

STUDENT HANDBOOK
AND
ADDITIONAL POLICIES
FOR the
MEDICAL LABORATORY TECHNOLOGY PROGRAM



NORTHEAST STATE COMMUNITY COLLEGE
HEALTH PROFESSIONS DIVISION

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Institutional Information and Policies

Northeast State Community College History

The history of Northeast State Community College reflects the changing educational needs of the residents of the five Northeast Tennessee counties which it serves. The college began as Tri-Cities State Area Vocational-Technical School in 1966 under the governance of the State Board for Vocational Education. In 1970, the mission was expanded and the school became a regional center for vocational and technical training. The scope was again expanded in 1978 to include the awarding of both one-year certificates and associate degrees in technology and the name was changed to Tri-Cities State Technical Institute. Effective on July 1, 1983, Tri-Cities State Tech was placed under the governance of the Tennessee State Board of Regents and became part of the State University and Community College System of Tennessee. On July 1, 1990, a university parallel component was added, and the institution's name was changed to Northeast State Technical Community College. On July 1, 2009, the name of the institution was changed to Northeast State Community College to better reflect the diverse range of Programs offered by the institution.

As a comprehensive community college, Northeast State provides university parallel Programs designed for students desiring to transfer to another college or university, career Programs for students planning to enter the workforce immediately upon graduation, and continuing education and community service Programs for professional growth and personal enrichment to the citizens of Carter, Johnson, Sullivan, Unicoi and Washington Counties. In partnership with the community, the college sustains the effort toward improving the quality of life for residents of the upper East Tennessee region.

Vision Statement

Northeast State shall be a premier learning-centered institution whose students and graduates are among the best-prepared individuals to meet current and emerging needs.

Statement of Mission

Northeast State is an open-access, public, comprehensive community college that advances the lifelong educational development of the residents of the region and strengthens the economic and social/cultural aspects of the community. To facilitate teaching, learning, service, and student success, the College provides innovative, high-quality, and relevant associate, certificate, and career-focused educational Programs and services. Programming and comprehensive support services are offered through varied delivery systems and at multiple sites throughout its primary service area of Carter, Johnson, Sullivan, Unicoi, and Washington counties. Within all aspects of its operations, Northeast State serves the public's interest through the wise use of fiscal, human, and physical resources.

Values

Northeast State Community College embraces these values:

Respect - We value respect and provide an environment of inclusiveness, cooperation, and diversity.

Responsibility - We value responsibility and promote integrity, accountability, and excellence in teaching, learning, and services.

Responsiveness - We value responsiveness and facilitate personal, professional, and economic growth.

Academic and Classroom Misconduct

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). Classroom misconduct includes other conduct prohibited in handbooks for specific Programs of study.

Academic Misconduct

Plagiarism, cheating, fabrication, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Instructors may exercise one of two options when they believe an incident of academic misconduct has occurred.

a.) Request a Student Discipline Committee Hearing: The instructor has the authority to request a hearing of the Student Discipline Committee on the allegation of the student's academic misconduct by contacting the Vice President for Student Affairs.

1. A student found responsible for academic misconduct by the Student Discipline Committee may be awarded a grade of "F" for the course, assignment, or examination at issue, and is also subject to additional sanctions as outlined in the College's Disciplinary Sanctions policy.

2. The Student Discipline Committee may determine and impose those sanctions independently of the Vice President for Student Affairs.

3. The Student Discipline Committee is a standing committee of the College charged to hear evidence, to make findings of fact, and to make decisions based on those facts. The committee is selected on an annual basis as follows:

- Vice President for Student Affairs, Chair (non-voting)
- Academic Dean (1): Appointed by the Vice President for Academic Affairs
- Students (3): Designated by the Vice President for Student Affairs
- Faculty (8):
- Faculty (1): Elected by Faculty in the Advanced Technologies Division
- Faculty (1): Elected by Faculty in the Behavioral and Social Sciences Division
- Faculty (1): Elected by Faculty in the Business Technologies Division
- Faculty (1): Elected by Faculty in the Health-Related Professions Division

- Faculty (1): Elected by Faculty in the Humanities Division
- Faculty (1): Elected by Faculty in the Mathematics Division
- Faculty (1): Elected by Faculty in the Nursing Division
- Faculty (1): Elected by Faculty in the Science Division
- Vice President for Academic Affairs (non-voting)

4. The chair of the Student Discipline Committee shall notify the student in writing five (5) business days prior to the hearing. The student or proxy may attend the hearing.

5. A student may appeal a decision within five (5) business days to the college President.

b.) Notice of Academic Misconduct: An instructor who has good cause to believe that a student engaged in academic misconduct in connection with a course taught by the faculty member or an examination proctored by the faculty member, or his or her designee, may choose to exercise Summary Academic Discipline as outlined below:

1. A student's grade in the course or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F".

2. When a faculty member initiates a Notice of Academic Misconduct, the faculty member will, within five (5) business days of learning of the alleged academic misconduct, notify the student and the Vice President for Student Affairs of the action in writing through the Summary Academic Discipline Process to advise the student of his or her right to appeal the Notice of Academic Misconduct through Student Due Process. To initiate an appeal of the Summary Academic Discipline, the student must contact the Vice President for Student Affairs within five (5) business days of receipt of the notification of the summary action. The student appeal will be heard by the Student Discipline Committee within 15 business days of the appeal.

3. A student who is found responsible for academic misconduct by the Student Disciplinary Committee will not be permitted to withdraw from the course to avoid the determined discipline.

4. A student who is found responsible for academic misconduct may be subject to additional sanctions imposed through the office of the Vice President for Student Affairs as outlined in the College's Disciplinary Sanctions policy.

Disciplinary Offenses

Institutional disciplinary measures shall be imposed, through appropriate due procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution. For more information, please go to: <http://cwis.northeaststate.edu/oie/policymanual/pol.asp?p=290>

Accommodations for Students with Disabilities Statement

In order for the College to make reasonable accommodations for students with disabilities, the student must contact the Center for Students with Disabilities and present a Faculty Accommodation Form to each instructor. Accommodations include, but are not limited to the following: extended time on tests, alternative test location or format, interpreter services, and note taking services. When possible, students should request accommodations prior to the beginning of each semester. Testing accommodations must be arranged prior to the scheduled test date. No accommodations will be provided without approval from the Center for Students with Disabilities.

Financial Aid

The student financial aid Programs at Northeast State are designed to assist students who find it difficult to attend college without financial assistance. For more information, refer to Northeast State Community College's current catalog.

Inclement Weather Policy

Northeast State recommends that students use their own discretion in attending classes when snow and icy conditions exist. Information on the cancellation of classes or alternate schedules due to inclement weather is available from the local media and www.NortheastState.edu. Students are encouraged to subscribe to the Campus Alert RSS feeds by visiting the campus website. The system will alert students to class cancellations and alternate schedules due to inclement weather via text and/or email.

