
MEDICAL LABORATORY TECHNICIAN ASSOCIATE DEGREE PROGRAM

STUDENT HANDBOOK



Tammara Wood, MS, MLS, PMP
Program Director

twood@ccsnh.edu

603-542-7744 ext. 5494

Kim-Laura Boyle, PT, DPT
Department Chair – Health Sciences
Academic Advisor – MLT & Phlebotomy

kboyle@ccsnh.edu

603-542-7744 ext. 5434

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RIVER VALLEY
Community College

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River Valley Community College changes lives and transforms society by preparing students for lifelong learning, careers and citizenship. Our career, technical and liberal arts programs enable a diverse community of learners to achieve goals including professional advancement and academic transfer. Championing accessibility and academic integrity, we strive to meet our region's needs through employer partnerships, cultural enrichment and community service.

Revised 5/97, 6/98, 1/99, 6/99, 5/00, 1/02, 7/03, 7/04, 7/05, 4/07, 7/10,9/12, 8/14, 1/15, 8/15, 1/16, 1/18

MEDICAL LABORATORY TECHNICIAN PROGRAM MISSION & PHILOSOPHY

The Medical Laboratory Technician Program shares in the mission of RVCC to “providing comprehensive, market-driven, accessible, quality programs of higher education that respond to the needs of students, businesses and communities”. (*RVCC College Catalog*.) The Medical Laboratory Technician program prepares individuals to enter directly into the work force and to advance in their chosen career as technicians, concurrently preparing students for continuous educational and career mobility and full participation in community life. The Medical Laboratory Technician Program is committed to providing quality, responsible laboratory professionals with relevant skills and knowledge that meet the needs of the industry.

The Medical Laboratory Technician Program education will be based upon identified and verified roles and responsibilities of entry-level practitioners. This will provide opportunities for integration and application of learned concepts, attitudes, values and skills in real-life learning experiences within clinical laboratories, directly related to professional practice of the local and regional health care facilities.

The Medical Laboratory Technician Program supports the Codes of Ethics established by professional organizations such as the American Society for Clinical Laboratory Scientists with the incorporation of these standards into the clinical laboratory science curriculum.

Reviewed 5/97, 2/98, 1/99, 6/99, 5/01, 7/05, 8/06, 8/14, 1/15, 8/15, 1/18
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MLT PROGRAM GRADUATE OUTCOMES

At the end of the Medical Laboratory Technician Associate Degree Program the graduate will:

- Demonstrate entry-level technical skills for routine laboratory procedures in the clinical areas of chemistry, hematology, blood bank, microbiology, immunology, urinalysis and phlebotomy.
- Identify clinical laboratory test results associated with health and common disease processes.
- Analyze clinical laboratory test results, identifying normal, reactive and abnormal states.
- Follow established policies and practices associated with quality control, quality assurance and National Patient Safety Goals.
- Integrate and apply physical science knowledge with clinical laboratory science practices and procedures.
- Integrate and apply biological science knowledge and the scientific method of discovery with clinical laboratory science practices and procedures.
- Demonstrate professional conduct and practice behavior consistent with established professional code of ethics.
- Demonstrate skills acquired through RVCC general education curriculum, integrating them into the role of the Medical Laboratory Technician.
- Take the ASCP- BOC national certification exam, within the first year of graduation, with a pass rate at or above the national average of 75%**.

** Calculated by the most recent three-year period

Reviewed by Advisory Board 6/0, 4/07, 8/14, 8/15, 1/17
Revised: 3/07, 2/13, 1/17

GOAL: **Demonstrate entry-level technical skills for routine laboratory procedures in the clinical areas of chemistry, hematology, blood bank, microbiology, immunology, urinalysis and phlebotomy.**

