



Austin Community College

MEDICAL LABORATORY TECHNOLOGY

Student Handbook

2012-2013

http://www.austincc.edu/mlt/mlt_courses.html

<http://www.austincc.edu/mlt/clinical>

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Introduction and Welcome

Welcome to the Medical Laboratory Technology Program at Austin Community College. The faculty and staff wish you success in the pursuit of your educational goals. We are glad to have you and will treat you with courtesy and respect. The student is our only product and consequently, our most important product. Therefore, we are here to assist you in gaining an education both within the classroom and in clinical activities scheduled for application of knowledge gained from the classroom.

Austin Community College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools <http://www.sacs.org/> The Medical Laboratory Technology program of Austin Community College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS <http://www.naacls.org>), 5600 N. River Rd., Suite 720, Rosemont, Illinois 60018: (773) 714-8880. Accreditation by NAACLS assures students that they will be provided with a quality education in laboratory medicine. Upon successful completion of the Associate Degree in Medical Laboratory Technology, the graduate is eligible to sit for national certification exams. Graduation from the program is not contingent upon passing an external certification exam.

The Austin Community College Medical Laboratory Technology Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Medical Laboratory Technology program. The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Austin Community College Student Handbook and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student.

A copy of the Austin Community College Student Handbook is available at each campus's administrative offices or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/> .

The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

The Health Sciences programs prohibit discrimination. Employment at the College and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.



Handbook Organization

There are two sections to this Handbook. The first section deals with policies and procedures applicable to students in any health science program. The second section is the policies and procedures specifically for the Medical Laboratory Technology program.

Students are expected to abide by all of the stated policies and procedures in both sections.



Health Sciences Division Policies and Procedures

The Austin Community College Health Science Division Policies and Procedures have been compiled by the Health Sciences faculty to provide information pertinent to all students in the Health Science programs.

These policies and procedures should be used as a supplement to the Austin Community College Student Handbook and the program specific student handbook.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability

We wish you success in the pursuit of your educational goals.

Policies and Procedures

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the ACC Student Policies and Procedures located at: <http://www.austincc.edu/current/needtoknow/>

ACADEMIC DISHONESTY

Academic integrity is an essential component of professional behavior in Health Sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/>.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition: Actions constituting violations of academic dishonesty include, but are not limited to, the following:

- using unauthorized notes or other study aids during an examination
- using unauthorized technology during an examination; only approved calculators may be used; no cell phones
- improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view;
- looking at other students' work during an exam or in an assignment where collaboration is not allowed;
- attempting to communicate with other students in order to get/give help during an exam or in an assignment where collaboration is not allowed (i.e. competency check offs)
- obtaining an examination prior to its administration;
- altering graded work and submitting it for regrading;
- allowing another person to do one's work and submitting it as one's own;
- submitting work done in one class for credit in another without the instructor's permission;
- removal of privacy screen on computer.

Cheating: The use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

Plagiarism: Defined as taking another person's intellectual work and using it as one's own; for example, this includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Collusion: Knowingly helping another individual violate any provision of the Academic Dishonesty guidelines. Collusion includes assistance with assignments or tests that are not authorized by the instructor

Falsifying institutional records or other legal or source documents: Includes altering grades, either written or electronic, or other falsification of academic records such as application for admission, grade reports, test papers, registration materials, and reporting forms used by the college.

PROGRAM PROGRESSION

In order to successfully progress through Health Science programs, the student must at a minimum (Individual programs may have additional requirements):

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
 - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.
 - b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
- Achieve a minimum grade of “C” in all health science courses.
- Satisfactorily meet course objectives.

STUDENT COMPLAINT PROCEDURE

Health science programs follow the college’s policies for student complaints as set forth in the ACC Student Policies and Procedures located at: <http://www.austincc.edu/current/needtoknow/> and the ACC Catalog. A copy of the catalog is available at each campus’s administrative offices, or may be downloaded at <http://www.austincc.edu/catalog/>. The purpose of the student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint.

Smoking

Effective January 2, 2012, ACC implemented a smoke-free policy for all campuses and facilities. Many of the clinical facilities utilized by the Health Sciences programs are non-smoking facilities. Smoking is prohibited on the property. Students who are reported to have been smoking on the property of these facilities will be placed on immediate probation.

Sexual and/or Racial Harassment Complaints

If a Health Sciences student has a complaint regarding sexual or racial harassment the student should refer to the ACC Student Policies and Procedures located at:

<http://www.austincc.edu/current/needtoknow/> and the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded at: <http://www.austincc.edu/catalog/>.

GRADE CHANGE POLICIES AND PROCEDURES

ACC Health Sciences programs follow the college's policies on grade change as set forth in the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/>.

Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

Grade Change Appeal

If a student believes that an error has been made in the assignment of a grade, he or she should follow the Grade Dispute Policy in ACC Student Policies and Procedures located at:

<http://www.austincc.edu/current/needtoknow/> and the ACC Catalog. A copy of the catalog is available at each campus's administrative offices, or may be downloaded at: <http://www.austincc.edu/catalog/>.

Clinical/Practicum Policies

PROFESSIONAL BEHAVIOR

Faculty of Austin Community College and the Health Sciences Programs has an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the MLT Student Handbook.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the MLT Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to use proper personal protective equipment
- failure to follow Standard Precautions
- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

Progressive Discipline

Faculty is committed to assisting students to be successful in the program. To afford students due process, Health Science students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement.

Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program

Step 3: Probation

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- *Violations of patient confidentiality*
- *Academic dishonesty*
- *Falsification of documentation*
- *Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety*
- *Unprofessional behavior that seriously jeopardizes clinical affiliations.*

NOTE: *If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.*

- Withdrawal Policy: Semester Credit Courses
<http://www.austincc.edu/admrule/1.04.003.htm>
- Instructor Initiated Withdrawal and Appeal Policy
<http://www.austincc.edu/admrule/4.01.002.htm>

Health and Safety Information

PROFESSIONAL RISKS

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

HEALTH INSURANCE

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: www.austincc.edu/ehs/Insurance under Optional Student Health Insurance. Should medical care be required, the student is responsible for all costs of treatment/medical care unless it is an accident covered under the accident insurance policy described below.

FLU VACCINE

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences/courses in any facility may be required to provide documentation of the **seasonal flu vaccine**. Failure to have the immunization may have implications for clinical attendance. Students will be provided additional information when **indicated**.