Nondiscrimination Policy

Northeast State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, ethnic national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information or any other legally protected class with respect to all employment, Programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Linda Calvert,
Equity and Compliance Officer/Chief Advancement Officer
P. O. Box 246
Blountville, TN 37617-0246
423.323.0222
lwcalvet@northeaststate.edu

Northeast State Community College's policy on nondiscrimination can be found at <http://cwis.northeaststate.edu/oie/policymanual/pol.asp?p=254>.

Plagiarism

Plagiarism, cheating, fabrication, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution.
2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.
3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

Withdrawal and Refunds

Northeast State will refund a portion of the maintenance and out-of-state tuition to any student who officially drops, withdraws, or is dismissed from a course(s) within the drop/withdrawal deadline. For specifics on withdraw dates and refunds please go to:

<http://catalog.northeaststate.edu/content.php?catoid=16&navoid=3188>

Health-Related Professions Divisional Policies

Advisory Committee

The Advisory Committee functions in accordance with institutional guidelines and supports the mission of the institution and Program. The Advisory Committee assists the Northeast State faculty in evaluation and coordination of the Program and provides external validation of goals and objectives. The Committee is representative of the clinical affiliates and academic interests.

The function of the Advisory Committee shall be to meet at least annually for Program performance review and evaluation and to discuss establishing any suggested changes to improve the Program for the next class. The agenda is distributed in advance, minutes are recorded and filed. The Committee periodically reviews the curriculum to ensure that it reflects new techniques and procedures.

Background Check and Drug Policy

Northeast State's clinical affiliates and industry partners may require criminal background checks and/or drug testing for all students participating in clinical experiences at their respective sites. Based on the results of these checks, the clinical facility, not Northeast State, will have the sole discretion to determine whether to approve a student to participate in a clinical at their facility. A clinical affiliate or industry partner's decision to deny a student a clinical experience at a site or the subsequent removal of a student from a clinical experience at a site based on the results of a criminal background check or drug test may negatively affect a student's ability to complete academic Program requirements. To obtain specific instructions for completing the criminal background check and/or drug test, please contact the appropriate academic dean for information.

Evacuation Plan

In case of any building evacuation, students are to proceed under the direction of their instructor to the nearest exit in an orderly manner. The nearest exit for this classroom location is to the left of classroom laboratory room 131. To ensure your safety, everyone will move to the left, continuing to the right corner of the parking lot adjacent to Clinchfield Street. No one is allowed to re-enter the building until official notification is given.

Exposure Incident Policy

An exposure incident is specific eye, mouth, other mucous membrane, non-intact skin or parental contact with blood or other potentially infectious materials that result from the performance of the student's duties. An example of an exposure incident would be a puncture from a contaminated sharp.

Students should immediately report exposure to the appropriate faculty member, Program Director, or the Dean of Health- Related Professions. This will allow for the timely medical evaluation and a follow up by a health care professional, as well as for a timely test of the source individual's blood for HIV and HBV.

The Program Director is responsible for establishing the procedure for evaluating exposure incidents. When evaluating an exposure incident, thorough assessment and confidentiality are critical issues. Students should immediately report exposure incidents to the appropriate faculty member to initiate a timely follow up process by a health care professional.

At the time of the exposure incident, the exposed student must be directed to a health care professional. The Program Director or Dean of Health-Related Professions must provide the health care professional with a copy of the blood-borne pathogens standards, and a description of the student's duties as they relate to the incident. A report of the specific exposure (Exposure Incident Form), including route of exposure, and relevant student medical records, including Hepatitis B vaccination status will be provided

The Medical Evaluation and Follow-up Must:

- Document the routes of exposure and how exposure occurred.
- Identify and document the source individual if feasible and not prohibited by law.
- Obtain consent and test source individual's blood as soon as possible to determine infectivity and document the source's blood test results.
- If the source is known to be infectious of HBV or HIV, testing need not be repeated to determine the known infectivity.
- Provide the exposed student with the test result and information about applicable disclosure laws and regulations concerning the source identity and infection status.
- Obtain consent, collect, and test the exposed student's blood as soon as possible after the exposure incident.

If the exposed student consents to baseline blood collection but does not consent to serologic

testing, the student's blood sample must be preserved for at least 90 days. If within 90 days of the exposure incident, the student agrees to have the baseline sample tested, such testing shall be conducted as soon as feasible.

Following the post-exposure evaluation, the health care professional will provide a written opinion to the Dean of Health- Related Professions. This opinion is limited to a statement that the student has been informed of the results of the evaluation and told of the need, of any, for further evaluation or treatment. All other findings are confidential. The Dean of Health-Related Professions must provide a copy of written opinion to the student within 15 days of the evaluation.

All applicable fees for laboratory blood/body fluid work will be the responsibility of the student. Reason Being: Testing cannot be done in most states without written consent. If consent is not obtained, the employer must show that legally required consent could not be obtained. Where consent is not required by law, the source individual's blood, if available, should be tested and the results documented.

DEFINITIONS

HBV - Hepatitis B Virus

HIV - Human Immunodeficiency Virus

All references are taken from Title 29 Code of Federal Regulations 1910.1030 and OSHA 3130.1992.

EXPOSURE INCIDENT FORM

Full Name: _____

Date: _____ Student ID _____

Incident Time: ____:____ am pm Location: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Route of Exposure: _____

Circumstances (work being performed, etc.): _____

How Incident Was Caused (accident, equipment malfunction, etc): _____

Personal Protective Equipment Being Used: _____

Actions Taken (decontamination, clean-up, reporting, etc): _____

Signature of Consenting Student: _____

Date: _____

Signature of Authorized Faculty: _____

Date: _____

Facilities

The Medical Laboratory Technology Program is located in the Northeast State Community College Regional Center for Health Professions (RCHP) teaching site. A variety of lecture areas and clinical laboratories are available to meet the educational needs. For clinical experiences, affiliations have been entered into with Wellmont Health System's Holston Valley Medical Center, Hawkins County Medical Center, and Bristol Regional Medical Center, as well as Mountain States Health Alliance's Johnson City Medical Center, Indian Path Medical Center, Sycamore Shoals Hospital, and Franklin Woods Community Hospital. Additionally, Laughlin Memorial Hospital, James H. Quillen VA Medical Center, Johnston Memorial Center, and ETSU Clinical Laboratory are utilized for clinical sites.

Insurance

Purchase a minimum of professional liability insurance (\$1,000,000/ \$3,000,000), or as per required by clinical affiliate and be maintained throughout the Program.

Student Health Insurance

Students are encouraged to obtain student health and accident insurance. Information on the [Student Health Insurance Exchange](#) is available from the Office of Health Services. (Room C2112, Blountville) For more information, please call 423.323.0212 or email healthservices@NortheastState.edu. Visit the office location in the General Studies Building.

