COLUMBUS STATE COMMUNITY COLLEGE
HEALTH AND HUMAN SERVICES
ALLIED HEALTH PROFESSIONS

MEDICAL LABORATORY TECHNOLOGY

STUDENT HANDBOOK
Class Start Date: Summer 2017

The Medical Laboratory Technology (MLT) Student Handbook provides students enrolled in the MLT program with basic information and policies used in the classroom and in the clinical setting. Please read the MLT Student Handbook carefully and ask the MLT Program coordinator for clarification of any policies or procedures.

There are four (4) acknowledgement forms, one (1) media permission form, and one (1) reference authorization form on the following pages. Upon signing, you are agreeing to follow these policies and procedures as a student in the MLT program.

All students must read the entire handbook, sign the following forms and turn in to the MLT program coordinator by the end of the first week of Summer Term:

- MLT Program Acknowledgment Form (page 10)
- Handbook Acknowledgment Form (page 11)
- Media Consent Permission Form (page 12)
- Graduation-Employment Acknowledgment (page 13)
- Volunteer Reference Authorization (page 14)
- Health-Related Programs HIPAA Acknowledgment Form (page 15)

The CSCC Catalog, CSCC website, and CSCC Student Handbook contain additional information on all services available at Columbus State Community College and should be used by students to obtain full knowledge of all policies and procedures.

STATEMENT ACKNOWLEDGING CHANGES TO THE STUDENT HANDBOOK
All policies and procedures within this student handbook are subject to federal, state, and local law as well as national and state governing bodies. As changes in the law or policy by one or more of these agencies occur, corresponding changes to the handbook are necessary. Students are advised that these changes may occur with or without prior notice.

Students will receive revisions as they occur.
MESSAGE FROM THE DEAN OF HEALTH & HUMAN SERVICES

On behalf of the faculty, associates and administrators of the HHS Division, welcome to Columbus State Health & Human Services. A robust and eclectic group of academic disciplines are available to prepare you for your career aspirations in one of our six academic departments.

We are glad you have selected Columbus State to formalize your educational experience and hope that your educational journey is a positive one. Many resources are available to you to help ensure student success. Your faculty, teaching assistants, associates, HHS Advising team and administrators are available to answer your questions and guide you through this exciting time in your life. If we do not have the answer, we will find it together.

This handbook is an important tool and it is imperative you understand your responsibilities as a student at Columbus State and in your respective HHS degree or certificate program. Please make sure to read all the contents and ask any and all questions you may have about this document or your academic program requirements.

Take the time to become involved in your campus. With many organizations, clubs, athletic, recreational and wellness programs, afford yourself the chance to meet new people and maximize the student life experience. Engage all that the campus has to offer you and your unique interests.

The Columbus State HHS Division is committed to your academic success and ensuring that the support measures you need are in place to encourage your degree or certificate completion. Again, welcome and good luck in your upcoming academic journey! We are glad you are here!

All my best & Go Cougars!!

Thomas A. Habegger, Ph.D.
Dean, Health & Human Services
Columbus State
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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 policies and Code of Ethics of the MLT program.

________ I have read, and I understand, and agree to the Educational Phlebotomy Practice Consent requirement.

________ 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 failure to provide proof of health insurance may prevent me from participating in the Clinical Practicum course, thus preventing degree completion.

________ 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 Name: ____________________________________________
(Please Print)

Student Signature __________________________ Date _____________
CONSENT AGREEMENTS

Division of Health and Human Services

Handbook Acknowledgment Form

I, ____________________________, hereby agree that I have received and read a copy of the student handbook for ____________________________ academic program.

I hereby attest that I understand the essentials for successful program completion. I further attest that I am able to meet these standards, without difficulty or with reasonable accommodations, consistent with the Americans with Disabilities Act (ADA). I understand that my signature on this form does not guarantee progression in the program.

Furthermore, it is understood that in signing this Acknowledgement Form, I agree to abide by the College policies and procedures, student handbook, program handbook, course syllabi, and requirements in the College catalog. I also understand that I am responsible for all knowledge within this handbook and that any deviation from or violation of the requirements listed in the handbook will be subject to disciplinary action, which could include my removal from 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

Media Consent Permission Form

Columbus State Community College regularly obtains photographs, video footage, and audio recordings of the campus for promotional purposes. Individual students or groups of students often appear in campus literature or other forms of print or digital media. These images and recordings are the sole property of the College. These media may not be sold or distributed without the express permission of the student.

I, ________________________________, hereby acknowledge that I am informed, I understand, and I agree that Columbus State Community College is permitted capture my photograph, video my image, or record my voice for College promotional materials only. I also realize that my image, likeness, or recording may not be used for any other purpose without my permission.

_______________________________________
(Student’s Printed Name)

_______________________________________
(Student’s CID)

_______________________________________
(Student’s Signature)

_______________________________________
(Date Signed)

_______________________________________
(Signature of Program Coordinator)

_______________________________________
(Date Signed)
Graduation-Employment Relationship Acknowledgment

I, _______________________________, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the ________________________________ academic program and Columbus State Community College 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 Community College 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)
Voluntary Reference Authorization

I, ___________________________, hereby grant the faculty and staff of Columbus State Community College’s ______________________________ academic program to faithfully and honestly act as reference to my work as a student. Any information concerning my verification of attendance, confirmation of graduation, academic work, professional image and behavior, clinical skills, attitude, or any job related attributes may be communicated in reference situations. These reference situations may include job applications, college admission applications, and other situations where a reference check is required. It is understood that college representatives completing such a reference have my authorization to provide an honest and complete appraisal of my work. My signature on this form is an acknowledgement of my voluntary permission for such college representatives to disclose this information.

______________________________  __________________________________
(Student’s Printed Name)       (Student’s CID)

______________________________  ________________________________
(Student’s Signature)           (Date Signed)

______________________________  ________________________________
(Signature of Program Coordinator) (Date Signed)
Division of Health and Human Services

Health Related Programs HIPAA Acknowledgment Form

I, _______________________________, hereby acknowledge that I am informed, I understand, and I agree that I am bound by the Health Insurance Portability and Accountability Act and its policies. I acknowledge that I may work with patients/clients in a setting where I may have access to their Protected Health Information. I understand that this is confidential information and is protected by the HIPAA Privacy Rule and HIPAA Security Rule. It is therefore unlawful to disclose a patient’s/client’s health information without consent. My signature confirms that I understand these responsibilities pertain to my work in a clinical setting.

_______________________________________  _________________________________________
(Student’s Printed Name)                  (Student’s CID)

_______________________________________  _________________________________________
(Student’s Signature)                    (Date Signed)

_______________________________________  _________________________________________
(Signature of Program Coordinator)        (Date Signed)
COLLEGE POLICIES

Student Code of Conduct
Columbus State Community College (CSCC) has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, CSCC 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 CSCC, 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 of violations of students’ civil rights by employees, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the college’s EEO officer for disposition.

The student conduct process at CSCC is not intended to punish students. Rather, it exists to protect the interests of the college community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in the CSCC community. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. Students continue to be subject to city, state, and federal laws while at CSCC, and allegations, charges or violations of those laws may also constitute violations of the Student Code of Conduct. In such instances, CSCC may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student’s favor. No student will be found in violation of CSCC policy without information showing by a preponderance of the evidence that a policy violation occurred. In CSCC’s sole discretion, sanctions will be proportionate to the severity of the violation(s).

The full Student Code of Conduct can be accessed through the current College Catalog.
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 Community College may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Each student is responsible for paying for the background check or other screening process as required by the program. Should the background check indicate a conviction, the academic program will make reasonable efforts to place students. However, it will be up to the host facility to determine whether a student will be allowed to perform his/her clinical placement, internship, practicum, or similar experience at that facility. If it is unlikely that a placement can be found, the academic program may deny acceptance into the program of study. Students shall further be aware 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 the College does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student’s program of study.