Outcome competencies: The student will

1. collect and process biological specimens for analysis. (ALHT 126R; MLTC 110R, 111R, 201R, 211R, 212R, 213R)
2. perform analytical tests, that are representative of procedures performed at regional clinical agencies, on body fluids, cells and products. (MLTC 110R, 111R, 112R, 120R, 121R, 201R, 202R, 203R, 212R, 213R)
3. perform quality control procedures for performed analytical tests. (MLTC 120R, 121R, 201R, 202R, 203R, 211R-213R)
4. analyze quality control results for performed analytical tests. (MLTC 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)
5. take corrective action within predetermined limits when indicated by quality control results. (MLTC 120R, 211R-213R)
6. perform equipment and instrument preventive and corrective maintenance within predetermined limits. (MLTC 111R, 211R & 213R)
7. use Standard Precautions as defined by CDC and OSHA requirements. (all MLTC courses)
8. identify chemical, physical, electrical and biological hazards within the clinical setting. (ALHT 126R)
9. perform safe procedures in all aspects of the student and clinical laboratories as defined by CDC and OSHA requirements. (all MLTC courses)

Assessment

1. technical affiliation evaluations
2. affective affiliation evaluations
3. quizzes
4. graduate surveys
5. employer surveys
5. certification examination scores

GOAL: **Identify clinical laboratory test results associated with health and common disease processes.**

Outcome competencies: The student will

1. list routine procedures performed in the areas of chemistry, hematology, blood bank, microbiology, immunology, urinalysis and phlebotomy. (MLTC 110R, 111R, 112R, 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)
2. explain the significance of reference ranges for routine procedures performed in the areas of chemistry, hematology, blood bank, microbiology, immunology, urinalysis and phlebotomy. (MLTC 110R, 111R, 112R, 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)
3. recognize abnormal values for routine procedures performed in the area of chemistry, hematology, blood bank, microbiology, immunology, urinalysis and phlebotomy. (MLTC 110R, 111R, 112R, 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)

Assessment

1. technical affiliation evaluations
2. quizzes
3. student laboratory performance

GOAL: **Analyze clinical laboratory test results, identifying normal, reactive and abnormal states.**

Outcome competencies: The student will

1. differentiate normal, reactive and abnormal results of routine clinical laboratory tests. (MLTC 110R, 111R, 112R, 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)
2. relate reactive and abnormal clinical laboratory test results to common disease processes. (MLTC 110R, 111R, 112R, 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)
3. differentiate true clinical laboratory test results from inaccurate and invalid results. (MLTC 110R, 111R, 112R, 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)

Assessment

1. technical affiliation evaluations
2. quizzes
3. student laboratory performance

GOAL: **Integrate and apply physical science knowledge with clinical laboratory science practices and procedures.**

Outcome competencies: The student will

1. use clinical laboratory glassware to accurately measure liquids. (all MLTC courses)
2. use double pan, dial-o-gram and Mettler balances to accurately weigh solids and liquids. (MLTC 203R)
3. use linear measuring instruments to accurately measure distances and sizes. (ALHT 126R; MATH xxxR; SCI 140R)
4. perform laboratory math calculations. (ALHT 126R; SCI 140R)
5. describe different states of matter. (SCI 140R)
6. analyze the properties of liquids, solids and gases. (SCI 140R)
7. uses laboratory instrumentation in the analysis of matter. (SCI 140R; ALHT 126R; MLTC 120R, 121R, 201R, 203R, 211R-213R)
8. evaluate accuracy of clinical laboratory measurements. (SCI 140R; ALHT 126R; MLTC 120R, 121R, 201R, 203R, 211R-213R)
9. evaluate accuracy of clinical laboratory data. (SCI 140R; ALHT 126R; MLTC 120R, 121R, 201R, 203R, 211R-213R)

Assessment

1. student laboratory evaluations
2. affiliation technical evaluations
3. quizzes
4. exams

GOAL: **Demonstrate professional conduct and practice behavior consistent with established professional code of ethics.**

Outcome competencies: The student will

1. maintain patient and data confidentiality. (ALHT 126R; MLTC 120R, 121R, 211R-213R, 220R)
2. support the privacy and the dignity of the client. (ALHT 126R; MLTC 120R, 121R, 211R-213R, 220R)
3. expand knowledge base through continued self development to maintain professional competence. (ALHT 126R; MLTC 120R, 121R, 211R-213R, 220R)
4. operate as a medical laboratory technician within local, state and federal legislation. (ALHT 126R; MLTC 120R, 121R, 211R-213R, 220R)
5. demonstrate cooperation with peers and other workers. (ALHT 126R; MLTC 120R, 121R, 211R-213R, 220R)
6. demonstrate personal integrity within the field. (ALHT 126R; MLTC 120R, 121R, 211R-213R, 220R)

