

Medical Laboratory Technician (MLT) & Phlebotomy Programs Student Handbook



**Western Nebraska
Community College**

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Academic Calendar Fall 2019

August 19 - Fall classes begin
August 21 - No penalty drop/add for first term classes
August 23 - No penalty drop/add for full term classes
September 2 - COLLEGE CLOSED, Labor Day
September 18 - Last day to withdraw from first term classes
October 8 - FINALS (first term classes)
October 9 - Grades due at Midnight for 1st 8-Week Classes
October 10 & 11 - NO CLASSES, Fall break
October 14 - Second term classes begin
October 16 - No penalty drop/add for second term classes
October 25 - Last day to withdraw from full term classes
November 7 - First day to register for spring classes
November 15 - Last day to withdraw from second term classes
November 27 – 29 - COLLEGE CLOSED, Thanksgiving break
December 6 - All classes end
December 9 – 13 - FINALS
December 17 - Grades due at Midnight
December 24 - 31 - COLLEGE CLOSED, Winter Break

Spring 2020

January 13 - Full term and first term classes begin
January 15 - No penalty drop/add for first term classes
January 17 - No penalty drop/add for full term classes
February 11 - Last day to withdraw from first term classes
March 5 - FINALS (first term classes)
March 6 - Grades due at Midnight for 1st 8-Week Classes
March 9 - 13 - NO CLASSES, Spring break
March 16 - Second term classes begin
March 18 - No penalty drop/add for second term classes
March 25 - Last day to withdraw from full term classes
April 6 - First day to register for summer and fall classes
April 10 - COLLEGE CLOSED
April 16 - Last day to withdraw from second term classes
May 1 - All classes end
May 4 – 8 - FINALS
May 12 - Grades due at Midnight

Summer 2020

May 22 - Last day for returning students to register online for Summer 2020 courses
May 26 - Summer 8-, 10-, and 1st 5-Week Sessions begin
May 26 - 28 - No penalty drop/add for 8-, 10-, 1st 5-Week Classes
June 12 - Last day to withdraw from 1st 5-Week Session
June 24 - 1st 5-Week Sessions ends
June 25 - 26 - FINALS for 1st 5-Week session
June 26 - Last day to withdraw from 8-Week session
June 29 - 2nd 5-Week session begins
June 29 - 30 - No penalty drop/add for 2nd 5-Week Classes
June 30 - Grades due at Midnight for 1st 5-Week Classes

July 1 - No penalty drop/add for 2nd 5-Week Classes
July 3 - COLLEGE CLOSED Independence Day
July 6 - Last day to withdraw from 10-Week Classes
July 15 - End 8-Week Session
July 16 - 17 - FINALS for 8-Week session
July 17 - Last day to withdraw from 2nd 5-Week courses
July 21 - Grades due at Midnight for 8-Week Session
July 29 - 10-Week & 2nd 5-Week sessions end
July 30 - 31 - FINALS for 10-Week & 2nd 5-Week sessions
August 4 - Grades due at Midnight for 10-Week & 2nd 5-Week sessions

Calendar dates are subject to change.

Disclaimer

Information in this handbook describes the general policies of the Division of Health Sciences-Medical Laboratory Science Programs at Western Nebraska Community College at the time of publication. This handbook serves as a guide for all students enrolled in the individual program. It is a supplement to the WNCC Student Handbook and Planner and the College Catalog. However, changes may be made in policies, the calendar, curriculum or costs, etc. Such changes will be announced before their effective date.

Each program may set and enforce additional policies and procedures specific to its unique nature. Students will be informed by their specific programs.

Questions regarding any part of this handbook should be referred to the program director, and or Health Sciences Division Chair.

Equal Access Statement

Western Nebraska Community College seeks to make all programs, services, including electronic, and information technology, accessible to people with disabilities.

In this spirit, and by the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), WNCC provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs and activities of the college. For assistance or further information, students with disabilities should contact the Counseling Director (and disability officer) at (308) 635-6090. Helpful information is also available in the "Transition Guide for Students with Disabilities" on the WNCC Web site under Disability Services.

Disability Services

Western Nebraska Community College is committed to providing support for all students so that they may achieve their academic potential. Services are provided to give students with disabilities an equal opportunity for success. Students with disabilities may enroll in regular courses and participate fully in the services and activities of the College. There are no special classes or fees for students with disabilities.

Reasonable accommodations may be provided to enable students with disabilities to learn, to receive information, and to demonstrate learned information. Such modifications to the learning environment are provided to assist the student in meeting the academic standards of the College.

It is the student's responsibility to inform the College of a disability that may affect academic performance or access to the College and to make specific requests for accommodations in a

reasonable and timely manner. The accommodation process is an interactive one and requires full participation on the part of the student. Accommodations must be requested each semester that they are needed.

Students requiring or requesting assistance must contact the WNCC Counseling Director. Appropriate documentation verifying a student disability is required to make reasonable accommodations. Such documentation must be provided by a qualified health professional and must indicate the applicable diagnosis, must describe the impact of the disability on academic performance, and must support the need for the requested accommodations.

The College reserves the right to have the documentation reviewed by appropriate professionals. Failure to submit appropriate and complete documentation promptly will result in a delay in the accommodation process.

Any student who wishes to request accommodations, auxiliary aids, and services for a disability should download and print the request form, complete the information, and mail to the director of counseling. See Appendix for accommodation form.

Title IX Compliance

WNCC students have the right to an educational environment free from all forms of prohibited discrimination and sexual harassment (sexual assault, domestic and dating violence, and gender, orientation or sex-based bullying, stalking, or harassment). If you experience any form of gender, orientation or sex-based assault, discrimination, or harassment, know that WNCC has help and support available.

