance for students who may not adjust as easily to change and stress, and by accepting responsibility for his/her own behavior in such areas as punctuality, politeness, and dependability in group activities, the student will demonstrate patience and respect for fellow students and instructors.

**13. Punctuality/Attendance**

Being on time for class and rarely absent or tardy.

**Students in the MLT Program are also required to follow the American Society for Clinical Pathology (ASCP) Code of Ethics as outlined below:**

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the responsibility of my work, I will:

- Treat patients with respect, care and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to ensure a high standard of care.
- Perform my duties in an accurate, precise, timely and responsible manner.
- Safeguard patient information and test results as confidential, except as required by law.
- Advocate the delivery of quality laboratory services in a cost-effective manner.

- Strive to maintain a reputation of honesty, integrity and reliability.
- Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply and advance medical laboratory knowledge and skills and share such with other members of the health care community and the public.
- Render quality services and care regardless of patient's age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, or economic status.

## **CONFIDENTIALITY**

### **Confidentiality Statement**

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential and may not be released except by the patient's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the patient must be protected and the student must never disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified patient; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the patient's demographic information and abstracting medical data for education or research activities in which the patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all patient medical records with which they are associated with. Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentiality Acknowledgment form that is located in this handbook.

## **PROGRAM POLICIES AND PROCEDURES**

### **Academic Integrity**

Academic integrity is a concept central to academic success, just as personal integrity is central to the development of a socially responsible student. CSCC does not tolerate academic misconduct as defined in College Policy and Procedure 7-10 in any form (including plagiarism and cheating), and the Student Code of Conduct process is used to educate students who violate this policy. Academic misconduct comes in two major forms: intentional and unintentional. Unintentional academic misconduct may occur due to a lack of familiarity with citation rules, misunderstanding course requirements or assignment instructions, or lack of preparation. It is important to note that any form of academic misconduct, whether intentional or unintentional, is a violation of the Student Code of Conduct. Students will be referred to the Office of Student Conduct for alleged violations of academic misconduct. Definitions and sanctions for Academic Misconduct can be found in College Policy and Procedure 7-10 (<https://www.csc.edu/about/policies-procedures.shtml>). For more information regarding Academic Misconduct, please visit <https://www.csc.edu/services/student-conduct/academic-misconduct.shtml>.

### **Advising System in the MLT Program**

Once the student is admitted into the MLT Program, the Program Coordinator will provide MLT academic advising to assist in the following areas:

- Registration, scheduling, and general record keeping procedures.
- Degree requirement and graduation petitions.
- Out-of-sequence and re-entry procedures.
- Advance standing procedures.
- Referrals to the proper campus resources.

The MLT Program Coordinator/academic advisor will have posted office hours to assist students. The office hours will change each term, depending on the program teaching schedule.

### **Audit Report (DARS)**

Regular use of the Degree Audit Report (DARS) is an important advising tool that will assist the student to determine their progress toward completion of degree requirements. DARS provides a written report of courses in progress, courses completed and courses remaining for completion of program or degree requirements. Students may view their DARS online via Cougar web at any time and/or request a copy of their report at the Records and Registration office. It is the **student's ultimate responsibility** to track their degree requirements each term.

## **Attendance**

Students are expected to prepare for and attend all learning activities. Regular attendance is a significant factor that promotes success in college work. Specific attendance policies for technical courses are listed in course syllabi. Classroom participation is an integral part of medical laboratory courses and attendance records are kept as an aid in determining class participation as well as for outside agencies that require attendance records for federal/state funding.

Habitual tardiness and frequent absences are disruptive to the educational process and place an unfair burden on faculty and fellow students as well as creating an unsafe working environment. Learning activities are carefully planned for the student's benefit. As a matter of respect to fellow students and instructors, please be on time for all classes. Tardiness, especially after laboratory directions have been given, may constitute dismissal from that particular class and make-up conditions will then go into effect. Absences and tardiness may result in the deduction of points from the student's final grade as stated in MLT course syllabi. If a student misses more than 20% of the graded assessments he/she will receive a failing grade for the course. In addition, missing more than 20% of graded assessments will be considered "non-attendance" when documenting attendance for financial aid reporting.

- The MLT Program follows the college policy for inclement weather. To learn about Columbus State's severe weather policy, please visit the following website: <https://www.csc.edu/about/severe-weather.shtml>
- For the Clinical Practicum Attendance Policies, please refer to the Clinical Practicum Policies and Procedures Section.

## **Children on Campus**

Due to the inherent biohazardous and chemical dangers, children are **not** allowed in the MLT student laboratories.

## **Disciplinary Probation, Suspension, or Dismissal**

Students are expected to follow the College Student Code of Conduct and meet program academic performance, professionalism, safety, and/or conduct in the classroom and learning environment expectations. Students violating the Student Code of Conduct and/or MLT Program expectations may be subject to disciplinary action, including but not limited to, being placed on disciplinary probation, suspension, and/or may be dismissed from the program.

## **Dress Code**

The purpose of this dress code is to promote professionalism, infection control, and safety. This dress code has been formulated based on health and safety standards, professional standards, clinical/partner facility policies, and the standards established by this academic program faculty and staff. To continue in this academic program students must adhere to this dress code policy.

Further, some clinical/partner facilities may require a different dress code policy than the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including religious accommodations, please contact the Program Coordinator. For questions regarding disability services refer back to the College Policies section.

#### A. Personal Hygiene

All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and client care. Cleanliness and oral hygiene are required by clinical facilities providing the clinical experience for Medical Laboratory Technology students. Clinical facilities may dismiss students from the Clinical Practicum if students do not follow the basics of body cleanliness and good oral hygiene. Dismissal from the Clinical Practicum may result in a failing grade for the Clinical Practicum, which in turn, may result in the inability to graduate with an Associate Degree in Medical Laboratory Technology.

- a. Body hygiene (frequent bathing and shampooing) and good oral hygiene is necessary to help guard against offensive body odors while in the Clinical Practicum. The clinical instructors at all affiliated sites expect basic professional appearance and demeanor while interacting with associates and patients. Since the Medical Laboratory Technology Program is preparing students for professional employment, good body hygiene is one professional requirement for all course activities while in the student laboratory in preparation for the Clinical Practicum.

#### B. Fragrances, and Other Scented Products

- a. Colognes, highly-scented hair spray, or scented oils and lotions are not permitted by the clinical affiliates during the Clinical Practicum. This is because some patients and associates may have allergies or reactions to certain scents or fragrances. Since the Medical Laboratory Technology Program is preparing students for professional employment, one professional requirement for all course activities while in the student laboratory in preparation for the Clinical Practicum includes refraining from using strong scents or fragrances.

#### C. Hair

- a. During the student laboratory and during the Clinical Practicum, hair should be neat, clean, and out of the field of operations in accordance with “Guidelines for BioSafety in Teaching Laboratories” published by the American Society for Microbiology. This is to avoid hair coming in contact with biohazardous materials, or getting caught in moving parts of laboratory instrumentation. If hair is long enough to cover the collar or touch the shoulders it must be tied back at the nape of the neck

secured so it does not require handling during the procedures. Bangs will not extend below the eyebrows as this interferes with the ability to see. Vinyl, cloth or leather headbands, barrettes, or clips, will be allowed during Clinical Practicum and in the student laboratory so long as they may be disinfected or laundered.

#### D. Hands and Fingernails

- a. Hands should be clean and free from cuts and hangnails to avoid infection.

Artificial fingernails are not permitted during Clinical Practicum or the student laboratory. The CDC and the World Health Organization have recommended that artificial nails (including gel nails) not be worn because they may harbor infectious bacteria that can be spread to patients. Natural nails that are kept  $\frac{1}{4}$  inch long are recommended. The clinical affiliates have adopted this practice. Since the Medical Laboratory Technology Program is preparing students for professional employment, one professional requirement for all course activities while in the student laboratory in preparation for the Clinical Practicum includes prohibiting nail treatments (artificial, gel, or polished).

#### E. Jewelry

- a. Most clinical partners limit the amount of jewelry (including body piercings) for infection control and safety purposes. Students should refrain from wearing jewelry while in the Medical Laboratory Technology Program because jewelry may get caught in moving parts of equipment, or pierce the protective gloves.

#### F. Tattoos

- a. Most clinical facilities require that tattoos be covered if visible. Medical Laboratory Technology students will be required to cover tattoos while in the Clinical Practicum, when serving patients, and during Medical Laboratory Technology Program field trips and activities. Since the Medical Laboratory Technology Program is preparing students for professional employment, one professional requirement for all course activities while in the student laboratory in preparation for the Clinical Practicum includes covering tattoos.

#### G. Uniform

- a. The following uniform guidelines are based on clinical sites dress code and professional expectations in the field. The uniform is a symbol of the profession and should be worn proudly and with respect. It also protects against personal clothing being contaminated with biohazardous material or chemicals found in the student laboratory.
- b. Students are required to wear scrubs during all academic events (labs, lectures, field trips) while in the program unless otherwise specified by the MLT Program Coordinator. Following the dress code is part of the



expected professional behaviors and is evaluated with the Professional Attitudes Evaluation Form. The program scrubs can be purchased from the college bookstore.

- c. Appearance of the clothes during the Clinical Practicum and while a student in the Medical Laboratory Technology Program must be clean, non-wrinkled, non-faded, and not discolored or ripped.
  - i. Uniform Top- Galaxy blue scrub top (includes the MLT patch sewn on a sleeve-provided by the bookstore). Purchasing a scrub in a different color will not meet the dress code requirement. This will be available in the college bookstore.
  - ii. White, black, or gray t-shirts (short sleeve or long sleeve) or “turtleneck” type shirts or sweaters can be worn beneath scrub tops. No visible writing on the shirts.
- d. Pants
  - i. Black scrub pants covering the legs to protect against spills.
  - ii. Alternatively, black scrub long skirt covering the legs to protect against spills.
- e. Scrub Jackets/Lab Coats-
  - i. Cloth lab coat (to be worn underneath the safety lab coat provided by the MLT Program) is optional but must be black.
  - ii. Safety Lab Coat (fluid impermeable) provided by the MLT Program.