TB TESTING REQUIREMENTS

All Health Sciences students are required to provide the following documentation:

- Initial Tuberculosis Screening validated by a negative two-step TB screening (Mantoux test) or negative blood assay (QFT, TSPOT) within the past 90 days prior to beginning the Program. If a prior positive reactor to skin testing, a negative chest x-ray within 5 years and free of productive cough, night sweats, or unexplained loss of weight.
- Annual Tuberculosis screening using one-step screening thereafter (if TB skin test positive, results of a chest x-ray within the past five years).
- Current CPR certification: must meet standards of the American Heart Association (AHA) Basic Life Support for the Healthcare Provider. The card verifying completion must be an AHA card (see specific program requirement).

All items must be current for the duration of the coming semester. If any item expires during the semester, it must be completed (Redone) prior to the first day of class or earlier as directed by the program.

ACCIDENTS/EXPOSURE

Medical Professional Liability Insurance--Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

Accident Insurance--

Austin Community College students purchase Student Accident Insurance by paying applicable Insurance Fee when they register and pay for classes. The Student Accident Insurance pays for injuries occurring from school sponsored activities related to the selected classes. The insurance policy is a \$10,000 maximum benefit per accident policy with a \$25 deductible per claim. The policy pays for reasonable and customary charges for treatment of injuries. It does not pay for illnesses such as allergies, influenza, or fainting. The policy is a 'primary pay' policy; it will pay first regardless if the student has any other 12 insurance.

For additional information, go to www.austincc.edu/ehs/Insurance

ACCIDENT PROCEDURES

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may chose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All applicable components of the claim form must be completed. The completed form must contain the signature of the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:
Austin Community College
Risk Management Department
9101 Tuscany Way
Austin, TX 78754
Phone: 223-1015 Fax: 223-1035
6. The student or faculty submits a copy of the completed insurance form, HIPAA, release form, and the Fraud Warning certification to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

http://www3.austincc.edu/it/eforms/forms_int/RIIN.004u.pdf

http://www3.austincc.edu/it/eforms/forms_int/RIIN.003.pdf

EXPOSURE RESPONSE

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Accident/ procedures and appropriate forms will be made available to the students prior to their first clinical experience.

FACILITY SPECIFIC ORIENTATION/TRAINING/TESTING

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module designed by Seton and St. David's and adapted for use at ACC in order to educate students and faculty in procedures mandated by health care facilities. Additional training modules may also be required for students in specific programs. All of the Seton and St. David's health organizations, in which ACC is affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test is to understand the safety and regulatory requirements related to patient care presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems, confidentiality and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: (<http://www.austincc.edu/health/dmt.php> or on departmental home pages. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

Students who are assigned a clinical or practicum experience in a St. David's Healthcare Partnership facility will be required to sign a Statement of Responsibility form.
(<http://www.austincc.edu/health/dmt.php>)

Other facilities may require students to complete facility specific training modules/post-tests.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information (see HIPAA Compliance Manual at <http://www.austincc.edu/hipaa/manual.php>). Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science students must annually complete an online training module to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC Website: http://www.austincc.edu/hipaa/training/hipaa_home.php

LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

SUBSTANCE ABUSE POLICY

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening.*
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Catalog.
10. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.
 - * Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

PRE PLACEMENT DRUG SCREENING (IF APPLICABLE)

Rationale: Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations are an essential component of Health Sciences programs and the College must meet the contractual obligations contained in affiliation agreements.

Scope: ACC currently does not require drug screening as part of the admission process. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admission process, if they so desire, to ensure compliance with Joint Commission standards and agency regulations pertaining to human resource management. This may include (but is not limited to) additional background checks and/or pre-placement drug and/or alcohol screening.

Clinical Placement:

Clinical placements will be made by the program based on the learning objectives of the students; once a placement has been made, students cannot select out of that placement because of the drug screen.

Process for Drug Screening: The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the timelines to be in compliance with the clinical agency and provide all necessary consent forms.
 - The student must complete the drug screen within the timelines provided by the program. A drug screen outside that timeline will have to be re-submitted at an additional expense to the student.
2. Program will provide the student with a list of approved vendors to perform the drug screening.
 - Student must pay the cost of the drug and/or alcohol screening.**
 - Cost is non-refundable
 - Program will designate what level of drug screen is required.
 - Results from any company or government entity other than those designated by Health Sciences will not be accepted.
 - Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by approved vendor.
 - For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Compliance Coordinator, the Executive Dean or their designee.

3. Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Executive Dean or the Health Sciences Compliance Coordinator.
4. Student will sign a release giving permission for ACC to release the results of a negative drug screen to the requesting clinical agency if required.
5. **Refusal to consent to the drug screening will result in the student being withdrawn from the program.**
6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
7. Results will be sent to the Dean of Health Sciences and/or the Compliance Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.
8. Verification of a negative drug screen will be provided to the indicated clinical affiliate.
9. All positive drug screens will be reviewed by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is required and the student is responsible for all costs related to this review.
If after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, the test results will stand.
(If the student refuses/fails to pay for costs associated with the Medical Review, the test results will stand).
 - Any appeal right based on a positive screen is solely among the applicant, the Medical Review Officer and the vendor.

Period of Validity

Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out for one full semester. However, students may be required to test on a more frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

Positive Drug Screen

- A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.
- Any student with a positive drug screen will not be given placement in any clinical facility and will be withdrawn from the program.

Confidentiality of Records

- Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

Readmission

- Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of twelve months from the date of withdrawal.
- If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.

CRIMINAL BACKGROUND

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

EMERGENCY INSTRUCTIONS

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas.

Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See Emergency Instructions at "Need to Know" at <http://www.austincc.edu/current/needtoknow/index.php>

General Emergencies

To reach the ACC Police Department dial 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

Medical Emergencies

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.

Severe Weather/Outdoor Hazards

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

Fire

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongs if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

Gunman on Campus

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice.

Contacting a Student in an Emergency

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will ACC permit persons to search for students on campus.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student. Please visit <http://www.austincc.edu/visitors/ferpa.php> for more detailed information about FERPA.



Medical Laboratory Profession

The health of all Americans depends upon the educated minds and trained hands of the medical laboratory professional. The practice of modern medicine at the exacting standards currently required would be impossible without the scientific testing performed daily in the medical laboratory. Maintenance of these standards and progress toward improvement in the quality of laboratory services depends on the dedicated efforts of professional practitioners of medical laboratory science. Through their dedication, the medical laboratory professionals of the United States make a vital contribution to the quality of health care.

Description of the Clinical Laboratory Science Profession

The clinical laboratory professional is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. Clinical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Clinical laboratory professionals practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

All medical laboratory professionals are expected to become active members of their national professional organization, the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP). It is through professional organization that laboratorians can control the destiny of their profession.

Students will be required to join both organizations. ASCP membership is free and applications are available at <http://www.ascp.org>. Information on becoming an ASCLS member, along with applications, can be obtained at: <http://www.ascls.org>. The fee for joining ASCLS is \$25.00.

ASCLS CODE OF ETHICS

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I will strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.