Please be aware that all college employees who become aware of these forms of discrimination and harassment are required to promptly report to the Title IX Coordinator or a Title IX Deputy Coordinator. This means that if you tell someone about a situation involving these issues, they must share the information with the college's Title IX Coordinator. The only exception is the college's counselor whose role provides a legal privilege of confidentiality.

If you wish to speak to someone confidentially, you can meet with the Counseling Director at the WNCC Counseling Center on the Scottsbluff campus located in the main building in the Student Learning and Engagement Center area, or by calling (308) 635-6090. Appointments are available on all WNCC campuses.

Section I: General Information

Welcome to the Medical Laboratory Science Programs

Welcome to Western Nebraska Community College, Health Sciences Division, Medical Laboratory Science Programs (Medical Laboratory Technician (MLT) and Phlebotomy Programs). Each one of you is embarking on a journey that will lead you on an adventure of learning and growth, both personally and professionally.

The Medical Laboratory Science Program handbook is your guide to all policies and procedures for Medical Laboratory Technician (MLT) and Phlebotomy Programs. Let it be your reference during your time at WNCC. Your faculty will provide you with all the tools necessary for your success. However, YOU, as the student, are the one in charge of the results of your education. You need to remain focused and dedicated to your studies to reach your goals.

You have chosen the medical laboratory science as your field of study and your future career. The laboratory medicine profession is one of excitement, intrigue, and is very demanding. You will find the same during your educational experience. Remaining active and engaged during your time in the Medical Laboratory Science Programs will allow you to navigate through any problematic situations. The program, like the profession, is both challenging and rewarding.

I strongly encourage you to bring your curiosity, enthusiasm, and love of learning. The staff and faculty of the Medical Laboratory Science Programs wish you the best of luck and highest academic achievements throughout your respective programs. Welcome to WNCC, have fun, and enjoy every minute!

Sincerely,

Dr. Mwafaq Haji
D.V.M., MLS (ASCP) CM
MLT and Phlebotomy Programs Director and Instructor

Introduction

Welcome to the Health Sciences Division-Medical Laboratory Science Programs at Western Nebraska Community College. The Medical Laboratory Technician (MLT) Programs offers a Certificate of Completion in the Phlebotomy program and Associate of Applied Science degree (AAS) in the Medical Laboratory Technician (MLT) program. The purpose of this handbook is to detail policies and procedure specific to Medical Laboratory Science Programs. It was developed to be used as a supplement to the WNCC College Catalog and Student Handbook and Planner. The policies and procedures outlined in this handbook are designed to support the success of the student.

WNCC reserves the right to make policy and procedural changes at any time. Students enrolled in PBT, & MLT programs will be informed of such changes before their effective date. The Health Sciences Division, Medical Laboratory Science Programs welcome recommendations regarding policies and procedures; these recommendations will be taken under advisement by WNCC.

It is the student's responsibility to become thoroughly familiar with Medical Laboratory Science Programs policies and procedure, as well as the Health Sciences Division, College and Clinical Institution Policies. The following link is of the WNCC's college Catalog and policies:

<https://www.wncc.edu/academics/academics-pdfs/2018-19-course-catalog-web.pdf>

Please note: WNCC PBT & MLT Programs are physically, emotionally, and academically demanding. Please be aware that balancing school with home, work, and other personal commitments will be challenging.

For Prospective Students who are interested in Medical Laboratory Technician Programs at Western Nebraska Community College, Some Facts:

1. The Associate of Applied Science degree for the Medical Laboratory Technician program requires 78.5 credits, which includes 17 hours of general education requirements and 61.5 MLT program hours. In this program, students earn not only their AAS but their certificate in Phlebotomy, as well.
2. The curriculum is consist of blended courses (online didactic lectures, laboratory session and clinical rotation at affiliated clinical facilities).
3. Each student learns six major disciplines: chemistry, microbiology, blood banking (transfusion medicine), hematology, urinalysis, body fluids and immunology.
4. Each student rotates through hospital clinical laboratories for six (6) rotations, each lasting 10 days.
5. An associate of Applied Science degree (AAS) and certificate of phlebotomy in Medical Laboratory Technician Program is dependent upon successful completion of Medical Laboratory Technician curriculum NOT the passing of external certification or licensure examination.
6. Medical laboratory graduate students will be allowed to sit for National Board of Certification.
7. Employment opportunities are 80%-90% for the graduating students in various medical laboratory settings.
8. It is estimated that 80% of all physician decisions are based on laboratory tests performed by the Medical Laboratory Technician (MLT). In fact, two-thirds of a patient's medical records are laboratory tests.

Section II: Medical Laboratory Profession

Medical Laboratory Profession Career Description

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 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.

The medical laboratory professionals are 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. Medical 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 medical 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. Medical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Medical professionals practice independently and collaboratively, being responsible for their actions, as defined by 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 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 a professional organization that laboratorians can control the destiny of their profession.

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

Medical Laboratory Technician (MLT)

Over 330,000 Medical Technologists and Medical Laboratory Technicians hold jobs in the US today. Since the development of this career profession in the 1920s, Medical Laboratory Technicians have played a vital role in the diagnosis and prevention of disease.

Nature of the Work

Medical Laboratory Technicians perform fewer complex tests and laboratory procedures than Medical Laboratory Scientists/ Medical Technologists. Technicians may:

- Prepare specimens and operate automated analyzers.
- Perform manual tests with detailed instructions.
- Work under the supervision of Medical Laboratory Scientists/Medical Laboratory Technologists or Laboratory Manager

Employment

Medical Laboratory Technicians held about 161,5000 jobs in 2012. Employment is expected to grow by 30 percent between 2012 and 2022, much faster than the average for all occupations. An increase in the aging population will lead to a greater need to diagnose medical conditions, such as cancer or

type 2 diabetes, through laboratory procedures. Medical laboratory technologists and technicians will be needed to use and maintain the equipment needed for diagnosis and treatment.