This Student Code of Conduct policy and procedure can be found starting on page 51 of the CSCC Student Handbook at:

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) and Section 504 of the Rehabilitation Act. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614) 287-2570. 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. Delaware Campus students may contact an Advisor in the Student Services Center on the first floor of Moeller Hall, (740) 203-8000.

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their educational records. The student has the right to inspect and review the student’s education records within 45 days after the day Columbus State Community College receives a request for access. The student has the right to request the amendment of the student’s educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. The student has the right to provide written consent before the college discloses identifiable information from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Columbus State Community College to comply with the requirements of FERPA. For more information on FERPA, visit the U.S. Government’s website at:
Notice of Non-Discrimination
Columbus State Community College is committed to maintaining a workplace, academic environment, and athletic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against employees, faculty members, vendors, customers, students or other persons participating in a college program or activity.

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. See the entire policy at:

http://cscc.edu/_resources/media/about/pdf/3-43.pdf

Sexual Harassment/Title IX
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 protects students, employees and third parties with a relationship to the College whether on or off campus. This includes: Columbus State students; faculty, staff and interns; applicants for employment or education; high school students participating in programs at Columbus State; visiting student athletes; and campus visitors. It 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; and treating a person differently based on marital status.

For more information, please refer to Columbus State Community College’s Title IX website. This site can be accessed through the following web address:
http://www.csc.edu/services/title-ix/

Military and Veterans Services
Columbus State’s Military and Veteran Services exists to facilitate the transition “from boots to book bags.” The office regularly assists veterans, service members and their families in applying for benefits, navigating admissions, advising, registration processes, and in maintaining ongoing progress to achieve successful program completion.
If you would like more information regarding military and veterans services, please contact the Office of Military and Veterans Services in Delaware Hall room 156. You may also call (614) 287-2644.

**Drug and Alcohol Free Campus**

It is the philosophy of Columbus State Community College to maintain a drug and alcohol free campus. Manufacture, use, dispersal, possession, or distribution of any such controlled substances is prohibited by students, faculty, and staff. Violation of this policy could be grounds for program expulsion, dismissal, and/or further corresponding legal action.

If you feel that you may have a substance abuse issue, please contact the Office of Mental Health and Substance Abuse Counseling in Nestor Hall room 010, or phoning (614) 287-2818.

**Tobacco Free Campus**

Columbus State is committed to promoting a healthy lifestyle and workplace environment and will support administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products. The College has adopted a tobacco free policy that supports a healthy environment for all who are on the grounds of any of our district locations. The primary emphasis of this approach is to focus on the elimination of tobacco use on all College property with cessation left as a choice for the individual. The use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned or leased properties including parking lots, garages, and all outside areas. The College will support administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products.

For more information, please refer to Policy 13-13 of the Columbus State Community College Policy and Procedures Manual. The policy can be accessed at the following web address: [http://www.cscc.edu/about/tobaccofree/Tobacco_Free_Policy.pdf](http://www.cscc.edu/about/tobaccofree/Tobacco_Free_Policy.pdf)

**Grade Grievance Procedure and Grade Grievance Form**

The Columbus State Community College grade grievance procedure provides 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.

The College will maintain a Grade Grievance Committee whose purpose is to determine if a grade grievance appeal is warranted in accordance with procedure 5-09 (D), and facilitate the grade grievance hearing panel appeal process. The committee is composed of eleven members, five of whom are faculty members from the Arts and Sciences division, five of whom are from the Career and Technical division, and one faculty representative from the Columbus State Education Association (CSEA). Committee members are chosen by the dean of the respective division. Committee members will serve a term of three years, with approximately one-third of the members
rotating off the committee each year after the second year. Two committee members, one from each division, are appointed to serve as co-chairpersons by the division deans.

Grade Grievance Process
a. When a student’s final grade has been posted to his/her transcript, and the student believes that an error in evaluating or recording a grade has occurred, the student must first contact the instructor no later than the end of the second week of the semester following the posting of the grade. If the instructor of record is no longer affiliated with the College, the student shall contact the department chairperson or his/her designee.

b. After discussion with the student, the instructor of record will determine whether or not an error in grading has been made and will communicate his/her decision to the student and department chairperson within five business days of the student contact. If the instructor agrees that an error in grading has occurred, the instructor must authorize the Records and Registration Department to change the grade on the student’s transcript.

c. If the instructor disagrees that an error has been made the instructor has five (5) business days to notify the student. If the student remains dissatisfied with the instructor’s reasoning, the student must complete and submit a Grade Grievance form (available in the Office of the Registrar) and supporting documentation to the department chairperson or designee within seven (7) calendar days of notification from the instructor.

d. If the instructor does not respond within five (5) business days, the student has an additional seven (7) calendar days to complete and submit a Grade Grievance form (available in the Office of the Registrar). When submitted, the form must include a written statement from the student clearly stating why the disputed grade should be changed along with documentation supporting the student’s claim. After consulting with the instructor and student, the department chairperson or designee must communicate to the student and instructor his/her decision within four (4) business days.

e. If the chairperson upholds the awarded grade, the chairperson informs the student that he/she may appeal the decision to the College Grade Grievance Committee. The chairperson submits the Grade Grievance form and supporting documentation to the College Grade Grievance Committee for a possible hearing.

f. The College Grade Grievance Committee co-chairpersons will review the documentation and determine whether or not the grievance warrants a formal hearing panel and communicate their decision to the student, instructor and chairperson.

g. If a hearing panel is warranted, a hearing panel will be formed to review the grievance. The hearing panel will be composed of three faculty members: two faculty members will be from the department in which the grievance originated and will be
chosen by the department chairperson, and one faculty will be selected by the College Grade Grievance Committee co-chairpersons from the College Grade Grievance Committee to chair the hearing panel and be from a department other than the department from which the grade is being grieved.

h. The student may be accompanied at the hearing by a College official (faculty, administrator or full-time staff) to provide personal support in a non-speaking role.

i. The hearing panel shall consult with both the instructor and the student, separately, at an agreed upon time to determine the validity of the grievance. The student and instructor are encouraged to use this opportunity to provide written and verbal information regarding the grade grievance to the panel. The hearing panel will rule on the validity of the grade grievance based on this information. If the instructor is no longer affiliated with the College, the department chairperson or designee may meet with the hearing panel in lieu of the instructor.

j. After consideration, the hearing panel shall inform both the student and instructor of the hearing panel’s decision and submit a report of its findings to the department chairperson either confirming the student's grade remains as assigned by the instructor or asserting the grade be changed. In the latter case, the department chairperson will implement a change of grade to the Records and Registration department.

k. The decision of the hearing panel is final and may not be appealed. Minor changes to this procedure that do not unreasonably prejudice the parties shall not be grounds to invalidate the process.

For more information, please refer to Procedure 5-09D of the Columbus State Community College Policy and Procedures Manual located at: http://www.cscc.edu/_resources/media/about/pdf/5-09D.pdf

**Liability Insurance**

CSCC maintains liability and property insurance to cover actionable legal claims from liability.

**Social Media Guidelines**

Columbus State encourages a decentralized approach to social media management, while at the same time upholding brand standards and the college’s mission. Social media can take many forms, including but not limited to blogs, online forums, and networking sites.

To help faculty, staff, and student groups with creating and maintaining a presence for a group, event or department, the college has assembled a list of guidelines and best practices.

For more information, please refer to the Columbus State Community College Social Media Guidelines. These guidelines can be accessed at the following web address: http://www.cscc.edu/_resources/media/about/pdf/Social%20media%20guidelines.pdf
These guidelines will be updated as technology and communication channels continue to evolve.

**Health Records**
If you are accepted to, or take courses in, the following technologies or programs, you must submit a health record prior to registering for or attending technical classes: Clinical Laboratory Assisting (CLA), Criminal Justice-Law Enforcement Academy Track, Dental Hygiene, Dietetic Technician, Early Childhood Development and Education, EKG Certificate, Emergency Medical Services Technology, Fire Science, Medical Assisting Technology, Medical Laboratory Technology, Multi-Skilled Health, Nuclear Medicine, Nursing, Nursing Certificate Programs (NURC), Phlebotomy, Practical Nursing, Radiography, Respiratory Care, Sterile Processing Technology, Surgical Technology, and Veterinary Technology. Specific requirements vary by technology but could include a physician’s examination, immunizations, and screenings.