Mission and Goals

Program Mission

The Medical Laboratory Technology program of Austin Community College will strive to be an exemplary program graduating highly qualified individuals to fill the employment needs of clinical laboratories.

The Program is 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, continuing an ongoing process of self-evaluation and self-renewal, and maintaining an outstanding accreditation rating.

The Medical Laboratory Technology program is committed to providing its students with a basic general education as well as presenting the opportunity for the student to develop specific skills in a two-year, Associate of Applied Science degree program which will prepare the graduate for employment in the medical laboratory field. The faculty and staff of the Medical Laboratory Technology program are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

The Medical Laboratory Technician Program, with the assistance of its clinical affiliate laboratories, is committed to providing quality didactic and clinical instruction, encompassing the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent medical laboratory technicians in health care facilities. The program is committed to meeting the employment needs of medical laboratories and to providing quality continuing education to laboratory professionals in our service area.

Program Goals

1. To provide students both academic instruction and professional training in the field of laboratory medicine to meet employment needs of Austin and surrounding communities.
2. Provide a climate conducive to stimulating interest in MLT education and participating in professional organizations, and encouraging awareness in changing trends in medical laboratory technology.
3. Produce graduates who meet entry level competency in the profession.
4. To produce skilled clinical laboratory workers who:
 - a. through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories.
 - b. are able to collect, label, identify, and log in specimens accurately,
 - c. have a working knowledge of the principles of the tests they are performing,
 - d. keep accurate and legible records and are able to communicate reports clearly to fellow medical personnel,
 - e. are able to correlate test results in order to confirm them.
 - f. will strive for accuracy in the performance of tests and will make every effort to eliminate error through their ability to recognize irregularities in test results and procedures and make corrections according to preset strategies and criteria and refer them to more qualified personnel when appropriate,
 - g. are skillful in the operation of laboratory instruments and are able to recognize instrument failures and take appropriate actions,
 - h. are able to demonstrate and explain routine procedures to others in the laboratory,
 - i. will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
 - j. will adapt well to various work situations,
 - k. maintain the confidentiality of patient results,
 - l. are constantly aware of patient welfare,
 - m. will co-operate with their co-workers and all members of the health care team.
 - n. are able to perform efficiently under stress,
 - o. will strive to keep their competence and knowledge current in relation to the changing work environment,
 - p. will have the qualities of honesty and intellectual integrity beyond reproach,
 - q. will actively participate in professional organizations in their specialty,
5. To carry out the education of each student in a manner this encourages further education, participation in community service, and maintenance of special interests in the field.
6. To maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
7. To produce graduates eligible to take and pass a nationally recognized certification examination upon completion of the program.
8. To maintain high academic and professional standards both in the program and in its students.
9. To serve as a resource for the clinical laboratories in the Austin area.

SCANS Competencies

The Secretary's Commission on Achieving Necessary Skills (SCANS), formed in 1990 was established to determine skills students need to succeed in the workplace. The Commission determined that to be successful, a student needed a firm foundation in basic literacy and computational skills, the thinking skills to put knowledge to work, and the personal qualities that make workers dedicated and trustworthy. Objectives for the theory, lab and clinical components of the program are written to incorporate the SCANS competencies. Please go to <http://www.austincc.edu/mkt/scans.php> for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies.

1.0 Resources

- 1.1 Manages Time
- 1.2 Manages Money
- 1.3 Manages Material and Facility Resources
- 1.4 Manages Human Resources

2.0 Interpersonal

- 2.1 Participates as a Member of a Team
- 2.2 Teaches Others
- 2.3 Serves Clients/Customers
- 2.4 Exercises Leadership
- 2.5 Negotiates to Arrive at a Decision
- 2.6 Works with Cultural Diversity

3.0 Information

- 3.1 Acquires and Evaluates Information
- 3.2 Organizes and Maintains Information
- 3.3 Interprets and Communicates Information
- 3.4 Uses Computers to Process Information

4.0 Systems

- 4.1 Understands Systems
- 4.2 Monitors and Corrects Performance
- 4.3 Improves and Designs Systems

5.0 Technology

- 5.1 Selects Technology
- 5.2 Applies Technology to Task
- 5.3 Maintains and Troubleshoots Technology

6.0 Basic Skills

- 6.1 Reading
- 6.2 Writing
- 6.3 Arithmetic
- 6.4 Mathematics
- 6.5 Listening
- 6.6 Speaking

7.0 Thinking Skills

- 7.1 Creative Thinking
- 7.2 Decision Making
- 7.3 Problem Solving
- 7.4 Mental Visualization
- 7.5 Knowing How to Learn
- 7.6 Reasoning

8.0 Personal Qualities

- 8.1 Responsibilities
- 8.2 Self-Esteem
- 8.3 Sociability
- 8.4 Self-Management
- 8.5 Integrity/Honesty

Entry Level Competencies

At career entry, the Medical Laboratory Technician will be able to perform routine clinical laboratory tests such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications 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 and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The Medical Laboratory Technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The clinical Medical Laboratory Technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. collecting and processing biological specimens for analysis;
2. performing analytical tests on body fluids, cells, and products;
3. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
4. monitoring quality control within predetermined limits;
5. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
6. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
7. recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
8. applying basic scientific principles in learning new techniques and procedures;
9. relating laboratory findings to common disease processes; and recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Reference: *Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 1977.

Essential Functions and Technical Standards

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Medical Laboratory Technology program as indicated below. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLT Department Chair.

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

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

Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. CLS 1996. Vol. 9, pp 40-43

Students with Disabilities

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities (OSD) if they feel they cannot meet one or more of the technical standards listed. Students can obtain complete information from the OSD website at <http://www.austincc.edu/support/osd/index.php> or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes; for locations see <http://www.austincc.edu/support/osd/contact.php>.

New Students - In order to be processed by the first day of classes, new students should request services prior to the final day of regular registration.

Current students - may submit a request for services as early as four weeks prior to the OSD early registration date. Requests by current students are considered late after the close of the first telephone registration period. Failure to follow these guidelines may result in a delay in receiving services.



Program Policies

Admission Requirements

Admission to Austin Community College does not automatically qualify a student for admission to the Medical Laboratory Technology program.