Salary*

Earnings for Medical Laboratory Technicians vary depending on experience, education, and skill level. MLTs are typically paid hourly, and it varies by state, shift, schooling, and expertise. Typical hourly wages for a hospital are \$19.18, for a private clinic: \$18.90 and for a physician office laboratory: \$17.99. The hourly pay for MLTs in the State of Nebraska (Non-Metro Entry Level) is \$19.40 in May 2015.

(Source: * Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016- 17 Edition, Medical and Clinical Laboratory Technologists and Technicians).

Phlebotomy Technician (PBT)

A Phlebotomy Technician (Phlebotomist) is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or micro techniques. The Phlebotomy Technician facilitates the collection and transportation of laboratory specimens and is often the patient's only contact with the medical laboratory. The need to assure quality and patient safety mandates strict professional behavior and standards of practice for Phlebotomists.

Nature of the Work

Phlebotomists work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctor's offices. The primary function of a Phlebotomy Technician is to obtain patient blood specimens by venipuncture or micro techniques. The Phlebotomy Technician aids in the collection and transportation of other laboratory specimens and may be involved with patient data entry. A Phlebotomy Technician also draws blood for transfusions, donations and research.

Phlebotomy Technicians must like challenge and responsibility. They must be accurate, work well under pressure and communicate effectively. They must be able to deal with patients and be able to calm patients. Safety is key and all safety precautions must be taken to prevent the transmission of infectious diseases.

Duties differ by doctor office, hospital and laboratory but may include:

Drawing blood from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories or similar facility for medical purposes Assembles equipment (such as needles, blood collection devices, gauze, tourniquet, cotton, and alcohol)

Verifies or records identity of patient or donor Converses with patients to allay fear of procedure

Applies tourniquet to arm, locates vein, swabs area with disinfectant, and inserts needle into vein to draw blood into collection tube. (May also prick finger instead of inserting needle.)

Labels and stores blood container for processing

May conduct interview, take vital signs and test blood samples to screen donors at a blood bank

Be able to analyze information and make appropriate recommendations

Employment

Phlebotomy Technicians are in high demand. Vacancies have increased significantly as many places need to hire three shifts of technicians. Employment of phlebotomists is projected to grow 27 percent from 2012 to 2022, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform blood work.

Salary*

Earnings for Phlebotomists vary depending on experience, education and skill level. Phlebotomy Technicians are typically paid hourly and it varies by state, shift, schooling and experience. Typical hourly wages for a hospital are \$14.65*, for a private clinic: \$15.99* and for a physician office

laboratory:

\$14.77*. The hourly wage for Phlebotomy Technicians in the State of Nebraska (Non-Metro Entry Level) is \$10.60 in May 2015.

(Source: *Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Phlebotomists,

Medical Laboratory Profession 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.

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.

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.

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 wellbeing of the community. Clinical laboratory professionals comply with relevant laws and regulations about the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those who do not meet the high standards of care and training 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.

ASCP Board of Certification Guidelines for Ethical Behavior

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

Treat patients with respect, care, and thoughtfulness.

Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.

Perform my duties in an accurate, precise, timely, and responsible manner.

Safeguard patient information and test results as confidential, except as required by law.

Advocate the delivery of quality laboratory services in a cost-effective manner.

Strive to maintain a reputation of honesty, integrity, and reliability.

Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.

Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the health care community and the public.

Render quality services and care regardless of patients' age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, health, or economic status.

Section III: Program Information Program Mission

The mission of the Medical Laboratory Science Programs (PBT, & MLT) is to provide quality instruction by preparing the graduate with technical skills necessary to obtain and process quality laboratory specimens. Perform routine clinical laboratory testing in all major areas of the laboratory and technical knowledge required to pass the national certification examination and become an essential member of the health care team.

Program Objectives

- Provide a curriculum that will promote the development of skilled medical laboratory professionals.
- Prepare graduates with entry-level competencies to meet the needs of the community and the medical profession.
- Provide students with adequate knowledge and background experience to qualify for national certification examinations appropriate to their level of training.
- Promote development of professional conscience.
- Provide a curriculum that facilitates matriculation to an associate and or four-year degree program.
- Maintain standards consistent with the National Accrediting Agency for Clinical Laboratory Science.

Student Learning Outcomes

1. Safety and Patient-Centered Care

Demonstrate proper procedures for the collection, safe handling, and analysis of biological specimens. [GE1, GE2, GE5] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

Demonstrate safe working practices and recognize patient samples as valuable extensions of the patient, placing the needs of the patient first. [GE1, GE2, GE4] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

2. Skills and Technology

Apply scientific principles, laboratory principles, and measurement technologies for generating laboratory data on human specimens. [GE1, GE2, GE5] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

Operate and maintain laboratory equipment and instrumentation. [GE1, GE2] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

3. Quality Assurance

Apply principles of quality control and quality assessments to all aspects of laboratory services: pre-analytical, analytical, and post-analytical. [GE1, GE2, GE5] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

Perform laboratory testing with accuracy and precision, concerning the timeliness of results and relay of critical information to health care providers. [GE1, GE2, GE5] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

4. Best Practices

Correlate laboratory results with common diseases or conditions. [GE2] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

Interpret new protocols, technologies, and advances in the field to practice and respond to evidence-based changes in clinical laboratory science. [GE1, GE2, GE3, GE4, GE5] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

5. Professionalism, Communication & Collaboration

Demonstrate professional conduct, interpersonal skills, and communicate effectively with patients, laboratory personnel, other health care professionals, and the public. [GE1, GE3, GE5] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

Demonstrate ethical standards in all matters related to medical information and patient care. [GE1, GE3, GE5] [MLS1, MLS2, MLS3, MLS4, MLS5, MLS6]

Essential Functions of a Medical Laboratory Science Program Student

The purpose of the Medical Laboratory Science (MLT and Phlebotomy) Programs is to educate students to meet the program goals and to ensure that no graduate will pose a danger to themselves, classmates, instructors, or patients. The MLS students will receive both student laboratory and clinical instruction in multiple laboratory areas (Phlebotomy, Clinical Chemistry, Hematology & Coagulation, Microbiology, Immunology, Urinalysis, and Immunohematology) and will be required to demonstrate competency in each area.