*Note: Students may not be permitted to participate in the student laboratory if they are not dressed according to the dress code. This will result in point deductions and will be documented in their file using the Professional Attitudes Evaluation form (see Appendix 2 of this handbook).*

#### H. Footwear

- a. Shoes must completely cover the toes and must be of liquid resistant material (leather for example) and slip resistant. Black or white shoes are preferred, but colored professional work shoes worn by health care professionals are allowed (e.g. Dansko, Sanita, Spring Step) if the feet are completely covered. If there are questions about being compliant with the dress code policy, consult the Program Coordinator before making a purchase. Shoes must be able to withstand disinfecting agents if they become contaminated with blood or other biohazardous material.
- b. Socks or hose should be plain, white or black, which cover the ankles.

#### I. Eyewear

- a. Protective eyewear is required when working in the student laboratory classes to protect from accidental exposure to biohazardous materials or chemical reagents. Students can purchase protective eyewear at the college bookstore.
- b. Protective eyewear should adequately shield the front, top, and side through wrap-around styling or a side-shield.

J. Gloves

- a. Gloves will be worn at all times while in the student laboratory and in the Clinical Practicum to protect from accidental exposure to biohazardous materials or chemical reagents.
- b. The MLT Program provides the gloves for all student laboratories. The clinical sites provide gloves during the Clinical Practicum.

K. Other Dress Code Rules: Liquid Impermeable Lab Coats

- a. Liquid impermeable lab coats will be worn at all times while in the student laboratory and during the Clinical Practicum to protect from accidental exposure to biohazardous materials or chemical reagents.
- b. The Medical Laboratory Technology Program provides the lab coats during the student laboratories. The clinical affiliates provide these lab coats during the Clinical Practicum.

L. Enforcement

Since the dress code is intended to nurture professionalism, encourage health and safety standards for the student, and promote client safety, the dress code will be enforced. Discipline action may be taken when a student deviates from the dress code up to and including dismissal.

**Grading**

Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>.

Additionally, the Medical Laboratory Technology Program requires the following grading standards beyond what the college requires:

- To assure that students are functioning at the expected performance level, minimum standards for a passing grade in MLT courses are as follows:
  - Achievement of 75% in lecture
  - Achievement of 75% in laboratory
  - Satisfactory completion of any necessary lab skills checklists
- Course grades are determined from the following grading scale:

93 – 100% = A

85 – 92% = B

75 – 84% = C

70 – 74% = D

Below 70% = E

**Note: A grade of “C” or better is required to pass all MLT courses.**

- Faculty members of each course determine final course grades. Any deviations from the standard MLT grading scale will be in course syllabi.
- The student will be informed of their performance on examinations and laboratory practical's and have the opportunity to review them with their instructors. However, students may not copy examination questions. Examinations are the property of the MLT Program and will NOT be returned to the students to keep. Failure to return exams to their instructor will result in the exam point deduction by 10%, which may impact the exam grade.
- Final course grades will be posted in Cougar Web.

### **Progression in the Medical Laboratory Technology Program**

- Upon conditional admission to the MLT Program, each student must attend a mandatory orientation session with the MLT admissions committee before starting the program. This mandatory orientation session occurs each year in Spring term before the first classes begin in Summer term. ***Students who do not attend a mandatory MLT Program orientation will automatically lose their seat in the program.***
- Conditional admittance also depends on the successful completion ("C" or better) in the following courses during Summer Semester (the first semester in the MLT Program plan of study):
  - MLT 1100
  - MLT 1112
  - MLT 1113
  - HIMT 1274
  - MULT 1916

*After successful completion of these courses, students will be allowed to move forward to complete the remaining courses in the MLT Program plan of study. If any of these courses are not successfully completed, the student will need to reapply for conditional admission to the MLT Program the following year (following any updated admission policies) or meet with a Health and Human Services Advisor to discuss alternative programs to consider. If reapplying for conditional admission, any courses that were not successfully passed must be repeated.*

- If a student receives a score below 75% on any graded assessment in any MLT course while in the program, he/she will receive a flag in the Starfish early alert system and may be required to meet with the MLT Program Coordinator (if this is a trend of poor performance) for advising purposes and for developing strategies for success. The student is expected to schedule these appointments.
- A student must achieve a final grade of “C” or greater in each medical laboratory technology (MLT) technical course, MULT 1916, and HIMT 1274 to proceed in sequence in the Medical Laboratory Technology program.

**NOTE:** If a student successfully moves beyond the first term of the MLT Program, but subsequently fails a MLT course (receives a “D”, “E”, or a “U”), the student is considered out-of-sequence and must follow the GOING OUT-OF-SEQUENCE procedure.

- Regarding final grading: ***A student who receives a “D”, “E” or “U” in the clinical experience or in any two separate MLT Program technical courses or twice for the same MLT Program technical course; is NOT eligible to continue in the MLT Program.*** The student will be encouraged to meet with a Health and Human Services Advisor to discuss possible alternative career options.
- A student who receives three unsatisfactory attitudinal (professional attitudes) evaluations (Evaluation Form found in Appendix 2 of this handbook), may not be eligible for the clinical experience and may be removed from the program. The student will be notified and documentation will be placed in the student’s file. A conference will be held with the student, faculty instructor and/or Program Coordinator to determine the appropriate course of action.
- After successfully completing the first term of the MLT Program, a student who is passing or failing can withdraw from a MLT course **NOTE: This includes failure due to lack of participation/attendance.** In doing this, a student will be considered out-of-sequence which is noted on the OUT-OF-SEQUENCE information sheet in Appendix 4 of this handbook. Withdrawing from any MLT Program course in a failing status will be counted towards the number of failures in the MLT Program courses. **Note: going out- of-sequence only applies to MLT**

***courses after successful completion of the required first-term courses. A student who withdraws from the first term (Summer Semester) MLT Program courses, or MULT 1916, or HIMT 1274 will need to re-apply for conditional admittance for the following year (following any updated admission policies) or meet with a Health and Human Services Advisor to discuss alternative programs to consider.***

- A student must achieve an overall grade point average of 2.00 in all courses in order to graduate.
- It is strongly recommended that students who plan on completing the MLT Program on a part-time basis should first complete non-technical requirements before proceeding through the MLT technical curriculum in an uninterrupted sequential manner. This will facilitate a more successful Clinical Practicum experience.
- Each MLT course has prerequisites and concurrent courses that must be taken as displayed in the MLT curriculum plan of study. Failure to take or pass any one of these will result in a student going out-of-sequence. Any exceptions to this must be discussed with the student's advisor and approved by the Program Coordinator/director. **NOTE:** Prerequisites for technical and non-technical courses are listed in the CSCC Catalog. Non-technical courses may be scheduled prior to the term in which they are displayed in the curriculum plan provided prerequisites are met.

### **Going Out-of-Sequence Policy**

A student who interrupts the MLT sequence for personal or academic reasons (see above) is considered out-of-sequence. The student may proceed with MLT technical courses only if the prerequisite requirements have been met. The student may continue taking non-technical courses. A student who will not be proceeding to the next MLT course in the curriculum sequence should take the following actions:

- Meet with their faculty advisor and/or Program Coordinator prior to the fourth week of the following term.
- Complete the Out-of-sequence information sheet (Appendix 4 of this handbook) available from your faculty advisor, who will sign it when you go out-of-sequence.

- If recommendations and/or requirements are stated on the information sheet, students will be asked to provide written documentation of how these have been met at the time they petition for re-entry.
- If withdrawing from a course, make certain that the College policy and procedure is followed.
- The student should develop and submit a revised “Individual Curriculum Plan” to their faculty advisor/Program Coordinator. Any questions about this will be directed to the Program Coordinator.
- Any student absent from the program for a period of time of one year or more must reapply to the MLT Program by completing a Re-entry Petition for MLT Courses form (found in Appendix 5 of this handbook) and must comply with all current admission requirements. The student may be required to demonstrate proficiency in previously completed MLT courses. If the student struggles and does not perform successfully, they may be required to repeat certain MLT courses for remediation.
- Out-of-sequence students will not be guaranteed a clinical affiliate site in the term in which they will be eligible for clinical experience (MLT 2900). It may be necessary for these students to schedule MLT 2900 in a subsequent term when clinical sites become available.
- Unsatisfactory performance in MLT 2900 will require the student to reapply to the MLT Program by completing a Re-entry Petition for MLT Courses form (found in Appendix 5 of this handbook) and must comply with all current admission requirements. An unsatisfactory grade (U) will be given if the student is removed from MLT 2900 by the clinical affiliate, or if the student receives an unsatisfactory grade (U) in MLT 2900 upon course completion.

### **Re-Entry to the MLT Sequence**

- “CSCC MLT Re-entry Petition for MLT Courses” form (found in Appendix 5 of this handbook) must be completed and submitted to the student’s faculty advisor by the fourth week of the term immediately preceding the term in which the student wishes to enroll. Provide written documentation of completion of any recommendations and/or requirements.
- The MLT Faculty and/or Allied Health Professions Chairperson will review the petition and the student will be notified of the decision by the tenth week of the preceding term in which the student wishes to enroll.
- Out-of- sequence students who register for the next medical laboratory course without petitioning for re-entry or before their re-entry petition has been approved will be withdrawn from the course.
- Re-entry to a medical laboratory course will be on a first-come, first-served basis if space is available. In the event that space is not available, the student must submit a new petition when the course is

offered again. A student progressing through the curriculum in the standard five-term uninterrupted sequence has priority over a student who is out-of-sequence.