Medical Laboratory Technology Program Policies

Catalog Policy

Students enrolled in the Medical Laboratory Technology Program at Northeast State will be responsible for observing College rules and regulations. These are stated in the current *College Catalog and Student Handbook*, the MLT Student Handbook, and the Rules and Regulations of the Clinical Affiliates must also be observed. These clinical affiliates, while separately located, are considered an integral part of the MLT Program.

The Medical Laboratory Technology faculty reserves the right to change, delete, supplement, or otherwise amend at any time the information, rules and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine, and shall apply to both present and prospective students. It is the student's responsibility to secure a catalog and student handbook with stated policies.

Students entering the Program for the Medical Laboratory Technician during the fall semester must complete the required curriculum as approved by the Tennessee Board of Regents. Upon successful completion of the Program, the student will receive the Associate of Applied Science Degree in Allied Health with a concentration in Medical Laboratory Technology.

The Medical Laboratory Technology Associate Degree Program was approved for initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAHEA) in May 1982 while on the campus of East Tennessee State University. Sponsorship was transferred to Northeast State Community College in the summer of 2002. The transfer of sponsorship was completed and approved in March 2003. The Program is accredited with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS

5600 River Road – Suite 720

Rosemont, Ill 60018-5119

Phone: 773-714-8880

Program Goals, Objectives, and Entry-Level Competencies

The Northeast State MLT Program is structured to prepare students for positions as medical laboratory technicians in a variety of health care settings such as hospitals, clinics, public health, veterinary/physician's office, and/or industrial or pharmaceutical laboratories.

The primary goal of the Northeast State MLT Program is occupational competency at career entry. Secondary goals are to prepare a student to:

- Assume the role of a health professional in the field of medical laboratory technology;
- Accept responsibilities as a health care team member; and
- Continue his/her development as a clinical laboratory practitioner.

The General Objectives

- Provide a curriculum that integrates fundamental courses in the natural sciences with complementary humanities and social studies instruction;
 - Provide conceptual knowledge necessary for the understanding of clinical laboratory medicine;
 - Provide on and off-campus clinical experience that will enable the student to develop the skills required to perform laboratory procedures with precision and accuracy;
 - Correlate competencies with didactic instruction to allow the student to qualify for certification, licensure, and successful employment;
 - Stress the concepts that govern the medical laboratory technicians' performance in the clinical setting;
- Graduate students are expected to:
- Quantitatively and/or qualitatively analyze body fluids and materials to aid in the diagnosis monitoring, treatment and/or prevention of disease;
 - Correlate principles of laboratory medicine with test data; Recognize normal and abnormal test values; Report abnormal test values to supervisor.
 - Utilize quality control measures to monitor precision and accuracy of test results.

Program Outcomes

- Upon completion of the Program, all students will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to their roles as entry level Medical Laboratory Technicians.
- Upon completion of the Program, all students will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Medical Laboratory Technicians.
- Upon completion of the Program, all students will demonstrate personal behavior consistent with professional and employer expectations for the entry level Medical Laboratory Technician.
- Upon completion of the Program, all students will demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.

Essential Functions

Northeast State Community College, Health-Related Professions Division and Medical Laboratory Technology Program web sites are periodically up-dated and modified for accuracy and review.

Prior to entering the MLT Clinical experience, it is the responsibility of the student to become familiar with the essential functions required for successful completion of the Associate of Applied Science degree in the Medical Laboratory Technology Program. The success of the student is based on these essential functions, but is dependent on academic standards as well. Academic standards must be met prior to admission to the clinical rotation. **Students are asked to read the following standards and sign the signature page. These standards are necessary for student success in the clinical experience at a clinical affiliate site.**

Essential Function	Description	Examples
Visual, Auditory, and Tactile	Use of the senses	Discriminate color reactions Recognize and grade agglutination reactions Recognize and assess instrument alarms Palpate blood vessels
Communication	Speech Reading Writing	Interact with patients and other members of the Health Care team Comprehension of procedure manuals
Motor	Physical ability Coordination Stamina	Operation of manual and automated equipment Performance of venipuncture
Intellectual / Conceptual	Ability to solve problems	Measuring, calculating, reasoning, analyzing, prioritizing, and synthesis of data
Behavioral / Social	Emotional stability	Functions effectively under stress; displays flexibility Maintain professional attitude

ACKNOWLEDGEMENT OF RECEIPT OF ESSENTIAL FUNCTIONS FORM
Northeast State Community College
Medical Laboratory Technology

NAME: _____ Student ID: _____

My signature below signifies that I have read and understand the Essential Functions policies in the MLT Program Student Handbook.

I recognize that the hospital(s) to which I am assigned may impose additional requirements, and that failure to adhere to the requirements of the hospital(s) or the College may result in my dismissal.

Please check one of the following:

- I feel I can meet these essential functions with no special accommodations.

- I feel I can meet these essential functions if accommodations are provided. I have documented the need for accommodations with the Coordinator of the Center for Students with Disabilities at Northeast State Community College.

Signature Date

Medical Laboratory Technology Program Description

The Medical Laboratory Technology Program provides the general education core, sciences, and clinical laboratory education courses necessary for career-entry preparation. The Program is comprised of an academic phase, which is three semesters on campus and a clinical practicum, which is six months training in one of the accredited clinical affiliates. Following the successful completion of the Program, students are eligible to sit for the American Society of Clinical Pathology Examination.

The first year is designed to provide a broad-based curriculum in academic coursework at Northeast State. The second year of the Program consists of Medical Technology didactic and student lab courses advancing to progressive rotation through the clinical laboratory at approved clinical affiliates. A wide range of clinical procedures is included in the practicum. The clinical training of the student is conducted by medical technologists, supervised by the pathologists, and coordinated by a clinical coordinator in collaboration with Northeast State Community College.

The Northeast State MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, (773)714-8880. The Program is licensed by the State of Tennessee Department of Public Health. Students successfully completing the MLT Program are eligible to take the American Society of Clinical Pathology (ASCP) external certification exam for medical laboratory technicians. Graduates are also eligible to apply to the State of Tennessee for licensure as a medical laboratory technician.

The Medical Laboratory Technology (MLT) Mission Statement:

The Medical Laboratory Technology Program provides opportunities for individuals to acquire the knowledge and skills for employment in Medical Technology. The graduate is awarded a 2-year Associate Degree in Applied Science – Medical Laboratory Technology upon successful completion of the Program requirements. The awarding of the degree is not contingent upon the graduate passing any type of external certification or licensure examination.