Assessment

1. technical affiliation evaluations
2. affective affiliation evaluations
3. graduate surveys

GOAL: **Demonstrate skills acquired through RVCC core curriculum required of all associate degree recipients.**

Outcome competencies: The student will

1. demonstrate integrity, responsibility, perseverance, and tolerance of ambiguity through the acquisition of knowledge and skills for leadership and team work. (ALHT 126R; MLTC 120R, 121R, 211R-213R, 220R; XXXX xxxR Humanities/Fine Arts/World Language Elective; SOSC xxxR)
2. communicate effectively both verbally and non-verbally. (ENGL 102R; MLTC 120R, 121R, 201R, 202R, 203R, 211R-213R, 220R)
3. explore diverse ideas and emotions, as expressed through disciplines and fields of study, to evaluate the effect of historical trends, events, institutions, and social systems on a discipline or occupation. (ALHT 126R; XXXX xxxR Humanities/Fine Arts/World Language Elective; SOSC xxxR)
4. perform mathematical operations basic to functioning in present and future disciplines or occupations. (MATH xxxR; ALHT 126R; MLTC 111R, 201R, 203R, 211R-213R, 220R)
5. demonstrate scientific thought both quantitatively and qualitatively by learning to recognize and formulate questions for analysis of human and technical problems. (SCI 140R; MLTC 211R-213R, 220R)
6. function legally, safely, proficiently and professionally in a discipline or occupation. (ALHT 126R; MLTC 120R, 121R, 211R-213R)
7. recognizes own learning style to develop strategies for time management, documentation, evaluation processes and personal improvement. (ALHT 126R)

Assessment:

1. affective clinical evaluations
2. technical clinical evaluations
3. student laboratory evaluations
4. classroom observations
5. quizzes
6. exams
7. written work evaluations, including research papers, projects, portfolios

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ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY TECHNICIAN

In accordance with the Federal American's with Disabilities Act (ADA), River Valley Community College – Claremont makes every effort to ensure quality education for all students. It is, therefore, our obligation to inform potential students of the Medical Laboratory Technician program of the essential functions demanded by the occupation.

Medical Laboratory Technician students in training and in the clinical workplace need the following physical, cognitive and environmental standards.

PHYSICAL PERFORMANCE STANDARDS (not all inclusive): The MLT will:

- ◆ Speak with clarity
- ◆ Communicate with clarity
- ◆ Hear others in a conversation
- ◆ Hear others over the telephone
- ◆ Possess natural or corrected sight
- ◆ Possess depth perception
- ◆ Possess color vision
- ◆ Posses shoulder, arm, and neck movement
- ◆ Have the ability to move about facility
- ◆ Have the ability to bend
- ◆ Have the ability to reach overhead, in front of body and down
- ◆ Have the ability to grasp overhead, in front of body and down
- ◆ Have the ability to sit
- ◆ Possess fine motor control of hands, fingers and wrist
- ◆ Possess coordination of eye/hand and eye/hand/foot

COGNITIVE/MENTAL STANDARDS (not all inclusive): The MLT will

- ◆ Possess the ability to reason, dealing with abstract and concrete variables
- ◆ Possess the ability to define problems, collect data, establish facts and draw valid conclusions
- ◆ Interpret and carry out oral, written, diagrammatic or schedule from one and two step instructions
- ◆ Perform simple and complex math procedures
- ◆ Comprehend simple and complex reading materials: including newspapers, journals, instructions, manuals
- ◆ Perform simple and complex writing procedures
- ◆ Possess spatial perceptions: visualize objects of two or three dimensions
- ◆ Possess spatial form perceptions: perceive detail in objects or pictures for discrimination and comparison
- ◆ Perceive pertinent detail in verbal or tabular material
- ◆ Synthesize, coordinate, analyze, compile, compute, copy and compare data