To provide safe patient care and to ensure the safety of classmates, and instructors in the MLS programs, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical site requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and perform the Medical Laboratory Science Program Essential Functions will be accepted for admission.

Students admitted to any of the MLS programs gain experience in many settings that can be physically demanding, e.g., hospital laboratories, physician clinic laboratories, reference laboratories, and school settings. During each clinical experience, the student is assigned to a laboratory area which may include working with hazardous and biohazardous material, and direct patient care. Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, which safeguards patient confidentiality. Transportation to and from health care facilities is the responsibility of the student.

Essential Function Statement:

Students must be able to demonstrate a willingness and ability to provide equal non-discriminatory treatment of all patients regardless of gender, color, race, national origin, sexual orientation, disability, and /or religion. In the classroom, students must also provide equal non-discriminatory practice of patient assessment skills upon the request of the instructor. These essential functions/ technical standards are based upon the minimum tasks performed by students in a Medical Laboratory

Technology Programs as recommended by the National Accredited Agency for Clinical Laboratory Sciences (NAACLS). The Council for Higher Education Accreditation (CHEA) recognizes NAACLS.

| Technical Standards (Core Performance Standards) | | |
|---|--|---|
| Functional Ability | Standard | Examples of Required Activities |
| Physical Endurance | Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform laboratory testing and patient care activities | Ability to move about the work area or be upright/seated for extended periods; perform laboratory testing while upright, moving from bench to bench, help position patients |
| Physical Strength | Physical strength sufficient to perform the full range of required laboratory testing and phlebotomy | Lift/move heavy objects |
| Gross Motor Skills | Gross motor skills sufficient to provide the full range of safe and effective patient care activities and to be able to move about freely and maneuver safely and effectively in a clinical laboratory | Move safely within confined spaces such as a clinical laboratory or a treatment room Assist with physical tasks related to patient care (e.g., turning or lifting patients) Ability to use hands or prosthetic devices with coordination |
| Fine Motor Skills | Excellent motor skills sufficient to perform manual psychomotor skills | Ability to manipulate small objects (e.g., pipettes, test tubes, needles, syringes) Pipette small amounts of sample with accuracy Perform phlebotomy using various methods (capillary puncture, syringe, vacutainer, winged collection set) Use a microscope |

Technical Standards (Core Performance Standards)

| Functional Ability | Standard | Examples of Required Activities |
|--------------------|---|---|
| Mobility | Physical ability sufficient to maneuver in small spaces and move from room to room; a full range of motion to twist/bend, stoop/squat, reach above shoulders and below the waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform laboratory activities and phlebotomy | Move around safely in the laboratory work area and treatment areas Position oneself in the environment to perform patient testing and phlebotomy without obstructing the position of the other team members or equipment |
| Hearing | Auditory ability sufficient to perform laboratory testing and phlebotomy | Detect a ringing phone and communicate with other healthcare providers Detect alarms (timers, instruments, fire alarms) Recognize when assistance is needed |
| Visual | Visual ability sufficient for accurate observation and performance of laboratory testing and patient care | Read the small print on print- out tapes and instruments Ability to perform laboratory testing that requires discriminating between colors Ability to perform macroscopic analysis Ability to see a single image in a microscope See objects up to 20 feet away |
| Tactile | Tactile ability sufficient for performing laboratory testing and phlebotomy | Select veins for phlebotomy procedures |
| Smell | Olfactory ability sufficient to detect laboratory odor | Detect significant microorganisms from plates and containers Detect smoke |

Technical Standards (Core Performance Standards)

| Functional Ability | Standard | Examples of Required Activities |
|--|---|---|
| Emotional/Behavioral Professional Attitudes and Interpersonal Skills | Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions | Establish rapport with patients, instructors, and colleagues Respect and care for persons whose appearance, condition, |
| | <p>Present a professional appearance and demonstrate the ability to communicate with patients, supervisors, co-workers to achieve a positive and safe work environment.</p> <p>Follow instructions and safety protocols</p> <p>Honesty and integrity beyond reproach</p> | <p>beliefs, and values may conflict with their own</p> <p>Deliver care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis</p> <p>Conduct themselves in a composed, respectful manner in all situations and with all persons</p> <p>Work with teams and workgroups</p> <p>Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation</p> <p>Demonstrate prompt and safe completion of all patient care responsibilities</p> <p>Adapt rapidly to changing environment/ stress</p> <p>Exhibit ethical behaviors and exercise good judgment</p> |
| Communication | Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiency with patients, their families and other members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect and body language | Process, comprehend and communicate patient and laboratory information effectively, legibly, and promptly Give and follow verbal directions to and from other members of the healthcare team and participate in the health care team of discussions of patient care Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, useful and timely manner |

| Technical Standards (Core Performance Standards) | | |
|---|---|--|
| Functional Ability | Standard | Examples of Required Activities |
| Conceptual/ Spatial Abilities | Conceptual/spatial ability sufficient to comprehend three dimensional and spatial relationships | Comprehend spatial relationships to perform phlebotomy and move around in a medical laboratory properly |
| Cognitive/ Quantitative Abilities | Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis | Collect data Analyze, synthesize, and interpret patient and laboratory data Transfer knowledge from one situation to another Report/chart correct patient data Accurately process the information on physicians' orders, reagent containers, printed documents, flow sheets, graphic sheets, policy and procedure manuals, and medical records Monitor equipment calibrations and maintenance |
| Clinical Reasoning | Ability to correlate a patient's laboratory results to their diagnosis and the ability to reason across time about a patient's changing laboratory results | Evaluate patient or instrument responses, synthesize data, and draw sound conclusions |
| Flexibility | Adapt to the Medical Laboratory Technology program course scheduling policy | Available to work the hours of an assigned schedule which could include any shift and any day of the week |

The Medical Laboratory Science Program operates in compliance with the American with disabilities and all other applicable State and Federal laws. The Program reserves the right to require the applicant to demonstrate any of the above skills physically. It is the responsibility of the applicant/student to notify the Program officials if there is any reason why the abilities/expectations described above cannot be met.