Admission requirements for the Medical Laboratory Technology program include:

1. Completion of high school or GED equivalent.
2. Meet current requirements for admission to ACC.
3. College level Chemistry or equivalent OR CHEM 1305 AND CHEM 1105.\
4. MLAB 1101 Introduction to Clinical Laboratory Science
5. Complete the MLT online information session: <http://www.austincc.edu/health/mlt/>
6. Meet with an MLT faculty member for advising.
7. Submit an application for the Medical Laboratory Technology Program by the published deadline.
8. Immunizations - Health Science students must comply with both Texas Law and Clinical facility requirements related to immunizations. Healthcare professions include inherent health and safety risks. All health sciences students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients. A copy of your immunization records must be provided at the time of application. Additional information related to immunizations and the required immunization form can be found at: <http://www.austincc.edu/health/immunizations.php> .
9. Satisfactory health status as certified by submission of a completed Health Data Physical form signed by a licensed healthcare provider within the last twelve months. The Health Data Physical form is available at <http://www.austincc.edu/health/dmt.php> . A student must submit a current Health Data Physical form if there has been a break in program enrollment for one year or more.

NOTE: When the number of equally qualified applicants exceeds the Program's capacity the program will utilize the MLT Application Selection process to fill the class. All Health Data Requirements, Immunization record and Criminal Background Check information must be completed.

Program Length

The Austin Community College Medical Laboratory Technology Program is a full time two year (six semesters) degree program which culminates in an Associate of Applied Science (AAS) degree.

During the second year of the program students should prepare themselves as well as their family members to make the commitment for the length of the Program. Each student should be expected to be in class and/or clinical Monday through Friday for approximately 6 hours per day. Students should visit “Hints on How to Succeed in College Classes” <http://tinyurl.com/3dqegz> to formalize a plan of time management during the last 3 semesters of the program.

Each student’s level of preparedness will determine the amount of time required to complete the Program.

Program Progression

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
- Failure of or withdrawal from course:
 - Failure of or withdrawal from any co-requisite course prior to the college official withdrawal date ***will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.***
 - Students who fail a co-requisite course are required ***to retake all co-requisite courses upon re-admission.***
- Achieve a minimum grade of “C” in all health science courses.
- Satisfactorily meet course objectives.

Failure of an MLT Course

Failure of any MLT course will result in immediate withdrawal from all other MLT courses the student is enrolled in during the semester the failure occurs. The student will not be allowed to continue and must follow the “Program Readmission Policy” stated in this Handbook.

Certification Eligibility

Upon completion of Program and College requirements for the Associate of Applied Science Degree in Medical Laboratory Technology, the graduate is eligible for the national examinations for MLT and CLT offered by the ASCP and NCA. Passing of a national certification exam is not required for awarding the AAS degree in Medical Laboratory Technology.

Degree Plan

A current degree plan with course descriptions can be found in the ACC College Catalog or online at the Medical Laboratory Technology home page:

<http://www.austincc.edu/health/mlt/index.php> or <http://tinyurl.com/2con2b2>

<i>Course #</i>	<i>Course Title</i>	<i>Credits</i>
CHEM 1305 and CHEM 1105 MLAB 1101	Introduction to Chemistry I - Lecture Introduction to Chemistry I – Lab Introduction to Clinical Laboratory Science	3 1 1
Fall Year One		
BIOL 1406	Cellular and Molecular Biology	4
	Mathematics – see college catalog	3
	English Rhetoric/Composition – see college catalog	3
HPRS 1106	Essentials of Medical Terminology PCM	1
Semester Credit Total		12
Spring Year One		
MLAB 1331	Parasitology/Mycology	3
BIOL 2404	Introduction to Anatomy and Physiology	4
	Social or Behavioral Science – see college catalog	3
	Oral Communication ¹	3
Semester Credit Total		13
Summer Year One		
PLAB 1323	Phlebotomy	3
PLAB 1166	Practicum (or Field Experience)	1
	Humanities/Fine Arts ¹	3
Semester Credit Total		7
Fall Year Two		
MLAB 1415	Hematology	4
MLAB 1227	Coagulation	2
MLAB 1311	Urinalysis and Body Fluids	3
MLAB 1335	Immunology/Serology	3
MLAB 2360	Clinical - Clinical/Medical Laboratory Technician I	3
Semester Credit Total		15
Spring Year Two		
MLAB 2431	Immunohematology	4
MLAB 2401	Clinical Chemistry	4
MLAB 2461	Clinical - Clinical/Medical Laboratory Technician II	4
Semester Credit Total		12
Summer Year Two		
MLAB 2434	Clinical Microbiology	4
MLAB 2362	Clinical - Clinical/Medical Laboratory Technician III	3
Semester Credit Total		7
Total Credits for Degree		70

NOTE: A general rule of thumb for college classes is that you should expect to study about 2 to 3 hours per week outside class for each unit of credit. Please visit <http://tinyurl.com/3dqegez> “Hints on How to Succeed in College Classes” to assist you in creating a class study schedule.

Time Commitment Year Two

Weeks	Course	Credits	Course Title
Fall Semester			
Weeks 1-8	MLAB 1415	4	Hematology
	MLAB 1311	3	Urinalysis and Body Fluids
	MLAB 2360	3	Clinical - Clinical/Medical Laboratory Technician I
	Total	10	
Weeks 9-11	MLAB 1415	4	Hematology
	MLAB 1335	3	Immunology/Serology
	MLAB 2360	3	Clinical - Clinical/Medical Laboratory Technician I
	Total	10	
Weeks 12-16	MLAB 1335	3	Immunology/Serology
	MLAB 1227	2	Coagulation
	MLAB 2360	3	Clinical - Clinical/Medical Laboratory Technician I
	Total	8	
Spring Semester			
	MLAB 2431	4	Immunohematology
	MLAB 2401	4	Clinical Chemistry
	MLAB 2461	4	Clinical - Clinical/Medical Laboratory Technician II
	Total	12	
Summer Semester			
	MLAB 2434	4	Clinical Microbiology
	MLAB 2362	3	Clinical - Clinical/Medical Laboratory Technician III
		7	

Transfer of College Credit

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office of Austin Community College as part of the MLT application process. Please request a transcript evaluation through the Admissions and Records office as soon as possible.

Students may transfer credit from other NAACLS accredited MLT/CLT programs to ACC. The criteria used to assess a transfer student's work shall be:

1. Course description and grade received. A grade of "D" or less will not be accepted for transfer.
2. Course(s) must have been completed no more than 1 year prior to acceptance to the ACC MLT program.

The MLT Program officials will authorize approval of credit after reviewing transcripts and course descriptions. In any instance, however, additional assessment may be required in the form of an ACC final course exam in that particular MLT course and a laboratory practical exam or the student may be required to audit all courses transferred.

Advanced Placement/Phlebotomy Waiver

Students requesting credit through the College Board Advanced Placement Program (AP) must complete at least one college credit course at ACC before appropriate credit is posted on their ACC academic record. There is a per credit hour charge. For more information, students should review the current College Catalog.

Students who have successfully completed a formal phlebotomy program may waive the phlebotomy requirement. The student must provide documentation of the number of classroom and clinical hours. The program must be equivalent to that offered at ACC.

