



STUDENT
HANDBOOK
2024

MEDICAL LABORATORY TECHNOLOGY PROGRAM



TJCTM

PO BOX 9020, TYLER, TX 75711

Accreditation

The Medical Laboratory Technology Program at Tyler Junior College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). For further information regarding the accreditation process contact:

NAACLS

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Suite 720
Rosemont, IL 60018
1-773-714-8880

TYLER JUNIOR COLLEGE Rogers Nursing & Health Sciences

Mission Statement

To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant campus life and community service.

Vision Statement

To be the region's premier comprehensive community college recognized internationally for its academic and workforce programs, student life and community engagement.

FACULTY

Zelia McGaha, M.Ed., MT(ASCP)

Department Chair/Program Director

Email: zmcg@tjc.edu

Office: RNHS 2.242 Phone: 903.510.2367

Lisa Baker, B.S., MT(ASCP), PBT(ASCP)

Professor

Email: lbak@tjc.edu

Office: RNHS 2.273 Phone: 903.510.2606

Rachel Miller, M.A., MLS(ASCP)^{cm}

Professor

Email: Rachel.Miller@tjc.edu

Office: RNHS 2.276 Phone: 903.510.2010

Introduction

Welcome to the Tyler Junior College Associate of Applied Science Medical Laboratory Technology Program. This handbook has been prepared to provide you with the expectations of the TJC faculty and MLT Program, its mission, philosophy, outcomes, objectives, policies and procedures.

Your review of this handbook is part of your commitment as a Medical Laboratory Technology student. You are responsible for the information contained in this booklet, therefore it should always be readily available for reference.

Each student should seek clarification, amplification and/or verification for anything you might not understand. All faculty of the MLT Program are willing to answer your questions or help you seek assistance in complying with the policies/procedures presented in this handbook.

You may be given copies of new and/or updated materials as policies/procedures are revised. You should replace the old materials with the new in your handbook.

Other sources of information that will assist you as you progress through Tyler Junior College's Medical Laboratory Technology Program are the Tyler Junior College Catalog and the Tyler Junior College Student Handbook. Both are available online through Apache Access and in hard copy available from the Registrar's Office.

The TJC Medical Laboratory Technology Program faculty and Dean of Nursing and Health Sciences strive to provide educational opportunities and experiences for students selected to the program to acquire the necessary competencies to become certified Medical Laboratory Technicians. As students, you are encouraged to participate in the activities of the school to achieve your full potential.

Students are also encouraged to become student members of professional organizations to acquire a sense of the profession and to have a voice in the future of the medical laboratory professionals. Websites include but are not limited to:
www.ascp.org, www.americanmedtech.org, and www.ascls.org

The MLT Program does not guarantee admission to the licensing/certification examination(s) nor licensure/certification.

About This Handbook

The provisions in this handbook are subject to change by the Medical Laboratory Technology Program (MLT) faculty and do not constitute an irrevocable contract between any applicant or student and the program. The MLT Program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparation of this handbook.

To the extent that any provision contained in this handbook differs from or conflicts with Tyler Junior College Board Policy, then the Tyler Junior College Board Policy will control in all circumstances. Tyler Junior College Board Policies may be found at <http://pol.tasb.org/Home/Index/1076>

BOC Board of Certification - Guidelines for Ethical Behavior

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability 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 patient 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 patients' age, gender, race, religion, national origin, disability, and marital status, and sexual orientation, political, social, or economic status.

If legal action is taken against a certification applicant that results in a conviction that violates these guidelines, and the Board of Certification is notified of such action, the case will be referred to the Board of Governors' Ethics Review Committee for their consideration and decision. The formal appeals process will be followed.

Table of Contents

Accreditation	i
Introduction	i
About This Handbook.....	i
BOC Guidelines for Ethical Behavior	ii
 GENERAL INFORMATION.....	 1
Program Mission:	3
Program Goals:	3
Program Outcomes:	3
MLT Program Competencies:	4
Essential Functions	5
American with Disabilities Act (ADA):	5
Length of Program.....	7
Academic Advising	7
Communication	8
Curriculum (Degree Plan).....	8
Associate of Applied Science Degree.....	8
First and Second Year.....	8
Prescreening	9
Prescreening Requirements	10
Reciprocity.....	10
Pre-Assignment Drug Screening	10
Criminal Background Check	11
Health Form and Immunizations	12
Blood and Body Fluid Exposure.....	13
Student Health Services.....	14
Qualifications for Certification:.....	14
Professionalism.....	15
PROGRAM POLICIES	17
Program Policies Statement.....	19
Honesty and Integrity	19
Attendance.....	19
Punctuality in the Classroom/Learning Lab	20
Notification of Absence/Tardiness	20
Consequences for Absences/Tardiness.....	20
Attendance during Clinical Rotations	21
Classroom Etiquette.....	21
Course Requirements.....	22
Uniforms.....	22
First Year Students	22
Second Year Students	22
Grading.....	22
Drop/Withdrawals from Courses	24
Tuition and Refund Policy.....	25
Grievances.....	25
Probation/Suspension/Dismissal.....	25
Progressive Discipline	25
Student Conferences and Evaluations.....	26
Readmission Policy	27
Responsibility for Information Retention	29
Program Closure-Teachout Plan	28
Certification Eligibility	28

PRACTICUM (CLINICALS)	31
Introduction to Practicum	33
Controlling Institution	33
Facilities for Practicum (Clinicals)	33
Selection and Placement Process:	33
Practicum Education Centers	34
Room and Board during Practicum Rotations	35
Transportation to Practicum Rotations	35
Practicum Hours	36
Attendance during Practicum	37
Extended Absences	38
Tardiness	38
Holidays/Vacations	38
Inclement Weather	38
Dress Code/Appearance	39
Visiting Practicum Affiliates	40
Acting as a Witness	40
Liability Insurance	40
Accident or Injury	40
Patient Care Incident Reports	41
Confidential Information	41
Supervision of Students	41
Grading during Practicum	42
Student Dismissal	42
Professionalism	43
CLINICAL PROFESSIONAL PERFORMANCE EVALUATION (CPPE)	45
Attendance	46
Total Points Earned	47
LABORATORY SAFETY	49
Introduction	51
Blood Borne Pathogen Exposure	51
Standard Operating Procedures	52
General Personal Safety	52
Standard Precautions	52
Engineering and work practice controls	52
General Safety Rules	53
Communicable Disease	55
Drug Policy	56
FORMS AND AGREEMENTS	59
Medical Laboratory Technology Orientation	61
Infectious Disease/Exposure Policy Procedures Statement of Understanding and Waiver	63
MLT Program Dismissal Policy	65
Practicum Site Agreement	67
Travel Requirements	67
Clinical Selection and Placement Process	67
Student Practicum Hours	67
Compensation and Service Work Statement	67
MLT Practicum Student Role and Conduct Agreement	67
Personal Data Form	69
Release of Liability	71
Records Release	71
Practicum Absence Report	73
Practicum Attendance Record	75
Supplemental Clinical Rotation	77
INCIDENT/EXPOSURE REPORT	79
Acknowledgement Regarding COVID-19 Vaccine	85



MLT Student Handbook

General Information

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

MEDICAL LABORATORY TECHNOLOGY PROGRAM

Program Mission:

The mission of the Tyler Junior College Medical Laboratory Technology Program is to provide qualified individuals with an optimal learning experience which seeks to ensure that our graduates perform clinical laboratory science procedures as defined by the *Essential Functions for Clinical Laboratory Science Students*. Graduates of the Tyler Junior College Medical Laboratory Technology Program will exemplify professionalism in a manner consistent with the *ASCP Board of Certification and AMT Guidelines for Ethical Behavior*.

Program Goals:

The Medical Laboratory Technology faculty supports the TJC mission statement: To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant campus life and community service.

The goals of the MLT program are to provide the health care community with graduates who are competent, employable, entry-level Medical Laboratory Technologists, who are qualified by academic and practical training to provide service in clinical laboratory science, The Tyler Junior College Medical Laboratory Technology Program strives to instill the value of a lifelong learning process to enhance personal growth, development in the workplace, and leadership skills.

Program Outcomes:

The Medical Laboratory Technology faculty has set as its outcomes the following:

Laboratory Operations

Students will apply safety and governmental regulations as required for compliance with laws and accreditation.

Clinical Competency

Students will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as clinical chemistry, hematology/hemostasis, immunology, immunohematology/transfusion medicine, clinical microbiology, urine and body fluid analysis, laboratory operations, and other emerging diagnostics.

Professional Behavior

Students will employ basic knowledge and skills of principles and practices for professional conduct.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Communication

Students will communicate effectively with patients, the public and other health professionals.

Graduation Rates

Graduation Rates (Retention Rates) for the MLT program will meet the NAACLS standards guideline for the last three consecutive years.

Certification Rates

External Certification Exam results for the MLT program will meet the NAACLS standards guideline for the last three consecutive years.

Job Placement Rates

Graduate Placement Rates for the MLT program will meet the NAACLS standards guideline for the last three consecutive years.

MLT Program Competencies:

Upon successful completion of the MLT program and initial employment, the graduate will be able to demonstrate entry-level competencies in the following areas of professional practice:

1. Collection and processing of biological specimens for analysis.
2. Performance of analytical tests and statistical calculations on body fluids, cells, and products relating to all routine areas of the clinical laboratory.
3. Recognition of factors that affect procedures and results, and take appropriate action within predetermined limits.
4. Performance and monitoring quality control within predetermined parameters.
5. Performance of operation and preventative and corrective maintenance of basic laboratory equipment and instruments referring to appropriate source for repairs.
6. Recognition and adherence to established safety policies.
7. Demonstration of professional conduct and interpersonal communication skills with patients, patients' families, laboratory personnel, other health care professionals and with the public.
8. Recognition of other laboratory and healthcare personnel responsibilities interacting professionally with respect for their jobs and patient care.
9. Application of basic scientific principles in learning new techniques and procedures.
10. Utilization of computerized instruments and laboratory information systems.
11. Relationship of laboratory findings to common disease processes.
12. Recognition and action upon the need for continuing education as a function of growth and maintenance of professional competence.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Essential Functions **for Clinical Laboratory Science (CLS) Students**

MLT programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the MLT program as indicated below. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements, with or without reasonable accommodations. If you are uncertain as to your ability to perform any of these essential functions, please consult with the MLT Program director.

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information require functional use of visual, auditory and somatic sensations.
 - a. Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
 - b. Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
 - c. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
 - d. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
2. **Movement** - Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.
 - a. Move freely and safely about a laboratory.
 - b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
 - c. Travel to numerous clinical laboratory sites for practical experience
 - d. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
 - e. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
 - f. Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
 - g. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
3. **Communication** - Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.
 - a. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
 - b. Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
 - c. Clearly instruct patients prior to specimen collection.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

- d. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
 - e. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
 - f. Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team
 - g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
4. **Intellectual** - Ability to collect, interpret and integrate information and make decisions.
- a. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
 - b. Be able to exercise sufficient judgment to recognize and correct performance deviations.
 - c. Apply knowledge to new situations and to problem solving scenarios.
5. **Behavioral** - Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive and effective relationships with faculty, fellow students, clinical instructors, patients and other members of the healthcare team.
- a. Manage heavy academic schedules and deadlines.
 - b. Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
 - c. Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
 - d. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
 - e. Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
 - f. Be flexible and creative and adapt to professional and technical change.
 - g. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
 - h. Adapt to working with unpleasant biological specimens.
 - i. Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
 - j. Be honest, compassionate, ethical and responsible and accept responsibility and accountability for one's own actions.
 - k. Be forthright about errors or uncertainty.
 - l. Be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

- m. **Works with Cultural Diversity:** Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

The essential functions adopted for the Medical Laboratory Technology Program at TJC are from Fritsma, G.A. Fiorella B.J. and Murphey, M. "Essential Requirements for Clinical Laboratory Science," published in Clinical Laboratory Science, Vol. 9, No 1, pp. 40-43 Jan/Feb 1996.

American with Disabilities Act (ADA):

Students are referred to the TJC Student handbook; www.tjc.edu/StudentHandbook

Length of Program

The length of education for the Medical Laboratory Technology Program at Tyler Junior College is twenty months after gaining acceptance in the program, in accordance with the American Medical Association's Council on Medical Education in Medical Technology. The time will include three regular Tyler Junior College sessions, before the students will be assigned to training in clinical facilities for a total of 608 hours during the last spring semester (sophomore year).

Academic Advising

Medical Laboratory Technology students are encouraged to consult with the academic advising staff, MLT Program faculty and the Program Director to periodically review the degree plan. MLAB courses are taken in the order listed in the TJC catalog degree plan. Core courses may be taken concurrently or prior to application to the MLT Program. Students must complete all core and MLAB courses to be awarded the AAS degree in Medical Laboratory Technology. Students must have earned the AAS degree in Medical Laboratory Technology to be eligible for the ASCP or AMT certification exam.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Communication

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), email communication by faculty and staff with current MLT students will be through the official TJC email address assigned upon admittance to Tyler Junior College. Grades are available online through Apache Access or directly from your instructor.

Curriculum (Degree Plan)

All required courses of the MLT associate degree curriculum must be completed with a final grade of "C" or better. All medical laboratory technology courses (MLAB) and (PLAB) must be passed with a minimum grade of a 75 "C". Receiving a final grade below a "C" in any prerequisite course will result in the student being placed on program academic probation or lead to program dismissal until the deficiency has been removed. The student may not progress until deficiency has been removed.

Enrollment in this program is limited. See the Special Admissions requirements for Nursing and Health Science programs in the TJC *Catalog* (available on the TJC website www.tjc.edu).

All students should see a Nursing and Health care advisor for guidance to program eligibility, admission, and application requirements including possible course transfers for transfer students.

Associate of Applied Science Degree

PREREQUISITE FOR APPLICATION: BIOL 2401 Anatomy and Physiology I

(Substitution can be made with CHEM 1406 Introductory Chemistry I OR CHEM 1411 General Chemistry. Students are still required to take BIOL 2401)

FIRST YEAR

SEMESTER I

MLAB 1201 Intro to Clinical Lab Science
PLAB 1223 Phlebotomy
MLAB 1415 Hematology
ENGL 1301 Composition I
MATH 1314 College Algebra

SEMESTER II

MLAB 2534 Clinical Microbiology
MLAB 1235 Immunology/Serology
MLAB 1311 Urinalysis & Body Fluids
CHEM 1406 Introductory Chemistry I
Allied Health Emphasis OR
CHEM 1411 General Chemistry

SUMMER

xxxx x3xx Lang., Philosophy and Culture Core OR
Creative Arts Core
PSYC 2314 Lifespan Growth and Development OR
PSYC 2301 General Psychology OR
SOCI 1301 Introductory Sociology

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

SECOND YEAR

SEMESTER III

MLAB 2501 Clinical Chemistry
MLAB 2431 Immunohematology
MLAB 1227 Coagulation
BIOL 2402 Anatomy and Physiology II

SEMESTER IV

MLAB 2466 Practicum
MLAB 2132 Seminar in MLT
MLAB 1231 Parasitology/Mycology

TOTAL SEMESTER HOURS: 60

Effective Fall 2022

Special admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. (Refer to TJC Catalog) All courses with bolded titles may be taken prior to acceptance into the MLT program.

Class requirements are listed for each MLAB/PLAB course in the individual syllabus available online after registration each semester. Scrubs and Lab coats are required for MLAB course labs. Computer access to TJC email and online materials made available by the professors is required. Computer labs are available on campus for students who do not have computers or internet access at home.

Students who hold an acceptable current Phlebotomy certification are not required to enroll in PLAB 1223. With approval from the Department Chair, a credit by exam letter will be issued to the registrar's office. A fee is required to post the credits to the student's transcript. Certified phlebotomist's must successfully complete competency assessment by the PLAB 1223 instructor prior to performing venipuncture or capillary collections for TJC classroom activities. **CPR training** will be required during SEMESTER III of MLT Program.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), email communication by faculty and staff with current MLT students will be through the official TJC email address assigned upon admittance to Tyler Junior College. Grades are available online through Apache Access or directly from your instructor.

Prescreening

Program requires criminal background and drug screen.

Clinical and Practicum prescreening requirements are required for all clinical/practicum students and faculty as stated in the Tyler Junior College clinical affiliation agreements. These prescreening requirements are the same as those required of healthcare industry employees (background checks and drug screens). The rationale for extending these requirements to clinical students and faculty was the concept of due diligence and the competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management and patient safety. Moreover, the public is demanding greater diligence in light of the national reports of deaths resulting from medical errors.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Prescreening Requirements

All background checks and drug screen tests are conducted AFTER admission to the clinical program. Verification of the satisfactory results must be received by the student's first New Student Orientation date. Background and drug screens will be honored by all clinical and practicum affiliates for the duration of the student's enrollment in the clinical program IF the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester (Fall or Spring) or more. The above information must be verifiable through the college/school. Services by Castlebranch Branch.

Reciprocity

Students must meet these requirements prior to the first New Student Orientation Day.

Pre-Assignment Drug Screening

Random urinalysis Collection: An unobserved collection of urine.

Type of Test

Substance Abuse Panel 10 ("SAP 10"), with integrity checks for Creatinine and PH levels (it may vary according to facility). Acceptable and unacceptable test ranges are listed below (may change according to the service provider and instrumentation used).

Pre-Assignment Drug Screen Panel with Ranges

Integrity Checks	Acceptable Range
CREATININE	>.20 mg/dl
PH	4.5-9.0

Substance Abuse Panel	Initial Test Level	GC/MS Confirm Test Level
AMPHETAMINES	1000 ng/mL	500 ng/mL
BARBITURATES	300 ng/mL	200 ng/mL
BENZODIAZEPINES	300 ng/mL	200 ng/mL
COCAINE METABOLITES	300 ng/mL	150 ng/mL
MARIJUANA METABOLITES	50 ng/mL	15mg/mL
METHADONE	300 ng/mL	200 ng/mL
METHAQUALONE	300 ng/mL	200 ng/mL
OPIATES	2000 ng/mL	2000 ng/mL
PHENCYCLIDINE	25 ng/mL	25 ng/mL
PROPOXYPHENE	300 ng/mL	200 ng/mL

SAP 10 test results that fall outside any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by Gas Chromatography Mass Spectrometry (GCMS) method. If the results remain positive, they are sent to a Medical Review Officer (MRO) who calls the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists, the test result is deemed to be "negative" and acceptable.

The MRO is a medical doctor who specializes in the interpretation of drug screen results. Medical Review Officers do not make placement decisions; they simply pass along information regarding legal versus illegal drug use or consumption. Medical Review Officers are not required, but are beneficial in making placement decision. Medical Reviews are a

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

separate cost since they entail a separate service. The cost of Medical Reviews varies from about \$35 to \$75 dollars per donor. It is important to note that although any physician could perform this service, only certified MRO's are considered bona fide experts in this field.

An individual with a positive drug screen will not be allowed to attend any clinical agency/rotation for a minimum of 12 months. Prior to returning to the clinical affiliate rotation, a student must provide proof of a negative drug screen as verified by the college. Failure to take the required drug screening will be interpreted as a positive drug screen.

A clinical affiliate reserves the right to remove a student/faculty from the facility for suspicion of substance use or abuse (including alcohol.) The clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student. In all instances, the clinical affiliate will provide written documentation of the student's/faculty's behavior(s) by two or more representatives to the Tyler Junior College.

Criminal Background Check

The criminal background check reviews a person's criminal history seven (7) years back from the date of application. The check will include the cities and counties of all known residences during that time period. In the event the student feels that an error has been made in the criminal background check or drug screen, it is the responsibility of the student to contact Castlebranch for a verification check. Enrolling in Castlebranch is the responsibility of the student and it is required.

SSN Authenticity: Confirms that the social security number reported is a valid number that is not part of the death database. Reviews the date and location the social security number was issued against the applicant's address history and date of birth.

Identify Trail Check: Reviews addresses and names reported by credit and other agencies against the applicant's reported name and address information. (This check also helps review if someone's identity has been "stolen".) Remedy does not perform a credit check and it will not affect your credit score in any way.

Driver's License Authenticity Check: Determines if the driver's license number reported exists and is registered in the name, address, and date of birth of the applicant.

Criminal History: Going back at least 7 years, reviews any admission-related felony and misdemeanor convictions, including deferred adjudications of the applicant. The current state and all states (where available) of residence in the last 7 years or the appropriate counties of residence (if statewide inquiries are unavailable) are checked. Any and all findings are reported to TJC.

Sex Offender Registry Review: Reviews the relevant current state database (where possible) to determine if the applicant is a registered sex offender.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

- NOTES:
- (1) If a licensing/registry body approves the individual to sit for the licensing/credentialing exam, the individual may participate in the clinical rotation. However, it is the student's responsibility to be aware that the disqualifications listed above are used for employment eligibility by most hospitals in Texas.
 - (2) Tyler Junior College may request an exception from the first clinical affiliate for a student with a felony deferred adjudication and no alternative recourse through a licensing/registry authority, i.e. Board of Nurse Examiners of Texas. Following approval from the first clinical affiliate, the student may progress as stated above.

Allocation of Cost

Each clinical/practicum student must bear the cost of these requirements.

Verification of Compliance & Record-keeping

The vendor will notify the College on all individuals who fail a criminal background screening. Upon request, verification of compliance with these standards will be sent to the designated representative of the clinical/practicum affiliate prior to the clinical rotation start date. Verification is accomplished by sending a letter from the appropriate department chair on letterhead stating that these standards have been met by the student/faculty, listing the student's/faculty's full name and clinical rotation start date. If more than one student is attending a clinical rotation, a comprehensive list with all the student's/faculty names may be submitted.

It is the responsibility of Tyler Junior College to inform these persons of requirements prior to enrollment in this curriculum. This will give students/faculty prior notice and an opportunity to decline the clinical training before investing their time and money in the class. The students'/faculty name and social security number will be the only information provided to the office of the Dean of Nursing and Health Professions. This information will be filed in a secured area to ensure confidentiality. In the event that the student/faculty feels that an error has been made in the results of the criminal background check, it is the responsibility of the student/faculty to contact the external vendor for a verification check.

Health Form and Immunizations

Tyler Junior College of Nursing and Health Sciences requires students accepted in their nursing and health science programs to complete the TJC Health and Immunization Forms. Students may be requested to present a physician's release to return to class/practicums after an accident, surgical procedures, or extended illness.

Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64 states that a student enrolled in a health science program which will involve direct patient contact, **MUST** have had certain immunizations. Hepatitis B immunizations series must begin **immediately** upon notification of admission to the program in order to be able to participate in Fall semester laboratory activities. Flu vaccine and TB skin tests are required **annually**. It is the responsibility of the student to remain current with all immunizations after admission to the program. Clinical rotation assignments will NOT begin if immunizations are not current.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

The following are the immunization requirements specified in Texas Administrative Code cited above.

- Students cannot be provisionally enrolled without at least **one dose of measles, mumps, and rubella vaccine** if direct patient contact will occur during the provisional enrollment period.
- **One dose of tetanus-diphtheria-pertussis(Tdap)** is required within the last ten years.
- Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of **two doses of measles-containing vaccine** administered since January 1, 1968.
- Students must show, prior to patient contact, acceptable evidence of vaccination of **one dose of rubella vaccine**.
- Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of **one dose of mumps vaccine**.
- Students shall receive a **complete series of hepatitis B vaccine prior to the start of direct patient care and show serologic confirmation of immunity to hepatitis B virus**. Some affiliate sites may require serological confirmation of immunity (antibody titer) prior to practicum completed at that site. Students will be responsible for the cost of testing for immunity.
- Students shall receive **two doses of varicella vaccine** unless the first dose was received prior to thirteen years of age.
- Students must show proof of immunization to **bacterial meningitis** prior to enrollment at TJC. Refer to the TJC student handbook for details and exceptions.

Blood and Body Fluid Exposure

Human Blood and Body Fluid samples are utilized in the MLT Program laboratory sessions; either samples from MLT students, actual patient samples and laboratory reagents many from human products. Clinical rotations are in accredited functioning patient-service laboratories. Potential exposure to blood and body fluids capable of transmitting communicable disease exists. The Medical Laboratory Technology follows the standard precautions guidelines for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus and other blood borne pathogens established by the Centers for Disease Control and the OSHA Blood borne Pathogens Standards. Instruction is given in MLAB 1201, Introduction to Clinical Laboratory Sciences for appropriate Standard Precautions to Blood and Body Fluids. Students shall follow the protocols for Standard Precautions while working with potential pathological specimens in the school laboratory and at the clinical site(s) and refrain from inappropriate behaviors (i.e. horseplay, etc.)

Detailed steps outlining the procedure to be followed for a student's exposure to Blood and/or Body Fluids are outlined in the Laboratory Safety/Infection Control Section of this Manual.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Student Health Services

Each student is responsible for his/her own medical care. TJC does provide a campus clinic on the second floor of Rogers Nursing & Health Sciences building. All health science students are automatically enrolled in a small health insurance policy program. Campus clinic medical personnel are available at scheduled times at the Rogers Nursing & Health Sciences building on the Tyler Junior College campus.

If a student does not have health insurance with his family, it is strongly recommended that the student make arrangements for his own health insurance. Information about health insurance for students may be acquired at the Office of Student Affairs.

If the student needs to make an appointment at the campus clinic or with a private physician or dentist, all efforts should be made to have the appointment scheduled so that it does not conflict with a scheduled class or clinical assignment. The students are not allowed to discuss their personal medical problems with physicians while in the clinical area.

Medical Laboratory Technology students are also enrolled in a professional liability insurance policy.

THIS INSURANCE COVERS ONLY CLINICAL INCIDENTS OCCURRING DURING CLINICAL ASSIGNMENTS. THE STUDENT MUST BE SCHEDULED BY TYLER JUNIOR COLLEGE FOR A CLINICAL ASSIGNMENT FOR THE INSURANCE TO BE EFFECTIVE. THIS WILL COVER ONLY MINOR INCIDENTS. MAJOR MEDICAL BILLS WILL BE THE RESPONSIBILITY OF THE STUDENT. INSURANCE COVERAGE IS AUTOMATICALLY ADDED WHEN A STUDENT REGISTERS FOR THE CLINICAL (PRACTICUM). CLASS MAXIMUM HEALTH COVERAGE IS \$10,000.00 WITH NO DEDUCTIBLE.

THE COLLEGE, NOR THE HOSPITAL, COVERS THE STUDENT UNDER WORKMAN'S COMPENSATION FOR CLASSROOM, LABORATORY, OR CLINICAL ACTIVITIES.

Qualifications for Certification:

Examination Eligibility :

Eligibility to take a certification examination is established by:

- Meeting the stated minimum requirements for the particular category of certification
- Submission of the appropriate application form
- Payment of the appropriate application fee
- Submission of all appropriate documentation including official transcripts

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Because the examination requirements and procedures are periodically revised, be sure you have the latest application packet available from the certifying agency you choose.

TJC faculty encourages students to sit for the ASCP Board of Certification or AMT. Information, step-by-step instructions and forms for the appropriate certification category and route number may be downloaded and printed from the website at <https://www.ascp.org/content/board-of-certification> or <https://americanmedtech.org/> If you encounter difficulties in obtaining the information from the web site, feel free to contact the Program Director for assistance.

Professionalism

Medical Laboratory Technology students are preparing to enter a health care career where exemplary professionalism and customer service are expected along with knowledge and skill. Although you may not see the client (patient) the work you do is directly related to their wellbeing. As future members of a health profession, students must be willing to accept the responsibilities placed on them in order to prove them capable of assuming future responsibilities. The transition from layperson to professional must be made. It is not an easy transition but can be facilitated by striving to learn, transferring this learning to clinical experiences and therefore acquiring critical thinking skills.

You will develop habits and attitudes that reflect your willingness to learn, to stay current, to accept responsibilities and change in a positive manner. These characteristics will become your future.

Honesty and Integrity are followed by knowledge and skill.

Each student is strongly encouraged to become a member of ASCP (American Society for Clinical Pathologists), www.ascp.org, AMT (American Medical Technologist) <https://americanmedtech.org/> and ASCLS (American Society for Clinical Laboratory Scientists), www.ascls.org All strive to promote patient first, standards of excellence for the profession, maintain a reputation of honesty, integrity, competence and reliability, establish respect and communication with other health care providers to ensure the highest quality of care for the patient, and comply with laws and regulations pertaining to the practice of Clinical Laboratory Science.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.



MLT Student Handbook

Program Policies

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Program Policies Statement

Student policies are developed by the Medical Laboratory Technology Department in order to ensure that a high standard of learning of professional skills and professional behavior is met. Each student is expected to read, understand and comply with these policies. The policies are also in place to ensure that the environment in which this learning takes place is conducive to, safety for, and fair to all parties involved.

Honesty and Integrity

The Medical Laboratory Technology program adheres to the Academic code of conduct for Integrity set forth in the Tyler Junior College Student handbook available online at; <http://www.tjc.edu/StudentHandbook>

Students of Medical Laboratory Technology participate in Practicums at clinical affiliates of the program where students must agree to observe the code of conduct of the affiliate(s) assigned. Students are required to attend orientation offered by each affiliate prior to practicum.

Failure to maintain Honesty and Integrity in the health profession could result in compromising patient care, safety, or outcomes. Failure to adhere to the code of conduct of an assigned practicum site could result in dismissal from the program.

Electronic Devices:

Courtesy to your classmates and instructor requires that all electronic devices must be on silent in the classroom. Cell phones are not allowed in the laboratory for safety reasons. If you have an emergency and need to answer a call, you should quietly exit the room and take the call without disturbing the class. Please respect the rights of your fellow classmates for an environment favorable to learning.

Cell phones are not allowed in the clinical sites/affiliates laboratories and at TJC MLT lab room 2.214. TJC MLT laboratory is considered biohazard level 1 "contaminated" as we work with human blood and body fluids. Cell phones will be placed/kept at the entry/clean area on the shelves with other personal belongings.

Attendance

Punctuality and regular class *and* laboratory attendance are required for the success of all students. Recognizing that the Medical Laboratory Technology student will soon be obligated to meet the needs and demands of the medical technology profession, stricter requirements are imposed than those by other academic curricula. The MLT attendance policy supersedes all others that may be in effect.

No absence in a MLAB/PLAB course is an "excused absence". All absences, no matter the reason, are treated the same with respect to consequences. Exceptions

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

will ONLY be made for extenuating circumstances. Students are responsible for providing verifiable evidence of circumstances.

All course work must be completed. See specific course syllabi concerning examinations and lab exercises make up policies.

Extenuating circumstances which are severe, unavoidable, and verifiable (e.g. prolonged hospitalization of the student, spouse, or child; death in the family; etc) may be presented to the professors and department chair/director and will be considered on a case-by-case basis as to how they will be handled and/or recorded.

Punctuality in the Classroom/Learning Lab

Students are expected to attend lectures and laboratory sessions at the scheduled time. If a student is not present for roll call, it is the student's responsibility to see the instructor after the lecture to change the "absence" to a "tardy". Students will be allowed into class/lab late at the sole discretion of the professor. Make-up of labs missed is at the discretion of the professor; some may be impossible to recreate. Assignments due dates will be posted in Canvas. If the student fails to turn in the assignment on time the grade will be lowered by 10 points for every day late. After 1 week late the student will receive a "zero". There will be no exceptions to this policy as the professor gives adequate time to complete the assignments.

Notification of Absence/Tardiness

Students are expected to notify their instructors PRIOR to class meeting time of their absence or tardy. If the absence/tardy was not anticipated, therefore making notification impossible, the student is expected to notify the instructor as soon as possible. Failure to notify your instructor, may result in grade penalties for assignments due (received late due to tardy or absence) per the individual instructor syllabus. If student is absent more than 3 days consecutively for a health-related issue (infectious illness), it will count as one single absence for the classes missed. **See assignments policy on page 24 for more details.**

Consequences for Absences/Tardiness for both Lectures and Labs

First absence: no penalty if time and/or missed work in all classes/labs missed is submitted AND that notification was given per policy. Make-up work must be arranged with the course professor, or the penalty will be the same as for second absence.

Second absence: verbal warning will be given and documented in the student's file. Notification must be given to course professor. Make-up work must be arranged with the course professor, or the penalty will be the same as for third absence.

Three absences: The student will be given an Action Plan with details how to rectify this problem of missing classes/labs and must make up all work determined by course professor. One (1) point will be deducted from the final course grade at the end of the semester.

Four absences: The student will be placed on Academic Probation for the duration of the semester after the fourth absence in the course. Upon completion of the semester a review of the student's academic performance of all program courses to date will be conducted by the department chair and faculty with consideration of student's attendance and success in program courses. The student will be counseled and advised of academic status in writing as it relates to their successful completion of the MLT Program.

Five absences: Student must repeat the course in the next academic year. Each course can only be repeated once. Student must proof proficiency in order to perform all essentials of a Medical Laboratory Technician upon graduating from the program. Students must complete all core and MLAB courses to be awarded the AAS degree in Medical Laboratory Technology. Students must have earned the AAS degree in Medical Laboratory Technology to be eligible for the national certification with agencies such as ASCP or AMT.

All lectures, laboratories and clinic assignments are equally important and must be attended for the entire class time. Even though professors may complete lessons early, the class is not dismissed until the instructor announces dismissal.

A student may appeal the attendance policy to the Department Chair in person AND in writing. The appeal will be considered if the following two conditions can be demonstrated:

1. Sufficient documented evidence supports a genuine need for the absence.
2. Missed course work can be overcome within specific course requirements.

Further grade appeal will follow due process as outlined in the current TJC Student Handbook (www.tjc.edu/grievances).

Attendance during Clinical Rotations

Refer to the Practicum section of this Handbook page 37.

Classroom Etiquette

TJC enters into a **partnership for success** with each of its students and willingly assumes the responsibility of offering the quality of instruction, facilities, and services necessary to provide its partners with opportunities to achieve their individual academic goals. TJC guidelines are found in the TJC Student Handbook.

The following policies are designed to facilitate this process.

- Attend class each time class meets.
- Be on time for class and remain for the entire period.
- Refrain from talking while professor or speaker is lecturing.
- Turn cell phones, pagers, etc. to silent and put away.
- Be attentive and participate in class.
- Refrain from bringing non-students to class or labs.
- Remain in class until dismissed.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Course Requirements

Professors are responsible for preparing the course syllabus and discussing course requirements allowing the students to ask questions for clarification. A course syllabus is the students contract with the professor and includes course description, required materials for the course including but not limited to textbooks, scantron forms, calculators, computer access, etc., grade derivation, course outline, course outcomes, course calendar. The course objectives for MLAB/PLAB courses are given to the student at the beginning of the unit of instruction (series of lectures) and should serve as the unit review. The students will be asked to sign an attestation statement verifying that they have read, understand and have been able to ask questions regarding the course requirements.

Both students and instructors are responsible for complying with the requirements of the course syllabus.

Uniforms – Dress Code/Appearance – see pages 39-40

First Year Students

Each student should purchase a white, full length, long sleeved lab coat prior to the start of classes. These may be purchased at a uniform shop. Coats in use will remain in the student laboratory and removed only for laundry but not worn outside of the student laboratory. Gun-metal/pewter gray scrubs are to be worn during all classes, labs, and **all activities** with a MLT patch on the left upper sleeve. Only black or white solid undershirts should be worn if needed under the scrubs top. Black or white uniform shoes are preferred; must be closed-toed and fluid resistant. Jackets or hoodies must be black, gray or white. **Lab room 2.214 follow dress code pages 39-40.**

Second Year Students

For Practicum: Lab coats are usually provided by the affiliate during clinical rotations in order that they meet their guidelines. Gun-metal/pewter gray scrubs are to be worn during classes (lectures/labs) on campus and for **all activities and your practicum** (with MLT patch on the left upper sleeve). Only black, pewter gray or white solid undershirts should be worn if needed under the scrubs top. Black or white uniform shoes are preferred; must be closed-toed and fluid resistant. Coats, jackets or hoodies must be black, gray or white. **Lab room 2.214 and clinical sites/affiliates laboratory see pages 39-40.**

Grading

A minimum grade of **C** must be achieved in **all** required MEDICAL LABORATORY TECHNOLOGY (MLAB)/(PLAB) courses. **THE MINIMUM PASSING GRADE IS 75%.** The following grading scale below will be used for all MLAB/PLAB academic courses.

Passing:	A = (90%-100%)	Failing:	D = (74%-60%)
	B = (80%-89%)		F = Below 60%
	C = (75%-79%)		

Failure of any MLAB/PLAB course while in the program will impact student's ability to enroll in the following semester. Students not maintaining a grade of "C" or better in any required MLAB/PLAB course **MUST** repeat and pass the course with a minimum grade of "C" or better. Failure to achieve a passing course grade after a second attempt taking a course; will result in the student being dropped from the program. The student must schedule a conference with the department chair and/or academic advisor prior to registering for each semester.

All other required academic courses in the curriculum must also be passed with a grade of "C" or better using the TJC grading policy. Any of these courses may be repeated while the student is in the program. No student will graduate from the program until all academic and clinical requirements have been met.

Clinical Rotations (Practicum) MLAB courses are graded using a point system where points earned equate to a letter grade. The student is evaluated by the preceptor technologist using the same established criteria for affective and psychomotor skills for each of 4 clinical laboratory units (Chemistry, Hematology, Immunohematology, and Microbiology). **To pass each clinical rotation unit**, the student must earn at least 75% with a letter grade of C or better.

Student informal assessment, conferences and evaluations will be ongoing during each of the four clinical laboratory units. Formal student feedback will be given upon completion of each clinical laboratory unit. The semester grade for Practicum will be calculated based on the grade earned from completed clinical laboratory units during each semester. Grades for Practicum will be kept in the office of the TJC faculty of record for these courses. Should the preceptor and student not be able to complete the unit review upon completion of that clinical rotation unit; the student and TJC professor will complete the review.

Assignment Information

Assignment due dates will be posted in the canvas course assignment module. The student is responsible to view the canvas course daily to keep up to date on course assignments and important dates and announcements.

All lab assignments not submitted online **MUST** be completed using a pen. If an error is made, a single line should be used to mark out the error and initialed. The correction should be placed next to your initials. If an assignment is completed using pencil, erasable ink, or white-out, five points will be deducted from the assignment grade.

Due Dates: All assignments will be accepted up to one week past the due date. However, the assignment will be considered late and have 10 points deducted each day from the earned grade. After one week a grade of Zero will be given. No work will be accepted after one week.

Attendance is required and will affect the final grade.

Consequences for missing assignments for the combination of both Lecture and Lab

First missing assignment: no penalty if time and/or missed work in all classes/labs missed is submitted AND that notification was given per policy. Make-up work must be arranged with the course professor, or the penalty will be the same as for second missing assignment.

Second missing assignment: verbal warning will be given and documented in the student's file. Notification must be given to course professor. Make-up work must be arranged with the course professor, or the penalty will be the same as for third missing assignment.

Three missing assignments: The student will be given an Action Plan with details how to rectify this problem of failing to complete and turn in missing assignments in classes/labs and must make up all work determined by course professor. One (1) point will be deducted from the final course grade at the end of semester.

Four missing assignments: The student will be placed on Academic Probation for the duration of the semester after the fourth missing assignment in the course. Upon completion of the semester a review of the student's academic performance of all program courses to date will be conducted by the department chair and faculty with consideration of student's participation, assignments turned in, and success in program courses. The student will be counseled and advised of academic status in writing as it relates to their successful completion of the MLT Program.

Five missing assignments: Student must repeat the course in the next academic year. Each course can only be repeated once. Student must proof proficiency in order to perform all essentials of a Medical Laboratory Technician upon graduating from the program. Students must complete all core and MLAB courses to be awarded the AAS degree in Medical Laboratory Technology. Students must have earned the AAS degree in Medical Laboratory Technology to be eligible for the national certification with agencies such as ASCP or AMT.

Drop/Withdrawals from Courses

The Medical Laboratory Technology program shall follow TJC policy for course withdrawals or drops. Withdrawal from courses may be initiated by the professor or the student.

Students voluntarily withdrawing will submit written notification to the Department Chair/Program Director.

A grade of "I" (incomplete) can be assigned for **emergency situations only** and requires the approval of the appropriate instructional dean. Students must complete work for the course within the terms specified on the request and in accordance with current TJC Policies and Procedures.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Students may reference the TJC STUDENT HANDBOOK for more information.

Tuition and Refund Policy

The tuition for the program will follow the Tyler Junior College schedule and is due at the beginning of each semester. The refund schedule is listed in the TJC *STUDENT HANDBOOK*, the TJC catalog and in the schedule of classes.

Grievances

Grievances, academic and non-academic campus classes shall be per the Student Grievances procedure as outlined in the current *TJC policy*; www.tjc.edu/grievances .

Occasionally a situation arises where the students may not be satisfied with their preceptor's evaluation of their performance or behavior in the practicum rotation. The chain of command for coming to an equitable agreement is as follows:

1. The student should ask to meet with the preceptor to discuss the matter precipitating the grievance.
2. If the preceptor is unwilling to meet with the student OR if the parties are unable to come to an equitable agreement then *the student should make an appointment with the TJC professor for Practicum for the purpose of discussion.*
3. The TJC professor will meet with the preceptor (and the program director/department chair if different from the course professor). If necessary, a meeting with the student, the clinical instructor/preceptor, and TJC professor (if different from the department chair and the department chair) to discuss the grievance.
4. The decision of the department chair with approval of the Dean is final for clinical grievances.

Note: Under certain circumstances students may not be allowed to continue in clinical rotation until the dispute or grievance is resolved.

Probation/Suspension/Dismissal

Progressive Discipline

In the event that a student is not achieving minimum academic proficiency or is not performing in a safe and responsible, professional manner, the following disciplinary measures may be taken:

1. Warning; documented for future reference
2. Conference and Written warning; documented with a plan of action for correction
3. Probation; implemented by Department Chair/Program Director with approval of the Dean
4. Suspension/Dismissal; Exit Meeting with Department Chair and the Dean

Non-compliance of program policies that are deemed unsafe or jeopardize classmates, staff, faculty or clinical instructors may result in IMMEDIATE suspension or dismissal. See policies below.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Grounds for disciplinary action up to and including dismissal include but are not limited to:

1. Violation of Tyler Junior College policies/procedures found in the *TJC Student Handbook* or *TJC Catalog*.
2. Failure to comply with laboratory safety, biohazard or chemical hazard policies/regulations.
3. Failure to comply with course requirements as set forth in professor syllabus for any MLAB course.
4. Withdrawal from or Failure to maintain a 75 ("C") average in any of the MLAB/PLAB curriculum courses.
5. Noncompliance or violating any provision of the rules, regulations or policies as stated and/or revised in the *Medical Laboratory Technology Student Handbook*.
6. Noncompliance with attendance policies.
7. Willful damage to school, hospital or private property.
8. Disruption of classes, making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
9. Lying, collaborating, plagiarizing, cheating or falsifying any documentation verbally or in print including application documents.
10. Misrepresenting any fact including application documents.
11. Failure to comply with TJC dress code OR the dress code of clinical site.
12. Leaving the clinical area without permission from clinical preceptor/faculty member.
13. Breach of confidentiality/HIPPA violations.
14. Taking any specimen into or out of the teaching laboratory or clinical site without MLT lab instructor/professor approval or knowledge.
15. Failure to complete clinical assignments/requirements in the time allotted.
16. Performance/practice beyond the scope of clinical objectives.
17. Jeopardizing patient safety, classmate's safety, or practicum preceptor safety.
18. Representing that I hold a level of certification/licensure I do not hold.
19. Being barred from any clinical site.
20. Criminal acts during clinical rotations; i.e. stealing information or goods, being in possession or under the influence of alcohol or drugs during class or during clinical rotations.
21. Failure to comply with the policies/procedures of the clinical site during clinical rotations.
22. Use of any form of abusive and/or profane language to any college personnel, clinical site personnel or patient.
23. Resentful, unprofessional attitude.
24. Failure to practice within the "ASCLS Code of Ethics", "Pledge to the Profession" or the "Patient's Bill of Rights".

Student Conferences and Evaluations

Student conferences may be held as needed to inform the student of his/her status in the program (i.e. attendance, grade, attitude, clinical issues). It is at this time that the student will be told of his/her weak and strong points. There will be a record kept for each conference. Both the student and the counselor will sign all conferences and evaluations to signify the conference took place.

Student conferences will also be held to allow the student to review the clinical site evaluation of each rotation completed. If the clinical site does not review the evaluation

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

with the student, the professor of record for Practicum will review the evaluation with the student.

PROBATION: A student may be asked to meet certain criteria by a determined deadline in order to continue in the program.

The department chair and a faculty committee comprised of those members deemed necessary, reserves the right to place a student on departmental probation for violation/non-compliance of department policy. Written notice of the probationary status, conditions and/or criteria required to be met to withdraw the probationary status, date(s) of the probationary period, etc. will be documented during the student conference. If the student does not meet the conditions/criteria listed, the probationary status will automatically become a dismissal from the program.

SUSPENSION: A student may be ineligible to attend a particular class or clinic session for the time designated.

The program may use suspension:

- a. To remove the student from the clinical site in the event of a situation the clinical site Education Coordinator/Lab Manager deems this to be the best course of action at that time. The clinical site will immediately inform the department chair of the action. Documentation of the events leading to the suspension will be sent to the department chair.
- b. For any violation/non-compliance with rules listed under **PROBATION/SUSPENSION/DISMISSAL** above. Any professor may suspend a student for non-compliance with department policy defined in this handbook pending a faculty committee meeting comprised of those members deemed necessary. The meeting should be held before the next class meeting date/time.
- c. To give the student an opportunity to evaluate his/her career goals.

The individual suspending the student will provide the student with written notice stating the policy violated/non-compliant and time of the conference meeting. If the student does not meet at the designated time, the suspension automatically becomes a dismissal.

During the conference, the faculty committee will reach a decision to grant permission or NOT to allow the student to attend class and if certain specified conditions will apply. The student will receive in writing the events that lead to the suspension and any conditions/criteria for continuation in the program.

DISMISSAL: A student is ineligible to attend any MLAB/PLAB class unless readmitted through department readmission procedure and in compliance with department readmission policy.

Readmission Policy

A student who is dismissed or withdraws from the Medical Laboratory Program may apply for readmission into the program. A student will **not** be eligible for re-application if the student has been dismissed from the program more than once, if the student failed to maintain a "C" average in more than one MLAB course, or if they were dismissed for patient care issues. Students on disciplinary probation at

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

the time of withdrawal or dismissal are eligible to reapply pending approval by the MLT Admission Committee. Decisions to consider re-application are made on an individual basis by the Admissions Committee.

The following criteria must be met for the Admissions Committee to consider you for re-application:

1. Submit a written request to the department chair stating intentions to re-enter and what conditions have changed that might provide future success.
2. The written request must include details about the situation which necessitated withdrawal from the program has been resolved.
3. The student left the MLT program in good standing with the program and college.
4. There is space in the appropriate cohort.
5. The student is able to successfully complete a skills check-off for all clinical skills taught in prior courses if necessary.
6. The student demonstrates continued mastery of material taught prior to withdrawal including passing end of course exams for all previous MLT courses.
7. Provide any requested updated credentials (transcripts, background check, drug screen, immunizations, etc.)
8. Fulfills the admission requirements to the MLT program that are in effect at the time of re-application (includes meeting application deadline date).
9. Eligible for enrollment at TJC.
10. If readmission is granted, certain conditions may apply including, but not limited to, auditing (retaking without receiving credit) specified MLAB courses to ensure that skills and learning are current, completion of a probationary period, etc.

NOTE: Students applying for readmission into the program after a dismissal will be competing with ALL applicants for that year.

Upon readmission, the student will complete the program under student policies and curriculum in effect the year of readmission.

Details for Progression and Re-admittance

Students not successfully completing a pre-requisite course(s) in any semester may apply to repeat the course(s) the next time it is offered.

A student who, withdrew from the program must be readmitted within one calendar year. The student who wishes to re-enter the program must successfully pass if necessary to proof proficiency (with a 75 percent or better) the most current final examination for each Medical Laboratory course completed prior to withdrawal. If a student remains out of the MLT program for three 16-week (full) semesters, they must repeat all of the Medical Laboratory Technology courses.

Readmission to the program depends upon availability. Previous students wishing to re-apply to the program should call the Department Chair or refer to the *Tyler Junior College Medical Laboratory Technology Student Handbook*. Military personnel, who are in the program and are called to active duty, will automatically be allowed back

into the program and placed in the appropriate semester within one year of the honorable discharge date.

The Medical Laboratory Technology program curriculum, course descriptions, tuition and other program costs are outlined in the Tyler Junior College Catalog; on-line at the TJC website: www.tjc.edu; and are available in the MLT Program office 2.242, Rogers Nursing and Health Sciences Building.

Responsibility for Information Retention

The student is responsible for retaining all information, knowledge, theory and concepts presented in all MLAB and BIOL classes in the Medical Laboratory Technology program. It is essential that this requirement be met in order for the student to pass the certifying examination.

The MLAB Program faculty strongly recommends that students retain their textbooks and organize their class and laboratory notes in order that they can be easily referenced for study during the clinical rotations/practicum courses.

The Practicum will test retention of information, knowledge, theory and concepts. The student will know where more intense study is needed in preparation to pass the certification examination and may ask for help at that time.

NOTE: A PASSING GRADE OF 75 OR HIGHER IN PRACTICUM FOR EACH CLINICAL ROTATION IS REQUIRED TO QUALIFY FOR GRADUATION.

Self-imposed standards of earning only the minimum 75% in program courses is not advised. It is very difficult to be proficient two years later if the student did not study and thoroughly understand the information. Studying for and passing a particular examination does not end the student's responsibility for knowing that information.

Program Closure-Teachout Plan

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) requires the MLT program to have a "teach out" plan in case the program closes. Intentional closure of the Tyler Junior College Medical Laboratory Technology program will be communicated to all students immediately.

Prospective students:

1. Students will be informed that the program will not take a new cohort due to program closure.
2. Students will be counseled regarding alternative TJC majors/Areas of Study.
3. Students will be counseled in applying to other local MLT programs.
4. Program closure information will be posted on college website.
5. Students will be assisted in applying to other local MLT programs.

Current students:

1. Students will be informed of program closure.
2. If closure is announced mid-academic year students will be allowed to complete MLT courses.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

3. MLT faculty will work with clinical sites and other community colleges to facilitate completion of the clinical practicum.
4. A college official will be designated to clear students applying for the certification exam.

In case of disaster the college will inform students of a plan for continuation of their education as soon as that information is available.

Certification Eligibility

Upon completion of program and college requirements for the Associate of Applied Science Degree in Medical Laboratory Technology, the graduate is eligible for the national examination for Medical Laboratory Technology by American Society of Clinical Pathologists (ASCP), American Medical Technologists (AMT) or any other certification agency.

Passing of a national certification exam is not required for awarding the AAS degree in Medical Laboratory Technology.



MLT Student Handbook

Practicum (Clinical Rotations)

Introduction to Practicum

The practicum is intended to be a hands-on experience to enable the student to apply the knowledge and skills learned in the classroom lecture and laboratory in the working environment. The practicum allows the student to utilize critical thinking and reasoning and applying the knowledge and skills learned to the 'working world' in order to reach the entry level competencies expected of an employable medical laboratory technician.

The Practicum course policies have been developed to assist Medical Laboratory Technology students in understanding the rules and regulations that will apply during their *practicum* (clinical rotation) assignments. This practicum consists of a sixteen weeks period during the sophomore year, in which students will be assigned to supervised clinical education rotation. It will be the responsibility of the individual student to check this rotation schedule regularly. Students will need to adjust their personal schedules and attitudes in order to comply with the standards set by the program and clinical faculty. Clinical hours will not be adjusted for outside work schedules. Students are expected to travel to assigned clinical sites. It will be very busy and demanding, but also very rewarding. Success is expected.

Controlling Institution

The controlling institution is Tyler Junior College.

Facilities for Practicum (Field Experience-Clinical Rotations)

Several hospitals in the East Texas area serve as Clinical Affiliates for the medical laboratory technology student. The placement of the student is the responsibility of the department chair, faculty, and clinical coordinator. Minor affiliates for special interest rotations will be assigned as appropriate for meeting the goals of the program.

The clinical affiliate reserves the right to have students removed from their department if those students are not desirable or unacceptable according to the protocols and professional standards of that facility. The student shall have the opportunity of one conference prior to removal, if the infraction is not so serious that immediate dismissal is warranted.

Selection and Placement Process:

Since the MLT Program originated at TJC, there have always been enough clinical sites for the students eligible for clinical experience. However, the MLT program cannot guarantee the availability of sites.

Every attempt will be made to place students in clinical affiliates where they will most likely be successful and every effort will be made to place every eligible student in a clinical site when he/she is prepared to go.

The placement of the student is the responsibility of the department chair, faculty and clinical coordinator. Travel distances for the students may be considered when possible but are not a priority when making clinical assignments. Students must have successfully completed all MLAB courses in order to be eligible for Practicum.

Priority placement will be given to students who have all core academic classes completed. Students completing the curriculum out of sequence or who have core academic classes to complete will be placed in the next scheduled clinical practicum.

In the event that insufficient clinical sites are available for students in the standard sequence of the program, available clinical sites will be assigned by lottery.

This may postpone graduation and delay ASCP, AMT or other certification examination eligibility until completion of Practicum (clinical rotation experience).

Practicum Education Centers

UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER - TYLER

11937 US Hwy 271
Tyler, TX 75708-3154
Sonia Weaver, MBA, MT (ASCP)SBB
Associate Director Laboratory Services
Sonia.Weaver@uthct.edu
903.877.7883 office

UT HEALTH ATHENS

2000 Palestine
Athens, Texas 75751
Rebecca (Becky) Martin, MT(ASCP)
Laboratory Director
Rebecca.martin@uthet.com
903.676.2120 office
903.675.2216 main

UT HEALTH HENDERSON

300 Wilson Street
Henderson, TX 75652
Regina McClenan, MLS(ASCP)
Microbiology and Immunohematology
Office: (903) 655-3742
Regina.Mcclenan@uthet.com

UT HEALTH JACKSONVILLE

501 S. Ragsdale
Jacksonville, TX 75766
Karen L. Colvin, MT (ASCP)
Laboratory Manager
klcolvin@uthet.com
903-541-5154 office
903-541-5077 fax

UT HEALTH TYLER (former ETMC)

1000 S. Beckham
Tyler, TX 75701
Tammie Caraway
Assistant Laboratory Director
Tammie.caraway@uthet.com

Amanda Kennerly

Laboratory Quality Manager
Amanda.kennerly@uthet.com

Joy Anderson, MBA, MT

Division Director, Laboratory Services
jlanderson@uthet.com
903.531.8882 office

CLINICAL PATHOLOGY

LABORATORIES CPL (former DRL)

3910 Brookside Drive, Suite 200
Tyler, TX 75701
Shannon Bain, BSMT (ASCP)
Regional Director of Technical Operations
sbain@cpllabs.com
903.266.7900 office

PALESTINE REGIONAL MEDICAL CENTER

2900 S Loop 256, Palestine, TX 75801
Kristy Word
Clinical Coordinator
Kristy.word@scionhealth.com
903.731.1266 office

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

CHI ST. LUKE'S HEALTH-MEMORIAL LUFKIN

1201 W. Fran Ave., Lufkin, TX 75904
Wendy Tylich, BBA, BSCLS, MT-AMT
Laboratory Director
wtylich@memorialhealth.org
936.639.7757 office
936.639.7753 fax

CHRISTUS Good Shepherd Medical Center - Longview

700 East Marshall Avenue
Longview, TX 75601
Beth Neidlinger, System Adm. Director
903.315.2587

Kandi Horn, BSA, CPXP
System Director for Allied Health
kandi.horn@christushealth.org
903.315.5260

Yeon Mi Kim, MS, MLS(ASCP)SBB
Director, Laboratory Services
yeon.kim@christushealth.org
903.315.2402 office

NACOGDOCHES MEMORIAL HEALTH

1204 N Mound St.
Nacogdoches, TX 75961
Mary Dallas, MT, HHS BAAS
Interim Laboratory Director
Dallasm@nacmem.org
936.568.8477 office

LONGVIEW REGIONAL MEDICAL CENTER

2901 N Fourth St, Longview, TX 75605
Tammy Green, MT(ASCP)
Laboratory Administrative Director
tammy.green@longviewregional.com
903.232.3720 Ext1977

NACOGDOCHES MEDICAL CENTER

4920 NE Stallings Dr.
Nacogdoches, TX 75961
Kelly Jordan, BSMT(ASCP)
Administrative Laboratory Director
Kelly.jordan@tenethealth.com
936.568.3129

CHRISTUS TRINITY MOTHER FRANCES HOSPITAL - TYLER

800 East Dawson, Tyler, TX 75701
Susan Joslin, BSMT (ASCP)
Point of Care Coordinator/Education
Coordinator, Laboratory Services
Susan.joslin@christushealth.org
903.606.2606 office
903.606.1489 fax

Patusa Mayfield, MBA-HCM, MT (ASCP)
Director, Laboratory Services
Patusa.mayfield@christushealth.org
903.531.4251 office
903.606.1489 fax

Note: Clinical education centers can be added or deleted pending notification to the accrediting body.

Room and Board during Practicum Rotations

Each student must provide his/her own lodging, meals and transportation for the clinical practicum. Relocation may be required for some affiliate sites. The hospitals have a cafeteria, which is open to students, and meals may be purchased there when the student is assigned to clinical education.

Transportation to Practicum Rotations

Students are responsible for their own transportation and will be expected in class at the assigned practicum at the times scheduled.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Practicum Hours

Practicum hours will normally be eight hour shifts for five days per week and will be assigned by the clinical coordinator. Several clinical sites schedule 10 hours/day shifts for four days a week. No more than forty hours of practicum and didactic education combined will be assigned per week.

Note: It is recommended that students do not take additional classes or hold outside jobs during this semester.

Any unavoidable, necessary personal appointments that must be made during assigned practicum education time will be discussed and scheduled **IN ADVANCE** with the practicum instructor. This time will be made up at the discretion of the clinical coordinator when the practicum instructor and/or department chair are able to schedule the time.

If these time periods are varied, the missed time must be made up. Variation of time periods may be made with the approval of the program director or clinical coordinator at the location where the time is missed. Students **MUST NOT** be present at a practicum site without the express knowledge of your site practicum educator.

Hours are typically 7 AM to 3:30 PM or 8 AM to 4:30 PM but may vary depending upon the site (i.e. Clinical Pathology Laboratories-CPL formerly DRL Hematology rotation has an evening/night rotation).

Students will have **18 months** after completion of Clinical Practicum to finish all general education and Medical Laboratory Technology program requirements in order to graduate and be awarded an Associate of Applied Science degree in Medical Laboratory Technology.

Attendance during Practicum – Field Experience

Attendance is expected each day of clinical rotation. Minimum contact hours are required. The holiday schedule will be that published on the TJC website each academic year. It is the student's responsibility to notify the clinical site of any scheduled holidays at least 1 week in advance of the scheduled holiday. **(Note: TJC School holiday schedule may not be the same as that of the clinical site.)**

When the student must be absent from a clinical rotation, the student will notify the clinical instructor/clinical education coordinator **AND** the Program Director at TJC **at least 1 hour prior** to the scheduled time expected at the clinical site. Failure to notify both the site and Program Director could result in disciplinary action.

A phone call made by the student himself or herself to the clinical preceptor, clinical coordinator or shift supervisor is MANDATORY. Phone calls made to anyone other than those designated above individuals are invalid.

Any days/time missed during a clinical rotation may be required to be made up and is at the discretion of the clinical coordinator or preceptor/site. Arrangements shall be made in advance of the make-up time with the clinical instructor/site and TJC Program Director. The student shall not be at the clinical site outside of the scheduled class hours without express permission of the clinical coordinator/preceptor of the site.

Absences during the practicum rotation can be a total of 4 occurrences during the entire practicum experience and remain in good standing. The student will be dismissed, if reached 5 absences. The student will be counseled and a Plan of Corrective Action will be implemented when four (4) occurrences are reached to warn student of the situation. Consideration for determining the Plan of Corrective Action will include the total number of absences, the reason for the absences, the competency of the student in the rotation the missed time occurred, and the total length of the clinical rotation.

An absence not preceded with a valid phone call (termed a "no call-no show") will result in the lowering of the clinical grade for that rotation by one letter grade. The call must be made within 1 hour prior of the start of the day. After one "no call-no show", the student will be put on clinical probation for the rest of the program for that infraction of the rules. After a second incidence of an absence not preceded by a phone call, the student will not be allowed back into clinical education class until a conference with the clinical coordinator or department chair has been attended and a resolution to the problem resolved. This second incidence will result in disciplinary action that will result in dismissal from the program. The student will be dropped from the program following an absence in addition to the maximum allowed.

UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO SIGN/CLOCK IN FOR ANOTHER STUDENT

Extended Absences

An extended absence is defined as 3 consecutive days of non-attendance. If three consecutive clinical days are missed, documentation from a physician is required before returning to practicum education. Family illness (sick child, etc.) should also be documented.

If the student has an extended illness, accident or condition preventing attendance of practicum, he/she must provide a statement from the physician concerning his or her capabilities to perform regular assignments to TJC. A copy may be required for the practicum site.

Extended Absences will be evaluated on an individual basis to determine completion of practicum rotation schedule or re-scheduling if necessary in a reasonable time.

Tardiness

Practicum sites have strict tardy and attendance policies for employees and judge students by the same standards. Weekly pay and merit raises are incentives for employees. All occurrences, therefore, are noted by practicum preceptors and are reflected in evaluations of areas as initiative and interest, attitude and professionalism, time management, etc. A student can earn 50 points for perfect attendance during a 4-5 week rotation and could mean a letter grade difference on the CPPE and a recommendation for hire.

Holidays/Vacations

Students will observe the regular Tyler Junior College holidays during the lecture/lab sessions inclusive of Spring Break.

Holidays and/or off time can be used to complete any required make-up time but must be approved by the site education clinical coordinator and program/department chair and not place an undue burden on the affiliate.

Inclement Weather

Students scheduled for clinical education during inclement weather conditions (conditions which are officially designated by TJC as making travel hazardous) will not be expected to arrive at the clinical site. Closure of Tyler Junior College due to weather conditions and announced by public media will be considered as notice to the clinical instructor and affiliate that the students will not attend clinical education at the clinical facility. If it is possible for the student to arrive at the clinical area safely, even though TJC is closed, that student will receive compensating time off at another date.

For students who attend practicum education and/or live in areas other than Tyler, the local school closure due to inclement weather will constitute a sanctioned day off from practicum education.

A courtesy call to the clinical facility is REQUIRED as employees are expected at all health care facilities as usual, even during inclement weather conditions.

Dress Code/Appearance for Clinical Site and TJC MLT Lab room 2.214

A patient forms an impression of the clinical laboratory upon first sight of the personnel. It is important that the student's appearance be flawless. Students reporting to the clinical education area and the TJC MLT lab RNHS 2.214 dressed in other than the approved uniform will be asked to leave the area. Any time missed will be made up if required and allowed by clinical affiliate. The following basic guidelines have been established in accordance with typical clinical affiliate policies.

Students are required to meet the practicum site policies for personal appearance. *Students may be sent away from the clinical education area if they are not in compliance with clinical site dress codes after a first warning.*

1. The entire body must be clean and free from objectionable odors.
2. The fingernails must be clean and neatly trimmed. False nails, add-ons or embellishments are not permitted.
3. Hair (includes mustache, beard, and sideburns) must be clean, neat and natural colors. The hair length should be short enough or the hair should be secured in such a manner that it does not fall forward while the technician is bending forward over a patient or work area. Hair styles must be in compliance with clinical site(s) policy.
4. No excessive amount of any make-up will be allowed. Students will be asked to remove excessive make-up before entering the clinical area.
5. Plain socks or hose may be worn with uniform. Hose should be free from runners.
6. Uniform "scrubs" are worn at all times. The MLT student scrubs are gun-metal grey and may be purchased at any uniform store (i.e. Career Uniforms, CR Scrubs). Plain black, pewter gray or white undershirts (T-shirt style) may be worn under the designated top if needed. These must be tucked in at all times. Any jackets worn must be solid black, pewter gray or white.

Patches for the MLT Program provided by the MLT Department are applied to the left sleeve of the scrub top.

ID badges are required while on the practicum affiliate site at all times, and displayed according to the site protocol, visible to patients and visitors. If the practicum affiliate issues a badge it shall be worn. If an ID is NOT issued by the clinical site, the student should wear their TJC ID using a lapel clip. (Note that lanyards may be prohibited at the practicum site due to safety, infection control or dress code policy.)

NOTE: While wearing the TJC MLT Student Uniform, you are an ambassador of TJC and your conduct reflects on your classmates, instructors, and school. Therefore, your conduct is

expected to be professional, proud of your career choice and your school.

Lab coats may NOT be worn in hospital areas outside the laboratory. All garments are to be clean and neatly pressed.

7. Shoes may be black or white, close-toed, fluid resistant, clean, neatly polished, with clean shoe laces and in good repair when the student is in uniform.
8. Perfume, cologne, aftershave, etc. should be used with discrimination. Fragrances may be pleasant to you, but it is not to the ill patient.
9. Jewelry should be conservative and professional. Wedding rings and watches may be worn. Necklaces should fit inside uniform top. Ear rings should be limited to one in each ear.
10. Body piercings, tattoos, etc. are not permitted to be visible.

Visiting Practicum Affiliates – Hospitals and Clinics

Students will not be allowed in the clinical laboratory department of any practicum affiliate when not assigned to practicum education, except:

- (a) by special permission of the department chair, clinical coordinator, or clinical instructor.
- (b) when actually employed by the practicum affiliate's laboratory department. Practicum credit may not be applied nor may competencies be earned, proven or documented while employed.

Students will not visit with patients except with members of their own family or close personal friends; someone already known on a personal basis may be visited. Persons known on a student-patient relationship may not be visited except in a professional capacity.

Acting as a Witness

A student is not to sign his/her name as a witness on a will or a consent form for a patient.

Liability Insurance

Professional Liability insurance is automatically added to school charges when the student registers for Practicum - clinical education courses.

Accident or Injury

If the student is injured while at the practicum affiliate, the clinical instructor and/or assigned supervisor **MUST** be notified **immediately**. The student must also notify the Department Chair of the Medical Laboratory Program *and* file a copy of the accident report with TJC. Accident insurance is automatically added to school

charges when the student registers for practicum education classes. (See procedure in the Safety Section of this manual.)

Patient Care Incident Reports

Should any patient care incident occur involving a student in the Medical Laboratory Technician Program, the clinical instructor, assigned supervisor, clinical coordinator and/or the TJC department chair must be notified at once. The standard risk management (incident) report must be made and submitted to the clinical instructor and/or supervisor immediately. An incident report must be made and submitted to the clinical instructor and department chair for review. Reports must be made in accordance with the policies of the affiliate clinical site. (NOTE: If the incident would normally lead to employee termination, it is possible that the clinical site would request that the student involved not return to that facility for clinical education assignments).

If a clinical facility asks that a student be removed from that site, the program will evaluate the incident, and **if deemed appropriate**, will attempt to place the student at another affiliate site. Being barred from a clinical site can be grounds for dismissal. Being barred from a clinical site for patient safety issues or poor ethics or being barred from a second clinical site for **any** reason WILL result in dismissal from the program.

Confidential Information

The Health Insurance Portability and Accountability Act (HIPPA) of 1996 established a minimum standard for security of electronic health information to protect the confidentiality, integrity and availability of protected patient information. Subsequent legislation has added restrictions on information that may be released to anyone other than the patient or ordering physician. Requests for information concerning a patient should be referred to the clinical instructor or designate. The students are expected to maintain absolute confidentiality of all data involving the patient and the practicum affiliate.

Supervision of Students

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of affiliate preceptors. After demonstrating competency and proper documentation in a given procedure, students may perform those procedures with indirect supervision. Under **NO** circumstances may a student report patient results. If a student finds him/herself unsupervised, without a technician or technologist available, the student should call the Department Chair or TJC faculty immediately.

Affiliate preceptors are designated by the clinical affiliate and have education, certification, experience, and the ability to teach effectively at the appropriate medical laboratory technician level. Clinical objectives are provided to the clinical affiliate by TJC. (NAACLS standards)

Direct supervision is defined: Student supervision under the following parameters:

- (1) A qualified technologist/technician reviews the procedure in relation to the student's knowledge.
- (2) A qualified technologist/technician is present during the conduct of the procedure.
- (3) A qualified technologist/technician reviews and approves the procedure.
- (4) A qualified technician/technologist is present during student performance of any repeat of any unsatisfactory procedure.

Indirect supervision is defined: as that supervision provided by a qualified technologist/technician immediately available to assist students regardless of the level of student achievement.

Grading during Practicum

Student Evaluation is based on Competency Levels achieved for written objectives and Clinical Professional Performance Evaluation (CPPE) as determined by the clinical preceptor as well as written examination and assignments for each area of rotation prepared or assigned by the practicum professor. MediaLab and Medtraining assignments are not accepted late after completion of each rotation. Students are evaluated at the completion of each area of rotation.

Each area of rotation must be passed with a minimum of 75 to remain in the program. Students are permitted to repeat one rotation (if there are emergency situations only) to achieve the minimum passing score. Upon failure of a second-try rotation, the student will fail the Practicum and is dismissed from the MLT Program.

Written Objectives are specific for each area of practicum rotation. Minimum levels of competency are required for each objective. Competency levels achieved over and above the minimum levels required earn points to achieve scores above the minimum passing score of 75. The level of competency achieved is determined by the clinical preceptor.

Clinical Professional Performance Evaluation (CPPE) is a set of affective skills necessary for the clinical professional. These skills are rated on a scale of 1-5 by the clinical preceptor and a grade determined based on the number of points achieved. A minimum of 75 is a passing score. This must be earned for each of the 4 rotations.

A written examination prepared by the TJC professor for the Practicum courses is given to determine if the knowledge and critical thinking skills necessary for entry level medical laboratory technicians have been achieved. The exam questions are similar to certification exams to assist as a review for the MLT certification examination.

Student Dismissal

Unprofessional behavior, violation of Clinical Site policies or violation of TJC student policies will be considered on an individual basis and judged accordingly. Refer to "Dismissal Policy Agreement" in the General Section of this handbook.

In addition, the hospitals have the right to refuse to allow a student to practice in their hospital. If this occurs, the student will be transferred to another clinical setting if possible. If all affiliating hospitals refuse the student the right to practice, the school has no other choice but to dismiss the student from the program.

Professionalism

Professional behavior is a combination of technical skills, mature observation and judgment, and ethics. Professional ethics is concerned with the conscientious use of technical skills, observation and judgment affecting the patient's health, patient safety, interpersonal relationships, community involvement and commitment.

Members of the health professions need to exemplify the traits which they expect of others if response and cooperation is to be expected. Students must be willing to accept the responsibilities placed on them in order to prove one's self capable of assuming future responsibilities. The transition from layperson to professional which must be made during professional training is not easy, but can be facilitated by the individual's striving to learn and transferring this learning to clinical experiences.

The attitudes, feelings or emotions that you have toward yourself, your work, your patients, your coworkers and your profession are reflected by your outward behavior. Behavior may include facial expressions, actions, body language and conversation. Your future relies upon attitudes that reflect the willingness to learn, not only for the duration of this program, but also for a lifetime.

Every successful professional exhibits the following responsibilities and attitudes.

Responsibility

To Ourselves as Individuals
To Ourselves as Professionals
To Family and Friends
To Clients
To Colleagues
To Employees and Employers
To Community and Society
To Scientific Investigation
To Medical Laboratory Technology

Attitudes for success

Honesty & Integrity
Punctuality
Cooperativeness
Pride in Work
Mature Actions
Consideration for Others
Concern for Patients
Enthusiasm
Ability to accept Constructive Criticism graciously
Loyalty
Pride (in Personal Appearance)
Tact

**TYLER JUNIOR COLLEGE
CLINICAL LABORATORY SCIENCE PROGRAMS**

CLINICAL PROFESSIONAL PERFORMANCE EVALUATION (CPPE)

Student _____ □ MLT Affiliate: _____

Department _____ Dates of Practicum: From: _____ To: _____

□ Mid-Rotation (quantify, but don't total)

□ Final (quantify)

1	2	3	4	5
never, unsatisfactory	seldom, below average	occasionally, average	frequently, above average	always, outstanding
<ul style="list-style-type: none"> ♦ Has difficulty grasping important functions and tasks in the laboratory. ♦ Consistently makes errors or displays an unacceptable attitude. 	<ul style="list-style-type: none"> ♦ Functions inconsistently in the laboratory. ♦ Requires constant or repeated instruction to achieve acceptable performance. 	<ul style="list-style-type: none"> ♦ Demonstrates acceptable performance with supervision, being able to maintain minimum competency. ♦ Requires assistance with the evaluation of abnormal situations or results. 	<ul style="list-style-type: none"> ♦ Demonstrates good performance. ♦ Is careful ♦ Demonstrates acceptable attention to detail ♦ Requires minimal supervision 	<ul style="list-style-type: none"> ♦ Demonstrates superior performance with above average level of skill and understanding. ♦ Rarely requires assistance with the evaluation of situations. ♦ Exercises sound judgement.

AFFECTIVE TRAITS

INITIATIVE AND INTEREST: (15%)

Attempts new procedures after instruction and with supervision

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Shows active review of course material

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Participates in discussions

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Is alert and attentive

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Seeks to increase skills and knowledge

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Searches for answers to questions in available time

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Section Average Score: Total=_____/6=_____ x 15=_____ Points

ATTITUDES, PROFESSIONAL INTEGRITY, RESPONSIBILITY: (20%)

Arrives and returns to lab session on time, available for instruction

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Accepts constructive criticism as positive feedback, shows effort to improve

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Skillful in adapting to and working with others, Interacts professionally

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Works as a team member

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Communicates with preceptors, lab staff (verbal and non-verbal)

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Completes assignments on time

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Interprets/perceives criticism as a learning tool

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Is tactful when discussing criticized behavior/skills

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Accepts responsibility for own actions, acknowledges errors

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Maintains patient confidentiality, respects meaning of privileged information

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Assists others willingly

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Follows procedures without taking shortcuts

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Follows all hospital regulations and requirements

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Maintains personal appearance & hygiene appropriate for the workplace

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Willingly stays to complete or correct work

1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Section Average Score: Total=_____/15=_____ x 20=_____ Points

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

PSYCHOMOTOR SKILLS

TECHNICAL PERFORMANCE: (20%)

Starts activities without delay	1	2	3	4	5
Accomplishes tasks in an organized, rational order	1	2	3	4	5
Learns to use equipment, develops good working knowledge	1	2	3	4	5
Maintains an orderly work area, disinfects work area	1	2	3	4	5
Replenishes supplies as needed, notifies preceptor of depleted supplies	1	2	3	4	5
Observes safety rules, inspects equipment for safe/appropriate use	1	2	3	4	5
Follows standard precautions	1	2	3	4	5
Approaches assignments with confidence	1	2	3	4	5
Work is accurate, rarely has errors	1	2	3	4	5
Learns from errors, does not repeat same mistake after correction	1	2	3	4	5
Maintains/prepares satisfactory records	1	2	3	4	5
Follows directions from preceptors/procedures including implied directions	1	2	3	4	5
Follows established policies/procedures	1	2	3	4	5
Performs routine tasks with minimal supervision	1	2	3	4	5
Maintains work quality under stress	1	2	3	4	5
Maintains work quantity under stress	1	2	3	4	5
Demonstrates professional work ethic	1	2	3	4	5

Section Average Score: Total=_____/17=_____ x 20=_____ Points

COGNITIVE SKILLS

JUDGEMENT, PROBLEM SOLVING, THEORETICAL KNOWLEDGE, AND APPLICATION: (35%)

Applies classroom (TJC courses) learning to workplace setting	1	2	3	4	5
Transfers knowledge of principles and procedures to new techniques	1	2	3	4	5
Demonstrates ability to solve problems in new/unexpected situations	1	2	3	4	5
Properly evaluates data/information, making correct conclusions from them	1	2	3	4	5
Correctly evaluates QC results, responds per your direction or lab protocols	1	2	3	4	5
Interprets charts, graphs, scales, and data correctly	1	2	3	4	5
Automatically checks unexpected/abnormal results	1	2	3	4	5
Shows ability to resolve inappropriate/inconsistent results	1	2	3	4	5
Evaluates workload and is able to determine priorities	1	2	3	4	5
Is able to perform multiple tasks at a time	1	2	3	4	5
Demonstrates ability to sequence workload appropriate to tasks	1	2	3	4	5
Recognizes tasks that are beyond student capacity and seeks assistance	1	2	3	4	5
Identifies and attempts to resolve basic/simple instrument problems	1	2	3	4	5
Identifies/attempts to solve discrepancies in systems, results, or information	1	2	3	4	5
Displays confidence in necessary <u>entry level</u> competencies after instruction	1	2	3	4	5
Demonstrates adequate knowledge/skill level for the entry level	1	2	3	4	5
Uses appropriate oral, written, non-verbal skills to communicate to non-laboratory persons	1	2	3	4	5

Section Average Score: Total=_____/17=_____ x 35=_____ Points

ATTENDANCE (10%)

Perfect attendance, No days missed, No tardy occurrences	5
1-2 Days missed and/or 3 tardy occurrences with notification	4
3 Days missed or equivalent tardy occurrences with notification and made up	3
≤3 Days missed or equivalent tardy occurrences with NO notification	2
>3 Days missed or >3 days equivalent tardy occurrences	1

Section Score: Total x 10=_____ Points

Total Points Earned: _____ **Grade from Scale Conversion:** _____ %

If multiple preceptors for one department/section rotation complete a student evaluation, the education coordinator for the affiliate site should compile a Summary Evaluation using all individual forms, putting an average number by the circled rank where multiple ratings exist. Individuals' rankings should be signed and retained in the on-site Education Coordinator's files. *Total Possible - will vary, depending on the number of instructors evaluating student.

Any category denoted with '1' or '2' requires documentation and immediate intervention in order to rectify and provide the student opportunity to improve. **If these behaviors persist, then contact the program director, TJC Clinical Coordinator immediately at 903-510-2367 or 903-510-2366 or 903-510-2130.** Multiple rankings of a '1' or '2' in multiple rotations for the same item, could result in the student being dismissed from the program!

This student has Entry-Level Skills: _____ Now
_____ After additional external learning experience
_____ After additional coursework
_____ After additional coursework and external learning experiences

Would you recommend this student for employment in this department? ☐ yes ☐ no

If no, explanation/documentation must be included below (or attached):

ATTENDANCE:

Total Days Missed: _____ Number of Days Late: _____

Dates Absent: _____

The STUDENT is **required** to notify their rotation department/section 1 hour prior to their designated start time AND to notify the program director at TJC by email or voice mail (and anyone else designated by the clinical site). Failure to do so can result in remedial action for the student. Therefore, do not hesitate to notify me if you are having attendance issues with a student.

Absences may be required to be made up, depending upon the length of the rotation and the individual student's progress.

COMMENTS OF STRENGTHS, WEAKNESSES, OVERALL PRODUCTION, TECHNICAL COMPETENCY:

(May attach additional page, if necessary.)

Preceptor Signature: _____ Date: _____

Student's Signature: _____ Date: _____

TJC Instructor Signature: _____ Date: _____

(NOTE: TJC Instructor will tally points to determine student grade.)

CONVERSION GRID

Point Scale Corresponding to TJC Percentile (%) Scale																	
Pt	%	lt	pt	%	lt	Pt	%	lt	Pt	%	lt	Pt	%	lt	pt	%	lt
			115-125	60	F	245-235	70	D	353-361	80	B	443-448	90	A	500	100	A
			126-136	61	F	256-246	71	D	362-370	81	B	449-454	91	A			
			137-147	62	F	267-277	72	D	371-379	82	B	455-460	92	A			
			148-158	63	F	278-288	73	D	380-388	83	B	461-466	93	A			
			149-159	64	F	289-299	74	D	389-397	84	B	467-472	94	A			
			170-160	65	F	300-310	75	C	398-406	85	B	473-478	95	A			
			181-191	66	F	311-321	76	C	407-415	86	B	479-483	96	A			
			192-212	67	F	322-332	77	C	416-424	87	B	484-489	97	A			
100-103	58	F	213-223	68	F	333-341	78	C	425-433	88	B	490-497	98	A			
104-114	59	F	224-234	69	F	344-352	79	C	434-442	89	B	498	99	A			



MLT Student Handbook

Laboratory Safety

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

Introduction

After admission to the program and prior to the first day of class, students of the Medical Laboratory Program attend a mandatory Orientation to begin their familiarization with Blood Borne Pathogens, Infection Control and Safety rules and regulations as they apply to medical laboratory technology. The process continues in MLAB 1201, Introduction to Clinical Laboratory Sciences and is revisited in each new MLAB course with applications particular to the course.

Students are expected to abide by the safety policies set forth by the MLT program to ensure a safe learning environment for students and faculty and clinical affiliates. Failure to follow established protocols will result in progressive disciplinary action up to and including dismissal from the program.

Safety in the medical laboratory includes blood borne pathogen controls, infection control, bio-hazardous materials, chemical hazards, fire and electrical hazards.

Blood Borne Pathogen Exposure

While on campus, a student who becomes injured or has a blood borne exposure must report it to the instructor immediately. An **Incident Report** must be initiated as soon as possible as a record of the injury or exposure. If immediate medical treatment is needed, call 911; stay calm and give the information requested by the 911 operator. If the incident is an exposure to blood borne pathogens, the student must be sent to TJC Health Services Clinic **within two hours**. In the event of an exposure, the sample should be saved if possible.

During Practicum, students must report injuries/exposures to the clinical preceptor or a supervisor immediately and proceed per the site's exposure policy. Emergent care will be provided by the site. An **Incident Report** must be completed for the College in addition to the site documents/forms. See **pages 79-82** of this handbook.

Student expense is covered by TJC insurance as a secondary claim to any primary insurance available.

The Department Chair or designated person should contact Campus Services to inform them of the injury/exposure and request claim forms. 903-510-3313 or 903-510-3312

Standard Operating Procedures

General Personal Safety

Personal safety begins with personal hygiene in the workplace (the TJC laboratory and affiliate laboratories). The MLT student performs simulated testing using common laboratory reagents(chemicals and specimens) found in medical laboratories.

While personal electronic devices are useful and convenient tools for the student, they can also be a source of distraction and a potential for unethical behavior. The use in the laboratory is potentially a source for the spread of infection.

Because of safety concerns in the handling of biohazards, chemical hazards, and potentially hazardous equipment, students will follow the guidelines for dress and the use of Personal Protective Equipment.

Standard Precautions

Standard precautions represent an approach infection control used to prevent occupational exposures to blood borne pathogens or diseases. All human blood and body fluids are treated as if known to be infectious for HIV, hepatitis and other blood borne pathogens.

OSHA (Occupational Safety and Health Administration) requires the use of standard precautions to prevent contact with blood or other potentially infectious materials including body fluids such as urine, spinal fluids, joint fluids, saliva, etc.

Treating ALL patients and specimens with standard precautions eliminates the need for separate procedures and warning labels.

Medical Laboratory Technology students at TJC prepare for careers in the health care environment by performing phlebotomy and utilizing materials made from human blood.

Engineering and work practice controls

Engineering controls reduce exposure in the workplace by either removing the hazard or isolating the worker from it. This is achieved through the use of equipment designed for this purpose called Personal Protective Equipment (PPE). Engineering controls include things like the use of gloves, facial protection, laboratory coats, sharps-disposal containers, face shields, safety caps on blood tubes, safety needles, pipetting safeguards etc.

Work practice controls reduce the likelihood of exposure through the way a task is performed. Risk is reduced by performing the tasks in the safest manner possible using the appropriate equipment in the appropriate way.

Safe workplace practices also include hand washing, decontamination of work surfaces, equipment and spills.

General Safety Rules

Medical Laboratory Technology Students are expected to comply with the following safety policies, guidelines, and practices.

1. All students, upon completion of safety training provided in MLAB 1201, must sign documentation provided by Program Director or instructor. Students are expected to follow the guidelines on fire, electrical, chemical and biological safety while working in medical laboratory technology student lab on the campus of Tyler Junior College.
2. Students are responsible for locating and being familiar with the operation of the safety equipment (eye wash, and shower) in the student lab.
3. Student must wear closed-toed shoes in the student lab at all times. Care must be taken to keep hair, clothing, jewelry, etc. away from laboratory equipment, reagents or specimens.
4. Student should bandage any obvious breaks in the skin on hands and wrist before putting on gloves.
5. Standard (Universal) precautions require you to consider every specimen to be potentially infectious. For this reason, proper personal protective equipment (PPE) must be worn at all times in the laboratory.
 - a. Lab coats must be worn and closed when performing laboratory work in addition to wearing gun-metal color scrubs. If you have a significant spill on the lab coat you must remove it immediately and put on a clean coat. Students provide their own lab coats for student lab.
 - b. Gloves are required when handling specimens, cleaning laboratory equipment, in work areas and when cleaning spills. Non latex gloves are provided by the MLT department. If alternate gloves are needed, the student must provide them. The student should replace gloves whenever they become torn, or appreciably soiled with blood or body fluids. The instructor will demonstrate the proper removal of soiled gloves and other PPE. Never wash and reuse soiled gloves.
 - c. Face Shields, goggles and other PPE are available for use when there is anticipation of splashing or aerosol formation. When face shields, and goggles are used they must be thoroughly cleaned prior to storage. Proper use and cleaning will be demonstrated by instructor.
 - d. The student should be familiar with the location of all PPE provided by the department as well as the location of proper disposal containers for used PPE.
6. Lab coats, gloves, and other PPE should NOT be worn outside the laboratory. Remove PPE and wash hands before leaving the student lab. Follow the proper hand washing procedure to wash hands before you leave the student lab
7. Do not remove specimens, reagents, or equipment from the student laboratory without permission from the instructor. The student should also be careful not to take writing utensils, calculators and rulers used in the lab to clean areas of the campus.
8. Laboratory reagents will be labeled with the contents, date prepared, and name or preparer when removed from its original container.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

9. The student should avoid putting anything in their mouth while working in the student laboratory. No eating, drinking, smoking, gum chewing, manipulating contact lenses or application of cosmetics is permitted in the laboratory.
10. Any spills should be cleaned up according to instructions given during safety training. Instructors are available for guidance in cleaning up spills. The student should be aware of the location of the cleaning material. Do not clean up broken glass with unprotected hands. Use puncture resistant gloves and tongs, forceps or brush/dustpans. Any spills of blood or body fluids should be disinfected with 10% bleach solution.
11. Dispose of all lab materials as instructed. All items contaminated with bio-hazardous material of any kind must be placed into designated biohazard containers.
12. Contaminated sharps such as; needles, disposable syringes, skin lancets, scalpel blades, and other sharp items must be placed into designated puncture-proof containers. The container should be located as close as possible to the work area. Contaminated needles or other sharps must not be sheared, bent, recapped or removed from syringes or other devices.
13. The student will be instructed on the proper method of securing and disposing of sharps containers.
14. Tyler Junior College is responsible for contracting a medical waste management company to properly dispose of medical waste.
15. Proper use of the centrifuge will be given by the instructor before student is allowed use. Never open the centrifuge lid when it is in motion. Ensure that the centrifuge is properly balanced and that tubes are free from visible defects prior to use. Do not centrifuge uncovered specimens. Cover with stoppers, parafilm or specimen caps. The exceptions are urines and specimens that require frequent manipulation such as Antigen/Antibody testing of blood bank specimens.
16. If a spill occurs in a centrifuge, turn it off and unplug it. If the spill possibly contains organisms infectious by aerosol route, allow 30 -60 minutes to permit settling of aerosols if possible. Wearing a face shield and gloves, soak up liquids using absorbent towels. Decontaminate the spill area with 10% bleach. Note that bleach corrodes stainless steel, if bleach is used, stainless steel surfaces must be fully rinsed with water upon completion of decontamination. Use tongs or other mechanical means to pick up broken glass; do not use unprotected hands. Discard contaminated material into a biohazard waste container. Discard broken glass into a sharps container or glass disposal container.
17. Any injury sustained in the laboratory must be reported to the instructor immediately. The program director or instructor will proceed with the proper protocol for filing an incident report and following up on the incident according to Tyler Junior College policy.
18. When leaving the laboratory, turn off equipment and put away supplies. Disinfect the cleared work area with 10% bleach solution. Remove PPE and wash hands after disinfecting your work area.
19. All personal items must be placed in the student issued locker or kept in the clean area away from the lab work area.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

20. Unauthorized personnel should not enter the student lab without permission from designated instructors or college personnel.
21. In the event of chemical exposure the student should obtain Material Safety Data Sheets from program director or professor. Material Safety Data Sheets can be obtained from the TJC Director of Environmental Health and Safety Compliance, <http://www.tjc.edu/EHS> or <http://www.siri.org>.
22. Pregnant laboratory workers are NOT thought to be at greater risk of infection than others in the laboratory. However, if an infection does develop during pregnancy or the mother is a carrier prior to the pregnancy the infant could be at risk of infection by perinatal transmission. Therefore, pregnant laboratory workers should be especially aware of standard precautions.
23. Microscope use and training introduced in MLAB 1415, Hematology. The student will be responsible for the duration of the MLT program to keep the microscope clean and stored in the proper position.
24. Frayed or damaged electrical cords/equipment should be reported to your instructor for repair.
25. **IF** at any time, a student is unsure of the PPE or safety precautions for a procedure he/she should **ASK** the professor/instructor BEFORE proceeding.

A student who has a blood or body fluid exposure as defined below, shall report the exposure to his/her professor immediately AND complete the TJC Medical Laboratory Technician **INCIDENT REPORT for Infectious Disease Exposure** form found in the FORMS Section of this manual (pages 75-78). The original of this form is kept in the department chair's office. A copy may be retained by the student.

Students whose exposure occurs at a clinical site will follow the employee exposure procedure at the facility at which the exposure. In addition to the facility exposure procedure, the student must notify the clinical instructor/clinical education coordinator at the site where the exposure occurred AND the TJC Program Director/Department Chair of the college and complete the **TJC INCIDENT REPORT**.

Blood and body fluid exposure are defined as: parental exposure (e.g. needle stick or cut), mucous membrane exposure involving large amounts of blood or prolonged contact with blood (e.g. splash to the eye or mouth), cutaneous exposure.

Communicable Disease

All students will receive instructional material on communicable diseases to include AIDS and Hepatitis B Viruses in the class-Introduction to Clinical Laboratory Science, MLAB 1201.

All students will have a TB skin test, or an appropriate alternative to the test, upon entering the program, and again in September of the sophomore year.

Students will follow established infection control practices to prevent exposing other individuals should they have or contract a contagious disease or infection.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

WHEN A STUDENT IS IDENTIFIED AS BEING INFECTED WITH ANY OF THE FOLLOWING COMMUNICABLE DISEASES, THE FOLLOWING STEPS ARE TO BE TAKEN TO ENSURE THE HEALTH OF THE TYLER JUNIOR COLLEGE COMMUNITY AND OF THE PATIENTS WITH WHOM THE STUDENT WOULD BE IN CONTACT. THIS POLICY IS ALSO DESIGNATED TO PROTECT THE STUDENT WHO IS INFECTED. THE LIST BELOW IS NOT NECESSARILY ALL INCLUSIVE.

Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid fever, chicken pox, shingles, poliomyelitis, venereal disease.

1. The student must notify the department chair in writing of the disease contracted and his or her physician's name and phone number. The student will not attend classes or clinical education (practicum).
2. The department chair or clinical coordinator will contact the TJC Health Service.
3. The TJC Health Service will confer with appropriate public health officials or literature for guidance as to protocol concerning the disease report and report to the department chair.
4. The department chair will contact the student as to when the student may return to campus or clinical education. The department chair will adhere to public health guidelines dictated by the TJC Health Service.
5. The student will supply the department chair documentation from a physician stating that he or she may return to campus and/or clinical education.
6. Every effort will be made to work with the student to keep that student current with his/her classes. A schedule for make-up time of clinical education hours will be arranged by the student, department chair, and his/her clinical instructor.

Drug Policy

In the application period, the prospective student is subject to prescreening requirements (background checks and drug screens) similar to those required of employees at Tyler Junior College clinical affiliates. See *Tyler Junior College Standard for Drug Screening and Background Checks* under the "Documents of Interest" section of this handbook.

IF THE STUDENT IS OBSERVED TO BE DISPLAYING BEHAVIORS* WHICH NORMALLY ARE DECIDEDLY DIFFERENT FROM THOSE BEHAVIORS NORMALLY DISPLAYED BY THE STUDENT, OR OBSERVED TO BE DISPLAYING BEHAVIORS NOT CONSIDERED NORMAL BY USUAL STANDARDS, PROGRAM OFFICIALS WILL IMPLEMENT THE FOLLOWING PROTOCOL:

1. Two people must make the observation (and verification) of a student's unusual behavior. A behavior* of the type that poses risk to student, co-worker, and/or patient. The observation will be agreed upon by both and documented by stating specific acts of abnormal behavior of the student in question. The program will use these signed statements to proceed if it is believed/judged that the student is

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.

a danger to himself or to a patient. "Danger to a patient" will be rigidly interpreted. If a student does not have his full capacity, the patient may be in danger.

2. Document specifics of student conduct. Students using, under the influence or in possession of alcohol, unauthorized prescription or illicit drugs will result in immediate clinical suspension.
 3. A confidential conference, including a witness, will be held to discuss with the student the documented conduct and advise the student that a decision has been made to dismiss the student for the remainder of the day. The conference will be documented.
- * Behaviors may include such things as: (list is not all inclusive) Slurred speech, impaired gait, repeated poor judgment, alcohol on breath, negligent patient care.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.



MLT Student Handbook

Forms/Agreements/Policies

Medical Laboratory Technology Orientation

POLICIES

_____ I understand that a copy of the current Tyler Junior College Catalog is available online at the TJC website.

_____ I understand that a copy of the current TJC Student Handbook is available online at the TJC website.

_____ I have obtained a copy of the current TJC Medical Laboratory Student Handbook. I have read, been given the opportunity to ask questions, and understand the rules and regulations as set forth in the "Medical Laboratory Technology Student Handbook. I understand that any changes in policies contained in this handbook will be communicated to me by the Program Director. I also understand that this handbook shall be retained until I complete the MLT Program or withdraw.

_____ I understand that once practicum sites have been assigned, I must complete site specific Orientation in compliance with the site(s)/affiliate(s) accrediting agencies.

SAFETY

_____ I have been informed of the OSHA Hazard Communication Standard. The orientation to be provided in MLAB 1201 Introduction to Clinical Laboratory Science includes location and use of goggles, gloves, fire extinguisher, emergency shower, eye wash, and absorbent material for spills.

_____ I will be given instruction in MLAB 1201 Introduction to Clinical Laboratory Science on the location and reading of Safety Data Sheets (SDS) regarding chemicals in the student lab.

_____ I have been informed of the Blood Borne Pathogens Standard.

_____ I have been informed that biological specimens and blood products may possess the potential of transmitting diseases such as but not limited to Hepatitis and Acquired Immunodeficiency Syndrome (AIDS).

_____ I have been informed that biological specimens and blood products are used in the college laboratories as well as the clinical settings.

_____ I understand that no known test can offer assurance that products derived from Human Blood will not transmit Hepatitis.

_____ I agree to adhere to the rules, regulations and ethical standards and understand that there will be disciplinary actions or dismissal actions taken if I do not comply with these rules, regulations and ethical standards.

ORIENTATION ACKNOWLEDGEMENT CONFIDENTIALITY

_____ Professional Confidentiality Rules have been explained to me. All personal information concerning patients as well as all confidential information concerning activities of the Clinical Education Facilities and their staff will be held as such by me. I have received training on HIPPA as it pertains to Health Information in the Clinical Laboratory.

ORIENTATION ACKNOWLEDGEMENT

Signature: _____ Date: _____

**TYLER JUNIOR COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

Infectious Disease/Exposure Policy Procedures Statement of Understanding and Waiver

I, the undersigned, hereby certify that I have received a copy of the Tyler Junior College Infection Control and Exposure Procedures and Policies and have read and understand its provisions and agree to follow them to the best of my abilities.

I hereby certify that I have received at least two clock hours of instruction in Infectious Disease Control and Exposure Policy and Procedures and understand the concepts of infection control and exposure prevention and that I will follow said procedures with all patients and in all eventualities in order to prevent or minimize the possibility of exposure and infection of either myself or a patient or co-worker/classmate to an infectious disease.

I hereby consent to having another student practice IV venipuncture and blood drawing techniques on me in the classroom/laboratory and to practicing drawing blood on other students. I agree to carefully follow the correct procedures in all such practice exercises and not to proceed with any procedure that I am in any way unsure of. I agree never to practice any invasive procedure on another student unless an official preceptor/skill instructor is immediately present and is supervising ONLY myself and my partner.

I hereby certify that in the event of any occurrence in which I do not fully understand how to proceed with patient care with regard to protection of myself and my co-workers from exposure to infection, I will seek the advice of my preceptor or other person in charge of my clinical or internship experience before proceeding to render such care.

I hereby agree that in the event I am exposed or possibly exposed to an infectious disease in the course of my internship, clinical experience, or laboratory experience, I will immediately report such exposure to my preceptor or instructor and follow the procedures set forth in the MLT Student Handbook.

I hereby release, waive, and nullify any and all claims I have or may ever have against Tyler Junior College, its agents and servants, resulting from or involving any invasive procedure performed on me or by me, and forever to hold harmless Tyler Junior College, and its agents and servants from all claims, damages, judgments or payments of any nature whatsoever.

Signature: _____ Date: _____

Printed Name: _____

Witness: _____

MLT Program Dismissal Policy

I, the undersigned, a student in the Medical Laboratory Technician Program (MLAB) at Tyler Junior College, for and in consideration of the training I will receive from Tyler Junior College, its faculty and staff, in consideration of my acceptance into the training program, and for other considerations to be received by me, hereby acknowledge the following:

1. I am currently enrolled at Tyler Junior College and have paid my student liability insurance fee as required by Tyler Junior College.
2. I agree to comply with all rules, regulations and requirements contained in the course syllabi and course schedules, and with any additional rules as communicated to me by the instructors during courses.
3. I understand that I am responsible for knowing and following the rules of all clinical sites where I may have rotations during courses.
4. I can be removed from the Program with a grade of "F" for:
 - a. breach of confidentiality.
 - b. stealing information or tangible goods.
 - c. misrepresenting any fact.
 - d. lying about any fact.
 - e. being barred from any clinical site.
 - f. failing to complete clinical requirements on time.
 - g. being under the influence or in possession of alcohol or drugs during class or during any clinical rotation assignment.
 - h. representing that I hold a level of certification or licensure I do not hold.
 - i. practicing beyond the scope of clinical objectives.
 - j. failure to practice within the ASCP Board of Certification and AMT Guidelines for Ethical Behavior.
 - k. committing a criminal act while enrolled in Medical Laboratory Technology classes.
 - l. failure to pass with a 75 or above any of the MLAB curriculum courses.
 - m. disruption of classes, making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
 - n. willful damage to school, hospital, or private property.
 - o. transport any specimen into or out of the teaching laboratory or clinical without MLT lab instructor/preceptor approval.
 - p. leaving the clinical area without permission from a faculty member/clinical preceptor.
 - q. failure to comply with uniform code.
 - r. noncompliance with attendance policies.
 - s. cheating, lying, collaborating, plagiarizing or falsifying exams or any documentation verbally or in print.
 - t. use of any form of abusing, disrespectful, threatening or harassing language and/or behavior to classmates, instructors, practicum personnel or patients.
 - u. failure to comply with any provision of the rules, regulations or policies set forth by the practicum site, or stated in the "Medical Laboratory Technician Student Handbook".

5. I understand the following:

- a. that I may contract a contagious disease, possibly a fatal one, through contact with body fluids and patients.
- b. that it is mandatory that I practice blood borne pathogen safe practices that will be explained to me during MLAB 1201 and throughout MLAB courses.
- c. that no known test can offer assurance that products derived from human blood/body fluids will not transmit hepatitis or other infectious disease.
- d. that I am aware of the clinical practicum selection process and may be assigned to more than one clinical education site. As a student, I am responsible for providing my 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 and to manage the possible added monetary and time costs or burdens that this may create.

Knowing all the above facts and with a thorough understanding of the risks involved in the training I am about to participate in, I hereby declare that I am willing to assume all risks involved with my training and that I do hereby assume all such risks, whatever they may be, and that if I become unwilling to assume all risks involved in my course of study, I will immediately inform my instructor of such unwillingness and will immediately withdraw from the course.

With full and complete knowledge and understanding of all statements contained in this document, and having asked for clarification of any parts that I might not have understood, so that I do have a clear and complete understanding of this document and what I am signing and agreeing to, I hereby promise and agree to hold harmless and indemnify, Tyler Junior College, its faculty, staff, agents and employees, from any and all liability, payments, claims, costs, causes of action, judgments and attorney's fees of whatsoever nature and howsoever arising (1) in any way in connection with my being a student at Tyler Junior College and being enrolled in Medical Laboratory Technician Program courses, (2) from Practicum experiences in connection with the courses being taken, or (3) in any other way whatsoever.

If I violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, I agree that I may be dropped from all courses in the Medical Laboratory Technician Program in which I am enrolled, or that I may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Tyler Junior College catalog and student handbook.

I have read, understand and agree to each and every provision contained in this agreement, which consists of two (2) pages, including this page.

Signature: _____ Date: _____

Practicum Site Agreement

Travel Requirements

This is to inform all students in the Medical Laboratory Technician program of our position concerning practicum (clinical) site assignments. The number of students selected for the program is limited by affiliated practicum sites. As students of the Medical Laboratory program, you may be required to travel to practicum sites not located in Tyler. Practicum affiliates may be located in Athens, Jacksonville, Longview, Lufkin, Nacogdoches, Palestine, and Tyler. No one should assume that he/she will not be required to travel out of Tyler because of personal hardships. If you are unwilling or unable to travel from the Tyler area for your practicum experience, do not accept a position in the program.

Clinical Selection and Placement Process

Since the MLT Program originated at TJC, there have always been ample clinical sites for the students eligible for clinical practicum. However, the MLT Program cannot guarantee the availability of clinical sites. In the event that sufficient clinical sites are not available in the standard sequence of the program, students will be ranked according to their GPA of MLT courses and the clinical assignments will be made accordingly. The remaining students will be placed on an alternate waiting list and will be given priority placement for clinical assignment in the next scheduled clinical practicum.

Every attempt will be made to place students with clinical affiliates where they will have every opportunity to be successful. Every effort will be made to place each eligible student in a clinical site when he/she is prepared to go.

Site availability, previous laboratory performance, as well as faculty evaluations of the student's knowledge (GPA), skills and attitudes will be utilized to determine clinical assignments. Priority placement will be given to students who have completed all core academic classes. Students completing the curriculum out of sequence or who have not completed the core academic classes will be placed in the next scheduled clinical practicum, providing an affiliate space is available.

This may postpone graduation and delay eligibility for ASCP, AMT, or other registry examination by at least one testing period.

Student Practicum Hours

Practicum instructions hours for the Medical Laboratory Technician are expected to be 8 hours a day, 5 days a week with 30 minutes for meal break and one 15 minute break a day.

If these time periods are varied, the missed time must be made up. Variation of time periods may be made with the approval of the program director or clinical coordinator at the location where the time is missed.

Hours are typically 7 AM to 3:30 PM or 8 AM to 4:30 PM but may vary depending upon the practicum affiliate site (i.e. Practicum sites may have evening or night hours for a portion of the clinical experience).

Compensation and Service Work Statement

The clinical education or practicum that students experience should NOT be regarded strictly as work for the clinical site. Students must not take the responsibility of, or the place of, "qualified staff". However, after demonstrating competency, students are permitted and expected to perform procedures with appropriate supervision. There will be no monetary compensation for these activities. **Note:** If a student is an employee of the clinical affiliate, work performed during paid hours cannot be used toward meeting academic objectives.

MLT Practicum Student Role and Conduct 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 representative of Tyler Junior College and will project a positive image of the clinical affiliate, the Medical Laboratory Technology program, and Tyler Junior 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 TJC MLT Program.
- Adhere to the attendance policy of the clinical affiliate and the TJC MLT Program.
- Inform the clinical affiliate and the MLT program faculty at least one 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 relating to policies in MLT Student Handbook)
- Adhere to professional standards as outlined in the ASCP and AMT 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 clinical affiliate and program officials as soon as possible.

I have read, had an opportunity to ask questions and understand the practicum travel, placement, hours, service work, and student role and conduct as outlined in this agreement.

I further understand that 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 or violation of dress code, failure of student to meet their performance standards or failure to follow their policies.

My signature below signifies that I agree to comply with the terms of this agreement **AND** the regulations as outlined in the Tyler Junior College and Medical Laboratory Technology Student Handbooks.

Signature: _____ **Date:** _____

Personal Data Form

(Update as needed)

The information provided below will be kept in confidence in your student file in the Program Director/Department Chairs office. The information will be used by the MLT faculty to contact students about classroom matters and/or in emergencies.

I, the student, will **ALWAYS AND PROMPTLY**, inform in writing, the Program Director and my Clinical Instructor of any and all changes in this information. Please print or write legibly.

Student: _____ Start Date: _____
(Please Print)

A#: _____ DOB: _____

Current Address: _____

Permanent Address: _____

Home Phone: _____ Cell Phone: _____

Home Email: _____ TJC Email Address: _____

EMERGENCY contact:

Primary

Name: _____ (H) _____ (W) _____

Complete Address: _____

Parent/Spouse/Other: _____ (H) _____ (W) _____

Secondary

Name(Parent/Spouse/Friend): _____

Complete Address: _____

Phone: (H) _____ (W) _____

Student Signature _____ Date _____

Phone numbers provided will be used at your request or in an **emergency** only.

Release of Liability

As a Medical Laboratory Technology Program student, I realize that a visit to a Clinical Site may be required. I am aware that if requested to make a Clinical Site visit, I am responsible for any events that might lead to personal injury and am responsible for any expenses incurred due to any such events.

STUDENT SIGNATURE

DATE

Records Release

I request that my Tyler Junior College transcript and/or other school records be released (Online or hardcopy) to the Department Chair of the MEDICAL LABORATORY TECHNOLOGY PROGRAM at Tyler Junior College.

Name (printed): _____

Other names used while attending TJC: (Please Print)

Present Address: _____

Student A Number: _____

Transcript(s) and/or queries in Degree Works will be requested for the purpose of admission to the program, advising the student and verification of degree requirements to the Medical Laboratory Technology Program.

STUDENT SIGNATURE

DATE

**TYLER JUNIOR COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

Practicum Absence Report

Name: _____

Date of Absence: _____

Shift Missed: _____ Hours Assigned: _____ Hours Missed: _____

Department Assignment for Day: _____

To Whom and Time Absence Reported: _____

Reason for Absence (be specific: example "sick", "child ill", "car trouble", etc. is not acceptable)

Absence number: _____

Signature: _____ Date: _____

NOTE: THIS FORM MUST BE SUBMITTED AT THE NEXT SEMINAR (MLAB 2238) CLASS MEETING OR AT THE BEGINNING OF THE NEXT CLINICAL ASSIGNMENT, whichever occurs FIRST.

TYLER JUNIOR COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
Practicum Attendance Record

Student's Name_____

<u>Date Missed</u>	<u>Dept. Missed</u>	<u>Date Made Up *If Required</u>	<u>Supervisor's Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*All unexcused absences and all excused absences in excess of three during the entire clinical training must be made up at the convenience of the training facility and with the approval of the clinical instructor.

Please attach individual absence forms to this form and give to the program director with the evaluation on the departmental rotation.

Tyler Junior College–MLT Department

Supplemental Clinical Rotation

This supplemental clinical rotation will last a period of _____ days. In addition to normal program policies and standards, a student required to do a supplemental clinical rotation must follow the guidelines below:

1. Absences are not permitted. One absence from the supplemental clinical rotation will be grounds for immediate dismissal.
2. More than one instance of tardiness at the supplemental clinical rotation will be grounds for dismissal.
3. Student behavior must follow guidelines outlined in the *MLT Student Handbook*. The student must not have any confrontations with departmental personnel. Any disruptive behavior as identified by the clinical instructor or designee during rotation will be considered grounds for dismissal.
4. All grading will be done by designated clinical instructors or designated clinical contact persons. Any incidence of pressuring or badgering concerning student grade or evaluation made by the student with clinical instructor will be grounds for dismissal.
5. Unsatisfactory progress in any learning activity or training will result in dismissal with a grade of "F" regardless of overall evaluation status.
6. Only the clinical instructor or designee can change the conditions of this supplemental clinical rotation. Any manipulation or attempts to change the conditions of the supplemental clinical rotation by the student will be grounds for dismissal.
7. Requests or inquiries about the supplemental clinical rotation and or student grading or evaluation will be done by contacting the program director and discussing the request or inquiry.

This supplemental clinical rotation has been arranged for the benefit of the student due to previous unsatisfactory performance. It is expected that the student will adhere to all policies, standards and conditions established for this rotation. It is understood by the student that any deviation from the established terms, policies, conditions set forth in the *MLT Student Handbook* and this document will result in immediate dismissal and a grade of "F" being given for the semester.

I have had an opportunity to ask questions about, read and understand the above conditions for the Supplemental Clinical Rotation and agree to abide by the conditions.

Student Signature

Date

**TYLER JUNIOR COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

INCIDENT/EXPOSURE REPORT

Student's Name: _____

Course Number and Title: _____

Date of Exposure: _____

Time of Exposure (In 24 hour time): _____

Physical Location (address where exposure occurred):

Clinical or Internship site: _____

Preceptor's Name: _____

Method of exposure (describe fully):

Circumstances indicating possible exposure:

Signature of Student: _____

Printed Name: _____

Date Reported: _____

Report incident immediately to onsite preceptor/instructor, complete incident within 24 hours of incident and turn in to TJC MLT Department Chair.

PROTOCOL FOR BLOOD OR BODY FLUIDS EXPOSURE

In the event the student, faculty/staff member or other supervising person punctures himself or herself with a sharp (instrument, needle, etc.) contaminated with blood, saliva or other body fluid, or is splashed in the eye with a body fluid, the following protocol will be followed:

1. **Immediately stop working and stop procedure.**
2. Check for puncture mark in skin or splash to the eye.
3. If a puncture mark exists or splash has occurred, thoroughly wash area with antiseptic soap or eye wash.
4. While washing hands, compress wound, if any, for 30-60 seconds.
5. **Immediately notify supervisor/professor** on duty in the on-campus dental clinic, hospital, lab, or clinical site, and notify your TJC Program Director/Professor.
 - (a) **In hospital setting:** Follow the appropriate protocol within that facility (See your Student Handbook). Appropriate paperwork (see below) needs to be filled out for TJC.
 - (b) **Outside of a hospital setting:** If at a clinical site, follow the appropriate protocol within that facility. If labs are not ordered by the facility, within two hours report to the TJC Health Services Clinic in Rogers Nursing & Health Sciences building for evaluation by the physician and referral to a lab.
 - (c) **At the on-campus dental clinic or on-campus lab:** Exposed individual should be sent to the Rogers Nursing & Health Sciences building for evaluation by the physician and referral to a lab.
 - CPL - Clinical Pathology Laboratories (former DRL) - Tyler Collection Sites:
 - 1100 East Lake, Suite 270; 903-593-059
 - 1720 South Beckham, Suite 107; 903-533-8796
 - 700 Olympic Plaza; 903-596-3294
 - 3910 Brookside Drive, Suite 200; 903-266-7965
 - If after hours, go to a hospital emergency room for evaluation and labs.

PROTOCOL FOR SHARPS STICK

IN A CLINICAL SITE/HOSPITAL SETTING

In the event the student, faculty/staff member or other supervising person (victim) punctures himself/herself with an instrument or needle contaminated with blood or saliva, the following protocol will be followed:

The victim will:

1. **Immediately stop working** (on patient or cleaning instruments, etc.).
2. Check for puncture mark in skin.
3. If a puncture mark exists, thoroughly wash area with antiseptic soap.
4. While washing hands, compress wound for 30-60 seconds.
5. **Immediately notify supervisor/professor** on duty.
6. **In a hospital setting:** Follow the appropriate protocol within that facility. Appropriate paperwork (see below) needs to be filled out for TJC.
7. **Outside of a hospital setting:** Follow the appropriate protocol within that facility. If labs are not ordered by the facility, **within two hours** report to the TJC Health Services clinic in Rogers Nursing & Health Sciences building for evaluation by the physician and referral to a lab.
 - CPL - Clinical Pathology Laboratories (former DRL) - Tyler Collection Sites:
 - o 1100 East Lake, Suite 270; 903-593-059
 - o 1720 South Beckham, Suite 107; 903-533-8796
 - o 700 Olympic Plaza; 903-596-3294
 - o 3910 Brookside Drive, Suite 200; 903-266-7965
 - If after hours, go to a hospital emergency room for evaluation and labs.

The supervisor/professor will:

8. Advise the source patient of the necessary testing to be completed. Clinical site protocol will be followed.
9. Within 72 hours, notify TJC Campus Safety so an incident report can be filled out.
10. Complete an injury report and any other necessary documentation, and make sure the student/victim has the necessary insurance forms.

Other important information:

- The TJC Health Services clinic, from 8:00 a.m. – 5:00 p.m., will refer the student/victim to the appropriate contracted lab and treat the student accordingly. Lab tests will include syphilis, Hepatitis B, Hepatitis C, and HIV.

The student/victim will be responsible for transportation to the lab or emergency room.

- Student expense is covered by TJC insurance as a secondary claim to any primary insurance available. The department chair or designated person should submit all paperwork to Campus Services (Dana Ballard) for submittal to the insurance company. The student is responsible for submitting the claim forms to the college.
- Source patient testing should be ordered and done at the expense of the clinical site per their protocol.

Questions and information: Dana Ballard, Assistant Director, Campus Services
903-510-3313.

INFORMED CONSENT GENERAL INFORMATION

You will be participating in classroom, laboratory, or clinical activities in which learning requires student subjects as part of the training procedures and demonstrations. As part of your learning activities you may be asked to perform a specific skill or be asked to be the subject of specific skills practiced by other students. Learning activities that use student subjects will be conducted under the direct supervision of the instructor who has been assigned to teach a Medical Laboratory Technology (MLT) course.

BENEFITS

The experiences listed below have been selected because they are skills essential to the learning process and that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. Clinical sites expect students to come in with basic blood collection skills and, at a minimum, have performed actual “live” venipunctures and capillary punctures on adult subjects. An alternative experience may not provide as realistic an opportunity to practice; therefore, may result in less effective learning.

RISKS/DISCOMFORTS

Participation may create some anxiety for you. Some of the procedures may create minor physical discomfort. Specific risks/discomforts are listed.

YOUR RIGHTS

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, you will not be able to successfully complete the program. You may ask questions and expect explanations of any point that is unclear.

VENIPUNCTURE

Students will be required to be the recipient of numerous venipunctures performed by fellow students under the direct supervision of MLT course instructor(s).

1. Benefits

- a. Gain experience and expertise in performing venipuncture procedures using a variety of collection devices prior to performing the procedures on actual patients in the clinical setting.
- b. Develop the interpersonal skills necessary to appropriately interact with patients.

2. Possible Risks and Discomfort

- a. Slight temporary pain with puncture.
- b. Minimal risk of damage to a nerve, muscle or other soft tissues.
- c. Minimal risk of introduction of infection into body tissues or vessels.
- d. Bleeding that could result in a hematoma.

CAPILLARY/DERMAL PUNCTURE

Students will be required to be the recipient of one or more capillary punctures performed by fellow students for the purpose of obtaining capillary blood specimens under the direct supervision of MLT course instructor(s).

1. Benefits

- a. Gain experience and expertise in performing capillary punctures prior to performing the procedures on actual patients in the clinical setting.
- b. Develop the interpersonal skills necessary to appropriately interact with patients.

2. Possible Risks and Discomfort

- a. Minimal possibility of infection if the area is not kept clean.
 - b. Slight temporary pain with puncture
-

SIGNATURE PAGE – INFORMED CONSENT

Student Printed Name: _____ TJC ID# _____

My signature on this form indicates that I agree to participate in all required phlebotomy activities of the Medical Laboratory Technology Program. I have been made aware of the possible risks and discomforts, benefits, and appropriate alternatives pursuant to my voluntary participation. I agree to abide by the safety rules and regulations promulgated by Tyler Junior College Medical Laboratory Technology Program and the instructor(s) as they relate to my participation in these courses. I understand that I will not be able to successfully complete the program if I do not participate in all planned activities. If applicable I have turned in a written explanation that made the MLT Program Director aware of any pre-existing condition (i.e. seizure disorder, communicable disease) that I have that might place me or others at risk through my participation. I further state that I am of legal age, legally competent to sign this agreement, that I have read and understand the terms of this agreement, and that I sign the agreement as my own free act. I have been provided with an opportunity to ask questions and be provided with answers.

Please read each statement below.

INITIAL each statement in the space indicated to signify your agreement to abide by the policies and procedures in this program. Print, sign and date in the space below.

1. ____ I have read and agree to comply with the student policies and procedures as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course syllabus and student policies of the Medical Laboratory Technology Program including all Tyler Junior College policies.
2. ____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. ____ I have been informed regarding the inherent health/safety hazards in the health care field and release Tyler Junior College and the Medical Laboratory Technology Program from any liability for such hazards.
4. ____ I have read and agree with all Tyler Junior College and Medical Laboratory Technology Program policies.
5. ____ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
6. ____ I understand that MLAB 2466 tuition and fees include accident insurance that is applicable when attending and participating in clinical training.
7. ____ I understand that I will be required to provide documentation of a negative 10-panel drug screen.
8. ____ I will complete all required clinical educational training modules and orientation for each affiliate site that I participate in and submit signed documentation to the Program as required.
9. ____ By enrolling in a class with a clinical component, I acknowledge that TJC may be required as a condition of my participation at an affiliated clinical site, to send certain information regarding me to a clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my immunization records, personal or educational information about me that is reasonably required by the clinical affiliate's standard rules, policies, and protocols that apply to its employees. I knowingly consent to such a requirement, and hereby authorize TJC to send such personal and educational information as may be reasonably required to the clinical affiliate. Unless you are seeking clarification to assist in understanding these expectations, you must print, sign, date and return this form by the stated deadline. Failure, or refusal to sign and return this form by the stated deadline may result in a corrective action or disciplinary measure for failure to abide by a Program requirement. Failure to sign and return this form does not excuse a student's responsibility to abide by the policies and procedures outlined in this document and the MLT Program at Tyler Junior College.

STUDENT SIGNATURE

DATE

**ACKNOWLEDGEMENT REGARDING
COVID-19 VACCINE**

I am a student in a health sciences program (“Program”) at Tyler Junior College (“TJC”). I understand that part of my Program and/or licensure requirements include Clinical Education experiences (“Clinical”).

I understand and acknowledge that some or all Clinical sites may require me to get certain vaccines, including but not limited to a vaccine(s) for COVID-19. Clinical sites are solely responsible for such requirements; these vaccination requirements or rules are not those of TJC and TJC has no control over same. Clinical experiences are very difficult to secure, and TJC is often not able to reassign students to another Clinical site. Further, TJC has no duty or obligation to reassign any student to another Clinical site due to a student’s failure to be vaccinated.

I understand that if I am unable to be placed in a Clinical setting due to lack of COVID-19 vaccination or any other Clinical requirement, my graduation in my Program may be delayed or prevented entirely. I understand that if I am not fully vaccinated by dates established and required by the Clinical site, I will be prevented from attending same and this may also affect my grade, attendance, and/or ability to continue in, pass, or graduate from my Program and my ability to be licensed. If I am seeking an exemption to the Clinical’s vaccination requirements, I understand this is solely my responsibility to get same exemption granted by dates established by the Clinical site.

I am entering the Program voluntarily, with a full understanding of the Clinical requirements, including the COVID-19 vaccination requirement.

Agreed and Acknowledged:

Student’s Printed Name

Student’s Signature

Date



CONCLUSION

The provisions of this Handbook are subject to change by the faculty of the Tyler Junior College Medical Laboratory Technology Department upon agreement by the faculty and administrators of Tyler Junior College. Any changes in policy will be presented in writing to the student at the time of the change.

The Tyler Junior College Medical Laboratory Technology Department:

RESERVES THE RIGHT TO WITHDRAW AND CHANGE COURSES AT ANY TIME, CHANGE FEES, CALENDAR, CURRICULUM AND OTHER REQUIREMENTS AFFECTING STUDENTS.

These changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Faculty

Zelia McGaha, M.Ed., MT(ASCP), Department Chair/Program Director

Email: zmcg@tjc.edu Office: RNHS 2.242 Phone: 903.510.2367

Lisa Baker, B.S., MT(ASCP), PBT(ASCP), Professor

Email: lbak@tjc.edu Office: RNHS 2.273 Phone: 903.510.2606

Rachel Miller, M.A., MLS(ASCP)^{cm}, Professor

Email: Rachel.Miller@tjc.edu Office: RNHS 2.276 Phone: 903.510.2010