**Medical Laboratory Technology Concentration
Typical Program of Study**

FALL

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
BIOL 2010	Anatomy & Physiology I	4
BIOL 1230	Intro to Microbiology	4
Elective	Humanities/Fine Arts Elective	3
HRPR 1000	Intro. To Health Related Professions	3

SPRING

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
BIOL 2020	Anatomy & Physiology II	4
MATH1530	Probability & Statistics	3
ENGL 1010	Composition I	3
PSYC 1030	General Psychology	3

FALL SEMESTER I – PROGRAM SPECIFIC

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
OFMG 1100	Medical Terminology	3
MLAB 1301	Orientation to Medical Laboratory Technology	3
MLAB 2402	Hematology/Coagulation	4
SPCH 1010	Fundamentals of Speech Communication	3

SPRING SEMESTER II – PROGRAM SPECIFIC

<u>COURSE NO.</u>	<u>COUSE TITLE</u>	<u>CREDIT HOURS</u>
MLAB 2401	Clinical Chemistry	4
MLAB 2202	Urinalysis/Body Fluids	2
MLAB 2301	Blood Bank/Serology	3
MLAB 2403	Clinical Microbiology	4

SUMMER SEMESTER III – PROGRAM SPECIFIC

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
MLAB 2610	Clinical Practicum I	6

FALL SEMESTER IV – PROGRAM SPECIFIC

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
MLAB 2620	Clinical Practicum II	6
MLAB 2350	Special Topics in Medical Laboratory Technology	3

Total Credit Hours 68

Admission, Readmission, and Retention

Admission:

1. Selection of each class will be made by the Medical Laboratory Technology Advisory Committee whose membership consists of:
 - a. Dean of Health-Related Professions.
 - b. Program Director of the Medical Laboratory Technology Program.
 - c. Representatives from the local communities of interest.
 - d. Vice President for Academic Affairs (ex officio).
2. Students will be evaluated on overall GPA, grades earned in required sciences, prior education, and be interviewed by the Medical Laboratory Technology Advisory Committee. (Evaluation criteria will be made available to each student during the application and orientation process).
3. Individuals selected for the class will be notified in writing of acceptance into the Program. Students notified of admission into the Program must return the acceptance form, by the date specified, indicating intent to be included in the class. Students who do not respond will have their positions filled by other applicants selected by the Medical Laboratory Technology Advisory Committee.
4. Students not selected for admission may reapply for a subsequent class.
5. Transfer Students - Individuals who have attended other colleges and desire to transfer into the Northeast State Medical Laboratory Technology Program will be considered on an individual basis. Transfer requests should be directed to the Dean of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue an associate of applied science degree in Medical Laboratory Technology at Northeast State.

Readmission:

A student who has been dismissed or has withdrawn from the Medical Laboratory Technology Program may be readmitted. The following apply:

1. Only one readmission to the Medical Laboratory Technology Program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Medical Laboratory Technology Program Director for admission at least one semester before the desired date of return.
3. A student must request readmission in writing and appear before the Medical Laboratory Technology Advisory Committee.
4. A student who fails to maintain a 2.0 GPA may be considered for readmission only after removing all grades of less than a "C" in all required general education courses.

5. A student repeating a Medical Laboratory Technology course must repeat both the theory and clinical components of the course.
6. A student may be readmitted only if space is available.

Retention:

To remain in good standing once admitted to the Medical Laboratory Technology Program, the student must:

1. Adhere to all Northeast State, Medical Laboratory Technology Program, department, and clinical affiliate policies.
2. Maintain a 2.0 GPA or better in each Medical Laboratory Technology course.
3. Satisfactorily complete the theory, clinical and/or skills requirements of each Medical Laboratory Technology course. Failure in either segment will result in a grade of “F” for the entire course.
4. Submit to the Medical Laboratory Technology Program Director written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and possesses no physical disabilities which would impede the applicant’s ability to fulfill the functions and responsibilities of the Medical Laboratory Technologist. Any limitations in the individual’s ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).

Attendance Policy

The Health-Related Professions attendance policy is designed to foster student success. Prompt and regular attendance is the responsibility of each student. The student is responsible for all material covered and all assignments made in class. Any time a student is absent from a class, laboratory or other scheduled event, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor. An absence is defined as nonattendance for any reason, including illness, emergency or official leave. A student is considered to have accumulated excessive absences when he/she has been absent more than the number of times a class meets in one week. The instructor may define a number of tardies to be equal to an absence. The instructor may impose a penalty for excessive.

More than three (3) unexcused absences will result in the lowering of a letter grade which could determine whether a student is allowed to remain in the Program. Three (3) unexcused tardies will count as one absence.

Attendance in the clinical setting is mandatory. Time cards or attendance sheets must be kept daily. **ANY TIME MISSED DURING CLINICAL MUST BE MADE UP.** Missed time must be completed in the same department the absence occurred. Missed time may be done with the approval of the departmental supervisor by staying later or coming in on holidays and/or breaks; occasionally Saturdays are allowed. Tardiness is not acceptable in any lab. However, if circumstances happen that would cause you to be late or absent, the clinical affiliate must be notified **prior** to the beginning of the work day by phone on the day of the absence.

Books, Materials, and Equipment

1. Students are expected to have all books and materials prior to the third day of class.
2. Students are expected to have the Medical Laboratory Technology designated scrub uniform and lab coat by the **fourth week of the first semester.**
3. Any problems with or malfunction of equipment should be brought to the attention of the faculty. All equipment shall be handled with reasonable care to assure future use. Students are not allowed to enter the Program laboratories or storage area except under direct supervision of the instructor.
4. Institutional disciplinary measures shall be imposed, through appropriate due procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution. For more information, please go to: <http://cwis.northeaststate.edu/oie/policymanual/pol.asp?p=290>

5. All students are required to be CPR certified through Northeast State during this Program. CPR certification must be kept current during the educational and Clinical Practicum process.

Certification/Licensure Requirements

Upon graduation, students are eligible to sit for the National Certification Examination for Medical Laboratory Technologists administered by the American Society of Clinical Pathologists (ASCP). Upon application, and successful completion of the National Certification Examination, the State will grant a license to practice laboratory medicine in the State of Tennessee.

Examination schedules and costs will be provided by the Program Director during the Introduction to MLT course and periodically during the Program.

Classroom and Laboratory Conduct

The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

Classroom Conduct – The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. *Protection of Freedom of Expression* – Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. *Protection Against Improper Academic Evaluation* – Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. *Protection Against Improper Disclosure* – Certain information about students is protected from public disclosure by federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

No eating or drinking or tobacco use will be allowed in the laboratory.

Students are encouraged to wait until scheduled class breaks for personal business or to use the restroom. However, the classroom is an adult environment and if the student needs to leave the classroom, he/she may do so quietly.

Fidelity

You have an obligation to uphold the dignity and honor of your chosen profession throughout your personal and professional life. By demonstrating the standards of an Entry Level Practitioner, you will enhance and promote the status of this allied health profession. This implies that you will:

Practice medical laboratory technology in accordance with recognized and accepted criteria. Identify yourself as a student until you become a Certified/Licensed Medical Laboratory Technician.