- Students who are out-of-sequence and petitioning for re-entry must meet the following criteria to be eligible for consideration:
  - Health requirements up to date. If there have been additions to the health requirements for new classes entering the program, the petitioner may be responsible for meeting these additional health requirements. The Health Records office will have this information.
  - Completion of courses according to the curriculum plan of study for Medical Laboratory Technology.
  - Cumulative GPA of 2.50 or above.
  - Must be willing to repeat MLT courses for remediation if the student struggles and does not perform successfully.
  - If the Clinical Practicum must be taken out-of-sequence, the student has up to a period of 6 months to petition for re-entry to participate in the Clinical Practicum MLT 2900 course. After 6 months, the student must retake and successfully complete the MLT 2290 Med Lab Case Correlations course before petitioning to participate in the Clinical Practicum MLT 2900 course. The student has up to one year after completing required courses to participate in the Clinical Practicum.

### **Dispute of Continued Participation Dismissal**

In the event of a dismissal by the program, the student has the right to appeal through meeting with the program staff. Such appeals will pertain only to the continued participation requirements listed in this handbook.

### **Advanced Standing**

One of the goals of the MLT Program is to provide transfer students and laboratory personnel the opportunity to continue their education and become certified as a Medical Laboratory Technician. Advanced standing credit can be obtained through transfer credit, proficiency testing (X credit), or non-traditional credit (N credit).

In order to receive advanced standing “N” or “X” credit:

- The student must be accepted into the Medical Laboratory program.
- There must be an open seat available to accommodate the student.

### **Non-Traditional Credit**

To apply for non-traditional credit, a student must:

- Receive acceptance into the MLT Program.
- Complete a “Request for Non-Traditional (N) Credit” form found at <https://www.csc.edu/services/registrar/pdf/Request%20ofor%20Prior%20Learning%20Assessment%20N%20Credit.pdf>

- Submit a professional portfolio that includes:
  - Cover letter.
  - Resume.
  - Verification of employment and duties by employers.
  - Job description that provides evidence of knowledge equivalent to that of the required course.
  - A \$50.00 fee will be charged for portfolio evaluation and should be paid at the Cashier's Office and the receipt presented with the portfolio.
  - Make an appointment with the MLT Program Coordinator for a conference.

Upon approval of a petition, a student may be granted non-traditional credit for various courses. The course grade will read "N" on the transcript and will not be used in determining the grade point average.

### **Proficiency Testing**

To apply for proficiency testing, a student must:

- Receive acceptance into the program.
- Receive permission from the MLT Program Coordinator.
- Complete a "Request for Proficiency (X) Credit" form found at <https://www.csc.edu/services/registrar/pdf/Xcredit.pdf>
- A \$50.00 fee will be charged for each proficiency examination

Proficiency testing is offered to students who have completed the above and/or have documented study requirements for the course. A student is permitted to take a proficiency test once per course, and if he/she receives a score of 75% or higher, he/she has satisfactorily completed the course. The course grade will read "X" on the transcript and will not be used in determining the grade point average. If a student receives less than 75% on the test, he/she will be required to take the course.

### **Applicants with Documented Experience in a Clinical Laboratory**

Applicants who have completed all admission requirements, and have been accepted into the MLT Program, and have documented relevant experience in a clinical laboratory provided by their employer(s), will be allowed to participate in proficiency testing following the process described above.

### **Transfer Credit**

To receive transfer credit for a course taken at another educational institution, a student must be accepted to Columbus State and submit an official transcript of the course work taken. The Office of the Registrar evaluates all official transcripts for transcript credit. If credit is granted, a "K" will appear on the transcript as the grade for the course. Transfer



credit is not used in determining grade point average. Note: Transfer credit for non-technical courses does not require acceptance into the MLT Program.

### **Student Community Service Policy**

A career in health care is a career that serves others. In the spirit of promoting an attitude of service towards others, the MLT Program faculty encourages (but never requires) the MLT Program student to participate in at least one service activity per year prior to graduation. This voluntary service activity can be accomplished while working with the MLT Student Association (MLT Club), or other service activity offered on campus that can be documented; and/or other service activity pre-approved by the MLT Program Coordinator. In addition to serving the community, this is a great addition to the student portfolio and/or resume when applying for scholarships or jobs. Contact the MLT Program Coordinator with any questions.

### **Teach-Out Plan**

In the event of program closure, current students will be supported until degree completion. The plan consists of:

- Communication to the MLT and pre-MLT students to let each of them know how they will be supported until completion. Both MLT Program faculty advisors and Health and Human Services Advisors will be on hand to support the students.
- Convening the MLT student laboratories at an alternate Columbus State campus (such as the Delaware Campus) if possible, would be the first choice of action. All lectures are currently delivered online, therefore, this practice would continue.
- If the laboratories at the alternative campus are not available, contracted clinical affiliate sites would be contacted to see if they would provide the space for the “hands-on” application of theory required to complete the remaining MLT Program courses. Again, as stated previously, all lectures will continue to be delivered online.
- Alternatively, a combination of both alternative campus space as well as space at contracted clinical sites may be needed to be secured to deliver the student laboratory component of the MLT Program to support students until program completion.

### **Instructor Responsibilities**

As a CSCC MLT student you have the right to:

- Be treated fairly and equitably with regard to sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.
- Expect a safe classroom and safe laboratory environment.
- Be informed about policies and procedures of the MLT Program and CSCC.

- Expect that all records, including health information, will be kept confidential as permitted by law.
- Receive course syllabi which contains course objectives and evaluation policies.

A student who seeks justice for what he/she perceives to be any unfair treatment by an instructor should follow the college grievance procedure. A description of student rights, grievance procedure and appeals is detailed in the *CSCC Student Handbook* and *CSCC Catalog*.

### **Physical Contact**

There may be instances of physical contact through the normal instruction and practices of this program. The instructor may need to assist the student in demonstrating technique, proper form, or correct posture. Students may also “practice” techniques on one another during class sessions as part of the normal course instructional activities (please see the Educational Phlebotomy Practice Requirement). Any such contact must be handled in a professional manner consistent with the requirements of the Medical Laboratory profession.

If you have questions, concerns, or any level of discomfort regarding physical contact, please consult the MLT Program Coordinator.

Inappropriate physical contact is prohibited by Columbus State Policy and will be subject to disciplinary action. College Policy and Procedure 3-44 and College Policy and Procedure 7-10 can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>.”

### **Audio/Video Device, Imaging, and Electronic Devices Use**

Audio- and video-recording, photographs, transmission, or distribution of class/lab content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Disability Services and has presented it to the course instructor or if the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other type of experiential learning experience is prohibited. In accordance with legal and professional standards, regarding patient rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding patients or information regarding the clinical, practicum, internships, or other type of experiential learning experience.

Failure to follow the above standards may result in discipline up to and including dismissal.

## **Social Media**

Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Harassment, bullying, and discrimination are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Complaints or alleged violations of these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct. Students are prohibited from disclosing any of the following through social media including but not limited to:

- A patient's protected health information and confidential information about the patient, as defined by the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal laws.
- Confidential, non-public, or proprietary information about patients and families, clinical facility staff, or clinical institutions; of the College, its employees and students.
- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams answers.
- Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of patients, or photos depicting the body parts of patients.

Failure to follow the above standards may result in discipline up to and including dismissal.

## **Transportation**

The ***student is responsible for providing their own transportation*** to and from any course field trips, clinical facilities, and any special clinical assignments, such as lectures at various hospitals. Students should be ***prepared to travel out-of-town for clinical experience, if necessary.***

## **Communication in the MLT Program**

Communication between MLT Program students and MLT Program faculty and staff will occur primarily via email, phone contact, text messaging, announcements in Blackboard, and through face-to-face communication during office hours and in the course room.

## **Health and Human Services Academic Advising**

Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with: course registration, academic planning, program admission requirements, academic restrictions,

scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or [hhsadvising@csc.edu](mailto:hhsadvising@csc.edu) or by visiting them online at: <https://www.csc.edu/services/advising/hhs-advising.shtml>.

### **Tutoring and Assistance Contact Information**

Upon conditional admission to the Medical Laboratory Technology Program, students are required to meet with a college retention specialist. This meeting will be scheduled during the Mandatory Orientation Session. The purpose of this meeting is to help students get off to a good start in the program by identifying potential barriers to success and to learn ways to remove and/or work around barriers and to offer suggestions and support for optimal learning.

Columbus State offers students a variety of tutoring services. To learn more about these tutoring services, please visit the following website: <https://www.csc.edu/services/tutoring.shtml>.

### **Student Code of Conduct Action and Academic Performance**

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

The policies and procedures related to student violations of the Columbus State Student Code of Conduct is outlined in Columbus State's Policy and Procedure 7-10. The due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. The appeal process for violations of the Student Code of Conduct are also found within 7-10. (Policy and Procedure 7-10 can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>).

A student's academic performance, professionalism, safety, and/or conduct in the classroom and learning environment, which is determined by the academic program as unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, will be addressed with notice to the student of the unacceptable behavior by the academic program. And the student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of

disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

### **Safety**

The MLT Program makes every effort to protect students by maintaining a safe working environment on campus and at the clinical affiliate sites. The U.S. Occupational Safety and Health Administration (OSHA) issued safety standards designed to substantially reduce the risk of exposure to blood and other potentially infectious materials (OPIM). These “Standard Precautions” are an approach that requires all human blood and certain human body fluids be treated as if they were known to be infected with HIV, HBV or other blood borne pathogens (that is, pathogens spread by exposure to infected blood). Refer to Appendix 1 in this handbook for the required Safety Regulations that must be followed while in the MLT Program. Failure to do so may lead to discipline up to and including dismissal.