- ◆ Comprehend and follow instructions
- ◆ Perform simple and repetitive tasks
- ◆ Maintain a work pace appropriate with given work-load
- ◆ Relate to others beyond giving and receiving instructions
- ◆ Influence people
- ◆ Make generalizations, evaluations or decisions without immediate supervisions
- ◆ Accept and carry out responsibility for direction, control and planning

ENVIRONMENTAL FACTORS (not all inclusive): The MLT will:

- ◆ Work indoors in confined spaces
- ◆ Work around moving machinery
- ◆ Tolerate exposure to dust, fumes, smoke, gases, odors, mists
- ◆ Tolerate exposure to toxic and caustic chemicals
- ◆ Tolerate exposure to excessive noise, vibration
- ◆ Tolerate exposure to minimal levels of radiation or electrical energy
- ◆ Tolerate exposure to solvents, grease, oils, explosives
- ◆ Use computer technology
- ◆ Work alone and with others
- ◆ Be exposed to blood and other potentially infectious materials

SAFETY EQUIPMENT REQUIRED (not all inclusive): The MLT will:

- ◆ Wear safety glasses
- ◆ Wear face-masks or shields
- ◆ Wear protective clothing
- ◆ Wear protective gloves

All students are encouraged to make use of the many services available in the Division of Educational Improvement (DEI) (<http://education.nh.gov/instruction/>) Students with documented disabilities are eligible to receive reasonable accommodations that address individual learning needs. To receive services, students must contact the Disabilities Coordinator in the Division of Educational Improvement.

TRANSFER OF CREDIT POLICY

The policy for transfer of credits for matriculated students is described in the *RVCC Student Handbook*.

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally accredited institution or System College and earned a “C” or higher. It is the student’s responsibility to:

- submit a transfer evaluation form
- furnish official transcripts
- and, if requested, course descriptions.

Courses and grades will be evaluated by a Department Chair/Program Director/Academic Advisor and recommendations made to the Office of Academic Affairs.

Students will be notified by mail of decisions. Some course material will not transfer if greater than ten years old. Students are advised to consult with an academic advisor prior to registering for courses at another institution to ensure credits will meet graduation requirements.

Important student responsibility:

At the conclusion of a course, matriculated students must request that an official transcript be sent to their home campus (Attention: Registrar) so that a transfer of credit evaluation can be initiated. Credits are not automatically transferred.

All transfer of credit paperwork should be submitted to your Academic Advisor/Program Director. If you need assistance with the process, contact your Academic Advisor.

GRADING POLICY

Grades for the Medical Laboratory courses are obtained through quizzes, exams, laboratory exercises, class assignments and technical performance. The grading scale used for all MLT courses as of fall 2017 is:

A	96-100	B-	86-87	D+	76-77
A-	93-95	C+	83-85	D	73-75
B+	91-92	C	80-82	D-	70-72
B	88-90	C-	78-79	F	0-69

The MLT Program requires that a student demonstrate proficiency in both theoretical and technical aspects of **all MLT** courses.

Program Grade Expectations

A passing grade must be obtained in both lecture and laboratory components of the pre-requisite MLT program courses to attend the clinical affiliation for that discipline.

A passing grade of a “C” must be obtained in examinations and performance evaluations in **all MLT program affiliation courses** for successful completion of the program.

Program Affiliation Grading process for technical and affective evaluations

Each technical and affective competency is rated on a scale of 1 through 4. Final technical and affective domains are calculated as follows:

$(\# \text{ of items rated } 4 \times 4) + (\# \text{ of items rated } 3 \times 3) + (\# \text{ of items rated } 2 \times 2) + (\# \text{ of items rated } 1 \times 1)$. This number is divided by the total number of items. The percent grade is then read off the following scale.

4.0	100	3.4	88	2.8	76	2.2	64
3.9	98	3.3	86	2.7	74	2.1	62
3.8	96	3.2	84	2.6	72	2.0	60
3.7	94	3.1	82	2.5	70		
3.6	92	3.0	80	2.4	68		
3.5	90	2.9	78	2.3	66		

Late and Absence Policy

Students are expected to be present for all scheduled laboratories, quizzes and exams. Students will start the semester with 100 points for Professionalism in each course. Each time you are late to class, you will receive a 5 point reduction. Each absence will result in a 20 point reduction. 3 late arrivals = 1 absence. These adjustments will be made regardless of the circumstances.