Support and cooperate with local, state, and national societies which strive to advance the knowledge, understanding, and new developments in clinical laboratory science.

Do all you can to embody the state of physical and emotional health that makes possible your maximum proficiency. This will inevitably lead to your own personal, professional, social, and economic security.

Respect the dignity and individuality of every human being regardless of race, creed, nationality, color, disability, economic, or other status.

Integrity

Absolute honesty and integrity are a critical aspect of your chosen profession. Confidentiality of patient information is another. These traits or aspects must be strictly observed.

Any student, who cheats on an examination, falsifies patient or quality control results, interferes with laboratory functions or exhibits any of the behaviors listed in the Northeast State Disciplinary Rules and Retention Policies will be considered to be in violation of the MLT Program and College policies.

This Student Handbook also includes a statement in which each student pledges to himself/herself to honesty and integrity. This statement is placed in the student files.

Clinical Affiliate Sites

- There are 13 Clinical Affiliate sites for the Medical Laboratory Technology students to choose from to do their Clinical Rotation. The student's Clinical site choice will also be under the discretion of the Medical Laboratory Technology Program Director.

- The Clinical Affiliate Site available are:
 - Ashe Memorial Hospital – Jefferson, North Carolina
 - Bristol Regional Medical Center – Bristol, TN
 - ETSU Clinical Lab – Johnson City, TN
 - Franklin Woods Community Hospital – Johnson City, TN
 - Greeneville Community Hospital – Greeneville, TN
 - Hawkins County Memorial Hospital – Rogersville, TN
 - Holston Valley Medical Center – Kingsport, TN
 - Indian Path Medical Center – Kingsport, TN
 - James H. Quillen VA Medical Center – Johnson City, TN
 - Johnson City Medical Center – Johnson City, TN
 - Johnston Memorial Hospital – Abingdon, VA
 - Sycamore Shoals Hospital – Elizabethton, TN

NOTE: When applied experience cannot be immediately guaranteed at a certain Clinical Affiliate site, then the appropriate changes to the student's clinical assignment will be instituted.

Assignment of Clinical Site Rotations

Students will submit a request in order of preference for three sites for clinical practicum rotation. However, clinical site assignments will be made by the MLT Program Director. Every attempt will be made to place a student at one of their chosen sites. There is no guarantee that students will get a clinical site that they desire. Students entering a career in Laboratory Medicine must be flexible and willing to travel to available sites. Some students have stayed in the town of the clinical site during their clinical practicum rotation through the week. This is an option. If clinical placement cannot be immediately guaranteed or if more than one student does not have a clinical placement, arrangements will be made for the students in the MLT Student Laboratory on campus to continue their clinical practicum rotations.

Clinical Forms

- Pre-Entrance Medical Record (to be completed by the student)
- Physician's Form (to be completed by the physician)
- Immunization Form
- Venipuncture Participant Release and Indemnification Agreement
- Drug Policy Form

PRE-ENTRANCE MEDICAL RECORD
Northeast State Community College
Medical Laboratory Technology Program
(STUDENT IS TO COMPLETE THIS PAGE – PLEASE PRINT)

Last Name	First Name	Middle Name	Social Security #
Date of Birth	Sex	Marital Status	Telephone #
Street Address	City	State	Zip Code
Next of Kin	Relationship	Telephone #'s	
Next of Kin's Street Address	City	State	Zip Code
Health Insurance Company Name			Policy #
Address of Health Insurance Company			Telephone #

PERSONAL HISTORY: PLEASE ANSWER ALL (comment on yes answers in space provided)

DO YOU HAVE/HAD?	YES	NO	COMMENT
Eye Trouble	_____	_____	_____
Ear, Nose, Throat Trouble	_____	_____	_____
Frequent/Severe Headaches	_____	_____	_____
Epilepsy	_____	_____	_____
Asthma/Hay Fever/Hives	_____	_____	_____
Tuberculosis	_____	_____	_____
Frequent/Severe Respiratory Infections	_____	_____	_____
Rheumatic Fever/Heart Murmur	_____	_____	_____
Stomach/Intestinal Trouble	_____	_____	_____
Hepatitis/Jaundice	_____	_____	_____
Kidney/Bladder Disease	_____	_____	_____
Disease/Injury of Bones/Joints	_____	_____	_____
Anemia	_____	_____	_____
Diabetes	_____	_____	_____
Infectious Mononucleosis	_____	_____	_____
Females:			
Irregular Periods	_____	_____	_____
Trouble with Pregnancy	_____	_____	_____

Signature of Licensed Physician	Date
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IMMUNIZATION FORM

RECORD OF IMMUNIZATIONS

Provide date of immunization and physician/Qualified Healthcare Provider

Date Signature

Tetanus

(Must be within last 10 years)

Tuberculin Skin Test

Within the past 12 months (unless known to have an allergic reaction or positive reaction, in which case a chest x-ray is required)

Measles, Mumps, Rubella (Check one. Dates / Signature Required)

- Born before 1957, therefore presumed immune through past illness *or*
- 2 doses of measles, mumps, rubella vaccines (*no earlier than 4 days before 1st birthday, ≥28 days apart*)
Dates: ____ / __ / ____ and __ / __ / __, *or*
- Serology (IgG) positive for measles *and* mumps *and* rubella: Year ____

Signature: _____

Varicella or “chickenpox” (Check one. Dates / Signature Required)

- Born before 1980, therefore presumed immune through past illness *or*
- The healthcare provider named below believes the student has had chickenpox:
Year of illness (*optional*) ____, *or*
- 2 doses of varicella vaccine (*no earlier than 4 days before 1st birthday, ≥28 days apart*)
Dates: ____ / __ / ____ and __ / __ / __, *or*
- Serology (IgG) positive for varicella: Year ____

Signature: _____

Hepatitis B (HBV) Date of Vaccination Series

#1 _____ #2 _____ #3 _____

Signature: _____

**VENIPUNCTURE PARTICIPANT RELEASE
AND INDEMNIFICATION AGREEMENT FORM**

Northeast State Community College
Medical Laboratory Technology Program

I, the undersigned student in the Medical Laboratory Technology Program at Northeast State Community College:

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that while I am in the Medical Laboratory Technology Program, I will have blood drawn by venipuncture or by finger stick.