The health record forms will be provided by your department or can be found by accessing the Health Records Office webpage. Deadline dates for receipt of these health records are also available at the Health records Office webpage. This site can be accessed at: [www.cscc.edu/healthrecords](http://www.cscc.edu/healthrecords)

**Campus Safety/Clery Act**
Any 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. Students with safety/security concerns can contact Columbus State Police Department personnel at 614-287-2525 or text crime tips to 67283 from their cell phone. (In the text, type CSCCTIP and enter a space. Everything after the space will be sent as the tip.) Criminal acts, accidents, suspicious behaviors, or emergencies must be reported to the Columbus State Police. The Police Department is located in Delaware Hall 047. Safety personnel can provide a Security Escort if requested. Call 614-287-2525.

The Clery Act is a federal law that promotes campus safety by ensuring that students, employees, parents and the community are well-informed about public safety and crime prevention matters at colleges and universities. By October 1 of each year, colleges and universities must submit a summary of required information which includes the past three (3) calendar years of campus crime statistics in specified crime categories, fire safety data and certain safety policy statements.

For the most current access to Columbus State’s Clery Act reporting documents, please visit the following web address: [http://www.cscc.edu/services/publicsafety/pdf/Annual%20Security%20Report.pdf](http://www.cscc.edu/services/publicsafety/pdf/Annual%20Security%20Report.pdf)
INTRODUCTION: MLT PROGRAM OVERVIEW

The 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. Accreditation was reaffirmed in 2011 for the length of seven years.

Mission Statement
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.

MLT Program Educational Goals
The educational 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 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.

Program 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 Medical Laboratory Technician (MLT) examination. (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.

**MLT Program Outcomes (Entry-Level Competencies)**

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.

**MLT Program Outcome Measures**

The Medical Laboratory Technology (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 Outcome Measures**

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 Outcome Measures**

Internal data sources include
- Mock Board Examination results
- MLT Student Potential Graduate Survey results
- Graduation rate
- Attrition rate
MLT Program Essential Functions

Essential functions represent the non-academic ability of the applicant or the student to accomplish the basic requirements of the Medical Laboratory Technology Program. These standards are based on the essential skill of the medical laboratory student/professional. They must be mastered in order to obtain credit for the educational program.

VISION
The student must be able to identify sizes and shapes and discriminate colors or shades both macroscopically and microscopically.

COMMUNICATION
The student must be able to communicate fluently in English by written and oral and means. This includes the ability to successfully receive and transmit information. The student must also be able to read with comprehension and follow instructions.

MOVEMENT
The student must have the ability to freely maneuver around the assigned laboratory work areas and patient care settings.

MOTOR SKILLS
The student must be able to safely and accurately perform diagnostic laboratory procedures. This includes, but it is not limited to lifting, operating instruments, performing manual tests, and performing phlebotomy.

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 emergency and routine situations.

ATTITUDINAL
The student must achieve an average or above average in each of the areas listed in the Professional Attitudes Evaluation Form, Appendix 2 of the MLT Student Handbook.

Your signature on the MLT Acknowledgment Form of this Handbook means that you believe you can perform all required essential functions.

If a student demonstrates an inability to perform any of the required essential functions, the student will be notified and documentation will be placed in the student’s file. They may be advised to pursue additional academic courses, counseling, or developmental avenues that will help them perform the essential functions required of the MLT program. After three documentations, the student may be removed from the program.

NOTE: Consistent with College policy, the MLT program does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.
Medical Laboratory Technology 26

**Educational Phlebotomy Practice Policy**

As a student enrolled in the Medical Laboratory Technology program at Columbus State Community College, 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 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 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 of the MLT Program Student Handbook means that you consent to the retrieval and use of blood samples strictly for educational purposes only for the duration of the MLT program.

**Physical Contact**

There will be instances of physical contact through the normal instruction and practices of this degree program (for example, when teaching the technique of phlebotomy). 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. Any such contact is handled in a professional manner consistent with the requirements of the profession.

Inappropriate physical contact is prohibited by College Policy and will be subject to disciplinary action. If you have questions, concerns, or any level of discomfort regarding physical contact, please consult the Program Coordinator or see College Policy 3-44 [http://www.cscc.edu/_resources/media/about/pdf/3-44.pdf](http://www.cscc.edu/_resources/media/about/pdf/3-44.pdf)
PROGRAM PERSONNEL

The full-time MLT faculty are ultimately responsible for overall program content and effectiveness. Input and guidance from the medical laboratory community is facilitated through the MLT Advisory Committee. The committee meets with program faculty semi-annually to advise faculty in areas of curricula, evaluation, facilities, resources, and program policies. The advisory committee is comprised of medical laboratory professionals of clinical affiliates who practice in the central Ohio region.

MLT Program Full-time Faculty and Staff

MaryEllen Tancred, Ph.D., MLS (ASCP)CM SHCM…Program Coordinator/Associate Professor
Union Hall 328
614-287-5099
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mtancred@csc.edu

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Union Hall 325
614-287-2518
Fax: 614-287-5144
syeager@csc.edu

April Pace, M.B.A., MLT (ASCP) ……………………………………………………………………….Teaching Assistant
Union Hall 309
614-287-5152
Fax: 614-287-5144
apace3@csc.edu

MLT Advisory Committee Members

<table>
<thead>
<tr>
<th>Patricia Bennon</th>
<th>Mount Carmel Health System (East, West, St. Ann’s)</th>
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<tbody>
<tr>
<td>Ed Firgau</td>
<td>Nationwide Children’s Hospital</td>
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<tr>
<td>Janine Gyurcsik</td>
<td>OhioHealth Doctors Hospital</td>
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<td>Cathy Hargrove</td>
<td>Fairfield Medical Center</td>
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<td>Linda Huffman</td>
<td>LabCorp</td>
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<tr>
<td>Eric Keifer</td>
<td>Memorial Hospital of Union County</td>
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<tr>
<td>Dr. Dorothy Lordo</td>
<td>OhioHealth Grant and Riverside</td>
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<tr>
<td>Lorei Reinhard</td>
<td>Licking Memorial Hospital</td>
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<tr>
<td>Elise Beers</td>
<td>The Ohio State University Hospitals (East and Main-Wexner Medical Center)</td>
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<td>Fundamentals of Human Anatomy &amp; Physiology</td>
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**Total Credits:** 65
# Medical Laboratory Technology Curriculum Plan

**Start Date:** Summer Term 2017

This table includes the laboratory contact hours for the MLT technical courses.

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<tr>
<th>First term: SU 2017</th>
<th>Fourth term: SU 2017</th>
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<tr>
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<td>Venipuncture for Hlth. Care Prov.</td>
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<td><strong>Composition I</strong></td>
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<td><strong>Total Credit Hours</strong></td>
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MLT ADVISING SYSTEM

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 HHS Advising Office for more information at (614) 287-2779 or hhsadvising@cscc.edu.

Generally speaking, the Health and Human Services Academic Advising team assists with the pre-program needs of students. 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; such as Counseling Center, Financial Aid, Disability Services, Health Records Office, Placement and Career Services, and other resources available on campus.

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.

DEGREE 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.

GRADUATION REQUIREMENTS
The requirements for graduation are listed in the college Bulletin 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.

**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 and CLA (Clinical Laboratory Assisting) 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.

**INSURANCE / HEALTH RISKS AND SAFETY**

**Health Risks**

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, chicken pox, etc.

ALL students are required to have appropriate immunizations after they are admitted to their health program of study. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering a health-related program of study must be aware of this slight, but real potential. All students are strongly encouraged to maintain personal health insurance.