Program accreditation statement:

The program has "a Serious Applicant Status" by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119; (773) 714-8880. Also, the MLT graduates can set for ASCP BOC National Examination of Registry.

Program of Study Medical Laboratory Technician (MLT) Course Sequence

1st Semester (Fall Courses)

| Course # | Course Name | Credits | Delivery Method |
|------------|-------------------------------------|---------|---|
| LPNR-1110 | Body Structure and Function | 4 | Fully online |
| HLTH-1060 | Medical Terminology | 3 | Fully online |
| MEDT- 1000 | Introduction to Clinical Laboratory | 2 | Fully online |
| INFO-1100 | Microcomputer Applications | 3 | Fully online |
| MEDT- 1010 | Fundamentals of Phlebotomy | 4 | Online (once a week meeting at B126 (Lab classroom)) |
| MEDT- 1210 | Practicum: Phlebotomy | 2.5 | Hospital training. a minimum of 100 hours of clinical experiences and a minimum of 100 successful unaided collections |
| | Total Credit Hours | 18.5 | |

2nd Semester (Spring Courses)

| Course # | Course Name | Credits | Delivery Method |
|-----------|---|---------|--|
| MEDT-1005 | Clinical Laboratory Operations | 3 | Fully online |
| SPCH-1200 | Human Communication Oral Communication GE elective | 3 | Fully online |
| PRDV-1010 | Achieving College Success | 3 | Fully online |
| MATH-1010 | Intermediate Algebra | 4 | This course is offered through three different methods: 1- Interactive Television System 2- Online 3- Lecture/Lab |
| | Written Communication GE elective | 3 | Online |
| | Total Credit Hours | 16 | |

3rd Semester (Summer-MLT Core Courses)

| Course # | Course Name | Credits | Delivery Method |
|-----------|--------------------------|---------|--|
| MEDT-2100 | Clinical Microbiology I | 3 | Online and once a week meeting at Lab b126 |
| MEDT-2110 | Urinalysis & Body Fluids | 3 | Online and once a week meeting at Lab b126 |
| MEDT-2120 | Clinical Immunology | 3 | Online and once a week meeting at Lab b126 |
| | Total Credit Hours | 9 | |

4th Semester (Fall-MLT Core Courses)

| Course # | Course Name | Credits | Delivery Method |
|-----------|----------------------------------|---------|--|
| MEDT-2130 | Clinical Chemistry | 4 | Online and once a week meeting at Lab b126 |
| MEDT-2140 | Clinical Hematology & Hemostasis | 4 | Online and once a week meeting at Lab b126 |
| MEDT-2150 | Clinical Immunohematology | 4 | Online and once a week meeting at Lab b126 |
| MEDT-2160 | Clinical Microbiology II | 4 | Online and once a week meeting at Lab b126 |
| | Total Credit Hours | 16 | |

5th Semester (Spring-MLT Core Courses)

| Course # | Course Name | Credits | Delivery Method |
|-----------|------------------------------------|---------|--|
| MEDT-2230 | Practicum: Chemistry | 3 | Assignments and homework's are Online, and the majority is hospital training |
| MEDT-2240 | Practicum: Hematology & Hemostasis | 3 | Assignments and homework's are Online, and the majority is hospital training |
| MEDT-2250 | Practicum: Immunohematology | 3 | Assignments and homework's are Online, and the majority is hospital training |
| MEDT-2200 | Practicum: Microbiology | 3 | Assignments and homework's are Online, and the majority is hospital training |
| | Total Credit Hours | 12 | |

6th Semester (Summer-MLT Core Courses)

| Course # | Course Name | Credits | Delivery Method |
|-----------|---|---------|--|
| MEDT-2210 | Practicum: Urinalysis | 2 | Assignments and homework's are Online, and the majority is hospital training |
| MEDT-2220 | Practicum: Immunology | 2 | Assignments and homework's are Online, and the majority is hospital training |
| MEDT-2230 | MLT Certification Exam Preparation Review | 3 | Fully online |
| | Total Credit Hours | 7 | |
| | Total AAS Credit Hours | 78.5 | |

Course Descriptions of the Medical Laboratory Technician Program (MLT)

MEDT-1000 Introduction to Clinical Laboratory

Co-requisite: HLTH-1060 and or Admission to the PBT

This course will provide an overview of the clinical laboratory testing process. Emphasis will be placed on clinical laboratory safety issues, regulatory agencies, infection control policies, and professional responsibilities relative to other departments of healthcare.

(2/30/0/0/0/0)

MEDT-1010 Fundamentals of Phlebotomy

Co-requisite: MEDT-1000 or Admission to the Medical Laboratory Technician Program

This course will provide basic and advanced instructions on techniques, procedures, equipment, and issues pertaining to the proper collection of blood specimens for routine clinical laboratory testing.

Emphasis will be placed on infection prevention, universal precautions, proper patient identification, specimen processing, patient complications, arterial draw, special tests, non- blood specimens, quality assurance, and legal issues. The laboratory is concurrent with the lecture.

(4/45/0/30/0/0)

MEDT-1210 Practicum: Phlebotomy

Prerequisite: MEDT-1010

This practicum course will introduce the student to the profession and practice of phlebotomy.

Students will observe and practice phlebotomy skills and job tasks. Emphasis is placed on the application of phlebotomy knowledge and skills necessary to perform a variety of blood collection methods using proper techniques and precautions. The course will begin in supervised clinical experience in a hospital and or phlebotomy setting. An in-depth online review for the Phlebotomy Technician certification examination will follow.

(2.5/0/0/0/112.5/0)

MEDT-1005 Clinical Laboratory Operations

Prerequisite: HLTH-1060 and or Admission to the Medical Laboratory Technician Program

This course will provide an overview of the clinical laboratory testing process, basic laboratory mathematics, testing method, and quality control. Emphasis will be placed on clinical laboratory

safety issues, regulatory agencies, infection control policies, and professional responsibilities relative to other departments of healthcare.

(3/45/0/0/0/0)

MEDT-2100 Clinical Microbiology I

Prerequisite: Admission to the Medical Laboratory Technician Program

This course examines the essential principles of bacteriology relative to human disease with emphasis on the characteristics of clinically significant microorganisms and their biomedical profile, media for isolation and identification methods for selected pathogens. Emphasis is on competence in general procedures, such as cultivation, isolation, and identification of organisms, evaluation, and interpretation of laboratory data. The laboratory is concurrent with the lecture.

(3/30/0/30/0/0)

MEDT-2110 Urinalysis & Body Fluids

Prerequisite: Admission to the Medical Laboratory Technician Program

This course introduces the study of urine formation and the methodology for determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. Properties of body fluids will be discussed. Emphasis will be placed on examination, interpretation, and handling of urine and body fluid specimens, safety, and quality control. The laboratory is concurrent with the lecture.

(3/30/0/30/0/0)

MEDT-2120 Clinical Immunology

Prerequisite: Admission to the Medical Laboratory Technician Program

This course introduces the science of immunology and serology through the study of theories and processes related to natural body defenses. Emphasis will be placed on the immune response and principles of antigen-antibody reactions. The laboratory is concurrent with the lecture.

(3/30/0/30/0/0)

MEDT-2130 Clinical Chemistry

Prerequisite: MATH-1125

This course provides theoretical, fundamental, basic instrumentation methodologies, and includes practical concepts associated with testing procedures used in the clinical chemistry laboratory. The primary focus will be on student performance of diagnostic testing with an emphasis on the liver, kidney, pancreatic function, and vitamin assays and its clinical correlation to disease states. Advanced topics in quality assurance, endocrine system, tumor markers, therapeutic drugs, and toxicology will be discussed. The laboratory is concurrent with the lecture.

(4/45/0/30/0/0)

MEDT-2140 Clinical Hematology & Hemostasis

Prerequisite: None

This course will provide theoretical principles and procedures of hematology and hemostasis. It includes human hematological disorders and classification based on clinical laboratory findings. Emphasis will be placed on formed elements of the blood and components of the coagulation cascade and their correlation with pathophysiology. The laboratory is concurrent with the lecture.

(4/45/0/30/0/0)

MEDT-2150 Immunohematology

Prerequisite: MEDT-2120 Clinical Immunology

This is an introductory course on the theoretical principles and procedures in immunohematology and their application in the medical laboratory. It introduces basic genetics, blood collection and preservation, blood group antigens, and routine blood bank procedures. It includes transfusion safety and federal regulatory requirements. Compatibility testing and antibody identification are emphasized. The laboratory is concurrent with the lecture.

(4/45/0/30/0/0)

MEDT-2160 Microbiology II

Prerequisite: MEDT-2100 Clinical Microbiology I

This course is designed to provide students with a systemic approach to the biology and epidemiology of human parasitic and fungal diseases. The course will cover the symptomology, pathology, diagnostic procedure, and treatment of the various parasites and fungi that infect humans. Other topics, including disease causation and specimen collection/handling, will be discussed. The laboratory is concurrent with the lecture.

(4/45/0/30/0/0)

MEDT-2230 Practicum: Chemistry

Prerequisite: MEDT-2130 Clinical Chemistry

This practicum course provides the student with the opportunity to acquire skills in a supervised clinical experience within a hospital and or clinic laboratory in the principles and procedures of clinical chemistry. Emphasis is on the application of knowledge and technical skills to clinical testing, methodology, instrumentation, quality control, correlation of laboratory data with pathophysiology, OSHA practices, and medical laboratory technician professionalism.

(3/0/0/0/135/0)

MEDT-2240 Practicum: Hematology

Prerequisite: MEDT-2140 Clinical Hematology & Hemostasis

This clinical course provides the student with the opportunity to acquire skills in a supervised clinical experience within a hospital and or clinic laboratory in the principles and procedures of hematology and hemostasis. Emphasis is on the application of knowledge and technical skills to clinical testing, methodology, instrumentation, quality control, correlation of laboratory data with pathophysiology, OSHA practices, and medical laboratory technician professionalism.

(3/0/0/0/135/0)

MEDT-2250 Practicum: Immunohematology

Prerequisite: MEDT-2150 Clinical Immunohematology

This practicum course provides the student with the opportunity to acquire skills in a supervised clinical experience within a hospital and or clinic laboratory in the principles and procedures of immunohematology. Emphasis is on the application of knowledge and technical skills to clinical testing, methodology, instrumentation, quality control, correlation of laboratory data with pathophysiology, OSHA practices, and medical laboratory technician professionalism. (3/0/0/0/135/0)

MEDT-2200 Practicum: Microbiology

Prerequisite: MEDT-2100 Clinical Microbiology I; MEDT-2160 Clinical Microbiology II

This clinical course provides the student with the opportunity to acquire skills in a supervised clinical experience within a hospital and or clinic laboratory in the principles and procedures of clinical microbiology. Emphasis is on the application of knowledge and technical skills to clinical testing, methodology, instrumentation, quality control, correlation of laboratory data with pathophysiology, OSHA practices, and medical laboratory technician professionalism.