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revised 5/00, 4/02, 5/03, 7/03, 7/10, 8/15, 1/17

MEDICAL LABORATORY TECHNICIAN AFFILIATION POLICY

I. Regulation:

Students will be subject to the academic policies of the College. Students will also observe and obey hospital policy and rules. Most hospitals/clinical agencies require that students provide proof of immunizations before beginning their affiliations. Students are required to submit these during the admissions process and should maintain a copy to present to their affiliating agencies upon request.

Students will not perform service work for the affiliation agency unless approved by the MLT-AD Program Director and the Agency Chief Technologist/Laboratory Manager, and is paid by the Agency.

II. Placement:

Students are placed at affiliation agencies based on academic, interpersonal and personal needs and are subject to availability of facilities. Students must be able to provide their own transportation, to and from sites, to meet requirements of Program. Students are responsible for paying for any testing (drug, Background Checks, immunizations) that a placement requires.

Once sites have indicated a willingness to accommodate a student for a particular affiliation, students are placed. Whenever possible, student choices are considered in arranging placement. **It cannot be guaranteed that a student will get their choices for an affiliation experience.**

In the event that clinical affiliation slots do not meet the number of student needs or an affiliation rotation is terminated before completion, students will be placed on a waiting list. These students will be given first priority as sites become available. Students have the option of volunteering to be placed on the waiting list, or if there are no volunteers, available slots will be filled based on academic rank.

“Students in programs that require successful completion of a clinical placement should be aware that clinical sites are not necessarily required to recognize accommodations contained within an Individual Reasonable Accommodation Plan (IRAP) issued by River Valley Community College (“RVCC”) designed for use in the classroom setting pursuant to the Americans with Disabilities Act. Please be aware that clinical sites may need to adapt any accommodation request you make in a manner that does not create an undue hardship for them and does not require them to alter the essential functions of the internship expectations. You are encouraged to discuss the accommodation process with both your site supervisor and your instructor.” Please discuss any concerns you have early with both the Program Director and your Academic Advisor. Please remember that RVCC faculty will not be able to provide information to the site without your written permission.

On occasion, sites available represent traveling hardship to some students or students choose to not complete their affiliation experience in the scheduled sequence. Students may request to post-pone their affiliation rotation until the next scheduled affiliation period. If an adequate number of sites are available, that student will be given priority for placement. If an adequate number of slots are not available, that student must relinquish their right to a slot in favor of students progressing in the pre-scheduled sequence.

Once a student is assigned to a clinical agency, they are expected to make an appointment for an initial interview. Professional attire is required for this interview. The student is required to bring to have available the following items:

1. Medical history records (as required by the Admissions Office)
2. Proof of immunization records (as required by the affiliate hospitals)
3. Proof of immunization or waiver for the hepatitis B vaccine
4. Proof of health insurance
5. Criminal Background form completed

III. Attendance:

Daily Attendance: Students are expected to be present in the clinical affiliate laboratory Monday through Friday. The hours actually spent in the laboratory are arranged with the Clinical Site Coordinator, but should total a full workweek, (~37-40 hours). Students must notify the Clinical Site Coordinator or appropriate clinical designee when absence is necessary. **This must be done before the beginning of the scheduled shift.**

Tardiness: Students are expected to be present in the laboratory at the appropriate time as designated by the clinical site. The student should notify the laboratory if they anticipate being unavoidably late. Students should remain in the laboratory until the prearranged time for dismissal. Habitual tardiness is **not acceptable**.

Absences: Excused absences may be obtained from the instructor at the clinical facility with sufficient notice. In the event of an illness, an excused absence may be granted on return to the clinical site. **STUDENTS MUST NOTIFY SITE IN ADVANCE OF THE START OF THE SCHEDULED SHIFT** if they are to be absent. Absence of more than three consecutive days requires a note from the student's parents, guardian or doctor. A total of three days of excused absences may be granted during the spring affiliation experience, a total of two days of excused absences may be granted during the summer affiliation experience. **Anything in excess of one day per rotation of excused absences must be made up at the discretion and convenience of the clinical facility.**

Unexcused Absences: All unexcused absences must be made up. Any unexcused absences in excess of three days will affect the final grade for all rotations, and may be grounds for dismissal. Unexcused absences include those in which adequate notification

is not made to the clinical agency or those that are not deemed unavoidable by the Agency or Program Director.