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that these activities might, under some circumstances about which I have been advised, pose certain dangers, including, but not limited to, the exposure to such disease as Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS), and Hepatitis C, and therefore, involve the risk of serious injury or death;

UNDERSTAND AND HEREBY AGREE that accidental exposure to human blood or other potentially infectious materials must be reported immediately. I understand that I will be directed to obtain a risk evaluation, conducted by a clinician familiar with post-exposure and treatment, which is recommended by the Centers for Disease -Control and Prevention (CDC) and if deemed necessary, initiation of post-exposure prophylaxis. The CDC specifically recommends that prophylaxis be initiated within two hours of HIV exposure to, prevent disease transmission. I understand that I am personally responsible for the cost of the post-exposure medical management and treatment and that Northeast State Community College is in no way responsible for these expenses;

HEREBY AGREE to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Blood borne Pathogen Standard in order to minimize the risk of exposure to blood borne pathogens;

HEREBY RELEASE, WAIVE, DISCHARGE AND CONVEYANT NOT TO SUE Northeast State Community College, its officers, agents, servants, employees, assigns or successors or students of the Northeast State Community College Medical Laboratory Technology Program, from any and all liability, claims, demands, actions or causes of actions arising out of any damage, loss or injury to my person or my property or resulting in my death while enrolled in Northeast State Community College's Medical Laboratory Technology Program and participating in the activities contemplated by this release, whether such loss, damage or injury is caused by the negligence of the Northeast State Community College, it officers, agents, servants, employees, assigns, or successors or students of the Northeast State Community College's Medical Laboratory Technology Program or from some other cause;

HEREBY ASSUME FULL RESPONSIBILITY FOR RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE that I suffer while a student in the Northeast State Community College Medical Laboratory Technology Program and participating in the activities contemplated by this RELEASE, caused by the negligence of the Northeast State Community College's, its officers, agents, servants, employees, assigns, or successors or students of the Northeast State Community College Medical Laboratory Technology Program;

HEREBY REPRESENT that I am physically able, with or without accommodation, to participate in the above referenced activities;

HAVE READ AND VOLUNTARILY SIGN THE RELEASE AND WAIVER OF LIABILITY, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

Student Signature: _____ Date _____

Student Printed Name: _____

Witness to Student Signature: _____ Date _____

DRUG POLICY FORM

Northeast State Community College
Medical Laboratory Technology Program Drug Policy

I, the undersigned, do hereby agree that I am drug free and will be willing to submit to a drug test if requested by the Dean of Health-Related Professions or Medical Laboratory Program Director at any time during the Medical Laboratory Program. The expense of the drug testing process will be my responsibility. The drug test result will be made available to the Dean of Health-Related Professions and Medical Laboratory Technology Program Director. I further understand that a positive drug test is grounds for immediate dismissal.

(Print) Student Name _____

Student Signature _____ Date _____

Clinical Rotations Orientation Criteria

Please review clinical affiliation agreements. Students must sign indicating that they understand the agreement and are willing to contract as stated.

Review your rotation schedule and the retention policy as outlined in the MLT Student Handbook.

Conduct:

The conduct in the laboratory may determine your employability. Here are some characteristics noted by laboratory personnel that made a potential employee an unacceptable candidate for employment in that laboratory - know-it-all attitude; rolling of eyes or sighing when corrected; always anxious for the day to be over; not having any initiative (don't always wait to be prompted - get busy); not ever asking any questions; gossiping; absences/tardiness; letting techs know that you don't want to do a test that has been assigned to you; letting techs know that you don't like the subject area that you are rotating through.

Remember that each hospital has the prerogative to determine if a student fits into the laboratory training; a hospital can dismiss a student from the clinical training if they feel the student causes disruption by their behavior which is not conducive to good patient care or creates discomfort to the laboratory staff, physicians and/or visitors.

Remember that this period is a training period. The final goal is to get a job at the end of the training AND to pass the state and national examinations. You will need references in order to get a job. YOU are your own reference while you are training. Do as you are told-you are the student. Keep your comments silent; do not gossip; do NOT give your opinion to doctors or nurses. No personal phone calls are to be made OR received while on the job. If there is a problem with any laboratory or hospital employee, tell your clinical supervisor, coordinator or instructor, and Program Director. Problems can be resolved best by talking to the correct person. Do not tell a patient his diagnosis or laboratory results. This is a Federal Violation and will result in dismissal from the site and the Program.

Conduct in Affiliate:

To remain a student in the clinical setting, a student will conduct himself/herself in a manner which does not endanger the life of patients in their care or jeopardize the position of the clinical laboratory or the hospital.

Students must conform to hospital policies, and those who fail to do so because of attendance, attitude and/or action will be dismissed from the Program by the MLT advisory committee upon recommendation by the clinical affiliate, medical director, Program Director, and clinical coordinator.

A student who is dismissed from the Program will not be placed in another clinical affiliate or be readmitted to the Program.

Dress Code:

Programmatic scrub uniforms are to be worn each day at the Clinical Affiliate Site. Students must follow specific recommendations made at each hospital. A name tag is required and most labs will provide these. Do not lose your tag. If your hair is long, follow recommended procedure for your laboratory. Elaborate jewelry, pungent perfumes, long fingernails are discouraged and inappropriate.

Ethics:

Review your orientation handouts on medical law and ethics - includes proper dress, appearance, cleanliness, professionalism, confidentiality of reports, telephone calls, gossip, visitors, safety, medical liability insurance, trainee permits, respect for peers/supervisors. Never turn down assistance from your fellow students who may have already rotated through the department you are in.

Grading:

Two grades are given during clinical semesters – A lecture grade and a lab grade. The lecture grade will be compiled from your quizzes/finals.

Quizzes – 50% Final – 40% Notebook/Clinical Materials Organization – 10%

The lab grade is given by each departmental supervisor and is based on your psychomotor, cognitive, and affective performance in that department plus any oral or written quizzes they choose to give you. Two rotations are averaged for the grade given to the College the end of each semester.

During the fall registration, you will also register for a review seminar, MLAB 2350 – Special Topics in Medical Laboratory. The hours and times for this class will be announced later, but it will be held during the last two weeks of the fall semester in the Regional Center for Health Professions.

Remember to always have the necessary notebooks AND textbooks with you on the day your coordinator comes to visit.

Remember to take notes on the new material you will be learning from the laboratory preceptors. This will be new and vital material that may not have been covered during classroom instruction.

A list of supervisors in each department will be given to you. These are the immediate supervisors for the lab and each department. Of course, there will be others in each department that will help you, and you can add their names to this list.

All students should take the ASCP Exam while the material is fresh in your mind. The ASCP exam covers you anywhere in the U.S. The ASCP exam is expected of anyone graduating from a Program such as this one.

Handouts: Checklists, Recording Sheets, and Evaluation Sheet

Checklists:

This is a list of tests we expect you to be able to perform during each rotation. If you run any that are not on the list-add them. Each time you run a test you merely check it off until you have checked it the number of times indicated on the list. You need only check until you have completed the number shown. Most tests will be run by you more times than indicated. This proves that you did the work and are eligible to take the examinations. Complete the checks each day. If you wait until the last day of a rotation, the check list becomes invalid.