Students with one or more years of full time employment as a phlebotomist may waive the phlebotomy requirement. Documentation from the employer on institution letter head must be provided.

Program Readmission Policy

A student who withdraws from the program or fails to achieve the minimum course grade for progression may be re-admitted *one time only* to the MLT Program upon the recommendation of the MLT Program Admissions Committee and according to the criteria outlined below.

Readmission Criteria

- A student who has been out of the MLT program for more than one year must reapply as a new applicant and must repeat all second year MLT course work.
- The student must meet current admission requirements.
- The individual must submit a letter requesting re-admission to the MLT Department Chair by the date stated in the Exit Interview. This letter serves as a reentry request. It is in the individual's best interest to address the criteria addressed below, if possible.
- Each reentry request will be evaluated by the MLT Department Chair, who will make the determination of whether to allow the student to reenter. Criteria used in this determination will include, but are not limited to:
 - The student's motivation, interest in the field, and compatibility with the profession as can be demonstrated by successful employment or volunteer activities in laboratory related area, attendance and participation in professional activities, and / or continuing college coursework in related studies.
 - The correction of any identified Program related problems.
 - Available space.
- Re-admitted students are conditionally accepted and will be required to repeat previous all second year MLT course work.

Readmission Conditions

- The student must meet the current admission criteria including current negative TB test, clear criminal background check as well as any other admissions requirements currently in effect.

- The student will be given, and expected to follow, the policies of the current MLT Student Handbook AND must sign a “Clinical Wait Form” acknowledging that all other current students in good academic standing will receive clinical assignments first.
- The student retakes all MLT courses starting with the Fall semester of the second year unless otherwise stipulated by the Department Chair.
- The student will not be required to repeat Phlebotomy, Introduction to CLS or Parasitology/Mycology if these were successfully completed.

Readmission Priority

The MLT department chair will review the files of all students requesting re-admission to the MLT program. The following priority guidelines will determine placement on a waiting list for a space available opening.

First Priority:

- Students having minimum course grades of “B” who withdrew for personal/health reasons.
- GPA on MLT course work may be used to rank equally qualified students.

Second Priority:

- Students having minimum course grades of “C” who withdrew for personal/health reasons.
- Students who withdrew on or before the last day to withdraw who were not currently in good academic standing. Good academic standing is defined as an academic average of 75 or above in MLT course work.
- Students, who did not earn a minimum grade of “C” in MLT course work.
- GPA on MLT course work may be used to rank equally qualified students.

Students who are unsuccessful during their second admission to the program and those students who are withdrawn for unsafe clinical practice are ineligible for readmission and may not re-apply to the MLT Program.



General Policies

Textbooks and Supplies

Medical Laboratory Technology textbooks are available for purchase or rental at the Eastview and Round Rock Campus Bookstores. Please visit the bookstore site for hours of operation: <http://austincc.bkstore.com/bkstore/content> . The purchase or rental of the required textbooks for each course is **mandatory**. The course syllabus will list the required textbooks. The Student Support Center has a limited number of textbooks available to loan to students for a semester. They must be returned by the end of the semester. Please visit <http://www.austincc.edu/support/financialaid/center/lendinglibrary.php> for more information.

Students are responsible for providing the following:

- Gloves – must be latex or nitrile, not vinyl
- Teal Scrubs- most uniform shops offer a 10% discount to ACC students. Some ACC bookstores now sell scrubs
- Timer – 2 or 3 channel timer.
- Sharpie or other type of permanent, black or blue, waterproof marker.
- Three ring binder with dividers for each course.
- Spiral notebook for journal.
- Black or blue ink pen.
- Padlock to secure belongings in student locker (Round Rock Campus only)

It is strongly advisable that students have a dependable home personal computer with internet access. The College provides student access to internet accessible computers located at various College locations.

Students will be required to print out all materials for their courses. This can be done at home, at an ACC computer lab (<http://irt.austincc.edu/CollegeComputers/>) or saving files to a CD and taking to a printing company. Course materials can be found by following the appropriate link to your course at: http://www.austincc.edu/mlt/mlt_courses.html .

Attendance Policy

Students are expected to always come to class and clinical prepared. This includes bringing the correct textbook, submission of any assignments which are due, materials for note taking, calculators and accessories to be used in lab or clinical. A student may be dismissed from class or clinical if not prepared.

General Applications

Punctual attendance is expected for scheduled lecture, laboratory and clinical days for each MLT course. Routine medical or dental appointments, well child check-ups, etc should be scheduled outside of course time. Specific attendance policies are found in the syllabus of each MLT course. According to each course's syllabus, excessive absences will result in implementation of the Progressive Discipline Policy possibly resulting in dismissal from the course or program.

1. Classroom

All core MLT courses are hybrid in nature. The lectures and notes are online. This allows students the flexibility and convenience of reviewing the course materials prior to class. The lecture materials may be downloaded to an MP3 player for additional flexibility. Students must review the lecture materials and may be required to submit an Admission Ticket before coming to class. A one hour question/answer session is provided for on campus students. Distance learning students can email or call their professor during scheduled office hours. Students who fail to submit their admission ticket will be required to leave the classroom and return when it is done.

2. Laboratory

Absences from student laboratory sessions are particularly disdainful. Laboratory schedules require a "building block" approach in which skills learned in one lab are utilized as the "building block" of another. The skills learned in student laboratory are essential for entry into the rotations in a clinical laboratory to develop competency. Missed laboratory sessions are very difficult to make up, critical lab skills must be demonstrated to the satisfaction of the course instructor. The amount of credit achieved for the activity will vary according to each course's syllabus.

3. Clinical

Regular and punctual attendance on all clinical days is required. Students should carefully review the attendance policies stated within the clinical courses syllabi. Absences or tardies from clinical, whether on campus or off site, for reasons other than health or emergencies will not be tolerated and the student will be subject to the Progressive Discipline policy which may ultimately result in being withdrawn from the Program.

Grading and Academic Requirements

This is a competency based program. Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. The syllabus for each course is published on the course web page on or before the first day of class and contains course objectives, course guidelines and the specific criteria for grade calculations. Grading criteria for each course is outlined in the course syllabi. All second year MLT courses require a minimum of 75% in **both** the lecture and the laboratory components, even though the average of the two components may be 75% or greater.

The MLT courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 75-79%

D = 60-74%

F = 59% and below

Exceptions: The following courses require 70% for passing.

MLAB 1101/1201 - Intro to Clinical Laboratory Science

PLAB 1323 - Phlebotomy

PLAB 1166 - Phlebotomy Practicum

It is expected that all prerequisite course work is completed prior to registering for the designated course. Program officials reserve the right to make exceptions.