**Health Record and Health Insurance**

Upon acceptance into the Medical Laboratory Technology program, the student is required to obtain a health form from the Health Records Office located in Union 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.cscc.edu](http://www.cscc.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.

Prior to beginning MLT laboratory sessions, the Health History form, certifying the ability of the student to **meet essential functions of the MLT profession**, must be signed by a physician. Documentation demonstrating **immunization for hepatitis B virus** (or documentation that the immunization process was started) must also be submitted to the Academic Health Records Office. MLT program clinical affiliates may require documentation of the student's health status and proof of health insurance prior to participation in the clinical practicum. Students may be exposed to many types of infectious agents in the student laboratory and clinical environment, therefore, MLT students will not be permitted to register.
for MLT Program technical courses until the health record is complete. Inability to provide proof of health insurance (only if required by the clinical affiliate) could prevent the student from participating in the clinical practicum course, thus preventing degree completion. A “Release Form” must be signed by the student prior to release of health records to a clinical affiliate. The health record includes, but is not limited to, the following requirements which are subject to change:

- Health history/Physical examination
- Immunization history
- Hepatitis B immunizations (3), MMR, Chicken Pox or Varicella Zoster, Tdap
- Tuberculin test (2 step Mantoux)

Students who develop any medical condition during the program must submit a written statement from a physician indicating whether the student may continue didactic, campus lab and clinical assignments. Each student’s condition is considered individually and is based upon the physical requirements, safety issues, and the use of medications, response to treatment, attendance requirements, and previously documented recommendations.

The MLT program clinical affiliates are valuable partners in health care education. Therefore, the college agrees to assign to the affiliates only those students who meet academic, ethical, and essential function standards. The college agrees to dismiss any student from the affiliate if the student is unacceptable to the clinical site for reasons of health, technical performance, criminal record, inability to communicate verbally in Standard English, inability to provide proof of health insurance (when required by the facility), or other reasonable causes.

Prior to beginning the clinical practicum experience, the student must comply with the affiliated facility’s health record and health insurance requirements and policies.

**Accidents or Injuries**

Health care services at CSCC are limited to basic first aid. The College relies on the Public Safety Department employees, trained in basic first aid that can be contacted at 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 Public Safety 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.

Health Insurance
Each student is responsible for his/her own health insurance coverage. Although the college does not provide this service, insurance company brochures are available in the Cashiers and Student Accounting Office. The college makes no endorsement and receives no financial remuneration from any insurance provider. All student health insurance matters are solely between the insurance company and the student.

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.

Criminal Background Check and Drug Screening Overview
Most Health and Human Service academic programs necessitate that students' complete a background check and/or drug screening as a requirement for admission. Such screenings are commonly required by agencies where students are required to perform clinical and/or internship experiences to meet graduation requirements. If your academic program requires these tests, it is acknowledged by the student that such tests are necessary to successfully matriculate toward degree completion. Further, in multiple instances an academic program/host facility may require such tests be completed on an annual basis, or immediately before clinical rotation. Students should be prepared to submit to such testing as required by partnership host agencies, licensing agencies, or program accreditation.

Background Check
A criminal background check is required by most clinical facilities; therefore, the MLT Program requires all prospective MLT students to submit fingerprints prior to admission to the program. The student must follow current CSCC fingerprinting procedures.

Evidence of a criminal background may result in program admission denial or removal from the MLT Program. Re-entry into the program will not be permitted. Students will assume financial responsibility for the cost of the background check. Castle Branch will conduct all background checks. Students who have lived in Ohio for less than five years may be required to undergo an FBI check for an additional fee. Refer to Appendix 11 for fingerprinting instructions.

Drug Screening
All students enrolled in the MLT program should be aware that a drug screening test is required by certain clinical facilities, therefore the MLT Program requires that all prospective students submit a sample for a drug screen test. With the possible exception for a physician’s prescription, a negative drug screening test result is required for admission to the MLT program. The student must follow current CSCC drug testing procedures and assume
financial responsibility for the cost of the test. Refer to Appendix 13 for drug screening instructions.

A positive drug test for any of the drugs that cannot be explained by a physician’s prescription will result in the student losing their seat in the program. Re-entry into the program will not be permitted. If the drug was prescribed, a statement from the student’s physician will be required explaining the reason for the prescription drug.

The student may be subject to drug tests while enrolled in the MLT program and will assume financial responsibility for the testing. A positive drug screen or refusal to submit to drug testing will result in dismissal from the program.

**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 Occupational Safety and Health Administration (OSHA) issued a standard that is designed to substantially reduce the risk of contracting a blood borne disease. Standard Precautions require that 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. Refer to Appendix 1 for the required Safety Regulations that must be followed while in the MLT program.

The MLT program will provide the student 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 clinical experience can be found in Appendix 3a and 3b. 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).

**SUPPORT OF COLLEGE POLICIES AND PROCEDURES**

**College Catalog**
The *CSCC Catalog* is published every year and is available online as well as in the college Bookstore. The catalog contains college policies concerning admissions, fees, financial aid, grading procedures, grade grievance procedure, graduation requirements, curriculum, and course descriptions. Students are responsible for the information contained in the current *CSCC Catalog*.

**Course Criteria Changes**
Required courses in the handbook could be different based upon what is stated in the CSCC catalog. Please refer to the catalog for the most current information concerning required courses for your degree program.
Children on Campus
Due to the inherent biohazardous and chemical dangers, children are not allowed in the MLT student laboratories.

Student Conduct
Students are expected to act as responsible adults 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.

Disciplinary Probation, Suspension, or Dismissal
Because the MLT program requires clinical experiences for degree completion, good standing with cooperating clinical affiliates is essential to the continuation of the program. Therefore, students violating college and/or MLT program policies may be placed on disciplinary probation, suspension, or may be dismissed from the program (following the College Student Conduct Policy and Procedure 7-10).

Academic Dishonesty
Students with potential evidence of academic dishonesty will be referred to the Columbus State Student Conduct Office for follow up.

Due Process
Disciplinary action is necessary in instances where College, Program, or host agency policy is violated. In such cases, students will be afforded due process. This due process includes being informed of the reason for the discipline, sufficient time to examine the charges, the opportunity to address the charges, and the right of appeal to any disciplinary action. In matters related to student conduct violations, see the College policy under “Student Code of Conduct.”

Reference Authorization
Students will have the opportunity to sign a reference authorization form (page 14). This form authorizes the faculty members to release information concerning performance in the Medical Laboratory Technology program to prospective employers who may contact the faculty at the student’s request. This form is kept in the student’s file in the MLT program office. Absolutely no information can be given to anyone concerning student performance in the program unless this authorization form is in the student’s file and signed and dated by the student. The student may remove this authorization form from their file at any time, by notifying the program director in writing.

Student Complaint Log
A Student Complaint Log will be kept on file in the MLT program coordinator office. Students and/or Instructors may submit a report. The log will include: Date, Nature of Complaint, Student/Course/Instructor involved, and Resolution.
CLAS*ROOM POLICIES

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.

Evaluation Policies
Grading policies of the Medical Laboratory Technology program
- 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 practicals 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 a deduction of 10% of the student’s grade.
- Final course grades will be posted in Cougar Web.

Participation/Attendance
Students are expected to prepare 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. At the discretion of the
program coordinator and course instructor, extended or frequent absences may result in the student’s dismissal from a course. In addition, special contingencies may be put into effect for student continuation in the course and/or MLT program. 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.

**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.

A pattern of deficient class, campus laboratory, or clinical practicum performance will result in a conference between the MLT program coordinator and/or MLT faculty member and the student. The student will be given a written consultation that identifies the deficiencies and prescribed requirements for improvement within a specified time frame.

**Code of Ethics**
Both the public and the health care profession rely on the knowledge, skills, honesty, and integrity of trained competent professionals. The MLT profession demands careful attention to detail, accuracy, and precision.

Medical laboratory professionals must assume responsibility for the quality of laboratory test results and employers rely on educators to produce ethical health care graduates. Therefore, professional ethics and attitudes are emphasized throughout the MLT program.