Holidays: Holidays will be observed in conjunction with the affiliation site policies. Students will be excused from the clinical affiliation for prearranged College functions as determined by the Program Director.

Inclement Weather: Because of the differences in student placement, it is not possible to have a centralized person making decisions regarding weather that may pose undue safety hazards to the student. Therefore it is the responsibility of the student to objectively evaluate weather conditions and notify the clinical site as early as possible if they deem conditions are too hazardous for safe travel at the time they are to begin their shift. Students should make every attempt to arrive as early as possible at their clinical site that day, or plan on making up days missed due to weather at the discretion and convenience of the clinical facility. **Abuse of this policy will affect the final grade for all rotations and may result in dismissal.**

Any changes in the prearranged schedule must be cleared by the Program Director in advance.

IV. Appearance:

Students will adhere to College and agency policy in terms of appropriate dress. Women will wear appropriate street clothes with acceptable, clean lab coats and soft-soled shoes. Men will wear appropriate street clothes with acceptable, clean lab coats and soft-soled shoes. No blue jeans are permitted at any time.

The student will wear their RVCC Student Identification Badge and/or the hospital employee badge.

For safety reasons, long hair must be adequately secured. Long and excessive jewelry is not acceptable.

It is expected that the student, as a health care professional, will practice good hygiene and be as neat as possible during working hours.

V. Grading:

A grade will be given in each of the clinical rotations. The grade is based on academic performance, technical laboratory skills along with attitude and behavioral attributes. The student must meet acceptable criteria of **all** evaluations to successfully complete a course.

Exams and/or quizzes will be administered during each rotation. Study packages are provided for each rotation and will be reviewed by the student and clinical instructor before completion of each rotation. Students will be required to keep a journal of their

experiences while at the clinical sites. Failure to complete study packages or journals may result in a lower grade for that rotation.

When objectives are met, grades are calculated in the following manner:

Clinical evaluations	70%
Quizzes/exams/Study package	30%

It is the goal of RVCC and Affiliating Agencies to meet the objectives of the MLT Program Philosophy and Entry Level Competencies. In order to do this it is occasionally necessary to adjust affiliation experiences at individual sites due to inherent differences at each agency. However, it is ensured that each student receives the experience and education necessary to meet predetermined goals. Since multiple agencies are utilized for affiliation experiences each student's experience will be unique. Variations between agencies and agency policies should be expected and are not comparable. Ultimately it is the program director who assigns final grades to students, normalizing these variations.

Policy for Affiliation Quiz Failures

Students who fail more than 50% of a rotation's affiliation quizzes or tests, or whose quiz average is below passing will be required to take a make-up examination for that rotation.

Make-up examinations will represent content from all areas of the rotation regardless of quiz topics failed. Make-up examinations will consist of a minimum of 50 multiple-choice items.

Students must pass make-up examinations with a minimum grade of 80%. Make-up examinations will be divided into content areas and students must successfully pass each content area with a minimum of 75%.

Failure of the make-up examination will result in the assignment of an F for that affiliation rotation. Students will be required to register for and repeat that rotation during the next regular scheduled affiliation period.

Policy for Affiliation Technical or Affective Domain Failures

Students who do not meet minimum competencies of technical and affective components will be required to:

1. Extend the rotation for a time to be determined by conference with Program Director, instructor and student, up to, but not exceeding three weeks based on the following conditions:
 - a. Clinical site instructor and program director must both agree that the student has the potential capabilities to meet minimum competencies within the period established.
 - b. Originating clinical site must be able to accommodate student based on

- c. staffing requirements and availability.
 - c. Student must request extension.
 - d. If student meets minimum competencies within the established time, a grade will be determined by combining and averaging ratings assigned after the base rotation and after the extension.
 - e. If student does not meet minimum competencies within the extension, student will receive a grade of F for that affiliation rotation and will be required to register for and repeat that rotation during the next regular scheduled affiliation period.
2. If the clinical site instructor and program director feel that competencies cannot be met within a three-week period, student will receive a grade of F for that affiliation rotation and will be required to register for and repeat that rotation during the next regular scheduled affiliation period.