The student must achieve a minimum grade of “C” in all academic course work of the degree plan (English, Math, etc.), and must meet all requirements established by the college for the Associate in Applied Science (AAS) degree.

Early in the last semester of the Program, students must request application for graduation. Please visit <http://tinyurl.com/lveje> for complete information on graduation.

Exams

All MLT major course exams will be given through BlackBoard. The protocols and expectations for taking exams online will be outlined in each course syllabus. Course practicals and final exams will be conducted in class, at a Testing Center, or with an assigned proctor.

Dress Code

Students are to purchase one or more sets of teal scrubs to wear during attendance in class, laboratory and clinical courses.

1. The following dress code is required for *lecture, laboratory and clinical*. During clinical rotations, the student must also adhere to the dress code of the facility assigned to.
 - a. **Clothing:** Teal scrubs must be worn during all classroom, laboratory and clinical activities. Avoid wearing scrubs which are overly revealing, which

may represent a safety hazard or which may be offensive to patients or laboratory personnel.

- b. **Shoes:** Shoes must be closed-toed and soft-soled, non-marking. White leather-type tennis or similar shoes are strongly recommended. Clogs, crocs or other types of shoes with no back or holes in the top are not allowed.
- c. **Hair:** Hair must be clean, neat and of a *normal* hair color. If the hair's length is at or below the shoulder, or if it has tendency to hang in the face, it must be drawn back; such as in a clip or band.
- d. **Head coverings:** Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the lab coat to prevent contamination by blood and/or body fluids.
- e. **Beards:** Male students must either shave regularly or if they choose to wear a mustache and/or beard, must keep them clean and well groomed.
- f. **Hygiene:** Before attending clinical rotation, students must bathe regularly (i.e. daily) to avoid offensive odor. Students shall not use perfume, cologne or aftershave lotion. Conservatively applied makeup is permitted.
- g. **Body Piercing/Tattoos:** No visible body piercings are allowed. Tattoos will be covered at all times in the clinical setting.
- h. **Fingernails:** Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as 1/8" above the fingertips. Artificial nails and nail jewelry are *not* to be worn. Clear or light pink nail polish may be worn. Chipped nail polish is not permitted.
- i. **Jewelry:** Jewelry should be limited to wedding rings and a wrist watch. A conservative necklace that is kept close to the skin (not dangling) and conservative earlobe earrings (no more than one pair) that do not extend more than 1/2 inch below the earlobe are acceptable.
- j. **Identification:** During clinical assignments students must wear their ACC photo ID badge identifying them as Austin Community College student. *The badge must visible at all times by clipping the badge onto the top of the scrub top or the lab coat. Badges CANNOT be worn at or below waist level.* Wearing the badge clipped to a lanyard is acceptable as long as it does not create a safety hazard or dangle into the workspace.

2. **LABORATORY:**

- a. Students are expected to abide by Students will be provided one disposable lab coat per semester.
- b. The lab coat must be worn, buttoned from top to bottom, at all times when working with biological samples.
- c. When not in use, the lab coat is to be stored in the laboratory in a designated area. Lab coats may NEVER be worn outside the lab.
- d. With normal wear, the lab coat should last throughout one semester. If a spill occurs or there is other major damage to the coat, another coat will be provided. Students may purchase additional disposable lab coats from an outside vendor.

Students not conforming to the dress code may be sent home from class or clinical at the instructor's discretion. Any and all class or clinical time missed will need to be made-up, regardless of reason.

Clinical Visitation

Students are permitted in the hospital in the role of “MLT Student” only during the designated clinical rotation and clinical preparation times. Additional time in the clinical laboratory must be arranged with the clinical instructor. When not in the role of “MLT Student,” students assume the role of visitor and abide by hospital and clinic regulations. Uniforms, lab coats, or name tags should not be worn while the student is in the role of visitor.

Electronic Communication Devices

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. Students may not use a cell phone or any other type of electronic equipment in the MLT student laboratory as this area is considered a biohazardous area. If a cell phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only. These devices should be securely stored and used only during approved break times. These purposes will be determined by the clinical instructor. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

E-mail Access

All students must be accessible via an electronic mail address using the ACC Gmail account. Students may utilize the computers on campus to check their e-mail accounts. E-mail accounts should be checked for new messages at least twice each week, if not more frequently. Visit <http://www.austincc.edu/google/index.php> for instructions on accessing the student Gmail account and forwarding it to your home email account.

Transportation

Transportation to clinical facilities is the sole responsibility of the student. Clinical facilities can include learning experiences in cities located in adjacent towns (e.g., San Marcos, Round Rock, Georgetown). Students must be prepared to accommodate travel to any facility deemed appropriate to meeting course objectives within and outside the Austin metropolitan area.

Employment

Students are advised against full-time employment while enrolled in the MLT Program. If employment is necessary, students must determine how many hours they can work and continue to meet the requirements of the MLT program. No special consideration will be afforded students with regard to their employment.

Noncompliance with Program Policies

Noncompliance with the policies and procedures of the MLT Program or clinical affiliates may be grounds for dismissal from the program.

Policy and Procedure Changes

All policies are subject to change by the MLT Program faculty as deemed necessary. Students will be notified of changes in writing and will sign the notification, which will be kept in the student file.

Probation

Students are placed on probation, and may be withdrawn from the program, for unsafe or unprofessional clinical practice that is grossly negligent, failure to improve after verbal and/or written notification of unsatisfactory performance and academic dishonesty.

Probation action is implemented for who students violate the academic dishonesty policy, are not meeting lecture, laboratory and/or clinical objectives, have unsatisfactory or unsafe performance in the clinical experience, violate college policies listed in the ACC Student Handbook and/or program policies found in the MLT Student Handbook. Please refer to the “Progressive Discipline” section of this document.

Student Records

Academic and health information pertinent to each MLT student is maintained by the MLT Program in the Department Chair’s office. After the student graduates or withdraws from the program the files are moved to the secured storage room in the Dean’s office and kept for 5 years. At that time transcripts and pertinent information will be sent to Institutional Records and stored according to college policy. All other documentation will be destroyed according to college policy.

Students can access their academic and health files by arranging an appointment with the MLT Department Chair to review these records. Students are expected to keep their file information current in case emergency notification becomes necessary. Student files are stored to protect the file and the information contained in the file. Any public inquiries concerning a student will be referred to the Department Chair.

Academic records may include:

- Student Academic advising sessions
- Application(s) / Transcripts
- Correspondence to and from the student
- Clinical documents
- Signature forms
- Conference forms
- Probation forms
- Student information sheet
- Documentation of Safe Environment of Care and/or Mandatory Education

Health records are kept separate from the academic record and may include:

- Physical examination form
- Immunization records
- Correspondence to and from the student or health care provider(s)
- Medical releases

Signed HIPAA Confidentiality form is kept separately in accordance with the Health Science division regulation.

Restricted Laboratory Access

Due to the possible presence of potential biohazardous materials, the laboratory must be considered “off-limits” to non-ACC persons, such as student roommates, family members, the public at large, etc. The door to the laboratory will be kept locked except during times when a faculty member or their designee is present. Non-laboratory persons must be escorted by an ACC faculty member or their designee when in the laboratory. Exceptions to this policy include other Health Science and Biotechnology faculty and their supervised students as well as ACC custodial personnel. Other exceptions to this policy are at the discretion of Program faculty. *At no time are individuals below the age of 18 allowed to be in the laboratory unsupervised.*



Clinical Policies

Introduction

Clinical course work allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to real life experience in a clinical laboratory. The clinical courses are to provide students with clinical experience in and around the Austin area hospitals and clinic laboratories. Students may also be provided with real or computer simulated learning activities.

Training students is a very time consuming endeavor due to the nature of the training required at the bench. Training students slows down the work process in the department during the days that a student is on-site. Students should consider clinical training experiences to be a privilege not a right.

Students will be required to travel outside the Austin Metropolitan area for some clinical rotations. Rotations on evenings, nights or weekends may be required. Non-traditional shifts may be created to accommodate the clinical sites. All student rotations are designed such that students attain entry-level competency in specific laboratory skills. A list of clinical sites used for Phlebotomy and Medical Laboratory Technology rotations can be found at: <http://www.austincc.edu/mlt/clinical>.

Students will be held to the highest level of work ethics. Excellent attendance, reviewing of lecture notes, laboratory procedures, textbooks and attentiveness to instruction provided are high among the expectations. The ultimate goal of each rotation is that the student is able perform entry-level work at the bench with minimum supervision in most areas, regardless of the time or location of the rotation.

Personal relationships with clinical personnel are strictly forbidden.

Service Work Policy

Medical Laboratory Technology students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical institution which employs a currently-enrolled MLT student as a laboratory assistant, registry-eligible MLT, or phlebotomist, will schedule the student for work during **non-instructional** hours. These paid hours may not count as clinical time as the student is performing the duties of an employee not a student in training. A student may be sponsored by a clinical laboratory facility and receive payment for training hours as long as the student performs the training activities with qualified supervision and the student is not replacing qualified staff.



Student Services

Advising and Counseling

Advisors and counselors are here to help ensure your academic success at Austin Community College. Professional counselors are available to provide counseling, educational and career planning. They are available to provide confidential assistance to students by appointment and on a drop-in basis.

The counselors assist with the most frequently expressed student concerns:

- **Academic/Education Planning:** selecting courses, degree planning, and information on transferring ACC credits to other schools
- **Career Planning:** job-search strategies, career exploration, skills identification, resume writing, job interviewing, goal setting, and vocational assessment
- **Transfer services:** Transfer services can help you with these areas, core curriculum, Course equivalencies/transfer guides, how to transfer, transfer programs and university recruiting visits
- **Counseling:** personal adjustment, crisis intervention, help on issues interfering with school, time management, relationships, communication, trust building, and stress management. Counselors also provide an assessment program. Vocational interest inventories identify areas of interest in career fields. Aptitude tests assess skills and abilities. Personality tests clarify problem areas in personal functioning. Students can consult with a counselor to determine if an assessment is needed.
- **College skills workshops and classes:** College Success workshops and Study skills and career planning classes

The counselors are the people to see for any type of help you might need. If they are unable to provide the information or assistance you need, they will be able to refer you to someone who can. Visit <http://www.austincc.edu/support/advising/> for locations, phone numbers and hours.

Because Health Science students face unique situations and problems there are 2 counselors designated to assist health science students and should be your first point of contact for academic and personal problems.

- **Eastview Campus** - Sandra Elizondo EVC 9102, phone 512-223-5810 and E-mail selizond@austincc.edu .
- **Round Rock Campus** – Julie Cuellar Rack RRC 3106.00, phone 223-0235, email jcuellar@austincc.edu

MLT instructor(s) or Department Chair may require a student to make an appointment with the counselor.

Financial Aid

Don't let finances get in the way of achieving your dreams -- there's help available. Each year, Austin Community College helps students receive over \$93 million in financial aid, scholarships, grants, Work-Study, and loans. Visit their website for complete information: <http://www.austincc.edu/support/financialaid/> for deadlines and application information.

Library Services

All ACC libraries offer access to the college online network of resources through the Library Services home page at <http://library.austincc.edu/>. Librarians are available to instruct and assist students in setting up their home computer to access the Library catalog, electronic indexes and databases. The librarians are available to assist you with on-line computer searches for specific subjects and should be your first contact when working on research projects.

The TexShare libraries have agreed to extend free reciprocal borrowing privileges to each other's library patrons in an effort to provide direct access to materials that are not available at the home library. For more information visit: <http://www.texshare.edu/> For a list of participating college and university libraries visit: <http://www.texshare.edu/generalinfo/about/programs.html>

College Computing Labs and Facilities for Students

ACC is committed to providing computer access to students. In addition to the libraries students computer labs with internet access are located at each campus. Please visit <http://irt.austincc.edu/CollegeComputers/> for a list of locations and hours.

Student Life

Austin Community College students can get together to share common interests, celebrate diverse cultures, enjoy a variety of cultural events, and much more. You can also develop and demonstrate leadership qualities and establish contacts within the college and Austin community. Students can participate in a wide variety of clubs and organizations, community-building events, experiential learning programs, leadership and volunteer opportunities. These resources enable students to succeed in the classroom and beyond. Please visit their website at <http://www.austincc.edu/life4u/> to learn more about their services including: housing information, volunteerism, campus governance and more.