Recording Sheets:

For all those procedures you check on the "check list" - you must record the results. In the case where you perform more than that required number of procedures, you do NOT have to record those over and above the number required. **YOU MUST KEEP UP WITH THIS ON A DAILY BASIS.** It can only be to your advantage to run a procedure as many times as possible in order to become efficient and a good prospective employee.

Samples of the sheet to record results are being distributed, however, you may use the forms the hospital uses (Xerox if permissible); or record on notebook paper if the test is not on any sheet (make sure it is neat and organized); you can make extra copies of the sheets being given to you.

**Recording sheets, check lists and the take home test must be handed in by the last day of each rotation in a separate folder and labeled with the department title.

**Attendance sheets must be handed in at the end of each month. Any time missed or made up must be noted.

Evaluation Sheets:

As you enter each department you must give the supervisor an evaluation sheet for that department. Two types are given - one is a grading sheet that will be graded with letter grades and will grade you on your work performance. The second evaluation sheet is for the supervisor and the techs in that department to comment on their affective opinion of you as a student.

Health Requirements:

All students in the MLT Program must have a physical examination and chest x-ray or tuberculin test prior to clinical rotations. Other requirements including immunizations must be current as stated on the Student Medical History form. The completed form will be retained in student file.

Hours:

The hours you are to be in the laboratory add up to 8 hours each day. Each laboratory can vary the time they expect you to be there and when you can leave. You cannot leave early unless there is an extenuating circumstance and this time must be made up. Students are required to have a specified number of hours in their clinical training in order to qualify for the state and national examinations. You may be exempt from taking the examinations if you have not completed the required number of hours. Breaks and lunch hours are not included in the eight hour day. Your time card/attendance sheet will serve to prove that you have completed the required number of hours. Holidays and Northeast State fall break do not have to be made up. When a hospital has a legal holiday they may

allow the students to be off. However, it is up to the individual hospital. They do not all observe the same holidays. If a department tells you that the work is done for the day, this does not give you permission to leave early. You can study, prepare for weekly tests, take your weekly test, help to clean up, copy procedures for your notebook, etc.

A clinical coordinator will be designated at each clinical site. Any time you have a problem, consult the department supervisor or the chief laboratory supervisor-in this order. If the problem is not resolved or you feel uncomfortable talking to one of the aforementioned, then contact the Program Director.

Notebooks:

Students may add clinical materials to current notebooks or keep a folder to add any materials received during the rotation in a department. Make sure all your study questions are in order; you will need to restudy these. You may elect to keep only those materials needed at the hospital each day so as NOT to lose an entire notebook (this has happened). You WILL need your objectives, check lists, recording sheets, and attendance sheets with you each day. Try to find a safe place to keep your materials.

Safety Regulations:

In order to provide the safest possible environment in the laboratory (classroom and clinical), the following rules will be observed:

1. No smoking, eating or drinking in the laboratory at any time.
2. Lab coats must be worn over street clothing or as dictated by institutional policy. No open toe shoes are to be worn during lab exercises or in the clinical facilities.
3. If you have open cuts or abrasions, cover them with an appropriate dressing. Wash your hands after handling specimens and reagents.
4. Long hair must be kept restrained or tied back to prevent burning or snagging in instruments, etc.
5. Any laboratory accidents must be promptly reported. We will be working with Pathogenic and Potentially Pathogenic bacteria and other microbes. Treat every specimen as if it could cause disease and clean up any spills promptly.
6. All work areas are to be cleaned and disinfected daily.
7. NO MOUTH PIPETTING!
8. All biological trash (needles, tubes, or other disposables) must be discarded according to CDC/OSHA regulations. Your instructor will give you specific information at the appropriate time.

Blood and body fluid precautions should be used in the care of ALL patients as outlined in the Center for Disease Control (CDC) Guidelines. In addition to the above policy, all students are required to attend an infection control class, scheduled by Northeast State faculty. The Universal Precautions regulations will be distributed during the Intro to MLT course.

Appropriate barrier precautions should be utilized to prevent skin and mucous membrane exposure when contact with blood and other body fluids of any patient is anticipated and during laboratory procedures. Appropriate precautions include the use of gloves, gowns, masks, and protective eye wear.

Student Responsibilities:

To the Physician:

- A. Competently carry out all orders of the physicians on the medical staff as directed by supervising personnel.
- B. Never discuss or criticize a physician with a patient or with the patient's family and friends. The student should never express a personal preference for the services of any physician to the patient or patient's family, and friends.
- C. Never interpret clinical laboratory information or express an opinion of diagnosis or treatment to the patient, patient's family, and friends.
- D. Give the physician the proper amount of respect and consideration due his/her professional position.

To the Patient:

- A. Be deeply conscious of the responsibility of the position you hold. In no case, should you be guilty of carelessness or neglect of any duty towards the treatment or care of the patient.
- B. Every patient should be treated with compassion, dignity, and the right to privacy. The obligation of patient privacy extends from the onset of patient care to infinity. Under normal circumstances you are not allowed to divulge information concerning the patient's condition, state of affairs, or other personal information to anyone.

Weekly Quizzes:

Weekly quizzes will come from study questions AND your text books, as well as Clinical Preceptors. Chemistry quizzes will be given during chemistry rotation, etc.

Quizzes/finals are given to prepare for a written state and national examination. You need to review constantly. Especially at this time you need to read, read, and re-read your textbook.

Study questions do not include everything. Exams are now using case studies to base questions. It is to your own benefit to review any case studies you come across and familiarize yourself with the case study type question. A "take-home" test will be issued during each rotation to assist you with reading reference books along with your text. It will be counted as a quiz. You can find answers in your text, other books, your notes, discussions with the lab techs, etc. Please note that the number of quizzes in any department may be more than the number of weeks you are assigned to that department. In this case you will have to take more than one quiz during some weeks. All chemistry quizzes must be completed during the chemistry rotation and cannot be carried over to the next department. This will apply to all areas of rotation. A student may elect to take more than one quiz during any given week but must let the coordinator know this a week ahead of time.

Costs

Tuition and Fees:

Each student registering for college courses on a credit or audit basis pays maintenance fees, a campus access fee, a student activity fee, and a technology fee each semester. In addition, if the student is not domiciled in Tennessee, out-of-state tuition is also charged. Contact the Business Office for current fee rates. A cashiering office is located inside the Admissions and Records Office on the second floor of the Pierce Administration Building at the Northeast State campus in Blountville. Regular office hours are Monday-Thursday, 7:30 a.m. to 6:00 p.m., and Friday 7:30 a.m. to 5:00 p.m. when classes are in session. When classes are not in session, office hours are Monday-Friday, 7:30 a.m. to 5:00 p.m. Please call the Business Office at 423.354.2511 with any questions concerning payment of fees.