Unethical behavior can result in legal action and/or loss of life. Any form of dishonest, unsafe or unethical behavior will not be tolerated in the clinical laboratory community and is grounds for disciplinary action and possible dismissal from the CSCC MLT program. This includes any deliberate act of omission or commission regardless of actual injury such as plagiarism, falsification of lab results, destruction or misuse of equipment, or failure to adhere to safety policies.

The MLT program adheres to the American Society for Clinical Pathology (ASCP) Code of Ethics that sets forth the principles and standards by which clinical laboratory professionals practice their profession. The ASCP Guidelines for Ethical Behavior are as follows:

*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.

**Personal Appearance and Dress Code Policy**

Proper attire and appearance is necessary to maintain the image of the MLT profession. Cleanliness and good oral hygiene is required. **Hands** should be clean and free of hangnails. Nails shall be kept short, and no artificial nails are allowed. No hats are allowed. **Hair** must not dangle in field of operation at any time during the student lab or at clinical facilities. If hair is not short, it must be pulled back and secured. **Jewelry:** It is preferable that jewelry is not worn. No facial or tongue piercing. Tattoos must be non-visible (these are the requirements of most clinical affiliate sites and health care employers and will be practiced while in the MLT program).

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 bookstore and the colors are as follows:

- Galaxy blue scrub top (includes the MLT patch sewn on a sleeve). Purchasing a scrub in a different color will not meet the dress code requirement.
- Black scrub pants or black scrub long skirt covering the legs.
- Cloth lab coat (to be worn underneath the safety lab coat provided by the MLT program) is optional, but must be black.
- 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.
- 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.

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 (Appendix 2).
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).

PROFESSIONAL ATTITUDES OBJECTIVES
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 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.
MLT PROGRAM POLICIES

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.

- Upon conditional admission to the MLT program, new MLT program students are required to schedule an appointment with the CSCC retention specialist to map out a plan for success while in the MLT program. This plan for success will be due to the MLT program coordinator by the 4th week of the first term of the program (in Summer Semester).

- 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 CSCC retention specialist and 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.

- “D” or “E” grades in the MLT basic-related courses (as indicated with a “B” in the MLT Plan of Study) are considered failing grades. These courses must be repeated until a “C” grade or better has been achieved.

- A student who receives three unsatisfactory attitudinal (professional attitudes) evaluations (Evaluation Form found in Appendix 2), 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 form in Appendix 4. Withdrawing from any MLT program course in a failing status will be counted towards the number of failures in the MLT program courses. Note: this only applies to MLT courses after successful completion of the required first-term courses. A student who withdraws from the MLT Program courses, or MULT 1916, or HIMT 1274 during the first-term (Summer Semester) 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 technical and non-technical courses in order to graduate. Students falling below a 2.00 in their non-technical courses will be asked to go out of sequence and register for non-technical courses only until their non-technical GPA is at least up to a 2.00. Refer to the Going Out of Sequence Policies for additional information.

- 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
A student who interrupts the MLT sequence for personal or academic reasons 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) 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 student going out of sequence from a MLT course or 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 approval (Appendix 5) 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.
- Students who are removed from MLT 2900 by the clinical affiliate or receive an unsatisfactory grade (U) in MLT 2900 must reapply to the MLT program by completing a re-entry petition for approval (Appendix 5) and must comply with all current admission requirements.

Re-Entry to the MLT Sequence

- “Re-entry Petition for Medical Laboratory Courses” form (Appendix 5) 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 Medical Laboratory Technology Faculty and/or Allied Health Professions Chairperson will review the petition and the student will be notified of the committee’s 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.
  - Successful completion of any necessary proficiency tests if two or more years have lapsed from the time that a student has taken a technical course until the time of their probable placement into the clinical rotation. Proficiency tests may include a written and/or practical examination at the discretion of the faculty member responsible for each course. If a student does not perform to the satisfaction of the faculty, they may be required to repeat certain technical courses. Students should contact their faculty advisor to determine if proficiency tests are necessary and to arrange a testing time.
  - 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. After 6 months, the student must retake and successfully complete the MLT 2290 Med Lab Case Studies course before petitioning to participate in the Clinical Practicum MLT 2900. The student has up to one year after completing required courses to participate in the Clinical Practicum.

Dispute of Admission Denial or Continued Participation Refusal
In the event of denial of admission or a refusal on the part of the program to allow the student to continue, the student has the right to appeal through meeting with the program’s coordinator. Such appeals will pertain only to the admission/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 - Appendix 9), or non-traditional credit (N credit - Appendix 10).

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.

Acceptance into the Medical Laboratory Technology requires:
- Application to CSCC and an applicant fee.
- Application to the MLT program on or before December 15.
• High school transcript or GED equivalent.
• College transcripts and/or work experience documentation.
• Placement into CHEM 1113.
• Placement into BIO 2215.
• Placement into ENGL 1100.
• Placement into STAT 1350.
• Placement into “No Reading Required.”
• Total Grade Point Average of 2.5 or higher.
• Submission and clearance regarding Health Record, Drug screen, and Background Check.
• Documented attendance in a MLT mandatory information session.
• Documented attendance in a MLT mandatory orientation session (after being informed of conditional acceptance into the program).
• Students may be required to complete a Basic Entrance Exam.

When all the above information has been submitted by the due date, the individual is considered a prospective medical laboratory technology student. The MLT Admissions Committee will then meet and review the above materials for each applicant. Each applicant is notified on the committee’s decision by mail.

Once accepted and a position is available, a student may obtain advanced standing by the following: (Note: “N”, “X”, and “K” credit requests must be completed by the end of the students first term in the MLT program).

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 (Appendix 10).
• Submit a professional portfolio that includes:
  o Cover letter.
  o Resume.
  o Verification of employment and duties by employers.
  o Job description that provides evidence of knowledge equivalent to that of the required course.
  o 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.
  o 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 in Student Services (Appendix 9)
- 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 Community College and submit an official transcript of the course work taken. The Office of Student Records and Registration 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 due to unforeseen circumstances such as a natural disaster, 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.

**Student and Instructor Responsibilities**

**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.

**Instructor Responsibilities**
As a CSCC MLT student you have the right to:

- Be treated fairly and equitably without 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.
- 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*.

**CLINICAL PRACTICUM POLICIES**

After the fourth term of the program, each MLT student who has successfully completed all previous curriculum courses will qualify for assignment to an affiliate laboratory for a clinical practicum. The MLT affiliate laboratories are valuable partners in health care education. Students will be assigned to an affiliated facility by the MLT program clinical coordinator.
The following organizations located throughout central Ohio have agreed to provide Columbus State students the opportunity to apply their knowledge and skills in their laboratories:

<table>
<thead>
<tr>
<th>Organization</th>
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<tbody>
<tr>
<td>Nationwide Children’s Hospital</td>
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<tr>
<td>Mt. Carmel Health System</td>
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<tr>
<td>Doctors Hospital/OhioHealth</td>
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<tr>
<td>Ohio State University Hospitals</td>
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<tr>
<td>Grant/Riverside Hospitals/OhioHealth</td>
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<tr>
<td>Laboratory Corporation of America</td>
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<tr>
<td>Memorial Hospital of Union County</td>
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<tr>
<td>Licking Memorial Hospital</td>
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<tr>
<td>Fairfield Medical Center</td>
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</table>

Each laboratory offers a wide menu of laboratory testing and uses up-to-date instrumentation. Experienced medical laboratory professionals teach student interns how to organize a workload, assess specimen quality, operate and maintain instrumentation, and validate test results as he/she rotates through the departments of the clinical laboratory. Once the student gains entry-level competency of analytical tasks, repetition is limited to periodic review to maintain proficiency. Students will be supervised at all times, and will not take the place of qualified staff. These laboratories donate employee time, supplies, and patient specimens to help educate new members of the profession. In return, the college agrees to assign to the affiliates only those students who meet academic and ethical standards. The college agrees to dismiss any student from the clinical affiliate if the student is unacceptable for reasons of health, performance, criminal record, or other reasonable cause.

**Eligibility**

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 exams, if required, must be completed.
- All review and mock registry exams must be successfully completed. All laboratory checklists and practicals must be completed.
- Satisfactory attitudinal evaluations indicating ability to perform program competencies.
- Completion of the “Request for Clinical Placement” forms by the seventh Friday of the term preceding clinical placement.
- Students enrolled in the clinical practicum will receive a copy of the clinical practicum manual and must read the manual and document understanding.
- Proof of health insurance (only if required by clinical facility).

**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 ASCP Board of Certification (BOC) examination eligibility for at least one testing period.

Site availability and student GPA, will be utilized to determine clinical assignments. 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.

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.

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 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:
   - Students name
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 warning.** Excessive absences (2 days or more) 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 Board of Certification (BOC) eligibility until the following term.

Prospective employers always inquire about attendance and punctuality. These factors will be part of the clinical evaluation and included in their references for future employment.

**Phone Call Policy**
- Students are requested to restrict personal phone calls, either incoming or outgoing, to only those which are absolutely essential.
- Telephone lines are to be kept free for the essential business of the laboratory.
- Only extremely urgent and essential incoming personal calls will be allowed (only if allowed by the clinical site). Each person should inform friends and relatives that personal calls must be restricted to very essential matters.
- Under no circumstances are cell phones to be in the audible (ringing) mode.
- 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. (It is acceptable to ask your fellow student a quick question, e.g.”When are you going to lunch?” etc.)

**Dress Policy**
Students must comply with the dress code policy and personal hygiene standards of the clinical affiliate to which they are assigned. They must dress and act in a professional manner at all times. At the discretion of the management of the clinical facility, a student whose appearance is deemed inappropriate will be asked to leave the clinical area. Jeans, denim material, stretch pants, canvas or open-toed shoes as well as hats are unacceptable attire. Hair must be clean, neat, and away from the face at all times.

Students must provide their own nametag if the clinical site does not provide one. Contact the CSCC Public Safety department for a photo ID.

**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 interning (Appendix 7).

**Knowledge**
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
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
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 will 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 with CSCC
A faculty member will visit each student on a regular scheduled basis during the clinical experience. 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. CSCC faculty will post announcements and assignments on Blackboard during the clinical experience. 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 college 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.

**Program Admission vs. Clinical Admission Distinction**
Host agencies often have their own requirements for individuals performing an internship, clinical rotation, practicum, or other experiential learning experience. These requirements may exceed the admission requirements of Columbus State and the specific academic program. It is expected that students have a thorough knowledge of the expectations of the host agency before beginning any experiential learning experience. Host agencies 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 host agency in addition to the academic program's requirements. For more information on this subject, consult the coordinator of your academic program.

**Conforming to Host Agency Policies**
Students are expected to conform to all policies of the host agency when completing an internship, practicum, clinical or other type of experiential learning experience. Students should therefore expect to comply with these policies when they are on the premises of such agencies. It is also an expectation that students comply with policy expectations off premises if any conduct pertains to the host agency. 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.

**Removal Due to Health or Safety Risk**
Partnering host agencies have an expectation that students completing a field experience, clinical experience, or internship should not be a health or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the host agency. Any student that is deemed a health risk or unsafe in clinical practice regarding
patient/client care will be removed from the experience and dropped from the program. This will be considered a clinical failure regardless of the existing grade status in the academic courses. Unsafe will be defined as a student that consistently fails to demonstrate competence in clinical patient/client care, not adhering to clinical policies, and/or behaving in any manner that compromises or threatens the well-being of the patient/client’s health, or employee health and welfare. Written evaluations from clinical instructors must specifically document student deficiencies. In addition, the host agency is under no obligation to allow or approve a student’s experience if any health or safety issue is identified.

**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 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 is not obligated to find another clinical site if the student performance and/or behavior resulted in the student being dismissed from a clinical site.*

**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.

**BOARD OF CERTIFICATION EXAMINATION**

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, th
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:

**American Society for Clinical Pathology (ASCP)**
**Examination Fees:** check 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
SUPPORT SERVICES

Library
The Library, located in Columbus Hall, provides access to reference materials, and computers. Students may reach over 100 online research databases on campus or off-campus at http://cscc.edu/library.

In addition, the MLT program contains current reference materials available in Union Hall in the MLT library. Please see your instructor if you wish to borrow or view any material. Medical libraries may also be available for student use at clinical affiliate facilities.

Tutoring
Students who desire tutoring help should contact Tutoring Services at 614-287-2232 or www.cscc.edu/services/tutoring.

Counseling
The Columbus State Counseling and Advising Center is located in Aquinas Hall, Room 116. The Advising Service website address is: http://www.cscc.edu/Counseling
Refer to the CSCC Catalog and CSCC Student Handbook for further information.

Computer Laboratories
Computers are readily available for student use throughout the main campus as well as branch campuses. See the CSCC Student Handbook for a complete listing. In addition, the TLRC building houses a computer commons with computers available for student use.

Testing Center
All lecture tests must be taken in a proctored environment. The on-campus Testing Center is located in Room 002 of Aquinas Hall. The hours of operation and policies may be accessed by clicking on Student Services in Blackboard or by Phone: 614-287-2478, e-mail address: aqtests@cscc.edu
Safety Regulations For Laboratory

MLT students are expected to follow all laboratory safety regulations in the campus lab and at the clinical affiliate sites. 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.
### Professional Attitudes Evaluation Form

**Student Name:** __________________  **Course:** __________  **Term:** __________

**Instructor:** ___________________________________________________

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<thead>
<tr>
<th>Ability to Follow Directions</th>
<th>Interest in Work</th>
<th>Cooperation</th>
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<tbody>
<tr>
<td>Carefully follows written and/or verbal directions.</td>
<td>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.</td>
<td>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.</td>
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<td>Asks for clarification, if necessary.</td>
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<td>Adheres to safety guidelines.</td>
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<td>Requires minimal supervision beyond initial explanation.</td>
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<tr>
<th>Ability to Communicate</th>
<th>Persistence</th>
<th>Integrity</th>
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<tr>
<td>Submits work that is clearly written, on time, properly recorded and corrected. Verbal communication is easily understood in standard English.</td>
<td>Voluntarily remains to complete assigned work or solve unexpected problems even when other students have left.</td>
<td>Recognizes and accepts responsibility for own mistakes without making excuses or blaming others. Makes decisions based on common sense and submits own work.</td>
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<tr>
<th>Punctuality/Attendance</th>
<th>Initiative</th>
<th>Patience &amp; Respect</th>
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<tr>
<td>Is on time to class and rarely is absent or tardy.</td>
<td>Recognizes and voluntarily carries out unassigned but necessary tasks.</td>
<td>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.</td>
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<tr>
<th>Flexibility</th>
<th>Ability to Prioritize</th>
<th>Judgment</th>
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<td>Accepts and adjusts to logistical limitations and reasonable changes. Calmly approaches unexpected problems and stressful situations.</td>
<td>Puts personal and outside interests aside and concentrates on the work-at-hand.</td>
<td>Performs &amp; monitors QC appropriately. Discriminates between relevant details to arrive at sound conclusions.</td>
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**Organization**
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.

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<th>COMMENTS:</th>
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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__________

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COLUMBUS STATE
HEALTH & HUMAN SERVICES DIVISION
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, 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.2
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

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.