Program Faculty and Staff

KERI BROPHY-MARTINEZ - MLT DEPARTMENT CHAIR

Office Telephone: (512) 223-5877

Cell Telephone (512) 536-0032

E-mail: kbrophym@austincc.edu

Professional Educational Background

University of Phoenix, Austin, Texas

Dates Attended: May 2010 to February 2012

Masters in Healthcare Administration and Health Education

University of Texas- Austin, Texas

Dates Attended: September 1991- August 1995

Bachelor of Science in Medical Technology

MT (ASCP) # 198604

Professional Experience

Austin Community College, Austin, Texas

Position: Assistant Department Chair, Medical Laboratory Technology

Dates: August 2008 - Present

Position: Assistant Professor: MLT/Phlebotomy

Dates: August 2006-Present

South Austin Hospital, Austin, Texas

Position: MT - Generalist

Dates: PRN from August 2006 to July 2012

Dates: Full time August 1999 to August 2006

South Austin Hospital, Austin, Texas

Position: Supervisor: Phlebotomy/Special Chemistry/Urinalysis

Dates: August 2004 to December 2005

Austin Community College, Austin, Texas

Position: Adjunct Faculty: MLT

Dates: January 2005 to August 2006

JOANNA R. ELLIS

Office: Telephone (512) 223-5392
E-mail: jellis@austincc.edu

Cell Telephone (512) 585-7779

Professional Educational Background

Johns Hopkins University—Baltimore, Maryland

Dates Attended: January-2010-Present

Advanced Academic Program -Master of Science in Biotechnology

Texas State University-San Marcos, Texas

Dates Attended: August 2005-August 2007

Bachelor of Science in Clinical Laboratory Science

MLS(ASCP) # 04170680

Professional Experience

Austin Community College, Austin and Round Rock, Texas

Position: Assistant Professor, Medical Laboratory Technology and Phlebotomy

Dates: May 2011 to Present

Position: Adjunct Assistant Professor, MLT

Dates: August 2010-May 2011

Position: Laboratory Assistant IV

Dates: January 2010-August 2010

Dell Children's Medical Center of Central Texas

Position: MLS Generalist PRN

Dates: August 2010-Present

Position: MLS Generalist

Dates: August 2007- August 2011

TERRY M. KOTRLA – ASSISTANT MLT DEPARTMENT CHAIR

Office Telephone (512) 223-5932

Cell Telephone (512) 560-5361

E-mail: kotrla@austincc.edu

Professional Educational Background

Michigan State University – Lansing, MI

Dates Attended: August 2006-July 2007

Certificate in Molecular Diagnostics

Capella University - Minneapolis, Minnesota

Dates attended: January 1999 - March 2001

Master of Science in Distance Education

University of Houston at Clear Lake City - Clear Lake, Texas

Dates Attended: September 1978 to August 1980

Bachelor of Science in Medical Technology

MT (ASCP) #139171 BB (ASCP) #301

Brazosport College - Lake Jackson, Texas

Dates Attended: June 1976 to May 1978

Associate of Science Degree in Chemistry

Professional Experience

Austin Community College, Austin, Texas

Position: Assistant Department Chair, MLT and Phlebotomy Programs

Dates: August 2012 to Present

Position: Professor and Department Chair, MLT and Phlebotomy Programs

Dates: September 2005 to August 2012

Position: Professor

Dates: September 2001 to Present

Position: Faculty Advisor, MLT Student Club

Dates: September 1995 to Present

Position: Program Director Phlebotomy Technician Program

Dates: January 1994 to August 2012

Position: Associate Professor

Dates: August 1992 to September 2001

Position: Clinical Specialist/Education Coordinator

Dates: November 1984 to May 1992

Seton Medical Center, Austin, Texas

Position: Medical Technologist — blood bank, hematology, coagulation, and urinalysis

Dates: PRN from May 1984 to May 2010

Dates: Full-time from September 1980-May 1984

Pasadena General Hospital, Pasadena, Texas

Position: Medical Technologist — Generalist

Dates: August 1979 to July 1980

CAROLYN A. RAGLAND

Office Telephone (512) 223-5931

Cell Telephone (512) 484-4018

E-mail: cragland@austincc.edu

Professional Educational Background

Southwest Texas State University - San Marcos, Texas
Dates Attended: August 1982 - December 1989
Master of Science in Health Professions

University of Illinois, CAHP, Peoria School of Medicine - Peoria, Illinois
Dates Attended: September 1979 to June 1980
Bachelor of Science in Medical Technology
MT (ASCP) #136955 NCA ASCLS #079519

Bradley University - Peoria, Illinois
Dates Attended: January 1978 to June 1979

Illinois Central College - Peoria, Illinois
Dates Attended: September 1971 to December 1978
Associate Degree in Arts and Sciences

Southeastern Iowa Area Community College - Burlington, and Mount Pleasant, Iowa
Dates Attended: September 1967 to December 1970
Applied Associate Degree in Laboratory Science

Professional Experience

Austin Community College, Austin, Texas
Position: Professor Medical Laboratory Technology Program
Dates: August 2008-present
Position: Professor, Asst Dept. Chair, Medical Laboratory Technology Program
Dates: September 2005 to 2008
Position: Professor and MLT Program Coordinator / Department Chair
Dates: September 1995 to September 2005
Position: Education Coordinator, Medical Laboratory Technology Program
Dates: April 1994 to September 1995
Position: Faculty, Medical Laboratory Technology Program
Dates: January 1985 to April 1994
Position: Clinical Specialist Medical Laboratory Technology Program
Dates: August 1981 to January 1985

Medical Parkway Clinical Laboratory — Austin, Texas
Position: Staff Technologist - MT (ASCP)
Dates: October 1980 to May 1981

St. Francis Hospital and Medical Center, Peoria, Illinois
Position: MLT/MT ASCP Chemistry
Dates: February 1976 to August 1980
Position: MLT (ASCP) Urinalysis
Dates: October 1974 to February 1976
Position: Histologist - Dates: March 1971 to September 1973

Adjunct Faculty

Tami Beall, RN, BSN, PBT(ASCP)

Phlebotomy

Dale Dingley, MPH, M(ASCP)

Parasitology / Mycology

Cynthia Melendez, MT(ASCP)

Phlebotomy Clinical

Selected MLT Clinical Courses

Kathleen Park, MT(ASCP)

Urinalysis/Body Fluids

Immunology/Serology

Selected MLT Clinical Courses

Cecile Sanders, MT(ASCP), CLS(NCA)

Introduction to Clinical Laboratory Sciences

Parasitology/Mycology

Lois Wagoner, MT(ASCP)

Phlebotomy

Immunoematology

Lupita Watson, MLT(ASCP)

Phlebotomy Clinical

Laboratory Assistant

Linda Tietz MT(ASCP)

MLT Student Handbook

Signature Page

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

1. ____ I have read and agree to comply with the student policies and procedures as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course Syllabus and Student Policies of the Medical Laboratory Technology Program.
2. ____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. ____ I have been informed regarding the inherent health/safety hazards in the health care field and release ACC from any liability for such hazards.
4. ____ I have read and agree to the "Substance Abuse Administrative Policy."
5. ____ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
6. ____ I will complete all required clinical educational training modules and submit signed documentation to the Program as required.
7. ____ By enrolling in a class with a clinical component, I acknowledge that ACC may be required as a condition of my participation at an affiliated clinical site to send certain information regarding me to a clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my social security number, immunization records, and other personal or educational information about me that is reasonably required by the clinical affiliate's standard rules, policies, and protocols that apply to its employees. I knowingly consent to such a requirement, and hereby authorize ACC to send such personal and educational information as may be reasonably required to the clinical affiliate.

Printed Name _____ **Date** _____

Signature _____