VI. Failure and Dismissal:

Students may be dismissed for reasons of unethical behavior, immaturity, emotional instability or other considerations that may jeopardize patient safety and well-being. Such as:

1. Violation of confidentiality;
2. Falsification of data or reports;
3. Excess absences;
4. Negligence in the performance of laboratory tests;
5. Academic failure and at the discretion of Academic Standing Committee;
6. Errors in performance that is excessive and unacceptable.

No student will be dismissed on hearsay, but only after careful documentation and review of the circumstances and after appropriate hearings where the student is represented as described in the *RVCC Student Handbook*.

VII. Insurance:

Students are **required** to have liability insurance while at the affiliation site, and will be billed by the College.

Students are **required** to have student health insurance or be covered by health insurance of another kind.

INFECTIOUS DISEASE MANAGEMENT POLICY

1. All new students entering the MLT program will be educated regarding proper procedures to follow when handling potentially infectious materials and general OSHA safety procedures.
2. All incoming students will sign a statement of acknowledgement indicating they understand the risks and policies regarding infectious disease management.
3. All body fluids and kits using human products will be treated as potentially infectious materials.
4. Pipetting by mouth is not allowed in the laboratory.
5. All blood samples; body fluids and kits are to be disposed of in special containers to be autoclaved.
6. All needles and syringes are to be disposed of in a puncture resistant container to be sterilized.
7. Frequent handwashing will be enforced, and is mandatory following each laboratory section or when leaving the laboratory for any reason.
8. Bench tops and sinks will be cleaned with 10% sodium hypochlorite (bleach) before and after each laboratory exercise.
9. Accidental spills will be cleaned promptly using appropriate safety procedures, and the area then disinfected with 10% sodium hypochlorite.
10. Gloves (non- latex) are mandatory for all laboratories in which biologically hazardous materials are being handled.
11. Faculty will monitor all procedures and manipulations that could create aerosols and droplets and require students to wear safety goggles or work behind safety shields if necessary.
12. Program faculty will supervise all blood drawing practice sessions.
13. Any student who should not undergo phlebotomy, either for personal or medical reasons, will be excused from this procedure.
14. There will be absolutely no eating, drinking or smoking in the student laboratory.
15. All students will be educated about the Hepatitis B vaccine, and required to begin the series, or sign a waiver stating their decision not to do so.
16. All students will have documentation of proof of immunization for major communicable diseases as required by the College prior to being assigned to affiliations.

INFECTIOUS DISEASE DISCLAIMER

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids either in the school laboratory or in the actual clinical setting. Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions so as not to contract such diseases. RVCC, its faculty, and clinical agencies will NOT be held liable for accidents, injuries, or infections incurred by students during their course of study.

PROFESSIONAL CERTIFICATION INFORMATION

Once a student has successfully completed the RVCC MLT-AD Program, he/she will be eligible to sit for several national certification examinations sponsored by clinical laboratory professional organizations. Information for these examinations can be obtained from the MLT Program Director. It is the practice of this program that all graduates are encouraged to become certified by at least one agency, and as in the past, as part of the senior seminar course (MLTC220R) applications will be provided for:

Board of Certification
33 West Monroe Street, Suite 1600
Chicago, IL 60603
(312) 541-4999
www.ascp.org

Graduation from the RVCC MLT-AD program is not contingent on sitting for, or passing, any external examination.