---

1CSCC policy: “Exposure Control Plan for Bloodborne Pathogens”
2Bloodborne Pathogens-Bloodborne Pathogen Exposure Incidents, Occupational Safety and Health Administration (OSHA) Fact Sheet (January 2011)

8/2014
COLUMBUS STATE COMMUNITY COLLEGE
Report of Needlestick/Percutaneous Injury or Exposure To Blood or Other Body Fluids

Columbus State Community College
Assessment of Blood borne Pathogen Exposure

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Cougar ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program or Department:</td>
<td>Date &amp; Time of Incident:</td>
</tr>
<tr>
<td>Instructor or Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Location: (Building/room or clinical site/unit):</td>
<td></td>
</tr>
</tbody>
</table>

Description of occurrence (include body location, type of exposure):

Type & Brand of device involved in injury:

Check one:
- [ ] Do not need to be evaluated
- [ ] Evaluation by Health Care Provider (include name, date & time)

Signature of exposed individual: Date:

Signature of instructor or supervisor: Date:

1st Faculty or person responsible should immediately assess exposed student for:

- [ ] An injury that punctured the skin (needle stick, cut, etc.)
- [ ] A splash to the eyes, nose, mouth, or broken skin
- [ ] A bite resulting in a break in the skin

If none of the boxes have been checked there is no risk for blood borne pathogen exposure. Student should:

1. Wash intact skin with soap & water

2nd If one or more of the above areas are checked, further assess for the following fluids or tissue involved in exposure:

- [ ] Blood
- [ ] Any fluid containing visible blood
- [ ] Potentially infectious fluid or tissue (saliva, tears, sputum, sweat, tears, urine, and semen are not considered potentially infectious unless they are visibly bloody, or if they are visibly infected with HIV or other blood borne pathogen)

If none of the boxes have been checked there is no risk for blood borne pathogen exposure. Student should:

1. Wash exposed skin with soap and water or flush eyes, nose, or mouth area
2. Follow up with health care provider as needed
3. Submit Assessment of Bloodborne Pathogen Exposure form to the College Health Office

[References]

3rd If any of the above has been checked student should:

1. Immediately wash exposed skin 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 Assessment of Bloodborne Pathogen Exposure form to the College Health Office

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 Assessment of Bloodborne Pathogen Exposure form completed and submitted to College Health Office.

Any expense occurred from other testing or treatments are the responsibility of the student.
APPENDIX 4

CSCC MLT Information Form For Students Out of Sequence

Student’s Name: ____________________________ SS# ____________________________

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 director) 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 following (course number)

following ___________________ (term, year) ___________________ (term, year).

After this time, student must notify the program director 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

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: _________________________________ SS#: ______________________
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 designate)

******************************************************************************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: ______________
CSCC MLT Clinical Practicum Student Agreement

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 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.
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

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

### Attendance and dependability

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<thead>
<tr>
<th>Item</th>
<th>1</th>
<th>2</th>
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<th>4</th>
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<tbody>
<tr>
<td>Arrives on time and ready to begin work</td>
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<tr>
<td>Begins work promptly</td>
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<tr>
<td>Schedules breaks appropriately</td>
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<tr>
<td>Prepares to finish at end of shift</td>
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<tr>
<td>Follows procedure for reporting absences</td>
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<tr>
<td>Follows procedure for making up missed work</td>
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<tr>
<td>Does not ask to leave early on a regular basis</td>
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**COMMENTS:**

### Initiative

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<tr>
<th>Item</th>
<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td>Performs assigned tasks responsibly with minimal supervision</td>
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<tr>
<td>Completes assigned readings</td>
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<tr>
<td>Looks for ways to help with routine work</td>
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**COMMENTS:**

### Judgment and Decision Making

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<tr>
<td>Questions asked are appropriate and discerning</td>
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<tr>
<td>Recognizes limitations and seeks help when necessary</td>
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<tr>
<td>Demonstrates increasing decisiveness as experience is gained</td>
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<tr>
<td>Notes abnormal or discrepant results and takes action before reporting</td>
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**COMMENTS:**

### Integrity

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<tr>
<td>Admits errors when they occur</td>
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<tr>
<td>Follows procedures and policies of the laboratory</td>
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<tr>
<td>Pays attention to detail</td>
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<tr>
<td>Accepts constructive criticism</td>
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<tr>
<td>Applies constructive criticism toward improving performance</td>
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**COMMENTS:**

### Professional Relationships and Cooperation

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<th>Item</th>
<th>1</th>
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<th>4</th>
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<tbody>
<tr>
<td>Works well as a team member</td>
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<tr>
<td>Helps others willingly</td>
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<td></td>
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<tr>
<td>Presents results for review before reporting</td>
<td></td>
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<tr>
<td>Communicates well with other health professionals</td>
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</table>

**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: ____________________________
MEDICAL LABORATORY TECHNOLOGY

Agreement for Accelerated Sequence

Eligibility: Students who have been accepted into the Medical Laboratory program and have completed or have transfer “K” credit for the majority of the general education and basic studies requirements for the MLT Associate Degree Plan of Study.

Provisions for Agreement

I understand that priority for clinical experience placement will be given to those students who have progressed through the program in the usual and uninterrupted curriculum sequence. Placement of accelerated students in the fifth term may be out of Franklin County. If insufficient clinical sites are available when the student is eligible for clinical experience, accelerated students will be placed the following term or when sites become available.

I understand that I must maintain a GPA of 3.0 to continue with the accelerated program and have attitudinal evaluations that demonstrate the potential for success in the medical laboratory profession.

I understand that course offerings and schedules are subject to change and accelerated students will not necessarily be guaranteed that required courses will be available when the student wishes to take them.

I, _______________________________ have read, discussed, and had the opportunity to ask questions on statements in this agreement especially regarding my clinical placement and possible schedule conflicts.

Signature: ___________________________ Date: ___________________________
Request For Proficiency (X) Credit

Students wanting to take a proficiency examination must receive permission from the Department Chairperson. A $50.00 fee shall be charged for each proficiency examination prior to the student sitting for the exam. Examinations are available to Medical Laboratory Technology students after their acceptance into the Technology.

A. To be completed by the student

PRINT, EXCEPT FOR SIGNATURE

<table>
<thead>
<tr>
<th>COUGAR ID NUMBER</th>
<th>PROGRAM OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
</tr>
<tr>
<td>HOME PHONE (    )</td>
<td>WORK PHONE (   )</td>
</tr>
</tbody>
</table>

SIGNATURE ________________________________ DATE _______________

B. To be completed by the department

CSCC USE ONLY

<table>
<thead>
<tr>
<th>CSCC Course Number</th>
<th>Credit Granted Yes or No (Circle One)</th>
<th>Chairperson’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td>Yes</td>
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</table>

RETURN TO TRANSFER CREDIT CLERK, MADISON HALL
## Request For Non-Traditional (N) Credit

Non-Traditional credit may be given for work experience. If a student feels qualified to receive credit for a course, the student must make an appointment with the appropriate chairperson and complete the following for the interview:

1. A letter from the employer giving dates of employment and detailed information as to special tasks performed.
2. A report by the applicant to include dates of employment, name of supervisor, and list of all competencies in which the applicant considers to be proficient and are of significance in determining credit to be approved.
3. A $50.00 fee will be charged for portfolio evaluation (Payable in the Business Office)

The Chairperson will complete a competency checklist, review the entire file, and render a decision as to granting “N” credit by completing this form.

All the above mentioned documentation along with the white and yellow pages of this request for Non-Traditional (N) credit form must be returned to the transfer credit clerk, Records and Registration Office, Madison Hall, Room 101 after consideration by the Chairperson. The Chairperson may keep the pink page of this form.

### A. To be completed by the student

<table>
<thead>
<tr>
<th>PRINT, EXCEPT FOR SIGNATURE</th>
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<tbody>
<tr>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
<tr>
<td>LAST NAME</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>HOME PHONE (   )</td>
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</tbody>
</table>

Signature _____________________________ Date ____________________

### B. To be completed by the department

<table>
<thead>
<tr>
<th>CSCC USE ONLY</th>
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<tbody>
<tr>
<td>CSCC Course Number</td>
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<tr>
<td>Yes</td>
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<tr>
<td>Yes</td>
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<tr>
<td>Yes</td>
</tr>
</tbody>
</table>
Student Procedures: Allied Health Professions-Fingerprint and Drug Screen

✓ A valid email address is required to complete this process

Order Instructions for
Columbus State Community College - Medical Laboratory Technology

1. Go to https://mycb.castlebranch.com/
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **OC40fpdt**: Drug Test - Fingerprinting

About

CastleBranch

Columbus State Community College - Medical Laboratory Technology and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information
Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account
To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us
For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help for further information.

https://portal.castlebranch.com/OC284pOC40GC40fpdt
Health Care Related Programs Risks

Students in each of the college’s health-related programs, where laboratory or clinical practice is part of the course, will 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. Therefore, students may be exposed to various diseases, micro-organisms and pathogens. 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.