Related Expenses:

The following items are normally occurring expenses, in addition to tuition and fees which are the responsibility of the individual student:

- Meals
- Transportation
- Incidental Lab Fee
- Books
- Scrub Uniforms / Lab coat
- Physical screening / immunizations
- Background check / drug testing
- Liability Insurance
- State Licensure application fee \$65
- ASCP Exam fee \$215

For additional Financial Information refer to the Costs and Financial Information section of the Northeast State Community College Catalog.

Emergency Protocol

In the event of illness or injury to an employee, student, or visitor, the Northeast State Police Department should be contacted immediately. Police officers will manage all emergency situations involving illness or injury. Depending upon the nature and seriousness of the illness/injury, the Northeast State Police Department will contact an external agency that provides emergency medical care. If an external agency responds to a request from the campus and provides emergency medical care, the individual receiving the care is financially responsible for the cost of the medical service. To contact Kingsport Security please call 423.557.2703.

Be prepared. Think through what you will do in the event of injury before the emergency occurs. Arrange communication, first aid, transportation, and other details before an accident occurs.

Emergency Communication

Basic Steps are recommended when injury occurs:

1. Determine the extent and type of injury. If this is not immediately possible, call Kingsport Security 423.557.2703
2. If trained to do so, restore breathing, restore the heart rate and/or stop bleeding. Have someone call Kingsport Security 423.557.2703
3. Only apply first aid that is necessary to preserve life. Do not do any more until trained help arrives.
4. Disperse the crowd and keep the injured, and the surrounding area, as quiet as possible.
5. Do not leave the injured alone.
6. If the injury is minor (slight cut or burn), report it to the instructor.
7. If a foreign particle has entered the eye or a liquid has entered the eye, immediately wash the eye at the eye was station located in the back of the classroom sink.
8. If a chemical injury occurs, contact instructor, check MSD sheets for procedure for emergency treatment.

First Aid Kit and Emergency Equipment

First-aid Kits are located in room 131 near the safety shower area.

The Fire Blanket is located in the lab classroom safety cabinet

The Fire Alarm System is located in the hall outside room 131.

Grades

For Grade System information, please go to the online link:

http://catalog.northeaststate.edu/content.php?catoid=16&navoid=3189#Grading_System

Grade Appeal Process

For information on the Grade Appeal Process, please go to the online link:

http://catalog.northeaststate.edu/content.php?catoid=16&navoid=3189#Final_Grade_Appeal_Procedure

Maternity Policy

In order to assure precautions against hazards are made available, a student who becomes pregnant during the Medical Laboratory Technology Program is responsible for immediate notification to the Medical Laboratory Technology Program Director.

Any student that becomes pregnant during any semester and is unable to complete the Program requirements will receive an incomplete. The student may re-enter the Program at the appropriate time based upon current circumstances and the number of clinical assignments available.

A student will be allowed to continue their clinical rotation schedule during pregnancy; however if limitations are placed on the student, written notification of the limitations must be provided to the Medical Laboratory Program Director by the student from her physician. These limitations will be reviewed on an individual basis. If the limitations are such that the student is unable to remain in the classroom/laboratory and/or clinical setting, she will have to withdraw from the Program. The option for the Medical Laboratory Program Director will review readmission to the Program, provided the student has withdrawn in good standing.

Immediately upon receipt of notification of pregnancy, the following guideline will be followed: The Medical Laboratory Program Director will provide counseling/information regarding hazardous materials/radiation exposure found in the operating room and/or clinical environment. After counseling, if the student elects to continue their present education in the clinical environment, the student must sign a release form.

OSHA and Infection Control Policy

The Medical Laboratory Program is required to follow all rules and regulations set forth by the Occupational Safety and Health Administration (OSHA). These rules and regulations are determined and enforced by Northeast State and OSHA. Any student who deliberately fails to comply with the Northeast State or Federal OSHA policies will be dismissed from the Program. The student will be required immunizations from infectious diseases as required by the clinical affiliates, and OSHA regulations or complete a refusal document within the guidelines of the regulations. Clinical affiliates may refuse clinical rotation access to students who fail to obtain the required immunizations.

Students may be exposed to biological hazards and infectious diseases during classroom, practical laboratory exercises and clinical rotations. All OSHA regulations, rules and guidelines for protection of the health care provided shall be followed.

Infection Control Policy

We are to follow all compliances set by TOSHA:

- Students are required to receive the Hepatitis B vaccination prior to the start of Clinical Rotations (Spring Semester). Proof of vaccinations must be presented before one starts clinical rotations. Follow Universal Precautions at all times; treat all patients as if they are they are infectious.
- Protective eyewear gloves, masks and lab coat (known as PPE' s) will be worn to minimize exposure to splash, spray and spatter.
- Remove torn, cut or punctured gloves immediately, wash hands and re-glove before completion of medical procedures.
- During all treatment procedures that may produce aerosols or splash, students will wear masks and protective eyewear.
- Lab coats or scrubs will be worn during labs. Scrubs will be changed when visibly soiled with blood or other body fluids.

The Barrier Technique must be used when necessary.

All precautions will be taken to maintain a sterile field when role playing, as well as patient procedures.

- Scrub hands before procedures.
- Scrub and sterilize all instruments.
- Wear mask, gloves and protective eyewear when working in the mouth.
- Disinfect the operatory and equipment at the completion of the procedure.

Decontamination:

- Sterilize all heat resistant instruments after each use, by autoclaving, dry heat or chemical vapor.
- Sterilize all other instruments by using an approved chemical sterilizer.
- Clean and disinfect all contaminated environmental surfaces by using an “approved disinfectant” (tuberculocidal EPA “hospital disinfectants” or Medical Laboratory approved chemical)
- Handle sharp items with caution. “Sharps” will be disposed of in a puncture-proof; leak-proof, labeled container.
- Hazardous and/or infectious waste material, including “sharps”, will be disposed of in a manner consistent with local laws.

Performance of Service Work

Students are allowed to perform paid, service work upon the completion of successful rotation in a department in the clinical laboratory. However, this performance must not be in conflict with the educational Program. Work must be performed in the evenings and/or on weekends. This work must be supervised by regular laboratory staff, subject to employee regulations, noncompulsory and paid. The College does not assume any responsibility for this performance by students.

Specific policies and regulations defined by the Tennessee Board of Regents of the college system may be found in the Northeast State Student Handbook. This handbook is available online at the Northeast State website, www.NortheastState.edu.

ACKNOWLEDGEMENT STATEMENT

I acknowledge that I have received my MLT student handbook and have reviewed the contents. The Northeast State Student Handbook published by Northeast State Community College is made available to me on the NeSCC Web-Site. I agree to abide by all rules and regulations contained within both of these handbooks, including progression in the Program and completion of the Program.

(Print)Student Name: _____

Student Signature: _____

Date: _____