If a student chooses alternate routes for certification, the following organizations also sponsor such examinations:

American Medical Technologists
10700 West Higgins Road, Suite 150
Rosemont, IL 60018
(847) 823-5169
www.americanmedtech.org

MLT-AD PROGRAM STATEMENT OF ACKNOWLEDGEMENT

I, _____,
(please print your full name)

have read and understand the information provided in the *RVCC Medical Laboratory Technician Student Handbook*, including:

MLT Mission, Philosophy and Graduate Outcomes;

Essential Functions of a MLT;

MLT Grading Policy;

MLT Affiliation Policy;

MLT Infectious Disease Management Policy and Disclaimer; and

I acknowledge that I understand the risks involved in the field of laboratory science, and I understand the safety policies in place and agree to follow the safety related instructions of my program faculty and supervisors. If I have any questions I agree to consult with my advisor or the MLT program director.

Student Signature

Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes of your first semester.

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STATEMENT OF RELEASE

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records, both financial and academic. For the student’s protection, FERPA limits release of student record information without the student’s explicit written consent. If you wish to authorize a specific individual or school/unit at RVCC to release information to specific individual(s), the following form may be used.

Instructions: Student should complete the form below and return it to the MLT Program Director, twood@ccnh.edu x5494 or Academic Advisor, kboyle@ccsnh.edu, x5434

The Academic Advisor maintains all signed student consent forms.

Student Disclosure and Release of Information

I understand that any and all personally identifiable information is protected under FERPA. I further understand that I may waive that protection and give access to my records for individuals of my choice. I agree to waive my rights under FERPA and allow the individual(s) named below access to my name, date of birth and social security number available at RVCC.

Clinical Location (Entity)

I acknowledge that this release is valid until I have completed my current degree program or until I revoke this release in writing by notifying the RVCC department listed on this form. By signing this release, I authorize RVCC to release my name, date of birth and social security number to the party listed above.

Student Signature

RVCC ID Number

Student Name - Please Print

Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes

Reviewed 2/98, 2/99, 5/00, 5/01, 3/02, 4/02, 7/03, 7/05, 7/10, 8/14, 8/15, 1/17

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CONSENT TO PARTICIPATE IN PHLEBOTOMY PROCEDURES

As a student of the Medical Laboratory Technician and/or Phlebotomy programs I understand that collecting and working with blood is an integral part of my program of study. I also understand that the collection of blood through **venipuncture** and **capillary procedures** is a necessary skill for me to master.

In order to provide the greatest opportunity for students to obtain mastery of these techniques I **volunteer** to be a donor of small volumes (not to exceed 15 ml), under controlled and supervised circumstances in the student laboratory. I understand that this is strictly **voluntary and I will not be coerced or forced to be a donor for these procedures.**

I understand that **some risk is involved** in that both venipuncture and capillary puncture procedures are invasive in nature. Potential risks include: **infection, soreness, bruising and bleeding.**

I acknowledge that I am **not currently taking any medications or have any known conditions that may leave me immunocompromised or prone to excessive bleeding** causing excessive risks to myself as a result of volunteering to have a venipuncture or a capillary puncture.

I agree to follow all policies associated with the procedures, including applying pressure and keeping the site bandaged for a minimum of two hours following the puncture.

I release the River Valley Community College at Claremont/Nashua and the State of New Hampshire from any liability that might arise from my choice to allow students of the Medical Laboratory Technician and/or Phlebotomy programs to practice performing venipuncture and capillary puncture techniques on my arms and/or fingers respectively.

Student signature

Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes

Reviewed 2/98, 2/99, 5/00, 5/01, 3/02, 4/02, 7/03, 7/05, 7/10, 8/14, 8/15, 1/17

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CONSENT TO DISCUSS ACADEMIC PERFORMANCE WITH ANOTHER

If you are a student, nineteen years of age or over, your academic history and performance is confidential and protected by law. This means that no information can be revealed, including your schedule, grades, progress, etc. to another individual.

In some cases a student may wish to allow another access to their academic progress. If you wish to allow your instructors or program director to discuss your academic progress with a parent or guardian or other individual, we must have your written permission. This form authorizes us to communicate with the person identified regarding your academic progress at RVCC-Claremont.

I, _____ (print name) authorize RIVER VALLEY
COMMUNITY COLLEGE to share with _____
(parent, guardian name or other) information regarding my academic progress in the _____
_____ (name of program or course). If there are special
circumstances or situations in which this is to only apply, please identify them here:

Student signature

Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes