

2017-2019

CLINICAL LABORATORY SCIENCE PROGRAMS

Policy Manual

INDIANHILLS
COMMUNITY COLLEGE

Stacie Mason, Program Director
Stacie.Mason@indianhills.edu

WELCOME

Welcome to the Clinical Laboratory Science programs. We want you to be successful and we are here to assist you in every way possible. These programs will provide you with a variety of learning experiences to prepare you for your role in the detection, diagnosis and treatment of diseases.

PROGRAM POLICY MANUAL

The purpose of this CLS Program Policy Manual is to serve as a guide for all students enrolled in the individual programs. It is a supplement to the Indian Hills Community College Student Handbook and Planner and the College Catalog. All policies and regulations from the handbook and catalog are to be observed in addition to those outlined in these following pages.

Indian Hills Community College is accredited by the Higher Learning Commission, member of the North Central Association and the State of Iowa, Iowa Department of Education. The Medical Laboratory Technology and the Clinical Laboratory Assistant programs are accredited/approved, respectively, through the following agency:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Rd, Suite 720
Rosemont, Illinois 60018
(773)714-8880
Email: naacinfo@naacls.org

The Medical Laboratory Technology, Clinical Laboratory Assistant, and Phlebotomy Technician programs are part of the Health Sciences Division at Indian Hills Community College. The staff and administration of the Health Sciences Division of Indian Hills Community College have developed this program policy manual.

We welcome you and want you to know we are here to assist you in every way possible. We want to you to succeed. It is a privilege to have each of you in these programs.

Stacie Mason, M.S.E.D, MLS (ASCP) ^{cm}
Program Director, Clinical Laboratory Science Programs

TABLE OF CONTENTS

	Page
Welcome	1
Table of Contents.....	2
Faculty/Staff Directory.....	4
Indian Hills Community College.....	5
Institutional Mission & Values	
Institutional Purpose	
Non-Discrimination policy	
Admissions policy	
Academic Misconduct	
Clinical Laboratory Science Programs.....	8
Program Mission Statement	
Essential Functions	
Medical Laboratory Technology	11
Program Goals	
Description	
Program Overview	
Program Competencies	
Curriculum	
Core Course Descriptions	
Clinical Laboratory Assistant.....	18
Program Goals	
Description	
Program Overview	
Program Competencies	
Curriculum	
Core Course Descriptions	
Phlebotomy Technician.	22
Program Goals	
Description	
Program Overview	
Program Competencies	
Curriculum	
Core Course Descriptions	
Completion of Programs/Graduation	
Student Responsibilities.....	25
General	
Dress Code	
Student Communications	
Physical Examination & Immunizations	
Criminal Background Checks and Drug Screen policy	

CLS Policies	37
Service Work	
Alternate and Clinical Waiting List	
Outside Employment	
Classroom Attendance	
Student Injury	
Academic Dishonesty	
Academic Integrity	
Grading	
Program Probation/Dismissal, Withdrawals, RE-Entry	
Classroom Electronic Device/Cell Phone	
Student Files/Records	
Leave of Absence	
Pregnancy	
Invasive Procedures Policy	
Health Sciences Certifications	
(Required: Mandatory Reporting, Blood Borne Pathogens, HIPAA/Confidentiality)	
Sexual Harassment	
Professionalism	
Student Laboratory Safety Policies and Procedures	
Academic Information.....	49
Grading/Evaluations Grades	
Grades/Testing	
Final Grade Appeal Process	
Clinical Information	53
Rules and Regulations	
Attendance	
Alternate and Clinical Waiting List	
Clinical Grading/Evaluations	
Re-Entry Intro Program after Dismissal	
Clinical Electronic Device	
Internship Prerequisite Checklist	
Teach Out Plan	
Articulation Agreements	60
Appendices (<i>Samples Only of Signature Documents</i>)	62
Program Policy Agreement	
Essential Functions	
Academic Integrity	
Invasive Procedures	
Confidentiality Statement	
IHCC Consent Form	
Consent for Release of Information	
Student Laboratory Agreements (Safety and Participation)	

FACULTY/STAFF DIRECTORY

<u>FACULTY/STAFF</u>	<u>OFFICE RM</u>	<u>PHONE</u>
<u>Health Sciences Division:</u>		
<i><u>Executive Dean:</u></i>		
Jill Budde Jill.Budde@indianhills.edu	RHEC 105	641-683-5165
<i><u>Associate Dean:</u></i>		
Heidi Jones Heidi.Jones@indianhills.edu	RHEC 106	641-683-5292
<i><u>Health Sciences Support Staff:</u></i>		
Mary Beth Breon MaryBeth.Breon@indianhills.edu	RHEC 003	641-683-5287
Michelle Engel Michelle.Engel@indianhills.edu	RHEC 104	641-683-5164
<u>CLS Programs:</u> (MLT, CLA, and PBT)		
<i><u>Program Director/Faculty:</u></i>		
Stacie Mason, MSED, MLS (ASCP) ^{cm} Stacie.Mason@indianhills.edu	RHEC 104B	641-683-5319
<i><u>Clinical Coordinator/Faculty:</u></i>		
Tiffany Anderson, MLS (ASCP) ^{cm} Tiffany.Anderson@indianhills.edu	RHEC 016	641-683-4245
<i><u>Laboratory Assistant:</u></i>		
Rose Marie Neumann, MLT (ASCP)	RHEC 010	641-683-4264
<i><u>Program Helpers/Tutors:</u></i>		
Charity Moffat, MLA (ASCP) [Program Tutor]		

IHCC also has a Watts Line, 1-800-726-2585. The extension you desire would be the last four numbers on the regular telephone number.

IHCC is on a Monday-Thursday class schedule.

INDIAN HILLS COMMUNITY COLLEGE MISSION

Indian Hills Community College changes lives by inspiring learning, diversity, social enrichment, and regional economic advancement.

INDIAN HILLS COMMUNITY COLLEGE VALUES

- Academic Excellence and Student Success
- Integrity, Relationships, and Teamwork
- Acceptance, Inclusion, and Accessibility
- Tradition and Culture
- Innovation and the Future

INSTITUTIONAL PURPOSE

Indian Hills Community College is dedicated to providing a dynamic and timely response to the ever-changing needs of our business community and the populace of our small towns and rural areas. In this context, it is our purpose to provide, to the greatest extent possible, the following education opportunities and services.

1. The first two years of college work, including pre-professional education.
2. Career and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completions for students of post-high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for career and technical training, while also enrolled in a local high school, public or private.
6. Programs for students of high school age to provide advanced college placement courses not taught at a student's high school while the student is also enrolled in the high school.
7. Student personnel services.
8. Community services.
9. Career and technical education for persons who have academic, socioeconomic or other disabilities which prevent succeeding in regular career education programs.
10. Training, retraining and all necessary preparation for productive employment of all citizens.
11. Career and technical training for persons who are not enrolled in a high school and who have not completed high school.
12. Developmental education for persons who are academically or personally under prepared to succeed in their program of study.

Non-Discrimination Policy

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

INDIAN HILLS COMMUNITY COLLEGE

Academic Misconduct Policy

ACADEMIC INTEGRITY STATEMENT

Indian Hills Community College expects a full commitment to academic integrity from each student.

Academic integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not plagiarize in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will not manufacture or falsify data
- You will not receive assistance from another person or other outside source (book, internet, etc) while taking any type of test or completing an online course

ACADEMIC MISCONDUCT

Plagiarism or any form of cheating on assignments, quizzes, exams or any course materials is considered academic misconduct and will not be tolerated. Plagiarism is defined as copying or using ideas or words (from another person, an online classmate, or an internet or print course) and presenting them as your own. Students should be aware of the various types of plagiarism when writing papers or reports. These include but are not limited to students who:

- Buy a paper from an Internet site, another student or writer, or any other source
- Turn in any paper that someone else has written, whether it was given to you, you download it from the Internet, or you copied it from any other source
- Change selected parts of an existing paper, and claim the paper as your own
- Combine the ideas from many sources and claim that they're your own thoughts
- Use general or specific ideas from a source without using full and correct documentation telling where you got the ideas
- Copy or paste into your paper any key terms, phrases, sentences or longer passages from another source without using documentation to tell precisely where the material came from
- Neglect to put quotation marks around words that you quote directly from a source, even if you document the source

(Quitman Troyka, Lynn and Douglas Hesse. QA Compact. Upper Saddle River, NJ:

Prentice Hall, 2007.)

ACADEMIC INTEGRITY REQUIREMENTS

1. Indian Hills Community College requires all students taking online exams to utilize Respondus Lockdown Browser and Respondus Monitor.
2. Students completing make-up exams or exams through distance learning must do so through a pre-approved proctor.

SANCTIONS FOR ACADEMIC MISCONDUCT

Indian Hills Community College takes all cases of academic misconduct seriously utilizing various forms of technology to monitor and detect academic misconduct. Faculty may require students to use technology that searches for instances of plagiarism in written assignments and software that ensures academic integrity while taking quizzes or exams. Faculty will report instances of academic misconduct through the college's electronic reporting system. Students who commit academic misconduct are subject to the following sanctions:

1. Failure of the assignment
2. Failure of the course
3. Removal from the academic program
4. Indefinite suspension from the college

Each case of academic misconduct will be reviewed by the appropriate faculty member and college administration. Cases of academic misconduct deemed to be a serious threat to the academic mission of the program or institution may result in immediate action including indefinite suspension from the college. A higher level of sanction may be deemed appropriate if a student has prior academic misconduct offenses.

APPEAL OF ACADEMIC MISCONDUCT

Students who fail a course due to academic misconduct may appeal the course failure by following the Indian Hills Community College Appeal of Final Grade Policy. Students who have reached the level of removal from an academic program or indefinite suspension from the college due to academic misconduct may appeal this decision using the following process:

1. The student wishing to complete an academic misconduct appeal hearing before the Academic Standards Committee must submit in writing and must fully state the basis for the academic misconduct appeal. The written appeal shall be filed by the student with the Executive Dean of Student Services within 15 regular academic days following the decision. The written appeal should be completed in the form of a standard business letter. The appeal letter must document the

rationale for the appeal, and include appropriate facts related as to why the individual believes they did not complete academic misconduct.

2. The Executive Dean of Student Services shall present the student's written appeal to the chairperson of the Academic Standards Committee. The written appeal shall be sent electronically to the chairperson who will set a hearing date in the consultation with other members of the Academic Standards Committee. The chairperson will have 5 regular academic days to identify the appropriate meeting date, time, and location of the hearing. The chairperson of the Academic Standards Committee will communicate in writing the date of the hearing to the student and appropriate faculty member or college administrator.
3. At least 5 regular academic days of notice must be given to the parties affected to insure an opportunity to prepare for the hearing. The Academic Standards Committee hearing shall be held in closed session unless the student requests in writing to the Chair of the Academic Standards Committee that it be open. The open session must be requested 2 regular academic days prior to the hearing.
4. During the hearing, both the student making the appeal and the faculty member or college administrator who issued the program removal or indefinite suspension shall be given the opportunity to testify and present evidence and/or witnesses. Each shall have the opportunity to hear and question adverse witnesses.
5. The Academic Standards Committee decision shall be based solely on the evidence introduced at the hearing. The student has the burden of proving that there are sufficient grounds that academic misconduct was not completed.
6. After hearing the appeal, the Academic Standards Committee shall have up to 2 regular academic days to decide either to reject the appeal or to uphold it. The Office of the Executive Dean of Student Services will be notified of the decision and rationale for the decision in writing by the Academic Standards Committee chairperson. The Executive Dean of Student Services shall in turn notify in writing the appropriate faculty member or college administrator of the decision. Should the appeal be granted, the committee chairperson and the faculty member or college administrator shall determine the steps to reinstate the student. The decision of the Academic Standards Committee is final.

A student who wishes to pursue the academic program removal or indefinite suspension beyond the jurisdiction of the Academic Standards Committee may submit a written

appeal within five (5) days through the Executive Dean of Student Services to the Vice President of Academic Affairs, who will review all facts and determine if the student's due process rights were protected.

Indian Hills Health Sciences Admissions Policy

All students entering Indian Hills Community College (IHCC) Health Sciences programs are required to submit the following documents:

- High school transcripts can be unofficial copies, however they must be sent from the school to IHCC.
- Approved placement exams for Health Science programs include ACT, SAT, Compass or Accuplacer.
 - Compass/Accuplacer results must be completed within two years prior to the program start term.
 - Students are only allowed to complete the Compass/Accuplacer exam three (3) times within a calendar year with a minimum of two (2) weeks between exams.
 - ACT/SAT results must be completed within five (5) years prior to the program start term.
- Official College transcripts (if applicable) must be mailed to IHCC using the address below.
 - Grade Point Average (GPA) transferred in from an accredited higher education institution requires at least eight (8) cumulative college credit hours from one institution in order to be used for the screening process.

CLS Admission Requirements

Program	GPA	Compass			Accuplacer			SAT	ACT
		Writing	Reading	Pre-Algebra	Sentence Skills	Reading	Arithmetic	Total Score	Total Score
Medical Laboratory Technology	2.5	70	81	49	64	80	60	780	16
Clinical Lab Assistant	2.0	45	73	29	64	80	60	780	16
Phlebotomy Technician	2.0*	--	73*	29*	--	75	60	600	14

CLINICAL LABORATORY SCIENCE PROGRAMS

PROGRAM MISSION STATEMENT

The mission of the Clinical Laboratory Science Programs of Indian Hills Community College is to be an exemplary program graduating highly qualified individuals to fill the employment needs of clinical laboratories. The Programs are committed to serving students and the medical laboratory community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals, maintaining a student-centered philosophy, striving to make wise use of community and educational resources and materials. The faculty of the CLS programs is committed to providing quality instruction by preparing the graduate to be employable at an entry level and to be successful on the professional certification examinations.

ESSENTIAL FUNCTIONS

The applicant/student needs to be adequately informed of all demands and expectations of a program or profession so that he/she can determine his/her ability to meet these expectations. The following are essential functions of the non-academic demands of the program which all applicants and enrolled students of the Medical Laboratory Technology, Clinical Laboratory Assistant, or Phlebotomy Technician programs will be expected to meet. Essential functions specific to a particular profession are delineated in parentheses.

The applicant/student must be able to:

Observation:

Participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional component of the degree.

Accurately observe demonstrations and exercises in which biological fluids are analyzed and products are being tested for their biochemical, hematological, immunological, microbiological and histochemical components.

(MLT; CLA = waived/POCT testing only) Analyze patient specimens (blood, urine, body fluids, cell samplings, tissues, etc) using a variety of manual and automated techniques.

Characterize color, odor, clarity and viscosity of biological fluids, reagents or chemical reaction products. These determinations might be made by the aid of simple and complex instruments and microscopes.

(MLT only) Discriminate colors, patterns, and structural detail of microscopic specimens.

Assess and comprehend the condition of all patients assigned to him/her for sample procurement, and (MLT only) examination, diagnosis, and treatment.

(In summary, have functional use of visual, auditory, and somatic sensations.)

Communication:

Communicate effectively and sensitively with patients in order to elicit information, describe changes in mood, activity and posture.

Assess non-verbal communications.

Read and comprehend written material is essential in order to correctly and independently follow procedures and policies, and to perform laboratory test procedures (e.g., MLT - all tests; CLA/PBT - POC/waived tests).

Effectively and efficiently transmit information and instructions to patients, students, faculty, staff, and all members of the healthcare team.

(Communication skills include speaking, reading, and writing, as well as the observation skills described above, and must utilize the English language.)

Psychomotor Skills:

Have sufficient motor function to elicit information from patients by appropriate diagnostic or therapeutic maneuvers.

Perform basic tests and in-vitro assays, including multiple concurrent and repetitive tasks.

Possess all skills necessary to carry out diagnostic or therapeutic procedures.

Interpret appropriate examinations and procedures.

Possess the psychomotor skills necessary to collect blood specimens, manipulate instruments that require eye-hand coordination, perform manual laboratory procedures with dexterity, and operate computers, and perform all tasks that are normally expected within the scope of practice for the practitioner in the workplace.

Lift twenty pounds and to move light equipment, as might be required in the workplace.

Bend, reach, sit and move freely about the laboratory.

Use a keyboard; maneuver, manipulate, adjust, and control lab equipment, instruments and supplies.

Intellectual/Conceptual, Integrative, and Cognitive Abilities:

Measure, calculate, reason, analyze, synthesize, evaluate, integrate and apply information, which, due to the detailed nature of some laboratory tasks, may require long periods of concentration. (All are included in problem solving.)

Use sufficient and sound judgment to recognize and correct performance and to problem solve unexpected observations or outcomes of laboratory test procedures.

Comprehend three-dimensional relationships and understand the spatial relationships of structures.

Perform these problem solving skills in a timely fashion.

Behavioral and Social Attributes:

Possess the emotional health required for full utilization of his/her intellectual abilities fully, such as in exercising sound judgment, promptly completing all responsibilities, being able to work in and adapt to changing and stressful environment, displaying flexibility, and functioning independently in the face of taxing workloads, uncertainties, or problems that might arise.

Be flexible, creative, and adaptable to change and stress, willing to change, and cooperative with peers and supervisors.

Possess compassion and concern for patients and others.

Ethical Standards:

Demonstrate professional demeanor and behavior and must perform in an ethical, moral manner in dealing with peers, faculty, staff, and patients.

Possess integrity, commitment, and motivation.

Academic Performance:

Obtain and correlate relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory internships, and independent study assignments.

Use computer-based examinations to assess and improve educational outcomes of the program.

Sit for examinations, both written and oral, complete written assignments, deliver presentations, and perform the required laboratory practice with and without supervision.

(Student signature is required for this document. See Appendices.)

MEDICAL LABORATORY TECHNOLOGY

MLT PROGRAM GOALS

The Indian Hills Community College Medical Laboratory Technology Program will prepare the graduate for the skills, knowledge and professional attributes necessary to begin a successful career as a Medical Laboratory Technician (MLT).

The MLT Program provides education at the associate degree level to help meet the employment needs of laboratories in the region. It is the College's goal to help and motivate the student to develop his/her optimum level of performance, and gain entry-level competency. As a graduate of the MLT Program the student will be prepared to work within the health care team to provide quality health care and maintenance of optimum health for all individuals of the society.

MLT Program Goals

1. Apply basic knowledge, principles, and concepts, in order to/and perform as a competent, entry-level Medical Laboratory Technician.
2. Apply critical/analytical thinking, interpretive, and problem solving skills as appropriate for a Medical Laboratory Technician.
3. Utilize effective and appropriate communication.
4. Maintain professional, legal, and ethical standards of practice.
5. Develop an appreciation and awareness for professional growth and lifelong learning.
6. Provide the area healthcare communities with graduates possessing the attitudes, knowledge, and skills necessary to function as a competent Medical Laboratory Technician.

MLT DESCRIPTION

Description of the Profession

The Medical Laboratory Technician (MLT) is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The MLT must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are qualities essential for a clinical laboratory technician. The MLT must demonstrate ethical and moral attitudes and principles which are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

Description of Career Entry

(Source: Preamble to the Standards of Accredited Educational Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, October 2001.)

At career entry, the Medical Laboratory Technician will be able to perform routine clinical laboratory tests as the primary analyst, making specimen-oriented decisions on predetermined criteria, and incorporating a working knowledge of critical values. Communication skills will extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education. The level of analysis ranges from waived/point-of-care testing to complex testing encompassing all major areas of the clinical laboratory. The clinical laboratory technician/medical laboratory technician will have diverse functions in areas of analysis, information processing, training, troubleshooting, and quality control monitoring wherever clinical laboratory testing is performed.

The following is a brief list of an indication of the type of work performed by a MLT:

- Works in a laboratory under the direction of a Medical Technologist and/or Supervisor
- Uses a number of instruments in the laboratory for analyzing and testing
- Keeps the laboratory clean and well-organized
- Keeps records of tests
- Uses math to make solutions or to calculate patient results
- Handles test slides and fragile equipment
- Uses a laboratory computer system in some settings

The skills and abilities required of an MLT include:

- Works under pressure when test results are needed quickly
- Sees well for microscope study and is able to make fine adjustments
- Works independently following prescribed procedures
- Cooperates and gets along with other hospital staff
- Performs activities in an organized and detailed manner
- Has self-discipline and takes initiative in identifying learning needs
- Communicates well
- Works with speed and accuracy

MLT PROGRAM OVERVIEW

The Indian Hills Community College Medical Laboratory Technology program prepares the student to perform complex laboratory procedures with a limited amount of supervision. This program is 8 terms in length and includes a 22-week hospital laboratory internship/clinical assignment at the end of the program (excluding the phlebotomy internship, which occurs during Term II). Graduates are awarded an Associate of Applied Science (AAS) degree from Indian Hills Community College. Graduates typically find employment in hospital, clinic and physician office laboratories; however, opportunities for employment also exist in blood collection and blood testing facilities (i.e. blood donor centers), public health laboratories, veterinary offices, and industrial laboratories. Graduates are eligible to take the national professional certification examination in Medical Laboratory Technology.

MLT PROGRAM COMPETENCIES

(Adapted from CAHEA program guidelines)

After completing the Indian Hills Community College Medical Laboratory Technology Program the graduate will be able to:

1. Collect and process biological specimens for analyses.
2. Perform analytical tests on body fluids, cells, and other specimens and products.
3. Recognize factors that affect procedures and results.
4. Troubleshoot problem situations and take appropriate actions within predetermined limits when corrections are indicated.
5. Monitor quality control within predetermined limits.
6. Perform preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs.
7. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
8. Recognize the responsibilities of other laboratory and health care professionals and interact with them with respect for their jobs and patient care.
9. Apply basic scientific principles in learning new techniques and procedures.
10. Relate laboratory findings to common disease processes.
11. Protect patients and self from transmission of infectious disease.
12. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
13. Demonstrate workplace basic skills of listening, writing, computing, problem-solving, critical

thinking, interpersonal relations, leadership, and time management.

ARE YOU COMING IN TO THE MLT PROGRAM WITH A BS DEGREE ALREADY?

1. If you have a BS degree, you most likely would have already taken the Summer Term courses (Term I of the MLT Program). You can apply as a "Late Entry" to the MLT Program, and come in to the MLT program in the Fall term.
2. If you experience any challenges with summer courses transferring in, or you still need one of the scheduled courses, arrangements can be made for a Customized Contract, which would allow the completion of the course out of the usual scheduled sequence, sometime during the early terms in the MLT program.
3. Financial aid for the MLT program would begin Fall Term using the new academic year FAFSA application. To obtain Financial Aid for the first summer, you need to complete a FAFSA for that academic year. The summer term is part of the previous academic year, as far as financial aid is concerned.
4. If any scholarship monies are awarded to students, the availability of the scholarship will begin for Fall Term (Term II of the MLT program), not the Summer start term.

ARE YOU COMING IN TO THE MLT PROGRAM FROM ANOTHER HS OR CLS PROGRAM?



Please see the Program Director for a Customized Contract to move through the program as efficiently as possible.

We want you all to be successful in the MLT program. See the Program Director for options.

MLT PROGRAM CURRICULUM

Cat. #	Term	Credit
TERM I (Summer)		
CHM 121	Intro to General Chemistry	3
MAT 101	Intermediate Algebra	3
SPC 101	Fund. of Oral Communications, <u>or</u>	
SPC 122	Interpersonal Communications	<u>3</u> Total = 9
TERM II (Fall)		
BIO 161	Basic Anatomy & Physiology	3
CSC 105	Computer Essentials	1
HSC 113	Medical Terminology	2
MLT 115 *	Clinical Lab Fundamentals (*or MLT 114 <u>and</u> MLT 135 or MLT 112)	3
MLT 104	Laboratory Math*	<u>1</u> Total = 10
TERM III (Winter)		
HSC 212	Pathophysiology	3
MLT 165	Medical Lab. Principles and Techniques	3.5
MLT 166	MLT Critical Analysis	1
MLT 180 **	Clinical Lab Practicum I (**or PHB 270 <u>or</u> MLT 275 and 276)	<u>1</u> Total = 8.5
TERM IV (Spring)		
CHM 132	Intro to Organic and Biochemistry	4
MLT 232	Advanced Hematology and Coagulation	5
MLT 270	Immunology and Serology	<u>2</u> Total = 11
TERM V (Summer)		
MLT 261	Immunoematology	5
PSY 111	Introduction to Psychology	3
MLT 120	Urinalysis	3
MLT 253	Parasitology and Mycology	<u>2</u> Total = 13
TERM VI (Fall)		
MLT 245	Clinical Chemistry	5
MLT 255	Clinical Microbiology	<u>5</u> Total = 10
TERM VII (Winter)		
HSC 230	Employment Preparation	1
MLT 181	Clinical Lab Practicum II	6
MLT 296	Topics in Clinical Laboratory Science II	<u>1</u> Total = 8
TERM VIII (Spring)		
MLT 182	Clinical Lab Practicum III	6
MLT 290	Clinical Seminar and Review	<u>2</u> Total = 8

MLT Program Total credits = 77.5

NOTE:

1. Must have a "C" or better in all program/MLT core courses and the specified support courses (*).
2. Health Science Certifications (HIPAA, Blood Borne Pathogens, and Child and Adult Abuse Mandatory Reporting) must be completed by week 3 of initial core course for each CLS program.

MLT Program Core courses contain "MLT" prior to the course number.

Degree: Associate of Applied Science, Medical Laboratory Technology

Professional Certification Eligibility: Medical Laboratory Technician, MLT (ASCP)

For students bridging from another CLS program, credit will be given for these courses taken previously and passed:

MLT 135	CLA Basics I	3
MLT 112	Principles of Phlebotomy	2
BIO 161	Basic Anatomy & Phys.	3
CSC 105	Computer Essentials	1
HSC 113	Medical Terminology	2
HSC 212	Pathophysiology	3
SPC 101	Fund. of Oral Comm. <u>or</u>	
SPC 122	Interpersonal Comm.	3
HSC 230	Employment Prep.	1
MLT 180	Clinical Lab Practicum I (phleb. equiv from MLT 175, 176, or PHB 270)	<u>1</u>

Total credits: CLA = 17, PBT = 9

Students transferring from another college or another HS program will be evaluated, counseled, and advised on an individual basis.

MLT CORE COURSE DESCRIPTIONS

FIRST YEAR:

TERM II

MLT115 Clinical Lab Fundamentals 3

This course acquaints the student with the field of laboratory medicine. Basic lab mathematics, testing methods and quality control are presented. An introduction to blood collection and the study of common blood cells and blood cell disorders is presented.

MLT104 Laboratory Math 1

This course incorporates concepts from chemistry, algebra, and the clinical laboratory into a distinctive application called Laboratory Math. Calculations within the metric system are emphasized, along with dilutions, preparation of reagents, and other applications unique to the clinical laboratory disciplines.

Prerequisites: CHM121, Introduction to General Chemistry, MAT101, Intermediate Algebra

TERM III

MLT165 Medical Laboratory Principles and Techniques 3.5

This course is an introduction to laboratory techniques and analytical principles of methods, including macro- and micro-techniques, utilized in analyses in all laboratory departments. Aspects of quality control, laboratory math, automated methods, and the required skills utilized will be presented. Lab included.

Prerequisites: MLT 115

MLT166 MLT Critical Analysis 1

Concepts and knowledge of pathology and physiology will be utilized to develop critical analysis skills in reviewing class case studies, in writing research papers on various diseases, and in writing case studies with actual cases/data. Competency levels for professional presentations of these diseases and case studies are established and will be critically analyzed by peers and instructor.

Prerequisites: MLT 115

MLT 180 Clinical Lab Practicum I 1

In this course, students join the phlebotomy team in an area hospital to practice patient approach and draw blood specimens.

8 days, 8 hrs/day, throughout term

Prerequisite: MLT115

TERM IV

MLT232 Advanced Hematology and Coagulation 5

This course reviews basic laboratory procedures. Normal and abnormal blood and bone marrow smears as they relate to anemias and leukemias are studied. Hematology instrumentation, quality control, coagulation, and body fluid analysis are examined. An in-depth study of anemias, leukemias and other hematological disorders is presented.

Prerequisite: MLT165

MLT270 Immunology/Serology 2

This course introduces immune reactions of the body. Reactions between antigen and antibodies as a means to detect diseases such as hepatitis, infectious mononucleosis, and rheumatoid arthritis will be discussed. Lab included.

Prerequisites: MLT165

SECOND YEAR:

TERM V

MLT261 Immunohematology 5

This course presents the principles of immunohematology with the practices of blood banking. ABO grouping and Rh typing for transfusion testing procedures are discussed. Blood group antigens and antibodies are studied. Lab included.

Prerequisite: MLT270, MLT232

MLT120 Urinalysis 3

This course includes the study of urine formation and the methodology of determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. Properties of body fluids are discussed. Basic lab skills, safety and quality control in urinalysis are presented. Lab included,

Prerequisite: MLT165

MLT253 Parasitology & Mycology 2

Common human parasites, their morphology, life cycles, symptomology and techniques of identification are covered. Competencies in mycology include studying the changing etiologic role of fungi, proper specimen collection, processing, culture methods, and identification. Lab included.

Prerequisite: MLT165

TERM VI

MLT245 Clinical Chemistry 5

Various aspects of clinical chemistry are introduced, including primary blood and body fluid constituents, their significance in health and disease, and methods utilized in their determinations. Emphasis is on competence in general procedures for clinical analysis and the development of pertinent skills of troubleshooting, evaluating data, and interpreting for presence/absence of disease. Lab included.

Prerequisites: MLT165, MLT120, MLT270

MLT255 Clinical Microbiology 5

This course examines the essential principles of bacteriology relative to human disease with emphasis on knowledge regarding the pathogenicity of the microorganisms presented. Emphasis is on competence in general procedures, such as cultivation, isolation, and identification of organisms. Evaluation/interpretation of laboratory data is discussed. Lab included.

Prerequisites: MLT253

TERM VII

MLT181 Clinical Lab Practicum II 6

In this practicum experience students apply laboratory techniques in the laboratory setting. Students will gain experience in performing laboratory tests in the areas of hematology, urine/body fluids, and microbiology. Procedures are performed under the direct supervision of a certified technologist.

8 hours/day, 5 days/week, for 10 weeks.

Prerequisites: MLT245, MLT255

MLT296 Topics in Clinical Laboratory Science II 1

This course explores specialized topics in the field of laboratory science. Students will write a laboratory procedure according to CLSI standards.

Concurrent with MLT181

TERM VIII

MLT182 Clinical Lab Practicum III

6

This practicum involves the clinical application of laboratory techniques in the laboratory setting. Students will gain experience in performing laboratory tests in immunohematology, immunology, and chemistry.

8 hours/day, 5 days/week, for 10 weeks.

Prerequisites: MLT181

MLT290 Clinical Seminar and Review

2

Students review medical laboratory subjects, share experiences in the clinical area and present case studies. Job-seeking skills, continuing education opportunities, legal responsibilities, and professional organizations are also discussed. A mock certification exam is given.

Concurrent with MLT182 Clinical Lab Practicum III.

OTHER

MLT114 MLT Fundamental Bridge

1

This course introduces the concepts and basic skills that are unique to the medical laboratory technician. Normal hematological procedures are discussed. Students will identify microscope components and demonstrate proper use of the microscope.

Prerequisites: MLT112 or MLT135

This course is designed for those students bridging into MLT from the CLA or PBT programs.

CLINICAL LABORATORY ASSISTANT

CLA PROGRAM GOALS

The Indian Hills Community College Clinical Laboratory Assistant Program will prepare the graduate for the skills, knowledge and professional attributes necessary to begin a successful career as a Clinical Laboratory Assistant.

The CLA Program provides education at the diploma level to help meet the employment needs of laboratories in the region. It is the College's goal to help and motivate the student to develop his/her optimum level of performance, and gain entry-level competency. As a graduate of the CLA Program the student will be prepared to work within the health care team to provide quality health care and maintenance of optimum health for all individuals of the society.

CLA Program Goals

1. Apply basic knowledge, principles, and concepts, in order to/and perform as a competent, entry-level Clinical Laboratory Assistant.
2. Apply critical/analytical thinking, interpretive, and problem solving skills as appropriate for a Clinical Laboratory Assistant.
3. Utilize effective and appropriate communication.
4. Maintain professional, legal, and ethical standards of practice.
5. Develop an appreciation and awareness for professional growth and lifelong learning.
6. Provide the area healthcare communities with graduates possessing the attitudes, knowledge, and skills necessary to function as a competent Clinical Laboratory Assistant.

CLA DESCRIPTION

In addition to collecting blood specimens, the clinical laboratory assistant prepares the specimens for analysis, assesses the quality of the specimens, prepares analytical reagents and controls, performs maintenance on laboratory instruments, inventories reagents and supplies, loads specimens onto laboratory analyzers, and performs testing appropriate for the clinical assistant level (such as waived and/or point-of-care testing) amongst other duties. The CLA (or CA) uses effective communication skills with patients and various healthcare professionals and identifies and reports potential pre-analytical errors that may occur.

CLA PROGRAM OVERVIEW

The Clinical Laboratory Assistant Program is a nine month diploma program designed to prepare students for entry-level positions in clinical laboratory settings such as medical centers and outpatient laboratory facilities. Clinical laboratory assistants perform phlebotomy, specimen processing, quality control, and laboratory orientation and regulation under the supervision of physicians or laboratory scientists or technologists. The program includes instruction in computer skills, laboratory billing practices, and the performance of assistant-level testing according to the standard operating procedures.

The Indian Hills Community College Clinical Laboratory Assistant program prepares the student to perform point-of-care and waived laboratory procedures with a limited amount of supervision, in addition to Phlebotomy. This program is 3 terms (9 months), 28-credits in length and includes 4 weeks of hospital laboratory internship/clinical assignment. Students who complete the program are awarded a Diploma from Indian Hills Community College. Graduates typically find employment in hospital, clinic and physician office laboratories; however, opportunities for employment also exist in blood collection and blood testing facilities (i.e. blood centers), public health laboratories, veterinary offices, and industrial laboratories. Graduates are eligible to take the national professional certification examination in Phlebotomy.

CONTINUING ON TO THE MLT PROGRAM FROM CLA?

If you are at all thinking about continuing on to the MLT program, here are some things you should know or think about early in the CLA program.

1. The MLT Program is a summer start program. During the first Summer term, you will be taking Introduction to Chemistry, Intermediate Algebra (you've already taken the scheduled Communications course). This would start right after you complete the CLA program.
2. Financial aid for the MLT program would not begin until Fall Term. The summer term is part of the previous academic year, as far as financial aid is concerned. A FAFSA application is "good" for Fall through Summer. You need to fill out a new FAFSA application for each Fall term that you are here. If you are on financial aid assistance, you need to consider spreading out your financial aid from just 3 terms of the CLA Program to 4 terms for the academic year, in order to cover the first term of the MLT program.
3. If any scholarship monies are awarded to students, the availability of the scholarship will be for Fall Term (Term II of the MLT program).
4. If you experience any challenges with a summer course, e.g. Intermediate Algebra course, do not be discouraged and or quit the MLT program. Contact the Program Director immediately, and make arrangements through a Customized Contract, which would allow the completion of the course outside the usual scheduled sequence, sometime during the early terms in the MLT program.
5. Consider a dual major, Associate of Applied Science (AAS) MLT and Associate of Science (AS) Arts & Science. This will enable any additional courses that you might take to make a minimum of 8 credits/term for financial aid to be applied to an AS degree as well.

We want you all to be successful in the MLT program. See the Program Director for options.

CLA COMPETENCIES

After completing the Indian Hills Community College Clinical Laboratory Assistant Program the graduate will be able to:

1. Collect and process biological specimens for analyses (including for reference laboratory testing), and demonstrate knowledge of equipment, proper techniques, and importance in overall patient care.
2. Perform point of care and waived analytical testing on urine and whole blood specimens and other appropriate specimens.
3. Describe and perform all aspects of requisitioning and specimen transport, preservation, and processing.
4. Describe and evaluate quality assurance in phlebotomy.
5. Perform and monitor quality control materials within acceptable limits.
6. Perform preventive maintenance of equipment and instruments.
7. Recognize the responsibilities of other laboratory and health care professionals and interact with them with respect for their jobs and patient care.
8. Protect patients and self from transmission of infectious disease.
9. Recognize and fulfill individual needs for continuing education as a function of growth and maintenance of professional competence.

CLA CURRICULUM

Cat. #	Term	Credit
TERM I (Fall)		
BIO 161	Basic Anatomy & Physiology	3
CSC 105	Computer Essentials	1
SPC 101	Fund. of Oral Communications, <u>or</u>	
SPC 122	Interpersonal Communications	3
HSC 113	Medical Terminology	2
MLT 135 *	Clinical Laboratory Basics I (*or MLT 113 <u>and</u> MLT 112)	3
		Total = 12
TERM II (Winter)		
HSC 212	Pathophysiology	3
HSC 141	Pharmaceutical Applications	1
MLT 136	Clinical Laboratory Basics II	3
MLT 175	CLA Practicum I	1
		Total = 8
TERM III (Spring)		
HSC 227	CLA Administrative Procedures	2
HSC 230	Employment Preparation	1
MLT 137	Clinical Laboratory Basics III	3
MLT 176	CLA Practicum II	1
MLT 295	Topics in Clinical Laboratory Science I	1
		Total = 8

* For students bridging into the CLA program from the PBT program, you will need to enroll in the MLT 113, CLA Basics Bridge course, for the fall term. This course along with MLT 112 is equivalent to MLT 135.

Students transferring from another college or another HS program will be evaluated, counseled, and advised on an individual basis.

→ MLT 136 is first 9 weeks of winter term; this must be passed before doing MLT 175 practicum.

→ MLT 137 is first 9 weeks of spring term; this must be passed before doing MLT 176 practicum.

CLA Program Total credits = 28

NOTE:

1. Must have a "C" or better in all program/CLA core courses and the specified support courses (*).
2. Health Science Certifications (HIPAA, Blood Borne Pathogens, and Child and Adult Abuse Mandatory Reporting) must be completed by week 3 of initial core course for each CLS program.

CLA Program Core courses contain "MLT" prior to the course number.

Degree: Diploma, Clinical Laboratory Assistant

Professional Certification Eligibility: Phlebotomy Technician, PBT (ASCP)

NOTE: ASCP is currently developing a certification exam for Medical Laboratory Assistant.

CLA CORE COURSE DESCRIPTIONS

TERM I

MLT135 Clinical Laboratory Basics I 3

This course defines the role of the clinical assistant in the healthcare delivery system. Infection control principles, safety practices, procedures to collect specimens, methods for preparing blood and body fluid specimens for analysis, and the performance of basic tests at the clinical assistant level will be discussed. An overview of quality control protocols and potential pre-analytical errors will be provided. Lab included.

TERM II

MLT136 Clinical Laboratory Basics II 3

This course provides an introduction to the basics of immunology and clinical chemistry. Lab included. Taken first 10 weeks of term, then followed by Practicum I.
Prerequisites: MLT135

MLT175 CLA Practicum I 1

This clinical course provides the student with the opportunity to gain competency in the collection of blood specimens in a medical laboratory setting. Waived testing and basic procedures in clinical chemistry and immunology will be performed.
8 hours/day, 5 days/week, for last 2 weeks of term.
Prerequisite: MLT135, Co-requisite with MLT136

TERM III

MLT137 Clinical Laboratory Basics III 3

This course introduces the basics of laboratory tests related to hematology, urinalysis, and microbiology. Safety procedures, suitability of specimens, standards and controls, slide preparation, test performance, technical errors, and inventory supplies will be discussed. Lab included.
Taken first 10 weeks of term, then followed by Practicum II.
Prerequisite: MLT136

MLT176 CLA Practicum II 1

This clinical course provides the student with the opportunity to acquire skills in phlebotomy, vital sign measurements and electrocardiography. Basic laboratory tests in hematology, urinalysis, and microbiology will be performed at the clinical laboratory assistant level. Students will gain experience in documentation and the use of information systems necessary to accomplish job functions.
8 hours/day, 5 days/week, for last 2 weeks of term.
Prerequisites: MLT136, MLT175, Co-requisite with MLT137

MLT 295 Topics in Clinical Laboratory Science I 1

This course explores specialized topics in the field of laboratory science. Students will be expected to integrate physiology, pathology, analytical test results, diagnosis, and treatment in the development of a learning project.
Prerequisite: MLT 175

OTHER

MLT113 CLA Basics Bridge 1

This course introduces the concepts and basic skills that are unique to the Clinical Laboratory Assistant. Basic laboratory tasks and standard laboratory protocols are identified.
Prerequisite: MLT112
This course is designed for those students bridging into CLA from another PBT program.

PHLEBOTOMY TECHNICIAN

PBT PROGRAM GOALS

The Indian Hills Community College Phlebotomy Technician Program will prepare the graduate for the skills, knowledge and professional attributes necessary to begin a successful career as a Phlebotomy Technician.

The Phlebotomy Technician Program provides education at the certificate level to help meet the employment needs of laboratories and physicians' offices in the region. It is the College's goal to help and motivate the student to develop his/her optimum level of performance, and gain entry-level competency. As a graduate of the Phlebotomy Technician Program the student will be prepared to work within the health care team to provide quality health care and maintenance of optimum health for all individuals of the society.

PBT Program Goals

1. Apply basic knowledge and concepts, and perform as a competent, entry-level Phlebotomy Technician in the collection and transport of various types of specimens for analyses.
2. Apply critical/analytical thinking, interpretive, and problem solving skills as appropriate for a Phlebotomy Technician.
3. Utilize effective and appropriate communication.
4. Maintain professional, legal, and ethical standards of practice.
5. Develop an appreciation and awareness for professional growth and lifelong learning.
6. Provide the area healthcare communities with graduates possessing the attitudes, knowledge, and skills necessary to function as a competent Phlebotomy Technician.

PBT DESCRIPTION

This 9-credit certificate program is designed to provide educational experiences which prepare the student for a professional career in the healthcare system. Laboratory professionals require specimens that have been obtained promptly and properly by qualified phlebotomists. As an integral member of the laboratory team, the phlebotomist must be trained in all aspects of specimen collection and processing. It is also vitally important that this key person be able to maintain high professional standards in dealing with patients and other healthcare professionals.

PBT PROGRAM OVERVIEW

The Indian Hills Community College Phlebotomy Technician program prepares the student to perform various types of phlebotomy procedures. This program is 2 terms (6 months) in length and includes 3 weeks of hospital laboratory internship/clinical assignment. Students who complete the program are awarded a Certificate from Indian Hills Community College. Graduates typically find employment in hospital, clinic and physician office laboratories; however, opportunities for employment also exist in blood collection and blood testing facilities (i.e. blood centers), public health laboratories, veterinary offices, and industrial laboratories. Graduates are eligible to take the national professional certification examination in Phlebotomy.

PBT COMPETENCIES

Upon completion of this program the student will be able to successfully:

1. Collect and process biological specimens for analysis, and demonstrate knowledge of equipment, proper techniques, and importance in overall patient care.
2. Describe and perform all aspects of requisitioning and specimen transport, preservation, and processing.
4. Describe and evaluate quality assurance in phlebotomy.
5. Recognize the responsibilities of other laboratory and health care professionals and interact with them with respect for their jobs and patient care.
5. Protect patients and self from transmission of infectious disease.
6. Recognize and fulfill individual needs for continuing education as a function of growth and maintenance of professional competence.

CONTINUING ON TO THE MLT PROGRAM?

Please see the Program Director for a Customized Contract to move through the program as efficiently as possible and to thoroughly evaluate your options.

We want you all to be successful in the MLT program. See the Program Director for options.

PBT CURRICULUM

<u>Cat. #</u>	<u>Term</u>	<u>Credit</u>
TERM I (Winter)		
HSC 113	Medical Terminology	2
BIO 161	Basic Anatomy & Physiology	3
MLT 112	Principles of Phlebotomy	2
HSC 230	Employment Preparation	<u>1</u> Total = 8
TERM II (Spring)		
PHB 270	Phlebotomy Clinical Practicum	<u>1</u> Total = 1

Students transferring from another college or another HS program will be evaluated, counseled, and advised on an individual basis.

PBT Program Total credits = 9

If choosing to go on to CLA or MLT programs, credit will be given for related courses taken, and the appropriate bridge course (MLT113 or MLT114) will need to be taken to meet the requirements of MLT135/MLT115.

NOTE:

1. Must have a "C" or better in all program/MLT/PBT core courses
2. Health Science Certifications (HIPAA, Blood Borne Pathogens, and Child and Adult Abuse Mandatory Reporting) must be completed by week 3 of initial core course for each CLS program.

PBT Program Core courses contain "MLT" or "PHB" prior to the course number.

Degree: Certificate, Phlebotomy Technician

Professional Certification Eligibility: Phlebotomy Technician, PBT (ASCP)

PBT CORE COURSE DESCRIPTIONS

TERM I

MLT112 Principles of Phlebotomy 2

This introductory course is designed to give students a thorough background in blood collection, including demonstration of venipuncture and skin puncture techniques. Students will complete required HIPAA, Infection Control and Mandatory Reporting for child/adult training for Health Care Providers. Lab included.

TERM II

PHB270 Phlebotomy Clinical Practicum 1

This clinical course provides students with the opportunity to gain competency in the collections of blood specimens in a hospital or clinical setting. Theory learned in MLT112 Principles of Phlebotomy will be applied.

3 weeks, 120 hrs, 40 hrs/week.

Prerequisite: MLT112

COMPLETION OF THE PROGRAMS/GRADUATION

The students who successfully complete the individual program's requirements will be awarded the appropriate Associate of Applied Science Degree, Diploma, or Certificate. The granting of these degrees and awards is not contingent upon the student's passing of any type of external certification or licensure examination.

STUDENT RESPONSIBILITIES

GENERAL

Entry into a professional program entails responsibilities as well as rights. The following outlines student responsibilities in all the Clinical Laboratory Science programs. Included are professional responsibilities for being accountable in practice and respecting others and one's self, as well as responsibilities for being an active participant in the learning process and for one's role as a learner.

Students in the CLS programs will be expected to:

Didactic/Classroom:

- Attend classes and lab experiences regularly
- Participate in class and small group discussion
- Assume responsibility for own learning and development by:
 - coming prepared for class and lab activities.
 - completing assignments on time with written work being done legibly and in the proper format.
 - accepting constructive criticism and supervision by others and using suggestions for growth.
 - monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance
 - using appropriate resources and references to increase knowledge base and improve performance.
 - scheduling appointments with instructor(s) for assistance with class assignments and obtaining materials that were missed due to any absence.
- Be accountable for own judgments, actions or non-actions, and choices. There will be no outbursts of anger, out-of-control behavior, arguing, or swearing, to name a few examples, in the classroom.
- Adhere to Universal Precautions and Occupational Safety and Health Administration (OSHA) Blood Borne Pathogen standards including the use of Personal Protective Equipment (PPE) and adherence to Exposure Control Plans. Any exposure incident is to be reported to the instructor immediately.
- Follow all safety rules and practices.
- Adhere to the Health Insurance Portability and Accountability Act (HIPAA) during class discussions, clinical experiences and clinical practicum rotations.
- Call the course instructor if you are going to be absent or late.
- Make arrangements for and complete make-up assignments after any missed class. Please note that some labs may not be able to be made-up. It is the student's responsibility to contact the instructor about making up missed labs or assignments. It is also the student's responsibility to obtain any materials missed due to his or her absence. See individual course syllabi for specific requirements.
- Be a willing participant in laboratory situations when other students need patients to practice phlebotomy or other laboratory procedures.
- All documents for program courses must be submitted using Word, Power Point, or other commonly accepted software programs.
- Follow appropriate channels of communication to resolve concerns over testing and evaluation procedures or classroom activities.
(Instructor Program Director Department Chair Dean)

CLS Hybrid Program courses (on-line and face-to-face combination):

As with on-line course, such as HSC Employment Preparation, those program course that are hybrid (lecture component is online; laboratory component is held in the CLS classroom) require the student to take the initiative.

Expectations of the student in these program courses (on-line or hybrid):

1. The student is expected to abide by the course schedules, whether there is a face-to-face meeting first or not. If deadlines are missed, then points are lost (from a percentage to possibly all points). The course schedules can be located on MyHills within each specific course.
2. The students will use the designated drop boxes for these courses to submit their assignments.
3. Communicate with the instructor at all times, via course email, when they cannot attend the laboratory component, or if an emergency arose...

Clinical Practicum

A vital element of all the CLS curricula is the clinical practicum/internship (i.e., clinical rotation). Students may request geographical locations, but the program director and faculty make all final placement decisions.

Clinical affiliation provides an opportunity for students to gain experience in a hospital laboratory under the supervision of the staff. You **will not** be expected to function independently as an additional staff member, but you **will** be expected to perform routine laboratory procedures with minimal supervision that are expected for your level of education.

Clinical laboratory professionals do not expect to **teach** basic procedures of theory. The student must demonstrate this ability through satisfactory completion of all didactic course competencies and laboratory skills prior to any clinical experiences. If a student has not satisfactorily completed course work and demonstrated the ability to perform required procedures, he or she will not be allowed to progress on to a clinical assignment. The instructor must be sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program.

It is the student's responsibility to assure that all requirements have been completed and the appropriate signatures have been obtained.

Clinical Expectations

Clinical practicum evaluations will be based on performance in the clinical setting under the supervision of the staff. Students will be expected to apply the knowledge and skills gained from previous didactic course work, combined with professional attributes. During clinical practicum, the CLS student will be expected to:

1. Behave/perform as a professional by
 - a. Participating in clinical practicum on assigned days at assigned times. If the student is ill or has an emergency that prevents him or her from being at the clinical site, the student must notify both the Health Occupations Office and the clinical instructor. A student must have the required clinical hours to graduate from the program. Absences will mean making up these hours at the end of the semester at a time arranged with the clinical site supervisor/instructor.
 - b. Performing analyses with utmost care, accuracy and quality.
 - c. Following written/verbal procedures and instructions.
2. Safeguard the patient in the clinical setting by:
 - a. recognizing self-limitations.
 - b. seeking out the physician/supervisor when unsure of self or when unable to follow directions/guidelines given.
 - c. reporting errors or mistakes and following through with the needed action for remedy.
 - d. adhering to hospital policies, procedures, and routines.
 - e. recording and reporting patient care data accurately.
 - f. adhering to the Health Insurance Portability and Accountability Act (HIPAA) regarding patient confidentiality.

3. Accept constructive criticism from supervisor and utilize suggestions for growth.
4. Develop attributes that reflect professional conduct and respect for one's self and others, to include:
 - a. protect the patient's right to privacy by maintaining strict confidentiality.
 - b. respect the human dignity and uniqueness of others regardless of social or economic status, personal attributes, or nature of health problems.
 - c. listen attentively and courteously when others are speaking.
 - d. demonstrate poise, tact, and self-control when communicating with others.
 - e. express self clearly and accurately both verbally and in written work.
 - f. offer assistance to others rather than waiting to be asked.
 - g. project a professional image/attitude during clinical activities.
5. Adhere to Universal/Standard Precautions and OSHA Blood borne Pathogen Standards including use of Personal Protective Equipment (PPE's) and adherence to agency Exposure Control Plans. Report any exposure incident to clinical supervisor and to the program director or instructor.

Student Conduct and Disciplinary Action

Program students, like all students at IHCC, are responsible for maintaining standards and adhering to regulations adopted by the college. Unsafe, unprofessional, dishonest or disruptive conduct may result in failure of the course or disciplinary action including suspension from class, clinical practicum or the program.

Program faculty members, as experienced practitioners, are in the best position to judge unsafe, disruptive, dishonest and/or unprofessional conduct. In addition, they have a professional obligation to protect the patients, classmates, and society against potential harm.

DRESS CODE

The CLS student represents the school and the profession. Therefore, it is imperative that certain standards be met and a dress code followed. During class periods, students may use their own judgment in attire, but it must conform to the codes of decency. While in the laboratory or at the clinical site, students are to abide by the following dress code. Students are expected to obey both the rules of the college as well as the clinical affiliate. Where there is a difference, they are to go by the stricter of the two.

On-Campus Labs

Students must follow these rules during all laboratory experiences:

1. Hair must be pulled back off the face.
2. Facial hair of men must be worn in such a manner that it will not obstruct activities.
3. CLS scrubs are to be worn during all student labs on campus. If you do not have scrubs on, you cannot participate the lab the lab exercise.
4. Students are required to wear a disposable, moisture barrier-proof lab coat when performing labs.
5. Closed-toe leather shoes are to be worn when in labs (no leather with holes, sandals, etc).
6. There are no shorts allowed during labs.

The safety rules for the laboratory described in more detail are located in the Appendices. The student will be expected to sign the receipt of these rules and to abide by them.

Clinical Experiences and Practicum

Although fashion trends in dress, accessories, hair color and hair styles are part of a student's personal life, these same trends can be seen as less than professional by the public and detract from their perceptions of the student's capability to practice safely. Therefore, CLS students' dress and appearance for clinical experience and practicum must be professional.

Grooming and dress code policies are based on the following general standards:

Client Safety:

- a. Tissue integrity - patients are to be protected from tissue damage from fingernails, jewelry, etc.
- b. Infection control - patients are to be protected from known sources of infection, actual or potential

Professional Demeanor:

- a. CLS students are expected to represent themselves, IHCC, and the clinical laboratory in a professional manner.

Compliance:

- a. IHCC has an obligation to comply with the dress code standards of any clinical affiliates or agencies.

The following is not meant to be all-inclusive and any questions or concerns are to be brought to the Program Director. **Student is expected to abide by whichever policy requirements that are more stringent.**

1. Personal hygiene - since it is necessary to work very closely with patients, body odors and bad breath can be very unpleasant, especially to sick people, and may on occasion be annoying to fellow workers. It is your responsibility to perform the necessary cleansing of the body and utilize the required toiletries and personal hygiene aids.
2. Odors - of any kind may be offensive to patients or may make them sick. Products with strong odors (i.e. perfumes, tobacco, etc) must be avoided when in uniform or while working in the clinical site.
3. Hair - should be well-groomed, clean and neat. Long hair must be off the shoulders - tied back or up on head. There are to be no radical hair styles or colors.
4. Facial hair (men) - must be clean, trimmed, and worn in such a manner that it will not obstruct activities.
5. Make-up - is to be natural/subtle, in moderation.
6. Nails - are to be well-manicured without polish, and no longer than ¼ inch beyond end of fingers. *Any form of artificial nails is prohibited. This pertains to issues of infection control and safety.*
7. Jewelry - with the exception of a wedding ring and wristwatch, is not to be worn in clinical.
8. Earrings - Only 2 pair of earrings per ear are allowed (regardless of how many holes are present), and no gauges. For pierced ears, earrings should be small, and simple. This is for the safety and protection of the student.
No other facial or body piercings must be visible.
9. Tongue rings or posts - may NOT be worn as they often prevent the student from speaking clearly or professionally. More importantly, this has to do with health and safety issues. The only visible body piercing that is acceptable is in the ear lobes.
10. Tattoos - There should be no visible tattoos. If on a visible area, they must be covered up.
11. Shoes - are to be leather of sturdy construction, with low heels, rubber soles, free from holes of any kind, and clean at all times.
No sandals/canvas/tennis shoes, work boots, clogs, etc, are to be worn.

12. Dress Code – The Dress Code is to be observed with strict attention at the clinical site. Official CLS teal scrubs are to be worn for all student labs and all clinical experiences/internships, and are available for purchase through IHCC bookstore. These are to be clean (pressed if necessary). Tops must be long enough to cover hips. Slacks/pants must be full length. No shorts are allowed.

If skirts are desired, they must be at least knee length.

NO: jeans/denim attire, work boots, etc, are to be worn.

NO: T-shirts, shirts with printed messages, shorts, or jeans.

Students will be suspended from the clinical practicum area for continued failure to adhere to grooming and dress expectations.

STUDENT COMMUNICATIONS

Email

Students are expected to check their email at a minimum of once a day (or sometimes multiple times). Course and individual communications will be handled via email.

Phone Voice mail

The students are also expected to set up voice mail on their phone. Sometimes, we or the affiliate site may need to contact you. If you are not available, then it may be necessary to leave a message for you. It is unreasonable to expect others to repeatedly try to call you.

PHYSICAL EXAMINATION & IMMUNIZATIONS

It is required that each student have a physical examination prior to starting the clinical component of the program to assure both the student and the affiliate that the student is physically able to participate in the activities required of a CLS student. Each student will have a physical performed by licensed qualified personnel.

In addition, documentation and/or results of the following immunizations/tests are required:

MMR or Rubella Titer

Mantoux Skin Test (2-step) for Tuberculosis

(Annual TB tests, done at the beginning of 2nd yr. fall term, may consist of the one-step.)

Tetanus/Diphtheria Booster

Hepatitis B

Varicella

If immunizations are not available then the student will need to have titers performed to verify immunization. If not immunized, then the actual immunizations will be needed. Student Health Services in Trustee Hall is able to provide these services for you.

The completed form will be uploaded to Castle Branch's website. This physical examination form is available at www.indianhills.edu <Courses & Programs><Health Sciences><Physical & Immunization form>.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS/OTHER TESTS **HEALTH SCIENCES POLICY**

Criminal and Abuse Background Checks

National and State criminal and dependent adult/child abuse checks are required of every student preparing to enroll in an Indian Hills Community College Health Sciences program. The cost of the required checks is the responsibility of the student/applicant.

The Criminal and Dependent Adult/Child abuse background check procedure is established to meet the requirements for the partnerships between the College and the clinical facilities and/or sites. Students who have a criminal history, and are cleared to participate in an IHCC Health Sciences academic program, are still responsible to work with their professional licensing or certification board for determination if they are eligible to sit for that profession's licensure or certification.

Timeline for completion of background check policy:

- Check must be run PRIOR to the Last day to Drop of the first term of the program, or the student will not be allowed to participate in core class or labs.
- Students who change from 1 IHCC Health Sciences program to another *without* a term between may use the first program's check ONLY if it is no more than 12 months since the initial check was run.
 - *Students entering the ECE program must undergo that specific process to enter, regardless of previous checks.
- Students who complete a Health Sciences program and have more than one term before the next program start will need to have the check repeated, no matter how long ago the first check was completed.

Criteria used to determine whether a student is ineligible to participate in an Indian Hills Community College Health Sciences program:

At Any Time	<ul style="list-style-type: none"> • Refusal to participate in the background check or evaluation process. • Iowa DHS record check evaluation determines the student is not eligible to participate in the clinical portion of the course and/or to work in a health care facility. • A felony conviction. • A felony, serious misdemeanor or aggravated misdemeanor charge with an outstanding disposition or warrant. • A serious misdemeanor or aggravated misdemeanor conviction in which the probationary period has not been completed. • A criminal conviction, of any kind, related to past employment, and/or a healthcare system or organization. • Inclusion on the child, dependent adult and/or sexual abuse registry.
The Past 5 Years	<ul style="list-style-type: none"> • A criminal conviction of any kind related to illegal distribution or theft of drugs.
The Past 2 Years	<ul style="list-style-type: none"> • A serious or aggravated misdemeanor conviction of theft or a pattern of theft convictions.
The Past 1 Year	<ul style="list-style-type: none"> • A criminal conviction related to the possession of drugs, paraphernalia, and/or illegal substances.
<p>Any of the criteria listed below may disqualify you from enrollment in IHCC's Health Sciences programs based on factors such as job/program relatedness, patterns, timeframes and/or completion of sentence.</p>	
<ul style="list-style-type: none"> • Recent criminal conviction(s) or charges of any type. • A misdemeanor conviction involving domestic abuse with injury, violence, or sexual misconduct. • A pattern of criminal convictions or charges. • 2 or more OWI convictions. 	
<p><i>*While enrolled in any Health Sciences program at IHCC, it is expected that students report all child abuse, dependent adult abuse, and/or criminal activity, in which they are involved, to IHCC within forty-eight (48) hours of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program.</i></p>	

Criminal Background Checks Process

National/State Background Check

Students who enroll in a non-nursing Health Sciences programs will be required to complete a National Background Check and the Iowa Adult and Child Protective Services check through Castle Branch. The background check must be completed prior to starting the program or as directed by the program director. Students who fail to complete the required checks may not be able to attend laboratory or clinical.

INDIAN HILLS COMMUNITY COLLEGE HEALTH SCIENCES DIVISION DRUG SCREENING

Students may be required by a clinical site to have a drug screen, or other additional testing, done prior to the beginning of a clinical rotation. Students are responsible for obtaining the drug screen/other test and for the paying of the fee. Changes in rotation/assignment schedules will not be made on the basis of this requirement.

All Health Science students will be **required to have a drug screen** prior to the clinical experience. The **student portfolio** (on the Castle Branch website) will contain the drug screen results. Those results will be available to both the student and program administrator.

The process will be as follows:

- The student will be provided with information on setting up their account for the Castle Branch portal during the mandatory program orientation
- The student will place an order and pay for the drug screen on the portal.
- The student is responsible for the drug testing fee.
- Castle Branch accepts Visa, MasterCard, and Discover, debit, electronic check or money order.
- The confirmation of payment will be issued to the student.
- The confirmation form will be printed as proof to the program administrator.
- The program administrator will then issue the Forensic Drug Testing Custody and Control Form.

How should students schedule their drug test?

- Call the Ottumwa Regional Health Center Occupational Health at 641-684-2466 to set up a drug testing appointment.
- Take the Forensic Drug Testing Custody and Control Form to the appointment at Ottumwa Regional Health Center Laboratory.
- Results will be submitted to the Castle Branch Certified Background database from the lab testing site.
- The student will receive an email to check their account for further information.

Who gets the results?

- The test result will first be reported to the Medical Review Officer (MRO) associated with Castle Branch for review and interpretation.
- The MRO will then report a confirmed positive test result to the student.
- The MRO will attempt to call the student two times from this phone number 800-526-9341. The hours of the follow up phone call will be between 8-5 EST.
- Any questions regarding the results of any drug or alcohol test may be directed to the MRO.

Negative Results:

- Negative Test Result: notice will be posted on the Castle Branch student account of passing the initial drug or alcohol test.

Positive Results:

- Positive Test Result/Failed Test: The MRO will confirm any proof of the student prescriptions, and make any necessary updates to the positive test result.
- Right to Secondary Confirmatory Test: A student with a confirmed positive test result may ask for a second confirmatory test using ONLY the results from the first test sample from another approved laboratory within seven days of the IHCC mailing of the positive test results to the student.
- The confirmatory test will be conducted on a portion of the sample collected at the same time as the sample that produced the positive test result.
- *The student is responsible for the cost of second confirmatory test.*
- The **sample** of collection test will be split in the presence of the individual student to allow for the confirmatory testing of any initial positive test result.
- During the confirmatory process, students may be suspended from the clinical and/or classroom experience.

Confirmed Positive Results:

- Students with any **confirmed positive results** will be withdrawn from the program.

Legal Medication/Drugs Notification

- A student must notify the clinical supervisor or program director whenever he/she is using a prescription or over-the-counter drug, which may affect safety or work-performance.
- In making this determination, the student is responsible for consulting with their licensed healthcare professional and reviewing any warning on the label to determine if any medication or drug would adversely affect the student's ability to safely perform essential functions of the clinical or classroom experience.
- If the student is deemed by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner to be safe during the clinical or classroom experience, a "release to attend clinical/classroom document" is required to be signed and kept in the student's file at IHCC.
- The student who does not fully disclose this information will be subject to possible disciplinary action which may lead to dismissal from the program.

Prescription medications that do not impair performance may be brought to the clinical site and should be taken as prescribed. All prescription drugs must be kept in the pharmacy dispensed container.

Testing due to reasonable suspicion:

- Once a student is enrolled in the program, if there is a **reasonable suspicion** of drug or alcohol use, the Program Director will have the right to approve an additional drug or alcohol test at the student's expense. The clinical site also has the right to request a drug/alcohol test at the student's expense.

Reasonable suspicion may include, but is not limited to:

- student behavior or conduct including physical manifestations
- evidence that the involved student has caused or contributed to a clinical or classroom related accident

- objective signs that the involved student may have used drugs or alcohol (i.e., slurred speech, staggering gait, odor of alcohol), or reports from others of a clinical “accident”, slurred speech, etc.

When a program director, faculty member or clinical instructor has suspicion of alcohol or drug use during the clinical experience, the following steps will be taken:

- Remove student from the patient care area or assigned work area and notify the clinical instructor and the Program Director.
- Consult with another faculty, clinical instructor, or employee for verification of suspicions in a confidential manner.
- Upon verification by a second person, inform the student that he/she is relieved from duty and that there is a need “for cause” drug/alcohol screening.
- If the student admits to alcohol and/or drug use, the student must undergo urine drug testing
- Pending the resolution of any testing, the student will be suspended from clinical and/or classroom sites
- A student subsequently found to have positive test results will be removed from the program.
- All incidents involving "reasonable suspicion" drug testing in the clinical setting will be handled with strict confidentiality
- Costs for "reasonable suspicion" drug testing are the student's responsibility.

Transportation of student after reasonable suspicion:

- An unimpaired person (such as a family member or friend) or taxi cab must transport the student to nearest testing facility. A release form must be signed by the person transporting the student and provided to the Clinical Supervisor/Program Director. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form and provide to the Clinical Supervisor/Program Director.
- If the nearest testing facility is at the clinical site, student should be sent for testing and then an unimpaired individual or taxi cab should take the student home. If a taxi is transporting the student, the person observing the student enter the taxi may sign the release form.
- While awaiting transport, the student should not be allowed to leave the supervisor’s presence or ingest any substances.
- If the student insists on driving, either clinic supervisor or Program Director will notify law enforcement.
- Pending the resolution of any testing, the student will be suspended from clinical and field sites.
- A student subsequently found to have positive test results will be removed from the program.

If the student refuses “reasonable suspicion” testing:

- Have an unimpaired individual or taxi take the student home
- Document the following in writing:
 - Student behavior
 - Actions taken
 - Written statement of person verifying behaviors
 - Student’s response
- Contact the Clinical Supervisor/Program Director as soon as possible and deliver written documentation to the Clinical Supervisor/Program Director within 3 days of the incident.

- Students who refuse reasonable suspicion testing will be removed from the program.

If a facility other than the approved testing site at Ottumwa Regional Health Center performs drug/alcohol testing:

- The student is **obligated to notify** the Program Director of any request by a clinical site for additional testing due to reasonable suspicion.
- If tested by a clinical site, the student shall provide the Program Director with a copy of any test results.
- Failure to promptly notify the Program Director shall be ground for dismissal from the program.
- The student is responsible for any expense incurred with testing.

If a student voluntarily discloses a drug or alcohol problem:

- If a student **voluntarily discloses** that he/she has an alcohol/drug problem and requests assistance, they are then referred to IHCC Student Health.
- Students may be temporarily suspended from the program and/or clinical experience until such time as they have completed drug/alcohol treatment and are considered safe to return to both the classroom and clinical site by a Medical Doctor, Doctor of Osteopathy, Physician Assistant or Nurse Practitioner.

Minor Students:

- Any **minor student** under the age of 18 must abide by the drug and alcohol testing policy.
- A parent or legal guardian of a student under the age of 18 must sign an acknowledgment of receipt of a copy of this policy.
- Those students who are minors under the age of 18 must obtain notarized parental/legal guardian consent on Section II of the Drug/Alcohol Test Release & Consent for Minors.
- Lack of consent for testing will disqualify the minor from continued clinical participation and participation in the Program.

Providing False Information:

- Any student who provides false information when completing paperwork required for a drug test or when responding to required questions for an alcohol or drug screen test will be removed from the Program.
- Any student who dilutes, contaminates, tampers with, alters or interferes in any way with the collection of a specimen for testing purposes will be removed from the program.

Costs:

- The costs of alcohol or drug rehabilitation, treatment and counseling will be the responsibility of the student.
- Costs of drug/alcohol testing are the responsibility of the student

TO THE STUDENT:

Occasionally you will encounter circumstances requiring assistance or guidance. The following is a partial list of potential problems and who to see:

Problem	Who to See
Difficulty/concern with a specific course	Instructor
Difficulty with course work in general or problems of a general nature	Program Director Associate Dean Executive Dean SUCCESS Center
Concerns about clinical rotations	Clinical Coordinator Program Director Associate Dean Executive Dean
Problems/concerns at clinical site	Clinical Instructor Clinical Coordinator Program Director Associate Dean Executive Dean
Information concerning Policies and Procedures	Program Director Associate Dean Executive Dean
Personal Problems	Program Director Instructor Associate Dean Executive Dean
Concerns about the program	Program Director Associate Dean Executive Dean

Feel free to talk to any staff member if you think he/she can help you.

CLS POLICIES

PROGRAM POLICIES

SERVICE WORK

Occasionally, there are health fairs or blood drives for which the students may volunteer to help, which is fine as a volunteer.

It is the policy of the CLS programs that students will receive **no financial remuneration for the clinical practicum experience.**

Students are not allowed to work as regular staff (e.g. phlebotomist or tech) during the internship rotation. They must be supervised at all times, and cannot work independently as part of the laboratory staff.

Students may seek employment in the laboratory in which they are assigned for the clinical practicum. This is termed “service work” and must be performed outside the scheduled hours of the clinical practicum. Any service work must be noncompulsory, paid, supervised on site and subject to employee regulations.

ALTERNATE AND CLINICAL WAITING LISTS

Students are offered admission to the program to begin coursework in the Fall term. The number of students admitted is based on the capacity of the clinical facilities to accommodate students. If there are not enough clinical sites to accommodate all students in a given year, selection will be made from an alternate list (clinical waiting list) based upon the student’s most recent numerical ranking (GPA).

For more details refer to section under “Clinical Information”.

OUTSIDE EMPLOYMENT

Full time students are advised to limit outside employment to twenty hours per week and must arrange their work schedule so that it does not interfere with their educational objectives. Working more than 20 hours a week may impede student’s learning and affect his/her success in the program.

Students may **NOT** use scheduled work hours for their practicum/internship hours.

The program places restrictions on employment of students at affiliations where they are receiving clinical training. The restrictions imposed are:

1. students must not be working during the scheduled hours of training.
2. students should **only** be employed in the area and/or perform procedures which they have previously demonstrated competence and are considered entry-level.
3. students should not be employed in an area where there is no supervision.

CLASSROOM ATTENDANCE

Attendance

Students are expected to attend **all** sessions of class. Whether in attendance or not, the student is responsible for all information presented, in accordance with the course schedule.

1. Attendance records will be kept on each student for each course.
2. Advance notice **TO THE INSTRUCTOR** by the individual student (not a classmate) by phone or email **IS REQUIRED**. (1 hr., minimum, prior to beginning of class.)
3. Students will not be allowed to make-up any work missed (classroom, quizzes, exams, or labs) unless prior notification has been made to the instructor.
4. To re-schedule any make-up items, the student must initiate the process, and must have contacted the instructor prior to the missed class.
5. If being given, unannounced quizzes will be given on time at the beginning of class. Unannounced quizzes cannot be made up. Points will be "0" for any missed unannounced quizzes. Even if the student is late to class, unannounced quizzes cannot be taken.

Missed Laboratory Exercises

The student must be in attendance in order to participate. Students are expected to have read the lab write-ups prior to the lab, where included in course, and to complete laboratory assignments. These are due as indicated on the schedule. Points will be awarded for participation in each lab. If labs are missed, they may not be able to be made-up, and participation points will be lost, depending upon the exercise.

If labs can be made up, the student can only receive half the potential participation points.

<i>Example:</i>	<u>Possible points</u>		
	<u>On-time lab</u>	<u>With make-up lab</u>	<u>No make-up lab</u>
Lab Participation ("doing")	20	10	0
Lab Questions (correlating)	20	20	20

Note:

1. This works out to be only 75% of the potential score if make-up lab is available, or 50% of the potential score if no make-up lab is available. The student will need to be extra vigilant with the rest of the labs to pass the course lab component with the required 78%.
2. The student will be responsible for the concepts, content, and skills covered in the lab, whether in attendance or not. If the student is more than 5 minutes late, then participation points for that lab equals "0". However, the student will be expected to stay and participate, as the competencies will still need to be accomplished for the course. Depending upon the individual exercises, the lab may not be able to be made-up; check with the instructor.

Missed Written Assignments

Students are expected to complete written assignments (modules and labs where indicated) on time. Any written assignments (modules, labs, etc.) that are submitted late (by the next class day) will receive only 90 % of the possible points. Any assignment submitted after that will receive "0"/no points.

<i>Example:</i>	<u>Possible score</u>
On due date	100 %
1 class day late	90 %
2 class days late	0

Any additional assignments are at the discretion of the instructor.

Missed Quizzes/Exams

There will be no making up of scheduled major quizzes and exams for days that are missed by the student, unless prior arrangements were made by the student via personal conversation with the instructor. Unannounced quizzes cannot be made up: these points will be "0".

Any quizzes or exams that are mutually arranged to be taken other than as scheduled will be taken at the Student Testing Center in Trustee Hall. Exams must be taken when specified and may in a different/more difficult format (more essay, critical thinking or problem solving questions).

STUDENT INJURY

Student Injury On Campus

If a student is injured on campus, first aid supply cabinet is available in the CLS lab, room 16 RHEC. Please refer also to the IHCC Student Handbook, "Services" section, "Student Health Services" for more information and emergency phone numbers. Phone number for Student Health Services is 683-5336. IHCC Incident Report Form will also need to be completed.

Student Injury At Clinical Site

Accidents will be reported immediately to the Clinical Education Supervisor at the site. The CES will notify the Program Director and complete their incident report form. The student will be financially responsible for own medical treatment. IHCC Incident Report Form will also need to be completed.

Accidental/Health Insurance

If the student does not have health coverage, and desires to have it, coverage options may be purchased through Student Assurance Services, Inc. Contact the business office for rates and application information.

Patient Incident

If an incident, such as fainting during a phlebotomy procedure, occurs, the following must be done:

1. If a person on campus has an incident, the IHCC Incident Report Form will need to be completed by the instructor immediately.
2. If a patient at the clinical site has an incident, the IHCC Incident Report Form will also need to be completed in addition to the clinical site's Incident Report form immediately.
3. This incident form will need to be submitted to the dean within 24 hours.

ACADEMIC DISHONESTY POLICY

Honesty is expected in all actions and activities in classes, laboratories or clinical/practicum experiences in the Health Sciences Division. Academic Dishonesty (cheating) is defined as the use of unauthorized resources by a student during a test/exam, or written assignment, or practical exam. This can include using notes, books, or other written/electronic/internet information, or wandering eyes, to obtain information during a test or duplicating someone else's work. Test questions are to be answered without prompts and all written work is expected to be original. This applies to student work in both the classroom, lecture or laboratory, and the clinical/practicum/professional practice area.

A violation of this policy will result in:

1. A zero (0) for the test/exam, or
 2. A failure (F) for the written assignment,
- And
3. Temporary suspension from the program, or
 4. Probation, or
 5. Possible dismissal from the program.

The Instructor/Administrator suspecting the violation will also:

1. Prepare a written statement or document of the description of the student's activities/behavior, notifying the student of the alleged violation.
2. Meet with the student to review the incident.
3. Complete the Conference Report Form, documenting the actions, outcomes, and impact on the course/program.
The Conference Report Form will be signed by both the student and the staff.
4. Place these documents in the student's file.

In the event that a student is suspected of violating this policy the instructor or administrator suspecting the violation shall prepare a written statement or document of the description of the student's activities/behavior, notifying the student of the alleged violation. This document shall be reviewed with the student, and then placed in the student's file.

The student has a right to appeal. All appeals are to follow the Student Appeal Process outlined in the IHCC Catalog.

The stringency of this policy is understandable in the context of an educational program preparing individuals for a health career where the safety, well-being, disease diagnosis/treatment of the patient are dependent upon the knowledge and ethical behavior of the student-practitioner. Cheating precludes the instructional faculty's ability to declare prospective graduates to be competent, reliable and ethical.

ACADEMIC INTEGRITY POLICY

Indian Hills Community College expects a full commitment to academic integrity from each student. The student's signature on the form is his/her commitment to academic integrity as a student enrolled in the CLS programs.

Academic integrity means that the student will:

- Work on quizzes, exams, assignments, projects, and practical exams completely on his own.
- Collaborate with another classmate on any assignment(s) upon pre-approval by the instructor.
- Not practice plagiarism in any form.
- Not allow others to copy from his/her work.
- Not misuse content from the internet.

Plagiarism is defined as copying or using ideas or words (from another person, online classmate, or an internet/printed source) and presenting them as his/her own (unacknowledged submission or incorporation of it in his/her own work). This includes copyrighted artwork and design.

To avoid plagiarism, the student **must give credit** whenever he/she:

- Uses another person's idea, opinion, or theory
- Uses any facts, statistics, graphs, and drawings – any pieces of information that are not common knowledge.
- Uses quotations of another person's actual spoken or written words
- Paraphrases another person's spoken or written words

Always give credit to author/source whenever any of the above is used in a research paper or project. If the student is unclear about plagiarism, he/she should consult with the instructor or librarian. Please be aware that all instructors use a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by IHCC administration and may be removed from the course or dismissed from the program.

(Also refer to the IHCC Student Handbook for further elaboration of IHCC policies and practices.)

GRADING

Didactic

In didactic courses where there are laboratory components along with the lecture, the student must pass each component in order to pass the course. A minimum grade of a C (78 %) is required in BOTH the LECTURE and LABORATORY components of all Clinical Laboratory Science courses (MLT, CLA, and PBT). Within the LABORATORY component, each sub-group must be passed with a minimum of a C (78 %). Students must also pass all Practical Examinations for each course. Failure to meet the minimum passing score in both the lecture and laboratory components will result in the earned grade of the failed component for the course, and the course will need to be retaken.

Clinical

The practicum courses for MLT/CLA programs consist of multiple disciplines (exc. the phlebotomy internships for MLT and PBT students). Students must pass all disciplines in each practicum course.

For more details refer to “Clinical Section” and Clinical Education Guide.

PROGRAM PROBATION/DISMISSAL, WITHDRAWALS, RE-ENTRY

Probation:

Upon failure to achieve a “C” in a core/support course or discipline, the student will be placed on academic probation. The course must be repeated before progression in the program is continued.

Dismissal involving didactic coursework:

Students may apply to re-enter their Program **one** time after dismissal/withdrawal from the program (involving didactic program courses), following the re-entry procedure outlined below. If ≥ 1 academic year has passed since the student has been in the program, the student will be required to re-apply and complete competency assessments for each core discipline course, either written or psychomotor or any combination thereof. Failure to successfully complete these assessments will require the repeating of the core course(s). The student will be responsible for any financial costs incurred for the repeating these courses.

If the student originally failed the didactic course(s), the student must re-take the course(s) completely, the next time it is offered.

If a student fails a (second) core course, he/she will be dismissed from the program, without the opportunity to re-enter.

Students re-admitted into the program have only one opportunity to reinstate and complete the program. Any subsequent core course failures will result in dismissal from the program, and the student will not be accepted for re-entry into the program. For students who have been re-admitted into the program, subsequent re-admissions for any personal/medical leaves will be considered on an individual basis.

Re-Entry Procedure:

To be considered for re-entry, a student must:

1. Submit a written request the program director within 6 months of withdrawal or dismissal, stating the Term and Year in which he/she wishes to return.
 - a. If student plans to continue general education coursework at IHCC, he/she will need to complete a *Change of Major* form for re-entry with the Program Director.
 - b. If student does not plan to continue general education coursework at IHCC, he/she will need to complete a new application prior to re-entering the program.
2. Meet current program entrance requirements.
3. Meet program curriculum requirements for the academic year in which he/she is re-instated.

4. Follow the program policies and procedures in that are in place the year of reinstatement.

Students re-entering the program must successfully complete standard assessments for the previously completed discipline courses in order to ensure that the previous knowledge and skills are brought forward into the program as current, as well as to help ensure success during the future clinical/internship experiences. These standard assessments consist of written and practical examinations for each course previously and successfully completed. This is done in the real world, as professional competencies are assessed annually.

Continuing students will be given priority over re-entering students to ensure adequate space in the class.

Dismissal involving clinical/internship discipline coursework:

The practicum courses for MLT/CLA programs consist of multiple disciplines in each practicum course (exceptions; the phlebotomy internships for MLT and PBT students).

If **one** discipline in MLT/CLA Practicum Courses is failed, the student will receive a grade of “I” and have one opportunity to repeat and successfully complete the failed discipline in a different affiliate site, to be completed by the end of the summer term immediately following graduation.

If **two or more** disciplines are failed in either the same or subsequent terms in MLT/CLA Practicum/Clinical courses, the student will receive an “F” for those failed disciplines and respective course(s). The student will not be allowed to continue in the program. The student will not be allowed to apply for re-admission into the program.

Voluntary/Temporary Withdrawals:

The option to withdraw ends two (2) weeks prior to the end of any term. Please also refer to the IHCC Student Handbook for withdrawal policies and procedures. The student will be given a “W” for the course(s). Students are expected to consult the Program Director to complete the process.

Students in good standing may voluntarily and temporarily withdraw from a program. The student must initiate the process, and begin the process with the Program Director who has the forms. The student will then need to re-apply to the program to continue. Refer to previous Re-Entry Policy and procedures.

Part Time:

If a student desires to go part time in the MLT or CLA programs, prior arrangements must be made with the Program Director. Contracts will then be designed on an individual basis. The student will be expected to sign and follow the contract in order to successfully complete the particular program.

CLASSROOM ELECTRONIC DEVICE/CELL PHONE POLICY

Cell phones and any electronic devices must be placed in your book bag/purse, and either turned “off” or set on vibrate only, absolutely no audio. There is to be no talking or texting on the cell phone during class time. If you have a medical reason/emergency (with prior approval of instructor), you may leave the room to answer the phone (do not talk in the room). Otherwise, you may deal with any phone calls/messages during a class break. Anyone caught using a cell phone in any way during class time will be asked to leave for the day. Repeated offenses may result in dismissal from the program. It is very disrespectful and rude to interrupt your instructor or to disturb your classmates with phone conversations or electronic device sounds.

STUDENT FILES/RECORDS

An on-going file is maintained in the Program office for each student enrolled in the Programs. These records are confidential and are only accessible to those directly involved in the student's education and to any student requesting inspection of his/her records.

Student program files contain (each category is a separate file):

General/didactic:

- a. Advisement/Counseling Notation Sheet
- b. Deficiency Notification by Instructor, if applicable
- c. Copies of any disciplinary letters/forms
- d. Attendance Records
- e. Student File Checklist
- g. All signature forms (contracts, confidentiality, essential functions, etc)
- h. Professional Performance Evaluations and other evaluations.

Health:

In a separate file are all health related items, such as the completed physical exam forms, immunizations, declination forms, health insurance, etc.

Clinical:

Another separate file contains:

- a. Clinical Professional Performance Evaluations, Practical and written examinations, and Task Performance Checklist.
- b. Any disciplinary letters and related documentation.

Upon the student's successful completion of his/her program, the above files will be merged.

Student college academic files are maintained in Admissions and contain:

- a. High School Transcript
- b. College Transcripts (if applicable)
- c. Application
- d. Compass scores, etc.

LEAVE OF ABSENCE

Leave of Absences (such as for funerals or maternity) will be handled on an individual basis. These will be at the discretion of the Program Director, and must be approved prior. If it involves clinical experiences, then the Clinical Coordinator must be involved as well in order to coordinate details with the clinical sites.

PREGNANCY POLICY

When the student has a physician's confirmation of pregnancy, the student will secure a signed statement from her family physician, or obstetrician, assuring that her condition will not be an impairment of her active continuation in the respective CLS program. Every attempt will be made to accommodate the student's completion of the program. However, being unable to attend the classes and labs may impact this, and it may be necessary for the student to withdraw and re-apply and re-enter the program the next year.

INVASIVE PROCEDURES POLICY

Students enrolled in any of the Clinical Laboratory Science Programs will be expected to demonstrate competencies in venipuncture and dermal puncture by safely performing these skills on fellow students. These are required components of the phlebotomy core in all the initial program courses. Not only will the student demonstrate these skills on other students but he/she will allow other students to demonstrate the same skills on him/her. All students in the program will be asked to sign a release form to allow for the performances of these competencies.

To ensure that these competencies are safely accomplished, the following standards will be strictly followed:

1. Prior to demonstration of these procedures, all students will exhibit knowledge and understanding of Universal/Standard Precautions and will demonstrate/describe proper protocols.
2. The following processes will be used in teaching these skills:
 - a. The principles and procedures will be taught in the classroom.
 - b. There will be a step-by-step demonstration of the skills by the instructor, via either live performance or video tape.
 - c. After the demonstration, students will practice on the artificial arms, following the designated competency checklist.
 - d. Once the student has successfully completed a check-off list on the artificial arms, the student will demonstrate the competency procedures on fellow students. During these competency checks, the instructor will be observing the procedures and completing a skills evaluation. Fellow students will also be observing the processes from their competency checklist.
3. For the learning of these skills and competencies, the student will:
 - a. Perform venipunctures and dermal punctures on fellow students as a part of the educational experience.
 - b. Allow fellow students to perform venipunctures and dermal punctures on him-/herself.
 - c. Following an adequate amount of practices, be allowed a maximum number of 3 attempts to pass each competency.

If during the performance of these skills a student/person has an incident (e.g., faints), the instructor will need to complete an IHCC Incident Form, make a copy for the Program Director, and then turn in the original to the Dean.

HEALTH SCIENCES CERTIFICATIONS (for all Health Sciences programs)

Required Certifications

The following are required of all students in all Health Sciences programs:

Health Certifications – include:

- HIPAA (Confidentiality)
- Blood Borne Pathogens
- Child Abuse Mandatory Reporting
- Adult Abuse Mandatory Reporting

These are on-line courses, and there are no course points associated with these (they are P/F). These will be taken during the first term of all CLS programs, and must be completed by the end of the 3rd week of the course. These are required by the state of Iowa. No clinical rotation assignments can be made until these are completed.

Blood Borne Pathogens & HIV Policy

Students may be participating in activities within the Health Sciences Programs, which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. Health Science students must take all necessary precautions to minimize the risk of exposure. Students who fail to comply with the blood borne pathogen and HIV policy may be asked to withdraw from the programs.

In the event of a significant exposure (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident **immediately** to the instructor or clinical supervisor. The Instructor will file a Safety/Loss/Incident Report Form describing the incident. The completed form will be submitted to the Dean of Health Sciences

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

Vaccine

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis. If the student chooses not to have the vaccination, then a waiver must be signed and put in his/her file.

Post Exposure Procedure for Health Sciences Students

If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:

1. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, water),
2. Seek appropriate medical attention through their personal physician (students are responsible for their own medical care). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.)
3. Follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students are responsible for the cost of any testing)
4. Maintain confidentiality of patient,
5. Seek appropriate counseling regarding risk of infection.

Confidentiality Policy

All patient information that students have access to is personal and private. Violations would include, but not be limited to:

- a) discussing information about a patient in an inappropriate setting, or with someone not related to the care of the patient;
- b) taking pictures of the patient for personal keeping;
- c) exposing a patient unnecessarily;
- d) inappropriate handling of personal possessions of the patient, such as going through a patient's purse/wallet without authorization by the patient;

Posting any information relating to patient care or clinical experiences on computer social networking sites is a HIPAA violation and is strictly prohibited. This includes, but is not limited to:

- a) pictures or text that include the name of a facility;
- b) dates relating to experiences;
- c) type of treatment or experience that the student was involved with;
- d) patient name or personal information (ie: age, diagnosis, personal circumstances);
- e) facility staff names or conversations;
- f) or specifics of any treatment or interaction with patients, families, or staff.

All students will adhere to the HIPAA (Health Insurance Portability and Accountability Act) regulations of the facility they are attending.

Any violation of the "patient right" is a HIPAA violation and could be cause for dismissal.

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination in violation of Title VII of Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive classroom or clinical environment.

Behaviors that may constitute sexual harassment include (but are not limited to):

- sexual innuendo or comments about a person's body
- sexual jokes or stories
- whistling at someone or making "cat calls"
- looking a person up and down
- making sexually suggestive gestures, facial expressions or body movements
- displaying sexually suggestive visuals
- patting or pinching
- any touch of a sexual nature
- standing close or brushing up against another person

If you believe you are being sexually harassed, report the situation to the classroom or clinical instructor, program director or Dean of Health Sciences. Reported cases of sexual harassment will be investigated by the Dean of Health Sciences and the Dean of Student Services at IHCC. The Dean of Health Sciences can be reached at (641) 683-5159. Sexual harassment will not be tolerated and is cause for dismissal from the programs.

PROFESSIONALISM

Students are expected to act professionally both in the classroom setting and at the clinical sites. This means treating all peers, instructors, and others with respect – being courteous and polite, not speaking critically or derogatorily of others, and being cooperative and helpful without having to be asked. Students will be evaluated on this professional component throughout the program in these settings.

STUDENT LABORATORY SAFETY POLICIES AND PROCEDURES

The following list of policies and procedures addresses certain considerations applicable to the safe and orderly use of the medical laboratory facilities. This list does not encompass all of the requirements and procedures practiced in a "safe" clinical laboratory. For more information on clinical laboratory safety consult the safety manuals available at the clinical affiliated hospitals.

Proper Attire and Grooming

1. CLS scrubs are to be worn during all CLS didactic course labs, as well as during the clinical practica/internships at the affiliated hospitals. These are purchased through the campus bookstore. Pants (scrubs or khaki slacks) must be full length; NO SHORTS are allowed during the lab sessions.
2. Laboratory coats are to be worn buttoned during ALL laboratory sessions. Do not wear laboratory coats outside of the laboratory/classroom.
3. Coats, sweaters, boots, etc. must be left OUTSIDE the laboratory work area, in the lecture area.
4. Shoes are to be comfortable, leather, skid-resistant, impervious to moisture, and cover the entire foot (lace, Velcro tabs, or loafer type). Sandals, clogs, or flip flops are unacceptable.
5. Hair must be secured back off the shoulder to prevent it from coming into contact with patient arms/hands, or any contaminated materials/surfaces, or moving parts of equipment, such as a centrifuge.
Beards must be given the same precaution.

Safe Practices

1. DO NOT SMOKE, EAT, or DRINK in the laboratory area (this includes gum). Never place food items in the laboratory refrigerator or oven. Never use glassware as food containers.
Within the lecture area only beverages in bottles with screw caps may be consumed.
2. Do not place fingers or objects (such as pens or pencils) in your mouth.
3. Wash hands thoroughly before, after and during lab, especially after handling potentially infectious material.
4. Handle all biological materials (e.g. blood, urine, stool, controls, etc.) as though infectious. Use gloves when processing blood, body fluids or any reagents from human origins.
5. If you get a hazardous material in your mouth, DON'T SWALLOW. Spit out the material immediately. At the nearest faucet, rinse out your mouth many times using a total of at least one gallon of water.
6. If at any time you think you have been contaminated with potentially infectious material, notify the instructor.
7. If at any time you think your health status (e.g., pregnancy or severe illness) may limit your performance or be endangered by factors present in the clinical laboratory environment, notify the Program Director immediately.
8. Know the location and proper use of the
 - a. fire extinguisher
 - b. eye wash
 - c. safety shower
 - d. spill control kit
 - e. first aid kit

The emergency phone numbers:
from IHCC phones = 9-911
IHCC security = 5300
(from cell = 683-5300)
9. No student may work alone/unsupervised in the laboratory without the permission of an instructor.
10. Safety consciousness signs are posted and are to be observed and obeyed.
11. It is the responsibility of the faculty using student laboratory facilities to conduct a safety orientation for their students concerning the rules and safety devices in the lab.
12. Procedures performed in the student laboratory may include the use of caustic, hazardous and toxic materials. Protective equipment such as rubber gloves and splash goggles are available if the need arises.
Protective eyewear, masks, or face shields must be worn during procedures that are likely to generate

aerosols (e.g. droplets of blood or other body fluids) to prevent exposure of mucous membranes of the mouth, nose and eyes.

13. Notify your instructor immediately if any instruments give electrical shocks.

Cleanliness and Housekeeping

1. Keep books, binders, papers and other objects away from the lab work area. The only necessary items that should be in your work area are your lab procedures, lab result pages, and any lab equipment with which you are working.
2. Clean the tops of laboratory benches and mats in your work area and the phlebotomy chairs with the designated disinfectant solution before and after each lab session.
3. Dispose of waste materials appropriately:
 - a. Non-contaminated materials (non-broken glass), i.e., paper towels, kimwipes, etc., are to be discarded in a regular wastebasket.
 - b. Contaminated/bio-hazard materials (kim-wipes, gauze, vacutainer/microtainer tubes containing blood, micro-pipet tips, Micro loops, etc.) go in the designated bio-hazard buckets on the bench tops. At the end of the labs, remove the biohazard bags, tie the top of the bags, and place in the larger floor model biohazard metal containers.
 - c. Contaminated glass slides go into the cardboard safe-keepers, placed in the biohazard buckets on the bench tops. When these are full, fold over the tops, tape shut, and place in the larger floor model biohazard metal containers.
 - d. Sharps, such as needles (for veins or skin), go in to the sharps containers. When these are full, seal containers, and place in the larger floor model biohazard metal containers.
 - e. Broken glass (non-contaminated) goes into the designated cardboard broken glass container on the counter.
4. Dilute water-soluble solutions can be emptied into the sink, with copious amounts of running (not splashing) water.
5. Organic solvents are not to be poured down the drain. Contact the chemistry department for disposal instructions.

Pipets and Glassware

1. Always use pipet bulbs and other devices when pipetting. Pipetting by mouth is not permitted!!
2. Label all glassware/plastic ware before using, except for pipets.
3. Pipet are to be placed after use in the designated container that is filled with water, gently with the tip down.

If something hazardous, such as concentrated acid, has been used, carefully rinse the pipet under the faucet with running water, and then gently lower the pipet, tip down, into the designated pipet container filled with water.

The lab assistant will clean the pipets according to specified instructions.
4. After all labs, the student is responsible for cleaning his/her own glassware. Instructions are posted above the glassware sink by the water purifier system. As soon as possible after using it, all glassware is to be emptied and placed into the plastic pan in the sink filled with glassware detergent. They are to be filled and emptied 3X with the soapy water, then filled and emptied 3X with tap water to rinse off any detergent residue, the filled and rinsed 3X with the deionized water (in 5-gallon container with spigot next to sink) to rinse off the tap water. Place all test tubes upside down into wire mesh baskets to dry. Place all other glassware (flasks, etc.) onto drying rack to air-dry.

All students will asked to sign and return the Students Laboratory Agreement indicating that he/she has read these safety policies and procedures and agree to comply with them.

ACADEMIC INFORMATION

GRADING/EVALUATIONS

Grades in both didactic and clinical program courses will be based upon several types of evaluations.

Didactic courses:

Cognitive: Exams, quizzes, homework modules, situational problems, case studies, and independent projects
Psychomotor: Performance of competencies, lab exercises, practical exams
Affective: Professional Performance Evaluation (PPE)

GRADES

In order to graduate, a student must receive a passing grade in all courses listed for that major and achieve a cumulative grade point average (GPA) of 2.00 or above. This is equivalent to a "C" average.

Any student whose current term GPA falls below 2.00 will be placed on academic probation for the next term. Academic probation may affect financial aid. The student is encouraged to see a financial aid counselor for clarification of an individual situation.

Students who fail to achieve a 2.0 GPA during their probationary term may then be dismissed from their current program or from the college. Students not dismissed must have permission from their department chair and from the registrar to re-enroll for the next term. Very poor work in any term, however, may result in dismissal at the close of that term.

Students who are unable to complete assigned work in a course may be given a grade of "I" (incomplete). Students must complete the assigned work as soon as possible (at the discretion of the instructor/department chair), but no later than six weeks into the following term. Grades for courses left with an "I" past the six-week completion period will automatically convert to "F", unless an alternate date is entered by the instructor.

To progress through the CLS programs a student must achieve a passing grade in all prerequisite courses, "C" (78%). (Please refer to program policy dealing with the passing of both lecture and laboratory components of courses.) If a student fails a prerequisite course he/she must consult with the program director and receive permission of the Health Occupations Dean to continue in the program.

Program grading is based upon the following percentage scale:

<u>% Scale</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>
93 - 100	A	4
85 - 92	B	3
78 - 84	C	2
75 - 77	D	1
0 - 74	F	0

NOTE: Students must pass the Final Practical Examination in all discipline-specific courses in order to pass the specific discipline course. These courses include:

<u>MLTs</u>		<u>CLAs</u>
Hematology	Parasitology & Mycology	Clinical Laboratory Basics II
Immunology	Clinical Chemistry	Clinical Laboratory Basics III
Immunohematology	Clinical Microbiology	
Urinalysis		

Computing the GPA (Grader Point Average)

The student may compute his/her GPA at any time by following this example:

Course	Credit Hours	x Numerical Grade	= Grade Points
Human Anatomy	3	C (2)	6
Composition I	3	B (3)	9
Clinical Lab Fundamentals	3	C (2)	6
Totals	9	--	21

Credit Hours Attempted = 9

Total Grade Points = 21

GPA = Total Grade Points divided by Credit Hours Attempted: $\frac{21}{9} = 2.3$ GPA

The student should check any individual grade questions immediately with the instructor who issued the grade. If you have questions regarding your GPA, contact the program director.

TESTING

1. Written tests and practical examinations may be given throughout each course.
2. Each instructor will determine the test schedule and content of the tests.
3. Each student must notify the course instructor prior to test time if he/she is going to be absent, in order to make alternative arrangements.
4. The classroom assignment make-up process must be initiated by the student.
5. Final examinations, when given, are scheduled for each course at the end of each term.
6. Refer to the course syllabi for grading specifics.
7. Any missed unannounced quizzes cannot be made up.

During any testing situation, there are to be no electronic devices (cell phones, iPods, etc), or programmable calculators in use.

Final Grade Appeal Process

Indian Hills Community College students are responsible for maintaining standards of academic performance established by the instructor for each course in which they are enrolled. A student may appeal a final course grade that he/she feels is inaccurate or unwarranted. The final grade appeal process is recognized as the appropriate method students may utilize to appeal a disputed grade. The final grade appeal process should begin as soon as possible following the date of issue of final grades, and in any case, no later than 10 regular academic days into the next college term following the enrollment period for which the challenged grade was issued. (The college “term” is defined as fall, winter, spring, summer one, summer two, or full summer)

Indian Hills Community College will provide students the appropriate due process in disputing final grades. All grades submitted by faculty are considered final and a part of a student’s permanent academic record. Indian Hills Community College believes it is the student’s responsibility to review and understand the final grades on their permanent academic record. Indian Hills Community College provides students access to final grades and their permanent academic record. Students who do not initiate the appeal of final grades within 10 regular academic days forfeit the right to appeal a final grade, and the grade on the permanent academic record is final.

Grade Appeal Process

1. The student shall confer with the instructor who issued the challenged grade to ascertain and/or reaffirm the method for grade determination. If the matter is not resolved at this point, the student may proceed to step 2.
2. The student shall confer with the appropriate program director or department chair. The program director or department chair shall confer with the instructor and the student, and the program director or department chair shall render an opinion to the student.
3. If unsatisfied with the opinion of the program director or department chair, the student may confer with the Academic Dean. It is understood that the Academic Dean will initiate a closed meeting between the student and instructor, and act in a mediating role to ensure that no misunderstanding exists regarding the grading policy of the instructor. If the matter is not resolved at this point, the student may initiate a final grade appeal to be reviewed by the Academic Standards Committee. The final grade appeal reviewed by the Academic Standards Committee must be initiated by the student no later than 15 regular academic days into the next college term following the enrollment period for which the challenged grade was issued. (The college “term” is defined as fall, winter, spring, summer one, summer two, or full summer)
4. The student wishing to complete a final grade appeal hearing before the Academic Standards Committee must submit in writing and must fully state the basis for the grade challenged, identifying the reason or reasons the student feels the grade is unwarranted. The written appeal shall be filed by the student with the Executive Dean of Student Services within 15 regular academic days into the next college term. The written appeal should be completed in the form of a standard business letter, identify the course name and the faculty member teaching the course. The appeal letter must document the rationale for the appeal, and include appropriate facts related the final grade being appealed.

5. The Executive Dean of Student Services shall present the student's written appeal to the chairperson of the Academic Standards Committee. The written appeal shall be sent electronically to the chairperson who will set a hearing date in the consultation with other members of the Academic Standards Committee. The chairperson will have 5 regular academic days to identify the appropriate meeting date, time, and location of the hearing. The chairperson of the Academic Standards Committee will communicate in writing the date of the hearing to the student and faculty member involved in the final grade dispute.
6. At least 5 regular academic days of notice must be given to the parties affected to insure an opportunity to prepare for the hearing. The Academic Standards Committee hearing shall be held in closed session unless the student requests in writing to the Chair of the Academic Standards Committee that it be open. The open session must be requested 2 regular academic days prior to the hearing.
7. During the hearing, both the student making the appeal and the instructor who issued the challenged grade shall be given the opportunity to testify and present evidence and/or witnesses. Each shall have the opportunity to hear and question adverse witnesses.
8. The Academic Standards Committee decision shall be based solely on the evidence introduced at the hearing. The student bears the burden of proving that there are sufficient grounds to change the grade.
9. After hearing the appeal, the Academic Standards Committee shall have up to 2 regular academic days to decide either to reject the appeal or to uphold it. The Office of the Executive Dean of Student Services will be notified of the decision and rationale for the decision in writing by the Academic Standards Committee chairperson. The Executive Dean of Student Services shall in turn notify in writing the student and the instructor who issued the challenged grade. Should the appeal be granted, the committee chairperson and the instructor shall re-examine the student's course work and recommend in writing appropriate steps to rectify the disputed grade. The decision of the Academic Standards Committee is final.
10. A student who wishes to pursue the grade appeal beyond the jurisdiction of the Academic Standards Committee may submit a written appeal within five (5) days through the Executive Dean of Student Services to the Vice President of Academic Affairs, who will review all facts and determine if the student's due process rights were protected.

CLINICAL INFORMATION

RULES AND REGULATIONS

Students are expected to adhere to all rules and regulations as described by college student handbook and program policy manuals. The student is expected to also follow all rules and regulations of the clinical facility where they are training. Students may be dismissed for breaking any rule set by the clinical site as well as the college.

Violation of program/academic/clinical policies/rules/regulations that results in dismissal from a clinical site will result in dismissal from the program with no option for internship at another site.

More specific rules and policies dealing with internships/practica are included in the Clinical Education Guides (CEGs) for each program, and will be reviewed just prior to the appropriate practicum.

ATTENDANCE

Consistent attendance and punctuality are essential for success in Clinical Education. Students are expected to be present each day of clinical practice. An attendance log sheet will be used for each program's discipline, with CLA being a modification. In any case of absence or tardiness the student is required to telephone the departmental clinical instructor or his/her designee at least 1 hour prior to the scheduled starting time. Students must also contact the affiliate CES and IHCC Clinical Coordinator to notify of absence or tardy. *As with any employee, the student will need backup plans for sick children, as the student is still expected to show up for clinicals as would be expected of any employee.* Students with excessive tardies or leave earlies or absences are in jeopardy of being placed on probation and/or being dismissed from clinical practice.

NOTE: The CES at the affiliate site will immediately notify the Clinical Coordinator at IHCC upon the first infraction of any part of this attendance policy, either tardies or absences.

1. An attendance log sheet will be kept on each student for each discipline (CLA and PBT will have one log sheet for all). All students must sign-in and sign-out, with all times verified by the teaching/supervising technologist/technician and comments may be added. The site will contact the IHCC Clinical Coordinator of any deviation from this policy.
2. All absences must be made up at a time and manner convenient for the affiliate site. Options might include so many hours added on to subsequent days, or days during school breaks (e.g., spring or summer breaks).
3. Students are to work the shift that is regularly scheduled by the affiliate's site for that department/discipline. No adjustments are allowed.
4. A tardy is defined as anything ≥ 5 minutes after the scheduled starting time.
5. Students with excessive tardies/leave earlies or absences are in jeopardy of being placed on probation and/or being dismissed from clinical practice. Anything > 3 tardies or leave earlies will result in dismissal from the program.

6. Students are allowed 2 absences, maximum, per term – 1 excused (>24 hr notice) and 1 unexcused (<24 hr or same morning notice). Anything more than 4 absences and the student will be dismissed from the program.
7. First ‘no call’ results in probation. Second ‘no call’ results in dismissal from the program.

Summary:

Item	Probation	Dismissal
No call/No show	1	2
Tardies/Leave earlys	2	3
Absences	2*	4

*If the student is sick longer than 2 days, arrangements for a “Leave of Absence” must be made with the Program Director, and a Doctor’s excuse is needed for approval of an extended leave.

Leave of Absence:

Any “Leave of Absence” for extended absences (more than 2 days), such as:

Funeral of an immediate family member

Extended illness of 3 or more days

must also be arranged and approved with the Program Director. Special arrangements will need to be made for time blocks to make up this many days with the affiliate, which may then occur during school breaks or over the summer term.

NOTE: Vacations do not qualify for “Leave of Absence”. Vacations are only allowed during regularly scheduled school breaks, and then only if there is no time to be made up with the clinical sites.

ALTERNATE AND CLINICAL WAITING LIST

Students are offered admission to the program to begin coursework in the Fall term.

The CLS policy states (stated under “CLS Policies” section of this manual):

“The number of students admitted is based on the capacity of the clinical facilities to accommodate students. If there are not enough clinical sites to accommodate all students in a given year, selection will be made from an alternate list (clinical waiting list) based upon the student’s most recent numerical ranking (GPA).”

Students are assigned to the clinical sites near the end of the term just prior to the practica/internships. Students will complete a Clinical Preference form and indicate his/her first, second, and third choices for internship sites, and the reason for the first choice. Every effort will be made to place a student in his/her first choice, if possible. However, there are other factors (such as the number of students’ applying to that same site) that will also need to be considered by the program officials. The decision made by the program officials will be final.

In the event that more students are admitted to the program than the availability of clinical site placement, students will be assigned clinical placement based upon their current GPA. Students not receiving clinical placement will be placed on the alternate waiting list and given priority over the next year’s assignments. If the student does not receive a “C” in the core courses or specified supportive courses, the student will be unable to participate in any practicum experiences.

SAMPLE CLINICAL PREFERENCE FORM

This is an example of a Clinical Preference Form. The student will be expected to complete the form during the term prior to his/her clinical experience. Every effort will be made to place a student in his/her first choice, if possible. However, there are other factors (such as the number of students' applying to that same site) that will also need to be considered by the program officials. Most sites only take one student at a time. The decisions made by the program faculty will be final.

**CLINICAL PREFERENCE FORM
2016**

In order to assign students to hospitals for internships/clinical practica for Winter and Spring terms, 2016-2017, your input is needed regarding your preference. Please indicate your first, second, and third choices for internship sites. Also, indicate reason for your first choice. Please realize that some sites will require supplemental training at other sites for Microbiology/Immunohematology.

We will make every effort to place you in your first choice, if possible. However, there are other factors that will also need to be considered by the program officials. The decisions made by the program faculty will be final. Remember, each lab takes only 1-2 students, maximum, and supplemental training needs to be considered.

Our policy states:

"The number of students admitted is based upon the capacity of the clinical facilities to accommodate students. If there are not enough clinical sites to accommodate all students in a given year, selection will be made from an alternate list (clinical waiting list) based upon the student's most recent numerical ranking (GPA)."

Students not reaching clinical placement will be placed on the alternate waiting list and given priority over the next year's assignments.

A listing of our current clinical affiliates is given on the following page.

* * * * *

Return this portion to Program Official(s)

Name: _____ Program: MLT, 2nd yr.
 MLT, 1st yr.
Date: _____ CLA
 PBT

Hospital choices: First: _____
Second: _____
Third: _____
Fourth: _____
Fifth: _____

Special reason for first choice: _____

CLINICAL GRADING AND EVALUATIONS

Grades in both didactic and clinical program courses will be based upon several types of evaluations.

Clinical courses:

Cognitive: Exams, quizzes, homework/exercises

Psychomotor: Task Performance Checklist, practical exams (actual or role play)

Affective: Clinical Professional Performance Evaluation (CPPE)

The student will be placed on probation, receive an "I" (incomplete) for a given clinical discipline/section, and will have to repeat that section, if any of the following occurs:

1. Fails to achieve a 78% (C), minimum, in each of the clinical areas (task checklist, DER, & CPPE) of that lab discipline/section.
2. Fails to achieve a 78% (C), minimum on the practical examination for that lab section. (Section/department = Phlebotomy, Hematology, etc)

The practicum courses for MLT/CLA programs consist of multiple disciplines (exceptions; the phlebotomy internships for MLT and PBT students).

If **one** discipline in MLT/CLA Practicum Courses is failed, the student will receive a grade of "I" and have one opportunity to repeat and successfully complete the failed discipline in a different affiliate site.

Students will be expected to complete an "I" received in either practicum by the end of the summer term following CLA Term III or MLT Term VIII.

If **two or more** disciplines in MLT/CLA Practicum courses are failed, the student will receive a grade of "F" and will be dismissed from the program. Refer to section on "Re-Admission/Re-Entry into Program after Dismissal".

One core course may be repeated **one** time and subsequent core course failures will result in dismissal from the program. If two or more core courses in the same term are failed (less than 78 %), the student will be allowed to repeat the failed courses **one** time. Students may re-apply to re-enter their Program **one** time.

This will be further delineated in the Clinical Education Guide for each program.

In each discipline/lab section, there are 4 components to the student internship grade for that discipline:

<u>Component</u>	<u>Weighting for total discipline grade</u>
1. Task Performance Checklist	20 % (Need 78 %, "C", min.)
2. Departmental Examinations (DERs)	30 % (Need 78 %, "C", min.)
of this component:	
Quizzes	20 %
Practical	80 % *
3. Clinical Professional Performance Evaluations	25 % (Need 78 %, "C", min.)
all CPPEs, summarized **	
4. Standardized Final Written Examination	25 %

* If no quizzes are given, the practical will constitute 100 % of this portion.

** The grid for converting the CPPE 5-pt scale to % is located in the Clinical Education Guide that is distributed prior to the first practicum/internship course.

The final grade for the clinical education courses will be compiled by the Clinical Coordinator.

Since the clinical practica are Pass/Fail courses, the student will need to receive a 78 %, "C", for each discipline or the complete course in order to receive the grade of "Pass".

RE-ENTRY INTO PROGRAM AFTER DISMISSAL

Dismissal involving clinical/internship discipline coursework: (also refer to pg. 32)

The practicum courses for MLT/CLA programs consist of multiple disciplines in each practicum course (exceptions; the phlebotomy internships for MLT and PBT students).

If **one** discipline in MLT/CLA Practicum Courses is failed, the student will receive a grade of “I” and have one opportunity to repeat and successfully complete the failed discipline in a different affiliate site, to be completed by the end of the summer term immediately following graduation.

If **two or more** disciplines are failed in either the same or subsequent terms in MLT/CLA Practicum/Clinical courses, the student will receive an “F” for those failed disciplines and respective course(s). The student will not be allowed to continue in the program. The student will not be allowed to apply for re-entry into the program.

CLINICAL ELECTRONIC DEVICE POLICY

In order to:

- Focus on patient care, where the laboratory is an integral part of the delivery of high quality diagnostic health care services, and
- Minimize distractions and time away from the department and its functions, and
- Allow the clinical affiliate laboratory department to run with maximum efficiency and attention to detail,

the following Electronic Device Policy has been developed for our students at the clinical site:

Use of personal electronic devices is unnecessary and acts as a distraction during normal laboratory operations. Personal electronic devices are to be turned off while the students are “on the clock” during the daily practicum experiences. The personal electronic devices may be used during the student’s break/lunch, but must be returned to the off position once the student returns to the workplace. If anybody needs to contact the student in case of an emergency, he/she may call the laboratory on the institution’s regular phone, or leave a message for the student to call back during break/lunch.

Electronic devices include, but are not limited to:

1. iPod or other MP3 audio player
2. Palm pilot or other PDA type devices
3. Cellular telephones
4. Portable media players such as DVD or CD players
5. TENS or musculoskeletal stimulator units except at the written direction of a physician due to electrical field interferences.
6. Net pads or Net books (including iPads)
7. Electronic readers
8. Hand held games
9. Pagers

This means no audio, verbal, or texting. Any non-work related electronic device must be turned off and must remain off during working hours. If the student needs a timing device, then a watch can be used.

Any violation of this policy may result in dismissal from the program.

INTERNSHIP PREREQUISITES CHECKLIST

If any of the following items are not completed/met by the deadline, the student will not be placed for internship and cannot continue in the program. If this occurs, the student will lose any placement priorities for assignment. If perchance a student has been assigned, and any item has not been received by internship start time, the student will be immediately pulled from his/her internship site until such time as they are completed. The student will make up the time missed at the end of the scheduled rotation, at the discretion of the site and program officials.

The following must be complete and in your files prior to the start of internship:

Health requirements:

- Physical exam (obtain Physical form from HO office on main floor of RHEC)
- Immunization/disease records
- Titers where necessary (if can't prove disease or immunization)
- TB Skin Test - 2 step PPD
- Hepatitis B series begun (or waiver)
- Copy of Health Insurance card/coverage (if required by clinical facility)

College requirements:

- Completion of all core and specified support courses with a minimum of a "C".
 - Enrollment/registration in appropriate Clinical Education/Practicum course(s)
 - Initial program course requirements:
 - HIPAA/Confidentiality -
 - Blood Borne Pathogens -
 - Mandatory Reporting; Child Abuse Training -
 - Mandatory Reporting; Dependent Adult Abuse Training -
 - Or submit certificate good for 5 years
- } on-line, in initial program course

Miscellaneous:

- Limited Criminal Background Check (TJC requirement of all hospitals)

CLINICAL AFFILIATES

Hospitals are chosen to provide experiences which supplement, complement and enrich the Program. The Clinical Laboratory Department must demonstrate an interest in the training program, have the ability to instruct, and be committed to supporting the efforts and requirements of the educational program.

Hospitals selected to participate in the internship processes are accredited by TJC (The Joint Commission on Accreditation of Healthcare Organizations), CAP (College of American Pathologists), CLIA, or equivalent, and have current signed affiliation agreements with IHCC.

If the site selected does not provide complete microbiology services, then the student will need to complete this discipline at a supplemental site for the rest of the designated time. Any supplemental sites will be assigned by program officials, based upon willingness of the cooperative sites. Please note, that these sites may not be close geographically. The students will indicate their 3 preferences, and the decision of actual placement will be made by the program officials.

TEACH OUT PLAN POLICY IN CASE OF CLS PROGRAM CLOSURE

In the event that any of the CLS Programs are to be closed, either due to unforeseen natural disasters or administrative decisions, the following policies will be followed by the college, CLS program faculty, and any of its clinical affiliates.

In the event of a closure:

1. No new students will be admitted into any program.
2. Any students that are currently enrolled in any program and its course(s) will be able to complete the degree/diploma programs within a reasonable amount of time.
3. Students will not be allowed to bridge into any other program, but may complete their current designated program, which may be up to two years.
4. The program courses will continue to be taught by current faculty and clinical sites until the program is completed and the students have received their degrees or diplomas.
5. Should a student have difficulties with progression through the programs, it may be necessary to develop individualized plans for completion or alternate degree plans.
6. Any clinical affiliate site that is currently being utilized for any students' internships or practica will continue to provide training, following the designated schedule, until the students have completed the requirements of the program(s).
7. IHCC Administration will continue to employ the CLS faculty and staff until the actual closing of the program:
 - a. The Program Director continue to teach her designated courses, and begin the processes of saving student files, program records and administrative files.
 - b. The Instructor/Clinical Coordinator will remain until the program closes as well, In addition to teaching her designated courses and coordinated the necessary clinical internships, she will also help sort through, merge, compile, and save the program files.
 - c. The Lab Assistant shall remain on staff until program closes. The Lab Assistant will need to order supplies for each of the remaining courses and assist with labs until the end, at which time, she will help close dispose of and/or distribute to other college departments any usable program supplies and equipment.

In support of this plan, Indian Hills Community College policies indicate a commitment to continue the program until all enrolled students have completed the program.

Please also refer to the IHCC Student Handbook for college policies and procedures.

**MLT AD to MLS BS PROGRAMS
ARTICULATION AGREEMENTS AND INFORMATION ON OTHER PROGRAMS**

Allen College, Waterloo, IA:

There is an articulation agreement in place between Indian Hills Community College and Allen College in Waterloo, IA for their MLT-to-MLS program. Allen College will accept full transfer of IHCC general education and major field requirements for Medical Laboratory Technology into the Degree Advancement Option (DAO) of the Medical Laboratory Science (MLS) track of Allen College's Bachelor of Health Science (BHS) degree program. This agreement enables qualified IHCC students to gain admission to Allen College for the purpose of earning the BHS degree.

Qualified students are those students who:

1. Have earned as Associates in Applied Science (AAS) degree with a major in Medical Laboratory Technology at IHCC, **and**
2. Are certified Medical Laboratory Technicians.

This is an on-line program that can be done from where the IHCC MLT graduate is currently employed. The student/graduate can visit their website for more information on the program, available financial aid, or any other information at www.allencollege.edu. He/she may also contact the program director, Brenda Barnes, at her email Brenda.barnes@allencollege.edu. The program at Allen College is fully accredited by NAACLS.

Austin Peay State University, Clarksville, TN:

Another MLT-to-MLS program that is totally on-line and will not require any additional clinical experiences is Austin Peay State University. Their only requirement is 2 years work experience as a certified professional MLT by August 1st of the year the student would begin the MLT-to-MLS program. One of their strengths is the low student to faculty ratio (4 faculty to about 40 online students per year).

Feel free to contact Jane Semler below for more information regarding this MLT-to-MLS program at Austin Peay State University:

Jane Semler, MS, MT (ASCP)
Associate Professor
Coordinator MLT-MLS Program
Austin Peay State University
College of Science and Mathematics
Department of Allied Health Sciences
Medical Laboratory Science Program
601 College Street
PO Box 4668
Clarksville, TN 37044
semlerj@apsu.edu
Office: SSC A211
P: 931-221-7796
F: 931-221-6452

APPENDICES

The following pages are **only samples** of the signature forms required from students in any of the Clinical Laboratory Science Programs.

Leave these pages intact in this policy manual. Do not tear these pages out of your CLS Policy Manual; retain them for your referral. Do not use these forms.

At the beginning of the first professional course, the student will receive his/her own CLS Policy Manual and a packet of these signature forms. After thoroughly reading the CLS Policy Manual, the student will sign and date each page of the signature forms where indicated. These signature pages will then be turned into the instructor/program official and placed in the student's file. The student is to keep his/her own copy of the CLS Policy Manual, as that will be the one that governs his tenure in the program.

**INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs**

PROGRAM POLICY AGREEMENT

1. Receipt of Indian Hills Community College Clinical Laboratory Science Programs Policy Manual

I have received a copy of the Program Policy Manual. I understand I am responsible to read it completely and will be held accountable for complying with all policies and procedures of the CLS programs. It is my responsibility to ask for clarification from the Program Director regarding any policy or procedure I do not understand. I will read new policies or procedures that are issued by the program and staple them into my policy manual. I understand that I am also responsible to read and comply with the general student policies of IHCC's delineated in the IHCC Student Handbook.

2. Responsibility for Conduct and Actions as a Clinical Laboratory Science Programs Student

I understand that having been admitted to one of the IHCC CLS programs, I am held responsible for my conduct and actions as a CLS student. I understand that breach of IHCC or the CLS program policies or the code of ethics may result in consultation, and perhaps probation, suspension or dismissal depending upon the nature of my actions. I understand that client safety, privacy and dignity are of the highest priority in medical laboratory technology.

3. Titles VI and XII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972

I understand that IHCC complies with Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations; and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. I understand I may follow the grievance procedure guidelines described in this handbook if I wish to file a complaint.

4. Medical Treatment

I understand I am responsible for payment for any medical treatment that may be necessary and is not covered under the provisions of the Iowa Code.

5. Computer User Agreement

As a condition of using the IHCC computer equipment, I agree not to use the equipment to duplicate copyrighted software in violation of its end user's license agreement, whether it is my personal copy or is owned by IHCC. I assume liability for any copyright infringements caused by me.

SAMPLE

Student Signature

- MLT
- CLA
- PBT

Date

INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs

ESSENTIAL FUNCTIONS

The applicant/student needs to be adequately informed of all demands and expectations of a program or profession so that he/she can determine his/her ability to meet these expectations. The following are essential functions of the non-academic demands of the program and profession which all applicants and enrolled students of the Medical Laboratory Technology, Clinical Laboratory Assistant, or Phlebotomy Technician programs will be expected to meet. Ones specific to a particular profession are delineated in parentheses.

The applicant/student must be able to:

Observation:

Participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional component of the degree.

Accurately observe demonstrations and exercises in which biological fluids are analyzed and products are being tested for their biochemical, hematological, immunological, microbiological and histochemical components.

(MLT; CLA waived/POCT testing only) Analyze patient specimens (blood, urine, body fluids, cell samplings, tissues, etc) using a variety of manual and automated techniques.

Characterize color, odor, clarity and viscosity of biological fluids, reagents or chemical reaction products. These determinations might be made by the aid of simple and complex instruments and microscopes.

(MLT only) Discriminate colors, patterns, and structural detail of microscopic specimens.

Assess and comprehend the condition of all patients assigned to him/her for sample procurement, and (MLT only) examination, diagnosis, and treatment.

(In summary, have functional use of visual, auditory, and somatic sensations.)

Communication:

Communicate effectively and sensitively with patients in order to elicit information, describe changes in mood, activity and posture.

Assess non-verbal communications.

Read and comprehend written material is essential in order to correctly and independently follow procedures and policies, and to perform laboratory test procedures (e.g., MLT - all tests; CLA/PBT - POC/waived tests).

Effectively and efficiently transmit information and instructions to patients, students, faculty, staff, and all members of the healthcare team.

(Communication skills include speaking, reading, and writing, as well as the observation skills described above, and must utilize the English language.)

Psychomotor Skills:

Have sufficient motor function to elicit information from patients by appropriate diagnostic or therapeutic maneuvers.

Perform basic tests and in-vitro assays, including multiple concurrent and repetitive tasks.

Possess all skills necessary to carry out diagnostic or therapeutic procedures.

Interpret appropriate examinations and procedures.

Possess the psychomotor skills necessary to collect blood specimens, manipulate instruments that require eye-hand coordination, perform manual laboratory procedures with dexterity, and operate computers, and perform all tasks that are normally expected within the scope of practice for the practitioner in the workplace.

Lift twenty pounds and to move light equipment, as might be required in the workplace.

Bend, reach, sit and move freely about the laboratory.

Use a keyboard; maneuver, manipulate, adjust, and control lab equipment, instruments and supplies.

Intellectual/Conceptual, Integrative, and Cognitive Abilities:

Measure, calculate, reason, analyze, synthesize, evaluate, integrate and apply information, which, due to the detailed nature of some laboratory tasks, may require long periods of concentration. (All are included in problem solving.)

Use sufficient and sound judgment to recognize and correct performance and to problem solve unexpected observations or outcomes of laboratory test procedures.

Comprehend three-dimensional relationships and understand the spatial relationships of structures.

Perform these problem solving skills in a timely fashion.

Behavioral and Social Attributes:

Possess the emotional health required for full utilization of his/her intellectual abilities fully, such as in exercising sound judgment, promptly completing all responsibilities, being able to work in and adapt to changing and stressful environment, displaying flexibility, and functioning independently in the face of taxing workloads, uncertainties, or problems that might arise.

Be flexible, creative, and adaptable to change and stress, willing to change, and cooperative with peers and supervisors.

Possess compassion and concern for patients and others.

Ethical Standards:

Demonstrate professional demeanor and behavior and must perform in an ethical, moral manner in dealing with peers, faculty, staff, and patients.

Possess integrity, commitment, and motivation.

Academic Performance:

Obtain and correlate relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicums/internships, and independent study assignments.

Use computer-based examinations to assess and improve educational outcomes of the program.

Sit for examinations, both written and oral, complete written assignments, deliver presentations, and perform the required laboratory practice with and without supervision.

SAMPLE

Student Signature

Dev 08/09

MLT

CLA

PBT

Date

**INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs**

ACADEMIC DISHONESTY

I acknowledge that I have read the Academic Dishonesty Policy and agree to abide by the policies and procedures stated therein.

SAMPLE

Printed Name

ACADEMIC INTEGRITY

I acknowledge that I have read the Academic Integrity Policy and agree to abide by the policies and procedures stated therein.

SAMPLE

Printed Name

Student Signature

Date

*Dev 07/11
Rev 05/12
Rev 08/15*

**INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs**

INVASIVE PROCEDURES CONSENT

As a student enrolled in an Indian Hills Clinical Laboratory Science Program, I understand that I:

1. will be performing venipunctures and dermal punctures on fellow students as a part of my educational experience.
2. will also allow fellow students to perform venipunctures and dermal punctures on me.
3. understand that this practice is necessary to gain practical, first-hand experience in the performance these procedures. These skill development activities will involve the obtaining and processing of blood from fellow students. Some students in some programs will also be performing analyses on some blood specimens.
4. will use/follow Universal/Standard Precautions at all times during this training experience.

I am aware of the risks for Hepatitis B, HIV, and other blood-borne infections that accompany the handling of blood specimens. I also understand that there may be some risk of a hematoma or bleeding into the tissue as a result of an invasive procedure.

I understand these risks and freely and voluntarily agree to participate in these procedures. I hereby release Indian Hills Community College from any liability as a result of my participation in these procedures.

SAMPLE

Student Signature

- MLT
- CLA
- PBT

Date

Dev 10/10

**INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs**

CONFIDENTIALITY STATEMENT

Throughout the Clinical Laboratory Science Programs at Indian Hills Community College, I realize that:

I will have access to patient information

This information is private and should be kept confidential

Any unauthorized release of information is punishable by fine and/or imprisonment or dismissal from program.

Throughout my education in the CLS Programs at Indian Hills Community College, I will at no time inappropriately release confidential information by any means, and I will adhere to the Code of Ethics.

I understand that release of unauthorized patient information will result in immediate termination from the Indian Hills Community College Clinical Laboratory Science Programs.

SAMPLE

Printed Name

Student Signature

- MLT
- CLA
- PBT

Date

Dev 07/09

**INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs**

IHCC CONSENT FORM

For good and valuable consideration, I hereby consent and authorize Indian Hills Community College to reproduce, publish, circulate, and otherwise use for advertising purposes, my name and/or signature and/or portrait and/or photograph and/or name of employer and the attached voluntary statement or statements or any part thereof, in black or white or in colors in magazines, newspapers, rotogravure sections of publications, booklets, circulars, posters, billboards, radio and/or television scripts, radio broadcast transcriptions, and/or telecasts and all other forms of publication or circulation, or any of them in advertising or any other publicity; and I hereby release said Indian Hills Community College of and from any and all rights, claims, demands, actions, or suits which I may or can have against it or them on account of the use or publication of said material.

SAMPLE

Student Signature

- MLT
- CLA
- PBT

Date

Dev 07/09

INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs
Health Occupations Department

CONSENT FOR RELEASE OF INFORMATION

I authorize Indian Hills Community College to release:

1. The following to health care facilities for potential employment evaluation purposes:
attendance record
grade point average
instructor evaluations of skills and abilities

 Yes No

2. My name, home address and telephone to employment recruiters.
 Yes No

SAMPLE

Printed Name

Student Signature

- MLT
- CLA
- PBT

Date

Dev 07/09

**INDIAN HILLS COMMUNITY COLLEGE
Clinical Laboratory Science Programs**

STUDENT LABORATORY AGREEMENTS

SAFETY POLICIES AND PROCEDURES AGREEMENT

I am aware of possible hazards to laboratory personnel in the handling of chemicals and potentially infectious biological materials.

I have read the Indian Hills Community College Clinical Laboratory Science Programs' Student Laboratory Policies and Procedures.

I agree to comply with them and all other safety precautions required by individual instructors in all situations where I am functioning as an MLT, CLA, or PBT student of IHCC.

LABORATORY PARTICIPATION AGREEMENT

I agree to participate in Indian Hills Community College Clinical Laboratory Science program laboratory activities.

During the laboratory experiences, I will:

1. Role-play as a Medical Laboratory Tech, Clinical Assistant, Phlebotomist, and patient, as designated/requested.
2. Relate to, communicate with, and have physical contact with, other students when necessary, while learning various skills. Examples of such laboratory experiences may include phlebotomy and specimen collection procedures.
3. Perform all analyses, procedures, and competencies as instructed.
4. Perform any daily checks and maintenance as scheduled

SAMPLE

Printed Name

Student Signature

- MLT
- CLA
- PBT

Date

Dev 07/09