The MLT Program will provide students with training to inform them about blood borne diseases and how to use personal protective equipment. The procedure to follow when an exposure incident occurs on campus or during the clinical experience can be found in this handbook in Appendix 3a, “Exposure Incident Protocol” and Appendix 3b, “Report of Needlestick/Percutaneous Injury.”

The Safety Data Sheets (SDS) for all reagents and chemicals utilized in the MLT student laboratory are located in the Union Hall MLT lab (UN 333). The student lab is equipped with a safety shower, eyewash station, spill kit, and fire extinguisher.

The MLT Program will provide lab coats and gloves. Students will purchase their own eye protection for laboratory sessions (available in the CSCC bookstore). For more information, please see the Dress Code found in the Program Policies and Procedures section.

### **Accidents or Injuries**

Health care services at CSCC are limited to basic first aid. The College relies on the Columbus State Police Department employees, trained in basic first aid. They can be contacted at 614-287-2525 for minor injuries occurring on campus. They will provide basic first aid and summon the emergency squad, if necessary. For more serious injuries, contact/dial 911. At some clinical sites, emergency room facilities are available.

While on campus, a student who becomes injured must report the injury to their instructor. A CSCC Incident Report must be initiated as soon as possible (as a record of the injury) and submitted to the Columbus State Police Department.

**NOTE:** During phlebotomy procedures, faculty and students are not required to be tested for HIV or disclose their HIV status. However, if a patient, instructor, or student is exposed to another's blood via accidental needlestick, that student (or source of the needlestick) has a **moral obligation to be tested for HIV or hepatitis**. It is the responsibility of the student to see his/her own physician for follow-up treatment and testing if needed.

The student must assume financial responsibility for the cost of their treatment or care for any injury or medical condition during clinical or campus experiences, which includes the cost of exposure testing. If biohazard materials are involved in the injury, the student is asked to report to his/her family physician immediately to initiate OSHA exposure guidelines. For this reason, students are strongly advised to purchase health insurance to cover the cost of medical expenses (please see the Health Insurance section below for more information).

### **Health Insurance**

Although health insurance is not a requirement for this academic program, as a student in a health-related program you may be exposed to health risks in the classroom, clinical, or practicum setting. If incidents, exposures, or injuries occur students are responsible for all costs associated with evaluation and treatment; for this reason it is highly recommended that all students have personal health insurance.

Students should also be aware, however, that some of our clinical affiliates may require health insurance in order to be placed at that site and participate at the clinical affiliate site.

### **Professional Liability Insurance**

Professional liability insurance is a clinical affiliate and college requirement. The college will provide liability coverage as part of the student's laboratory fees.

### **Course Syllabus**

On or before the first day that class meets, the student will receive a course syllabus containing the following information:

Course description, course goals, instructional methods, units of instruction

- Required textbooks, methods of evaluation, special course requirements
- Other information relating to special assignments and important dates
- Specific course objectives are made available to the student with each MLT course in which they are enrolled.

### **Student Progress Reports**

Students will be informed of their lecture and laboratory progress via department and college midterm progress report policies. Students may also access individual grades via the Blackboard course management system. In the spirit of promoting student success, any graded event in any MLT course that falls below 75% will be flagged in the Starfish early warning system. Ongoing grades below 75% will

result in documentation, where the student will be encouraged to meet with the college retention specialist and the MLT Program Coordinator to work on a plan for success for future graded events (examples of graded events include quizzes, practical exams, case studies, etc.). It is the student's responsibility to make the appointments with the retention specialist and the Program Coordinator.

The student will be given a written consultation that identifies the deficiencies and prescribed requirements for improvement within a specified time frame.

### **Graduation Requirements**

The requirements for graduation are listed in the College Catalog in detail. Students must achieve a GPA of 2.00 or better in order to be considered as a candidate for clinical experience and graduation.

Students must complete and submit a graduation petition to Student Central, located in Upper Level Madison Hall, before the due date and time listed on the petition form. Students will need to make an appointment with the MLT faculty advisor (MLT Program Coordinator) to complete the petition. Reminder: it is the responsibility of the student to submit all pertinent transcripts for evaluation of previous college transfer credit prior to petitioning to graduate.

### **Letter of Recommendation/Verbal Reference**

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then fill-out the "Letter of Recommendation/Verbal Reference and FERPA Release" form, found in Appendix 9 and then return it to the faculty/instructor. This "Letter of Recommendation/Verbal Reference and FERPA Release" form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student's education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor's personal observations and knowledge about the student (i.e. remarks about the

student's work ethic, dependability, and creativity). Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

**American Society for Clinical Pathology (ASCP)**

After the MLT student has graduated, they are eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification examination. Successful completion of this exam is required by most medical laboratory employers, and allows a graduate to work in most states that do not have a licensure requirement.

It is the student's responsibility to contact ASCP to obtain application forms and to submit the forms with the required fees by the required deadlines. If the application form is submitted without the fee, the form will be returned. Both the application form and the required fee must be received by the deadline date or the application will be considered for the next examination period. Transcripts also must be sent to these examining bodies, however, this should not be done until after graduation, and then only after it has been noted on your transcript that you have received the MLT.AAS degree. For more information regarding the ASCP Board of Certification, the contact information is provided below:

**Examination Fees:** check [ascp.org](http://ascp.org) for the current fee

ASCP Board of Certification  
33 W. Monroe Suite 1600  
Chicago, Illinois 60603  
1-312-541-4999  
[www.ascp.org](http://www.ascp.org)



## **CLINICAL PRACTICUM POLICIES AND PROCEDURES**

### **Clinical Affiliations**

The following facilities provide the clinical experience for MLT Program students

- Fairfield Medical Center
- LabCorp
- Licking Memorial Hospital
- Memorial Hospital of Union County
- Mount Carmel Health System
- Nationwide Children's Hospital
- OhioHealth
- The Ohio State University Hospitals

### **Clinical/Partner Facility Admission and Policies**

Clinical/Partner facility sites for clinical, practicums, internships, or other type of experiential learning experiences, often have their own admission and participation requirements that students must meet before students can be placed at the clinical/partner facility. The clinical/partner facility will have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the student's specific academic program. Clinical/Partner facilities have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students should expect to meet the requirements of the clinical/partner facility in addition to their academic program's requirements. If a student cannot be admitted into any of their academic program's clinical/partner facilities, the following may occur but is not limited to the student being dismissed from the academic program. For more information, please consult MLT Program Coordinator.

Further, students are expected to comply with all clinical/partner facility policies and Columbus State policies when completing a clinical, practicum, internship, or other type of experiential learning experience. It is also an expectation that students comply with policy expectations off premises if any conduct pertains to the clinical/partner facility. Examples of such conduct could include, but is not limited to, work responsibilities that occur off premises, uniform and appearance expectations, social media usage, patient/client interaction, and any other activities related to the learning experience. Failure to follow the clinical/partner facility's policies and Columbus State policies may result in discipline up to and including dismissal.

### **Eligibility for Participation in the Clinical Practicum**

Requirements for enrollment in the MLT 2900 Clinical Practicum Experience:

- Successful completion and/or credit for all prerequisite courses.
- Enrollment in all required concurrent courses (MLT 2800 Clinical Seminar).

- Liability Insurance: purchased by the College with lab fees.
- Completed and up-to-date Health Record.
- Completed and acceptable criminal background check.
- All re-entry requirements completed (if applicable).
- Satisfactory attitudinal evaluations indicating the ability to perform program competencies.
- Completion of the “Request for Clinical Placement” form due by the first week of the semester prior to the semester that the Clinical Practicum is offered.
- Submission of the signature page from the Clinical Practicum Manual indicating that the manual was read and understood.
- Proof of health insurance (only if required by the clinical facility).
- Completion of all unique requirements set forth by the clinical affiliates (such as additional drug screening and background check, and orientation participation).

### **Clinical Practicum Selection Process**

The MLT Program cannot guarantee the immediate availability of clinical sites. In the event that insufficient clinical sites are available for students in the standard/usual uninterrupted sequence, students will be ranked according to GPA. The clinical assignments will be made according to the student’s GPA while attempting to match to each student preference if possible. If insufficient sites are available, the remaining students will be placed on a waiting list and will be given priority placement when a clinical site becomes available.

Priority placement will be given to students progressing through the technical sequence in the standard uninterrupted sequence. Students completing the curriculum out-of-sequence will be placed in the term they are eligible, provided an affiliate space is available. In the event that insufficient clinical affiliates are available, the out-of-sequence students will be placed in the next clinical experience term when sites become available. This may postpone graduation and may delay American Society for Clinical Pathology (ASCP) Board of Certification (BOC) examination eligibility for at least one testing period.

Every effort will be made to place every eligible student in a clinical site when he/she is prepared to go. Eligible students will be notified of their clinical placement by the end of the term preceding the Clinical Practicum.

### **Background Check and Drug Screening for the Clinical Practicum**

In addition to the initial background check and drug screening process that occurs upon conditional admission (see Background Check and Drug Screening in the Program Admission and Continuing Compliance Requirements section), some clinical affiliates may require students to submit an additional background check and drug screening prior to participating in the Clinical Practicum. They

may use their own process and procedure for background check and drug screening that students must follow.

### **Dress Code for the Clinical Practicum**

If the clinical affiliates have their own requirements that differ from what was stated in the Dress Code in the Program Policies and Procedures section, students must comply with the dress code policy and personal hygiene standards of the clinical affiliate to which they are assigned.

### **Removal Due to Health Risk and/or Safety Risk**

Clinical/Partner facilities have an expectation that students completing a clinical, practicum, internship, or other type of experiential learning experience at their site will not be a health risk and/or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the clinical/partner facility. Being unsafe and/or a health risk includes but is not limited to a student that consistently fails to demonstrate competence in clinical patient/client care, a student who does not adhere to policies, and/or a student who behaves in any manner that compromises or threatens the well-being of the patient/client's health and welfare. Students will be evaluated during their clinical, practicum, internship, or other type of experiential learning experience and the evaluations may show student deficiencies that would deem them a health risk and/or unsafe. A student that is deemed a health risk and/or unsafe may result in discipline up to and including dismissal. In addition, the clinical/partner facility is under no obligation to allow or approve a student's experience if a health or safety issue is identified.

### **Transportation**

The ***student is responsible for providing their own transportation*** to and from the clinical facilities and any special clinical assignments, such as lectures at various hospitals. Students should be ***prepared to travel out-of-town for clinical experience, if necessary.***

### **Clinical Practicum Attendance Policies**

Typically, the student trains at the clinical affiliate approximately eight hours a day, **40 hours/week total, Monday through Friday**. The exact times of starting and ending each shift will vary and may change depending on the needs of the clinical affiliate as well as each section of the laboratory.

Daily attendance and punctuality are of utmost importance in the successful completion of each rotation. Attendance is mandatory: the student is expected to have **ZERO** absences in order to maintain a satisfactory grade. Every day at the clinical site is important. Activities are scheduled each day within each section. If a student is absent, the schedule is interrupted. The medical laboratory professionals at each clinical affiliate are performing both patient work services and teaching students. If a student is absent, it will be necessary to schedule make-up time, which may be very inconvenient for the clinical affiliate. Worse,

they may not be able to accommodate make-up time. This means that the student will not complete the Clinical Practicum course required for degree completion.

Under no circumstances is a student permitted to request permission from the clinical instructor (s) for time off during the clinical experience. Students should not ask for time off under **ANY circumstances**, and this includes: job interviews, and medical or dental appointments. If this occurs, a grade of “U” for a grade may result, leading to graduation and Board of Certification (BOC) eligibility postponement. In case of **extreme circumstances leading to absence or tardiness** the student must:

1. **Notify the clinical affiliate** at least **one-half hour before** expected arrival time leaving a message that includes:
  - Student’s name
  - School
  - Name & department of clinical faculty
  - Reason for absence
  - Date of return
2. In addition, **notify the CSCC MLT Program faculty clinical coordinator** at least one half hour before the scheduled arrival time by phone or by email.

It will be the student’s responsibility to complete all missed work. Make up time can only occur under supervision, which may limit the opportunity to progress on schedule. Depending on the clinical site, make up time may occur after regular hours, on weekends, or after the end of the scheduled clinical experience. How and when a student makes up the time is determined by the clinical supervisor. Failure to make up missed time, a pattern of unexcused absences, or tardiness will result in an unsatisfactory grade. **The first unexcused absence will result in the student being placed on probation with a final verbal and written warning. Excessive tardiness or absences (2 or more occasions of either/or a combination of both) or failure to notify the clinical facility and CSCC clinical coordinator on the day of the absence may result in removal of the student from the clinical site and a “U” will be assigned as the course grade.**

The student is expected to arrive and begin work promptly and to stay until the scheduled rotation is complete. Tardiness, early departure, absences, or if a combination of these attendance issues equals two or more occasions, the student will be removed from the clinical site, and an unsatisfactory “U” grade will be posted for the course.

Clinical affiliates also have the option of extending the Clinical Practicum due to absences or poor performance in a given department. This could result in the postponement of the student’s expected graduation date and American Society

for Clinical Pathology (ASCP) Board of Certification (BOC) eligibility until the following term.

Attendance and punctuality will be part of the clinical evaluation. It is important for students to remember that prospective employers always inquire about dependability and punctuality and they may be asked about in a reference.

### **Phone Use during the Clinical Practicum**

- Students are required to restrict personal phone calls and texting, either incoming or outgoing, to only those which are absolutely essential and extremely urgent (only if allowed by the clinical site). Students should inform friends and relatives that personal calls and text messages must be restricted to very essential matters.
- Under no circumstances are cell phones to be in the audible (ringing) mode.
- Telephone lines are to be kept free for the essential business of the laboratory.
- Students are required to follow all facility policies regarding phone use.

### **Non-Work Related Activities Policy**

- All student activities employed within the physical space delegated to the laboratory should be directed to the objectives of the laboratory.
- Activities, which cannot be directly related to the work and knowledge of the laboratory are not permitted in the areas designated to carry out the laboratory services or functions.  
*For example, sewing or knitting in laboratory or outpatient areas, are not appropriate activities for these areas.*
- No games may be played within the physical space delegated to the laboratory department.
- Students are not permitted to have personal visitors during assigned clinical hours.
- Please do not visit with other students during clinical training. Although **YOU** may be on your break time, the other student may be interrupted from his/her instruction or training.

### **Illness or Injury**

Students are required to report any illness or injury occurring within the affiliate to their clinical instructor immediately. **Exposure incidents must be reported to the MLT Program Coordinator as soon as possible.** Any required treatment will be at the students' expense.

### **Evaluation**

Students are expected to enter each rotation with the minimal competencies acquired while in the MLT Program. The clinical instructors do not have time for remedial work. Students are expected to demonstrate preparation for clinical experience by reviewing principles and procedures prior to each rotation. Students are expected to review self-assessment materials, slide series, videos,

and articles made available by the clinical sites and attend continuing education (CE) seminars presented during clinical rotations.

### **Clinical Evaluation**

Students will be evaluated by clinical faculty on their knowledge, skills and attitude in each major rotation. Students will receive a copy of these evaluation instruments in their Clinical Practicum packet prior to starting the clinical (Appendix 7 of this handbook).

### **Knowledge (Cognitive)**

Some clinical affiliates will give the students exams or quizzes. These questions are likely to be directed toward their instrumentation and procedures. It is a good idea to ask at the beginning of each clinical rotation whether the instructor will be giving quizzes or exams beyond the ones at CSCC. Some labs will also assign “homework” which is designed to help the student review theoretical knowledge. If the instructor requires the student to hand in this material, they will be expected to do so, on time, just as they would on campus. Students may or may not have time during their lab shift to work on these assignments.

### **Skills (Psychomotor)**

The College provides specific objectives and checklists for each laboratory section. The student will have a copy in order to track their progress. The student will be evaluated on their ability to perform accurately and precisely.

### **Professional Attitudes (Affective)**

The clinical faculty will complete the evaluation forms that will be provided by the College. Students will have the opportunity to review and discuss evaluations. A satisfactory evaluation must be obtained in each major rotation for successful completion of the clinical experience. The final course grade will be assigned as “S” satisfactory or “U” unsatisfactory.

Clinical performance or behavior that causes any disruption in patient care or within the clinical facility may result in the student’s dismissal from the affiliate. A grade of “U” will then be assigned to the course. All pertinent facts will be documented and discussed with the student.

### **Log Sheets**

Students will also keep accurate log sheets of all work performed in the clinical experience that should be submitted to the faculty clinical coordinator at the completion of the clinical experience.

### **Communication During the Clinical Practicum**

A faculty member will visit each student on a scheduled basis during the Clinical Practicum. While they are there, they will attempt to conference with both the student and the instructor(s) the student is working with. Information will be documented regarding how the student is performing from several perspectives during the 6-week clinical experience. Communication will also occur via email

and by phone with the clinical affiliates and the student. CSCC faculty will post announcements and assignments on Blackboard during the Clinical Practicum. Students are expected to check Blackboard at least twice per week. Further details regarding the Clinical Practicum are found in the MLT Clinical Practicum Manual.

### **Outside Employment Policy**

Students are encouraged to consider all other commitments when making a decision about the number of hours in which they work. Work hours must be scheduled around clinical hours and all other course activities. If the student is an employee of the clinical site in some other capacity, work performed during paid hours cannot be used toward meeting Clinical Practicum academic objectives.

### **Service Work Policy**

Students are not permitted to take the place of qualified staff during their clinical experience. Service work by students outside of regular academic hours is not permitted. Students are permitted to perform medical laboratory procedures only when supervised by qualified staff. Students may be scheduled to perform procedures, run instruments, or manage a workstation after successfully completing all the objectives for that area. However, all work will remain under the supervision of the clinical instructor.

**Note:** If the student is an employee of the site in some other capacity, work performed during paid hours **cannot** be used toward meeting Clinical Practicum academic objectives.

### **Phlebotomy Policy**

Students will be responsible for performing venipunctures (blood drawing) with entry-level proficiency. This skill is required by the clinical affiliates.

### **Clinical Practicum Student Agreement**

Clinical experiences in the Medical Laboratory Technology program at Columbus State are held at health care facilities with which the college has formed clinical agreements. These agreements provide the student with clinical instruction and practice to prepare them for employment. At the same time, these agreements provide for the protection of the clinical affiliate and their clients. The MLT Program therefore requires that students agree to follow guidelines that conform to these agreements by signing the “Clinical Practicum Student Agreement.” An example of this agreement (subject to change) can be found in Appendix 6 of this handbook.

### **Consequences of Non-Compliance with Clinical Policies and Procedures**

The clinical affiliate and/or the college has the right to terminate the clinical experience at any time for including, but not limited to lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of students to meet their performance standards or failure to

follow their policies. This will result in an unsatisfactory (failing) grade for the course.

***Note: The MLT Program Faculty and Staff are not obligated to find another clinical site if the student performance and/or behavior resulted in the student being dismissed from a clinical site.***

As stated previously in "Progression in the Medical Laboratory Technology Program" under the "Program Policies and Procedures" section:

***A student who receives a "D", "E" or "U" in the clinical experience or in any two separate MLT Program technical courses or twice for the same MLT Program technical course; is NOT eligible to continue in the MLT Program. The student will be encouraged to meet with a Health and Human Services Advisor to discuss possible alternative career options.***

### **Other Potential Clinical Policies**

It should be noted that some clinical affiliates will accept students only if students sign a statement that they hold the facility harmless for any injury or damage. In addition, some sites may require payment for providing the Clinical Practicum experience.

If any conflicts or problems arise while the student is in a clinical rotation, he/she is encouraged to bring them to the attention of the CSCC Clinical Coordinator or the clinical section supervisor immediately so they can be resolved. Demonstrating professional behavior at all times will contribute to a positive clinical experience.

### **Student Evaluation of Clinical Experience**

Each student will have the opportunity to evaluate each rotation and are encouraged to discuss the clinical experience and make suggestions which may be of value to future interns.

## **FORMS**

The following forms included in this section are:

- (1) Handbook Acknowledgment Form;
- (2) Graduation-Employment Relationship Acknowledgement Form;
- (3) Confidentiality Acknowledgment Form;
- (4) MLT Program Acknowledgment Form

Please read each of these forms carefully before signing. If you have any questions regarding these forms please contact the Program Coordinator. **All forms must be signed and returned to the Program Coordinator during the first week of the Summer Semester.**



**Division of Health and Human Services**  
**Handbook Acknowledgement Form**

I, \_\_\_\_\_, hereby acknowledge that I have received and read a copy of the student handbook for the Medical Laboratory Technology Program.

By signing below, I agree to abide by the requirements, standards, and policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, and policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice and that I am responsible for checking for updates to program information.

Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

**Division of Health and Human Services**

**Graduation-Employment Relationship Acknowledgement Form**

I, \_\_\_\_\_, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Medical Laboratory Technology Program and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State is responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form I recognize and agree that employment is my own responsibility.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

**Division of Health and Human Services**  
**Confidentiality Acknowledgement Form**

I, \_\_\_\_\_, hereby acknowledge that I am bound by federal and state laws regarding patient confidentiality, including where applicable the federal Health Insurance Portability and Accountability Act (HIPAA) and its policies.

I acknowledge that I may work with patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to patient's protected health information. I understand that all medical information is considered confidential and may be protected by HIPAA. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a patient's confidential health information and medical records without consent. I further acknowledge, that it is my professional responsibility and duty to protect the confidentiality of all patient medical records and protected health information with which I have access to.

My signature confirms that I understand and will abide by patient confidentiality and that I understand the consequences of any inappropriate actions regarding patient confidentiality.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

## Division of Health and Human Services

### MLT Program Acknowledgment Form

I have received a copy of the *MLT Program Handbook* and understand that I am responsible for knowing the contents. Please initial each of the following:

- \_\_\_\_\_ I have read and I understand the CSCC MLT Program's Essential Functions; and that I meet each, with or without reasonable accommodations.
- \_\_\_\_\_ I agree to abide by the Attendance Policy, Dress Code Policy, ASCLS and ASCP Code of Ethics, and Professional Conduct Standards of the MLT Program.
- \_\_\_\_\_ I have read, and I understand, and agree to the Educational Phlebotomy Practice requirement. And I consent to the retrieval and use of blood samples strictly for educational purposes only for the duration of the MLT Program.
- \_\_\_\_\_ I understand that in order to progress in the MLT Program, I must first successfully pass MLT 1100, MLT 1112, MLT 1113, HIMT 1274, and MULT 1916 with a grade of "C" or better during the first term (Summer Semester) of the MLT Program. If I do not pass these courses during the first term (or if I withdraw from these courses during the first term), I will need to reapply to the MLT Program the following year while following any updated admission policies and procedures or meet with a Health and Human Services Advisor to determine an alternate program or career choice.
- \_\_\_\_\_ I understand that a grade of D or E is considered a failing grade and two failing grades in MLT technical courses, (after the first term of the program) will result in dismissal from the MLT Program.
- \_\_\_\_\_ I understand that neither CSCC nor the affiliate clinical facility will assume the cost of treatment or care for injury or medical conditions occurring during my clinical or student laboratory experiences.
- \_\_\_\_\_ I agree to abide by the criminal background check policy and drug testing policy of the MLT Program.
- \_\_\_\_\_ I understand that proof of health insurance and other unique requirements such as additional drug screening and background checks may be required by certain clinical affiliates for the Clinical Practicum.
- \_\_\_\_\_ I am aware of the Clinical Practicum placement policies and procedures and that I am responsible for my own transportation to clinical sites.
- \_\_\_\_\_ I understand that failure to abide by the policies will be grounds for possible disciplinary action and possible dismissal from the MLT Program.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

## **APPENDIX**

## **APPENDIX 1:**

### **Safety Regulations for Laboratory**

MLT students are expected to follow all laboratory safety regulations in the campus lab and at the clinical affiliate sites. Students are to adhere to the following precautions to prevent the spread of infection to yourself, coworkers, or family:

1. All biological specimens are considered potentially infective and must be treated utilizing Standard Precautions.
2. Gloves must be worn when there is risk of contact with blood, body fluids or other potentially infectious materials.
3. Students who have open cuts or lesions on their hands and arms must completely cover the area with a fluid resistant bandage and glove.
4. Protective face shields that cover the eyes, nose and mouth must be worn during procedures that are likely to generate droplets/aerosols of blood or body fluids.
5. A protective lab coat must be worn during procedures that are likely to generate splashes of blood, body fluids and chemicals. Lab coats must remain in the lab, at the completion of lab remove coat in the proper manner and place in a biohazard bag labeled with your name. Place bag in designated lab cupboard. If coat becomes contaminated, it must be removed immediately and disposed of in the appropriate biohazardous container.
6. Decontaminate work surfaces and instrument used in procedures with a chemical germicide before beginning work, after spills, and when work is completed. A fresh 1:10 dilution of household bleach is effective.
7. Wash hands thoroughly with antimicrobial soap when contaminated, before touching uncontaminated articles, after removing gloves and before leaving the laboratory. Remove personal protective equipment first before washing hands at the completion of lab.
8. Use Standard Precautions when handling clinical specimens or performing biohazardous procedures. Wear facial barrier protection if splashing or aerosolization is anticipated.
9. Dispose of contaminated culture plates and tubes as well as all contaminated trash in appropriate biohazardous containers as directed by your instructor. Always wear gloves when handling biohazardous bags.
10. Dispose of glass pipettes, microscope slides, and other sharp items in a puncture resistant biohazardous container as directed by the instructor.
11. Safety needles must be used for specimen collection. Use precautions when handling needles. No bending, breaking, recapping, or removing needles from disposable syringes. Place in puncture resistant biohazardous sharps containers as directed by the instructor.
12. Sharps must be discarded in the special containers provided and not placed in regular trash. Do not pick up broken glass with your hands. Use forceps, scoop, or rigid cardboard.
13. Do not eat, drink, or smoke in the laboratory. No food, gum, or drink is allowed in the lab. Do not discard wrappers from food or containers from drinks consumed outside of the lab in trash cans in the lab. This is considered evidence of food or drink being present in the lab by safety inspectors.
14. Long hair must be pulled back and tied to prevent contact with contaminated materials. Closed toes shoes must be worn at all times.
15. If you spill a culture or other biologic specimen, cover the contaminated area with a paper towel, tissue paper wipes, or absorbent powder. Pour disinfectant on top, and notify an instructor. Note: Students are not to clean up classroom spills.
16. Students are responsible for knowing the location and proper operation of safety equipment.

**APPENDIX 2:**

**Professional Attitudes Evaluation Form**

**Student Name:** \_\_\_\_\_ **Course:** \_\_\_\_\_ **Term:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

<p><b>Ability to Follow Directions</b> Carefully follows written and/or verbal directions. Asks for clarification, if necessary. Adheres to safety guidelines. Requires minimal supervision beyond initial explanation.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Interest in Work</b> Is punctual and attentive. Approaches assigned work and evaluation in a non-complaining manner. Asks pertinent questions and seeks additional information at appropriate times. Participates in classroom discussions and supplemental activities.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Cooperation</b> Voluntarily shares equipment and reagents. Offers to help others at appropriate times. Is congenial and tactful. Responds to corrections and criticism without being quarrelsome and defensive.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>
<p><b>Ability to Communicate</b> Submits work that is clearly written, on time, properly recorded and corrected. Verbal communication is easily understood in standard English.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Persistence</b> Voluntarily remains to complete assigned work or solve unexpected problems even when other students have left.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Integrity</b> Recognizes and accepts responsibility for own mistakes without making excuses or blaming others. Makes decisions based on common sense and submits own work.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>
<p><b>Punctuality/Attendance</b> Is on time to class and rarely is absent or tardy.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Initiative</b> Recognizes and voluntarily carries out unassigned but necessary tasks.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Patience &amp; Respect</b> Shows (verbally &amp; non-verbally) acceptance of differences in race and culture. Shows tolerance for students who may not adjust as easily to change and stress. Accepts responsibility for own behavior in such areas as punctuality, politeness, and dependability in group activities.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>
<p><b>Flexibility</b> Accepts and adjusts to logistical limitations and reasonable changes. Calmly approaches unexpected problems and stressful situations.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Ability to Prioritize</b> Puts personal and outside interests aside and concentrates on the work-at-hand.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>Judgment</b> Performs &amp; monitors QC appropriately. Discriminates between relevant details to arrive at sound conclusions.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>
<p><b>Organization</b> Performs lab work in a neat orderly manner. Approaches new procedures and problem-solving situations with minimal confusion and need for extra help. Completes assigned work in a timely fashion using appropriate protocol.</p> <p><input type="checkbox"/> 1      <input type="checkbox"/> 2      <input type="checkbox"/> 3</p>	<p><b>COMMENTS:</b></p>	

1 = Needs Improvement     2 = Meets Expectations     3 = Exceeds Expectations

Attaining a Needs Improvement in any attitudinal category is considered an unsatisfactory review.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 3A:

# Exposure Incident Protocol

### COLUMBUS STATE COMMUNITY COLLEGE BLOODBORNE PATHOGEN EXPOSURE INCIDENT PROTOCOL

#### **Exposure Incidents Involving CSCC Employees (Faculty and Staff)**

If any actual or potential exposure to blood or bodily fluids has occurred, the employee must follow the "Post Exposure Evaluation and Follow-Up" as defined in the CSCC Employee Safety Manual: Exposure Control Plan for Bloodborne Pathogens.

#### **Student Exposure Incidents Occurring at CSCC in Student Labs:**

1. Standard precautions require that all blood and body fluid exposures be treated as though they are contagious:
  - a. **Needle stick/Sharps Exposures:** Immediately cleanse the needlestick/Sharps wound with soap and water and cover the wound with a bandage or gauze.
  - b. **Mucous Membrane Exposure to Bloodborne Pathogens:** Flush the exposed mucous membrane with water or sterile saline for 10 minutes. Use an eye-wash station to flush exposures to the eyes.
2. An exposed student will directly notify his/her instructor of the exposure after cleansing the exposed area.
3. The exposed student will obtain the "CSCC Assessment of Blood borne Pathogen Exposure" form from their Instructor. The completed report must be signed by both the exposed student and their Instructor, and then forwarded to the Health and Records Department in Union Hall. *(A copy may be located on the back side of this sheet).*
4. Per CSCC policy<sup>1</sup>, the Instructor must contact the CSCC Police for assessment of the exposure incident.
5. **Any exposure to bloodborne pathogens requires the student to report immediately to a hospital emergency room or an urgent care facility for post exposure evaluation. Post-exposure prophylaxis for HIV, HBV, and HCV, when medically indicated, must be offered to the exposed worker (student).** Post-exposure follow-up must include counseling the worker (student) about the possible implications of the exposure and his or her infection status, including the results and interpretation of all tests and how to protect personal contacts. The follow-up must also include evaluation of reported illnesses that may be related to the exposure.<sup>2</sup>
6. Faculty and students are not required to be tested for HIV or disclose their HIV status. However, if a patient, instructor or student is exposed to another's blood via accidental needle stick, that student (or source of the needlestick) has a moral obligation to be tested for HIV or hepatitis.
7. Any expenses associated with an exposure incident are the responsibility of the student. Therefore it is highly recommended that all students in health technologies have personal health insurance.
8. The CSCC "Exposure Control Plan for Bloodborne Pathogens" can be obtained from the CSCC website link: [http://www.csc.edu/about/human-resources/files/esm/PRO02-BBP\\_Employee.pdf](http://www.csc.edu/about/human-resources/files/esm/PRO02-BBP_Employee.pdf)

#### **Student Exposure Incidents Occurring at a Clinical Facility:**

1. The student is to notify his or her clinical instructor and immediately take appropriate preventive measures including:
  - a. **Needlestick/Sharps Exposures:** Immediately cleanse the needlestick/Sharps wound with soap and water and cover the wound with a bandage or gauze.
  - b. **Mucous Membrane Exposure to Bloodborne Pathogens:** Flush the exposed mucous membrane with water or sterile saline for 10 minutes. Use an eye-wash station to flush exposures to the eyes.
2. The student is required to follow the facility's protocol for reporting, evaluation and treatment of a bloodborne pathogen exposure.
3. The exposed student will notify the CSCC Health Records Office about the exposure incident within 24 hours, and complete/return the "CSCC Assessment of Blood and Body Fluid Exposure" form to the CSCC Health Records office. Failure to report the exposure incident may result in disciplinary action.
4. Any expenses associated with an exposure incident are the responsibility of the student. Therefore it is highly recommended that all students in health technologies have personal health insurance.

<sup>1</sup>CSCC policy: "Exposure Control Plan for Bloodborne Pathogens"

<sup>2</sup>Bloodborne Pathogens-Bloodborne Pathogen Exposure Incidents, Occupational Safety and Health Administration (OSHA) Fact Sheet (January 2011)



## APPENDIX 3B: Report of Needlestick/Percutaneous Injury

### Columbus State Community College Assessment of Blood borne Pathogen Exposure

Print Name:	Cougar ID:
Program or Department:	Date & Time of Incident:
Instructor or Supervisor:	
Location: (Building/room or clinical site/unit):	
Description of occurrence (include body location, type of exposure):	
Type & Brand of device involved in injury:	
Check one: <input type="checkbox"/> Do not need to be evaluated <input type="checkbox"/> Evaluation by Health Care Provider (include name, date & time)	
Signature of exposed individual:	Date:
Signature of instructor or supervisor:	Date:
<b>1<sup>st</sup> Faculty or person responsible should immediately assess exposed student for:</b>	
<input type="checkbox"/> An injury that punctured the skin (needle stick, cut, etc.) <input type="checkbox"/> A splash to the eyes, nose, mouth, or broken skin <input type="checkbox"/> A bite resulting in a break in the skin	If <b>none</b> of the boxes have been checked there is no risk for blood borne pathogen exposure. Student should: 1. Wash intact skin with soap & water
<b>2<sup>nd</sup> If one or more of the above areas are checked, further assess for the following fluids or tissue involved in exposure:</b>	
<input type="checkbox"/> Blood <input type="checkbox"/> Any fluid containing visible blood <input type="checkbox"/> Potentially infectious fluid or tissue (vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen) <input type="checkbox"/> Direct contact with concentrated HIV, HBV, HCV virus <input type="checkbox"/> Unknown whether needle or fluid contaminated <small>(Feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus are not considered potentially infectious unless they are visibly bloody: the risk for transmission of HIV infection from these fluids and material is low)</small>	If <b>none</b> of the boxes have been checked there is no risk for blood borne pathogen exposure. Student should: 1. Wash exposed skin site with soap and water or flush eyes, nose, or mouth area 2. Follow up with health care provider as needed 3. Submit <u>Assessment of Bloodborne Pathogen Exposure form</u> to the College Health Office.
<b>3<sup>rd</sup> If any of the above has been checked student should:</b>	
1. Immediately wash exposed skin site with soap and water or flush eyes, nose, & mouth for 15 minutes 2. Immediately be seen by a health care provider, urgent care, or local emergency room for further evaluation. 3. Submit <u>Assessment of Bloodborne Pathogen Exposure form</u> to the College Health Office.	<i>If exposure occurs in an area outside of the College, student should follow the policy of the facility. The supervising faculty should be notified immediately and <u>Assessment of Bloodborne Pathogen Exposure form completed and submitted to College Health Office.</u> Any expense occurred from either testing or treatments are the responsibility of the student.</i>

References: Centers for disease control and prevention. Updated U.S. Public Health Services guidelines for the management of occupational exposures to HIV and recommendations for post exposure prophylaxis. MMWR 2005: 54(No. RR-9), Centers for disease control and prevention. Updated U.S. Public Health Services guidelines for the management of occupational exposures to HIV and recommendations for post exposure prophylaxis. MMWR 2001: 50(No. RR-11).

**APPENDIX 4:**

**CSCC MLT Information Form For Students Out-of-Sequence**

Student's Name: \_\_\_\_\_ Cougar ID \_\_\_\_\_

Current Address \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for student not proceeding in sequence:

Failed course # \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

Dropped course # \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

Passing \_\_\_\_\_ Failing \_\_\_\_\_

Decided after successful completion of course(s) # \_\_\_\_\_

Term \_\_\_\_\_ Year \_\_\_\_\_ not to proceed in sequence.

Comments:

Recommendations of Advisor (or MLT Program Coordinator to the student at the time of going out-of-sequence:

**Please review Going Out-of-Sequence, and Re-entry to the MLT Sequence, in the MLT Student handbook.**

The student must re-enter the MLT sequence within 1 year following completion of the last technical course and is not necessarily guaranteed a placement in clinical experience in the term in which the student will be eligible.

This student may petition to re-enter MLT \_\_\_\_\_, which will be offered the  
(course number)

following \_\_\_\_\_.  
(term, year)

After this time, the student must notify the Program Coordinator of their intention to reapply to the MLT Program. The student may be required to demonstrate proficiency in technical courses which they have completed or repeat the course (s).

\_\_\_\_\_  
Signature of Program Coordinator (or designee/advisor) Date

\_\_\_\_\_  
Signature of Student Date

**APPENDIX 5:**

**CSCC MLT Re-Entry Petition for MLT Courses**

This form must be submitted to the MLT department by the fourth week of the term immediately preceding the term the student desires to re-enter.

Name: \_\_\_\_\_ Cougar ID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

MLT course currently enrolled in, or last MLT course enrolled in: (Give course number and term.)

\_\_\_\_\_ (Course & Course #) \_\_\_\_\_ (Term – include year)

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

Received by MLT Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
(or designee)

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

\_\_\_\_\_ A space is available and reserved for you in the above MLT course. You may now register for the course according to CSCC policy. Note: Please review the out-of-sequence policies regarding clinical placement.

\_\_\_\_\_ We are sorry but space is not currently available in the above MLT course indicated at this time. The course will again be offered \_\_\_\_\_ term. You may petition again beginning the first day of campus-wide registration prior to the term.

\_\_\_\_\_ The above MLT course is not being offered the term you requested. Please refer to the MLT Plan of Study for MLT course sequence.

\_\_\_\_\_ Review of your transcript indicates that you have not completed all prerequisites for the course requested. (See your advisor)

\_\_\_\_\_ A decision cannot be made at this time. Please contact the MLT department for an appointment with the Program Director.