Examples of potential risks to students in clinical/laboratory placements include:

- 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.
COLUMBUS STATE COMMUNITY COLLEGE
Health Programs Guideline

Drug Screening Guide

1. Rationale
   Columbus State Community College (CSCC) has a campus-wide, zero-tolerance policy toward the abuse of all drugs; including alcohol. Under the scope of this guideline, successful eligibility for participation in the health care programs is established by a negative/normal drug screen as noted in the key definitions section.

2. Scope and Mission
   It is the mission of CSCC to provide a safe environment for employees, students and visitors. A safe environment will be attained by management of situations involving drugs and alcohol regarding individuals who use or misuse any prescriptions or illegal substances.

3. Key Definitions
   - **Adulteration**: The process of adding chemical substances to urine in order to change the result of the drug screens.
   - **Confirmation Test**: A test that is performed after a positive result on a screening sample.
   - **Diluted Sample**: A sample with a specific gravity below the acceptable level as defined by the laboratory that performs the testing.
   - **Drug Screen**: A drug screen is the laboratory testing performed on urine, blood, hair, or saliva/oral fluid samples, to determine the presence or absence of specified drugs or their metabolized traces. Drug screenings must be performed at a Columbus State Community College approved site.
   - **Health Care Programs**: All courses, certificate and degree programs where the student must participate as a member of the health/human services care team in an outside agency as part of the educational requirement.
   - **Negative/Normal**: Results of a drug screen that do not include adulteration of the sample, the presence of illegal substances, alcohol, or the abuse of prescription drugs.
   - **Positive/Abnormal**: Results of a drug screen that reveal use of an illegal substance, alcohol or a diluted or adulterated sample.
   - **Prescription**: A valid prescription issued to the student by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.
   - **Substance**: Any drugs, other substances whether ingested, inhaled, injected (subcutaneously, or otherwise) that have known mind altering or function-altering effects, applicable to Schedule I through V of 21 C.F.R. Part 1308.

4. Drug Screening
   All health care students will be tested to verify a negative/normal drug screen according to the timeline established in each program. Testing may occur prior to the student’s admission into a health care program. All drug screens will be conducted at the student’s expense. Drug screenings completed previously by other agencies or by the student’s employer will not be
accepted. The student must have a drug screening performed at one of the approved laboratories and the results must be received directly by the college from the approved laboratory. Student’s drug screening results will be processed as follows:

Adulterated Sample – If a drug screening result is reported as adulterated by the laboratory, the student will not be placed at a clinical site for the health care program. If a negative drug screen is a condition of acceptance, the student will not be accepted into the program/course with an adulterated drug screening result.

Dilutes – If the drug screening result is reported as diluted, the student will be notified that he/she may be re-tested within 24 hours of notification of the diluted result. The re-testing is subject to the guide outlined in section 5b. The student is responsible for the cost of the re-test.

Positive Illegal – If a student has a positive drug screen he/she will not be allowed to participate in any clinically based health care program for a period of 24 months. After 24 months, should a student reapply to a clinically based program and re-test positive, that individual shall be permanently barred from all clinically based health care programs at CSCC.

Positive Prescription - Students testing positive for a prescription medication must have a valid prescription issued to the student by a licensed health care provider. Upon receipt of documentation of the prescription, the student’s positive drug screening result will be considered on a case by case basis.

Negative/Normal – Students whose drug screening result is negative/normal may be subject to re-testing if at any time there is reasonable suspicion of substance abuse. See section 5c of this guide.

5. Re-Testing

Time Frame – All students will be subject to re-testing prior to the beginning of the student’s clinical experience. If a period of greater than 24 months has elapsed, all students will be subject to testing of breath, saliva, urine, blood, and/or hair in accordance with this guideline. Individuals who re-test positive will not be allowed to continue in the health care program of the course or will be denied acceptance into a health professions program according to this guide within a 24 month period.

Drug Test Failure – If a student fails his/her initial drug test because of a diluted sample, he/she will have the option of re-testing within 24 hours of notification of the student. Students will be allowed to re-test one time.

Reasonable Suspicion – Any student displaying inappropriate behavior that causes a faculty member, professional preceptor, or administrator to have a reasonable suspicion that the behavior is due to a violation of this guide, will be required to re-test at the student’s expense. The professional who observed the behavior is to bring that behavior to the attention of the department chairperson and a consultation will take place with the Dean of Career and Technical Programs who will make the decision regarding re-testing. If the Dean of Career Technical program is not available, the Dean of Student Life may make that decision. Such behavior or conduct includes but is not limited to the following:

Observable phenomena such as direct observation of drug use or physical symptoms or manifestations of being under the influence of a drug.
Any student exhibiting the above symptoms will be required to submit a health assessment at their expense. The results of the assessment should be reported to the Department Chairperson within seven days. A student’s behavior has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional or substantial property damage, or A student is convicted by a court of an offense related to use of a drug, alcohol, or controlled substance.

6. Confidentiality
   All test results will be handled confidentially in accordance with all state and federal requirements. All students will be required to sign an agreement as requested by the clinical affiliate authorizing the college to release information (i.e. drug screening results) to the clinical agency for the health care program. Drug screening results will be sent directly to the Allied Health Department Chair from the approved laboratory. Release of information will be made directly to the college.

7. Tested Substances
   Drug screening may include, but is not limited to testing for the following substances. This shall cover testing for the following listed substances such as: Marijuana Amphetamines Cocaine Opiates Phencyclidine Alcohol

Drug Screening Procedure

1. Student Procedure
   The student shall:
   Pay the drug screening fee on the Castle Branch website at https://portal.castlebranch.com/oc26. Castle Branch will provide instructions on how to complete the drug testing. Take the requisition to one of the colleges approved laboratories, with a valid photo ID. If the student loses the requisition, the student will be required to pay another fee for a replacement requisition. The cost of the replacement requisition is the same as the drug screening fee. **Drug screening results will not be released over the telephone. The student may confirm the receipt of the drug screening results by accessing their Castle Branch account.

2. Administrative Procedure
   The approved laboratory will forward the drug screening results to the Columbus State Community College.
A list of negative drug screening results will be forwarded to the program coordinator for the program for which the student is enrolled or wishing to be accepted.
The chairperson of the program for which the student is enrolled or that was listed on the drug screening requisition will be notified of positive results.
The chairperson shall notify the student regarding the positive result and the re-testing guide outlined in section 5 of this guide.
If the student is eligible to re-test with 24 hours of notification, the re-test will be forwarded to the chairperson.
If a student has a positive drug screen he/she will not be allowed to participate in any clinically based health care program for a period of 24 months. After 24 months, should a student reapply to a clinically based program and re-test positive, that individual shall be permanently barred from all clinically based health care programs at CSCC.

Drug Screening Exhibit 1

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I understand that as a requirement for enrollment in the CSCC health program, I must submit to a drug test at a designated laboratory, which will provide the result of the test to the designated college official. I understand that if the test result is anything other than negative/normal, I will be denied participation in the health care program pursuant to the Drug Screening Guide.

I further understand that I may be subject to drug tests while enrolled under certain circumstances described in the Guide. A drug test that is anything other than negative/normal or my refusal to submit to drug testing will result in dismissal from the program.

I consent to the release of the drug test results to the designated college official. I also acknowledge that my results may be shared with the clinical agencies where I obtain clinical practice.

Your signature on the MLT Acknowledgment Form means that you have read, understand, and agree to adhere to the tenants outlined in this guide. Further, you understand that a negative/normal drug test is required for admission into the health care program.