(3/0/0/0/135/0)

MEDT-2210 Practicum: Urinalysis

Prerequisite: MEDT-2110 Urinalysis and Body Fluid

This practicum course provides the student with the opportunity to acquire skills in a supervised clinical experience within a hospital and or clinic laboratory in the principles and procedures of urinalysis and body fluids analysis. Emphasis is on the application of knowledge and technical skills to clinical testing, methodology, instrumentation, quality control, correlation of laboratory data with

pathophysiology, OSHA practices, and medical laboratory technician professionalism.
(2/0/0/0/90/0)

MEDT-2220 Practicum: Immunology

Prerequisite: MEDT-2120 Clinical Immunology

This practicum course provides the student with the opportunity to acquire skills in a supervised clinical experience within a hospital and or clinic laboratory in the principles and procedures of immunology and serology. Emphasis is on the application of knowledge and technical skills to clinical testing, methodology, instrumentation, quality control, correlation of laboratory data with pathophysiology, OSHA practices, and medical laboratory technician professionalism.

(2/0/0/0/90/0)

MEDT-2300 MLT Certification Exam Preparation Review

Prerequisite: MEDT-2200, MEDT-2230, MEDT-2240, MEDT-2250

This course will provide students with the concepts and techniques necessary to pass the Medical Laboratory Technician certification examination. Emphasis will be placed on the application of critical thinking and theory of laboratory concepts.

(3/45/0/0/0/0)

CAREER ENTRY COMPETENCIES

NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES (NAACLS)
STANDARDS

All the MLT courses must be aligning and matching with ASCP, and ASCLS and NAACLS requirements

Perform blood collection by venipuncture and skin puncture according to CLSI Standards. Course: MEDT-1010, and MEDT- 1210

Perform routine urinalysis according to CLSI Standards to include; physical, chemical, and microscopic testing. Use automated urinalysis equipment following manufacturer guidelines. Recognize abnormal cells, casts, and crystals.

Course: MEDT-2110, and MEDT-2210

Perform routine Hematology procedures according to CLSI Standards to include; CBC, Reticulocyte Count, Cerebrospinal Fluid and other body fluids, Erythrocyte Sedimentation Rates, Differentials, and Red Blood Cell morphology. Recognize abnormal cells. Perform Sickle Cell screening tests. Courses: MEDT-2140, and MEDT-2240.

Perform routine Hemostasis procedures according to CLSI Standards to include; PT, PTT, D dimer, and FSP. Recognize abnormal results and take appropriate action.
Courses: MEDT-2140, and MEDT-2240.

Perform Microbiology procedures according to CLSI Standards to include; specimen culturing, Gram staining and interpretation, reading of plates, biochemical procedures and interpretation, and processing of parasitology, mycology and AFB specimens.
Courses: MEDT-2100, and MEDT-2160. MEDT-2200.

Perform routine Blood Bank procedures according to CLSI Standards to include; group and type, antibody detection and identification, compatibility

testing, elution, inventory and ordering of blood, and component preparation. Courses: MEDT-2150, and MEDT-2250.

Perform select rapid identification serological procedures according to CLSI Standards. Discuss ANA, anti-DNA and Thyroid Ab methods as they relate to immune disorders/diseases. Courses: MEDT-2120, and MEDT-2220.

Perform routine Clinical Chemistry testing according to CLSI Standards to include; accessioning and organization of specimens, tests included in a health screening profile, correlation of test results and association of tests with appropriate analyzers. Courses: MEDT-2130, and MEDT-2230.

Demonstrate a basic working knowledge of nucleic acid extraction, resolution and detection. Course: All clinical major courses. A new course will be developed for next academic year 2020.

Perform quality assurance procedures in all sections of the Laboratory according to CLSI Standards. Recognize results that are out of control and take appropriate action. Courses: All MEDT Courses

Demonstrate the principles of Laboratory Instrumentation; ability to learn operation of semi-automated and automated analyzers within a reasonable time frame. Courses: All major clinical and practicum courses.

Demonstrate preventive maintenance on instrumentation. Courses: All major clinical and practicum courses.

Demonstrate accurate record keeping in all sections of the laboratory. Courses: All major clinical and practicum courses.

Demonstrate effective communication with patients and members of the health care delivery team; verbal, written, and through information systems. Courses: All major clinical and practicum courses.

Demonstrate professional ethics, standards of practice, and regulatory compliance. Follow instructions and accept direction. Courses: All major clinical and practicum courses.

Maintain safety practices at all times according to OSHA guidelines. Courses: All major clinical and practicum courses.

Accreditation Statement:

The Phlebotomy Technician Program is an Approved Program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119; (773) 714-8880.

Program of Study Phlebotomy Technician (PBT)

The new design of the Phlebotomy Program for Traditional and non-Traditional Students at WNCC for fall term 2019 will be as follows (Once a year admission into the Phlebotomy Program at WNCC

| Course # | Course Name | Credits | Delivery Method |
|------------|-------------------------------------|---------|---|
| LPNR-1110 | Body Structure and Function | 4 | Fully online |
| HLTH-1060 | Medical Terminology | 3 | Fully online |
| MEDT- 1000 | Introduction to Clinical Laboratory | 2 | Fully online |
| INFO-1100 | Microcomputer Applications | 3 | Fully online |
| MEDT- 1010 | Fundamentals of Phlebotomy | 4 | Online (once a week meeting at B126 (Lab classroom)) |
| MEDT- 1210 | Practicum: Phlebotomy | 2.5 | Hospital training. a minimum of 100 hours of clinical experiences and a minimum of 100 successful unaided collections |
| | Total Credit Hours | 18.5 | |

Description of Phlebotomy course sequences

HLTH-1060 Medical Terminology: Is entirely online course offered at WNCN through Blackboard Learning management system. The instructor is Zitterkopf. It is being provided throughout the year (spring, summer, and fall terms).