MLT Program Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX 6:**

### **CSCC MLT Clinical Practicum Student Agreement (Example)**

Your role as a student is to do your best to learn all you can by actively participating in the Clinical Practicum and to correlate classroom knowledge with real world clinical experience. You are expected to develop and/or strengthen your entry-level competencies. Due to the involvement of health care agencies and their clients in your training, you must observe rules developed to maintain standards of service provided by those agencies. You must not behave in a manner that might disrupt patient care or the orderly conduct of business within the health care agency.

I understand that in the clinical rotation I am a student of Columbus State and will project a positive image of the clinical affiliate, the Medical Laboratory Technology program, and Columbus State Community College. As a condition of participating at the clinical facility, I hereby agree to:

- Adhere to the clinical affiliate policies while on its premises
- Read and follow procedure manuals and policies of the clinical affiliate.
- Adhere to the dress code of the clinical affiliate and the CSCC MLT Program.
- Adhere to the attendance policy of the clinical affiliate and the CSCC MLT Program.
  - Inform the clinical affiliate and the MLT Program faculty at least on half hour before my scheduled rotation time if I am absent
  - Make-up any material missed, if absent, at the convenience and discretion of the clinical affiliate. I understand that this may include extension of my Clinical Practicum.
- Arrive prepared to begin clinical responsibilities on or before the time required by the clinical affiliate. **I understand that tardiness and absences will not be tolerated.**
- Read and take responsibility for completing the clinical objectives in each rotation.
- Respect and preserve the confidential nature of all medical and personal information related to patients of the clinical facility. (Signed agreement)
- Adhere to professional standards as outlined in the ASCLS and ASCP Code of Ethics.
- Cooperate with clinical faculty and other health care workers to provide quality patient care in a timely manner.
- Acquaint myself with the location of reference materials, reagents and supplies in each area of clinical rotation.
- Ask appropriate questions, when necessary.
- Review course materials while in each corresponding clinical rotation to prepare for each rotation.
- Bear financial responsibility of any cost for required medical treatment during the clinical experience due to illness, injury, or exposure. Report any exposure incidents to College Health Office ASAP.
- Adhere to this contract and also the regulations of CSCC as outlined in the Student handbook.

I have read, and understand the above information and agree to comply with the terms of this contract. I understand that the clinical affiliate and/or the college has the right to terminate the clinical experience at anytime for lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of student to meet their performance standards or failure to follow their policies.

**Signature:** *Example only.* \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** If a student is an employee of the clinical affiliate, work performed during paid hours cannot be used toward meeting academic objectives.

**APPENDIX 7:**

**Clinical Practicum Student Evaluation Form**

**Student:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Directions to clinical faculty:** Select the number that best describes the student's behavior in this section of the laboratory and mark an "X" in the appropriate box. Use the comment spaces to make any additional comments. Write NA, if you are unable to rate the student in a particular category.

1. Unacceptable performance: Student consistently did not display desired skill or behavior.
2. Inconsistent performance: Student requires constant, detailed supervision in order to perform in the laboratory.
3. Acceptable competence: Student demonstrates acceptable skill or behavior for minimal entry-level technician.
4. Above Average Competence: Student demonstrates above average skill and knowledge. Always displays appropriate professional behaviors.

**SKILLS**

**Accurate and Reliable Laboratory Testing**

<b>Observed Outcome</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Follows all safety procedures				
Learns new procedures in a reasonable amount of time				
Follows laboratory procedures and protocols				
Recognizes normal and abnormal results				
Understands the theoretical basis for laboratory tests & demonstrates knowledge of assigned readings				
Plans and organizes work effectively and efficiently				
Possesses technical skills of an entry level technician				
Calculates, transcribes and reports data accurately				
Performs and interprets quality control procedures				
Comments:				

## PROFESSIONAL BEHAVIORS

### Attendance and dependability

	1	2	3	4
Arrives on time and ready to begin work				
Begins work promptly				
Schedules breaks appropriately				
Prepares to finish at end of shift				
Follows procedure for reporting absences				
Follows procedure for making up missed work				
Does not ask to leave early on a regular basis				
COMMENTS:				

### Initiative

	1	2	3	4
Performs assigned tasks responsibly with minimal supervision				
Completes assigned readings				
Looks for ways to help with routine work				
COMMENTS:				

### Judgment and Decision Making

	1	2	3	4
Questions asked are appropriate and discerning				
Recognizes limitations and seeks help when necessary				
Demonstrates increasing decisiveness as experience is gained				
Notes abnormal or discrepant results and takes action before reporting				
COMMENTS:				

### Integrity

	1	2	3	4
Admits errors when they occur				
Follows procedures and policies of the laboratory				
Pays attention to detail				
Accepts constructive criticism				
Applies constructive criticism toward improving performance				
COMMENTS:				

### Professional Relationships and Cooperation

	1	2	3	4
Works well as a team member				
Helps others willingly				
Presents results for review before reporting				
Communicates well with other health professionals				
COMMENTS:				

The evaluation is to be reviewed with the student by the clinical instructor. If there exists concerns with the evaluation, please contact the MLT Program Coordinator and the appropriate faculty will assist to resolve issues dealing with the student evaluation.

Date completed by Clinical Faculty: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Reviewed by Student: \_\_\_\_\_ Signature: \_\_\_\_\_

## APPENDIX 8:

### **Student Procedures: MLT Fingerprint and Drug Screen**



#### **Medical Laboratory Technology Program FINGERPRINT AND DRUG SCREEN**

##### **Before Starting:**

- A valid email is REQUIRED (if you do not have an email account you can establish a free account at Yahoo.com)
- You must be near a printer to print forms.
- **Please review your authorization form closely, as you will have a limited amount of time to complete your drug test.**

##### **Getting Started:**

1. Have your credit card/debit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$112.25** for the service.
2. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
3. Use this special promotional code: **COLU49A5**
4. Complete profile & e-sign forms as they appear
5. **Print Fingerprint Control Form** (sample form shown below on left)
6. **Schedule your drug test**
  - a. **Print the authorization form** (sample form shown below on the right) *or*
  - b. **Check your email and click the link to show the form on your smartphone**

##### **After completing online process:**

1. Drug testing: go to collection site listed on authorization form
  - Be prepared to show the authorization form & government photo ID, e.g. – driver’s
2. Fingerprinting
  - Bring Fingerprint Control Form & government photo ID, e.g. – driver’s license to your school’s designated fingerprint location:

#### **Columbus-Fast Fingerprints**

1486 Bethel Road (Inside Bethel Centre)  
Columbus, Ohio 43220  
(877) 932-2435

**Hours: 8:00am-5:00pm Monday-Friday, 9:00am-12:00pm Saturday. WALK-INS WELCOME!**

**\*\*All network fingerprint site locations and hours are subject to change without notice.**

The image shows two sample forms side-by-side. The left form is titled 'Fingerprint Control Form' and contains fields for 'Fingerprint Control Form Number' and 'Fingerprint Control Form Expiration Date'. The right form is titled 'Authorization Form' and contains fields for 'Registration Number', 'Student Name', 'Date of Birth', 'Sex', 'Race', 'Ethnicity', 'Religion', 'Mailing Address', 'Phone Number', and 'Email Address'. It also includes a barcode and a QR code.

NOTE: A unique login will be emailed to you. This will allow you to log back into [www.VerifyStudents.com](http://www.VerifyStudents.com)

## **APPENDIX 9:**

### **Letter of Recommendation/Verbal Reference and FERPA Release**

#### **Introduction**

Pursuant to FERPA, a faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference ***without a signed release*** from the student:

- Directory information<sup>1</sup>
- The faculty/instructor's candid assessment of strengths and weaknesses of the student based on the faculty/instructor's personal observations or knowledge (examples include remarks such as the student's work ethic, dependability, and creativity)
- Information about the College/academic program's policies and practices

A faculty/instructor **cannot share** a student's education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference **without obtaining a signed release from the student** which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student.

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, "Letter of Recommendation/Verbal Reference and FERPA Release," and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form, is *optional* and only required if the student wants to authorize the faculty/instructor to use information obtained from the student's education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. **Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference. If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student's education records may be included in the letter of recommendation and/or verbal reference.**

Finally, Part III of the below form, is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. **Students are not required to waive this right to review a letter of recommendation.**

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**To Columbus State Faculty/Instructor:** You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records then you may not include that information. Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

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<sup>1</sup>If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.



## Letter of Recommendation/Verbal Reference and FERPA Release

**Student:** This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.

### Part I: (Required) Letter of Recommendation/Verbal Reference Information

---

**Student/Graduate Name:** \_\_\_\_\_

**I authorize the following Columbus State faculty/instructor (check one or both boxes):**

- To write a letter of recommendation on my behalf and/or
- To serve as a verbal reference on my behalf

\_\_\_\_\_  
(Submit one form for each Columbus State faculty/instructor)

**I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):**

- All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship
- OR
- To the following specific recipient(s)\*:  
Recipient's name: \_\_\_\_\_

Recipient's address/email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*please list more specific references on the reverse side.

### Part II: (Optional) FERPA Release of Education Records

---

I understand that, pursuant to FERPA, (1) I have the right not to consent to the release of my education records; (2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation.

**With this understanding and by checking below, I make the following decision:**

- I do NOT authorize the above named faculty/instructor to release my education records to the above named recipients.
- I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

### Part III: (Only applicable for Letter of Recommendation) Right to Review a Copy

---

**I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right. With this understanding and by checking below, I make the following decision:**

- I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
- I waive my right to review a copy of this letter of recommendation at any time in the future.

**Authorization:**

---

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

Date: \_\_\_\_\_