INFO-1100 Microcomputer Applications: Is entirely Online course offered at WNCN through Blackboard Learning management system. The instructor is Spurgeon. It is being provided throughout the year (spring, summer, and fall terms).

MEDT-1000 Introduction to Clinical Laboratory: Is an entirely online course offered at WNCN through Blackboard Learning management system. The instructor is Rex Famitangco. It is being provided in (fall term only).

MEDT-1010 Fundamentals of Phlebotomy: Is partially Online course offered at WNCN through Blackboard Learning management system and there is only once a week face to face meeting that held every week throughout the course time at WNCN from noon to 04:00 PM afternoon at Harm center at the following address: 2620 College Park, Scottsbluff campus, NE 69361. The instructor is Dr. Mwafaq Haji. It is being provided in (fall term only).

LPNR-1110 Body Structure and Function: Is an entirely online course offered at WNCN through

Blackboard Learning management system. The instructor is Kautz. It is being provided throughout the year (spring, summer, and fall terms).

MEDT-1210 Practicum: Phlebotomy: Is partially online course at WNCC through Blackboard Learning management system there is the clinical rotation training at the affiliated clinical sites. For high school, dual credit students will be held at Regional West Medical Center, Scottsbluff, NE, 69361. The minimum required hours are 100, contact hours, and the minimum necessary blood draws are 100 sticks according to the new standard of accredited body. The instructor is Dr. Mwafaq Haji. It is being provided in (fall and spring terms).

The new design of the Phlebotomy Program for High School Dual Credit Students at WNCC for fall term 2019 will be as follows:

| 11th Grade Year | Course # | Course Name | Credits |
|-----------------|------------|---|---------|
| Fall or spring | HLTH- 1060 | Medical Terminology | 3 |
| Fall or spring | INFO- 1100 | Microcomputer Applications | 3 |
| 12th Grade Year | Course # | Course Name | Credits |
| Fall | MEDT- 1000 | Introduction to Clinical Laboratory | 2 |
| | MEDT- 1010 | Fundamentals of Phlebotomy | 4 |
| 12th Grade Year | Course # | Course Name | Credits |
| Spring | LPNR-1110 | Body Structure and Function | 4 |
| | MEDT- 1210 | Practicum: Phlebotomy Total credit hours 18.5 | 2.5 |

MEDT-1000 Introduction to Clinical Laboratory

Co-requisite: HLTH-1060 and or Admission to the PBT

MEDT-1010 Fundamentals of Phlebotomy

Co-requisite: MEDT-1000 or Admission to the Medical Laboratory Technician Program

MEDT-1210 Practicum: Phlebotomy Prerequisites: MEDT-1010 and MEDT-1000 INFO- 1100

Microcomputer Applications No prerequisites course is required.

LPNR-1110 Body Structure and Function

Prerequisites: ENGL-0070, ENGL-0065 or Accuplacer (or other appropriate placement tests)

.....
 *** 11th Grade Year schedule of high school student will be either a fall or spring term according to the high school schedule, students' schedules, and offered course at WNCC.

For MEDT- 1210 Practicum: Phlebotomy

If we have three high school students (A, B, and C) per an academic year in our phlebotomy program at WNCC, they will be able to complete their clinical rotation (3 students) in (Spring Term only) at Regional West Medical Center(RWMC) or another approved accredited clinical sites according to

NAACLS's new standard.

Here is the math:

Per each phlebotomy student:

4 hours /daily X 5 business day (Monday through Friday) =20 hours/week

20 hours/week x 5 weeks= 100 hours (minimum requirement according to the new standard)

For spring, term only (one semester only):

The first five weeks (100 hours for student A) The second five weeks (100 hours for student B) The third five weeks (100 hours for student C)

*** Either one phlebotomy student can complete his/her clinical rotation at RWMC (North or South Plaza), or two phlebotomy students can complete their clinical rotation at RWMC at two different sites (North and South Plaza). This will be depending on the preapproval of the laboratory management at RWMC.

Admission Requirements for MLT and or Phlebotomy Program at WNCC for Fall Term 2019:

- Applicant must be at least 17 years of age;
- Applicant must submit an official high school transcript or GED certificate;
- Applicant must submit official college transcripts, if applicable;
- Applicants must meet certain essential functions as defined by NAACLS's Standard. Essential functions are the abilities and tasks that a student must be able to perform to be successful in the learning experiences and completion of the program. (For more details, please contact MLT/ Phlebotomy Program Director);
- Applicant must fulfill Western Nebraska Community College's General Admission Requirements;
- Applicant must submit completed MLT and or Phlebotomy Program application forms and admission checklists into the Program Director via email or mail on the published deadline.
- Applicant must submit two letters of recommendation from teachers and current employers;
- Applicant must provide documentation of current immunization or proof of immunity;
- Applicant must submit a satisfactory background check result;
- Applicant must fulfill the college and or program fundamental skills assessment score such as the ACT, SAT, ACCUPLACER, etc... unless exempt. Students can arrange to take the ACCUPLACER on WNCC Campus;
- Applicant must comply with the MLT and Phlebotomy Programs Drug and Alcohol Screening Policy.
- Applicant must schedule an interview meeting with the MLT and Phlebotomy Program Director (Academic Advisor) by calling 308.635.6124 or by email: hajim5@wncc.edu.

Medical Laboratory Science Program Selection Process

Applicants to the MLT, and PBT programs are selected on a "best qualified" basis. The point system was implemented as an objective means for evaluating applicants. Applicants will be ranked based upon points earned, and the students with the highest number of points will be selected. If two or more students have the identical point count total, the date that the MLS application form was submitted will be the determining factor.

After the application deadline the applicants are ranked in order of qualifications. Six (6) new students may be admitted to each program, Phlebotomy Technician Program and Medical Laboratory Technician Program every Summer Semester. Phlebotomy applicants who are selected will be conditionally accepted in the program pending the submission of required documentation and review of a favorable medical report form provided by WNCC.

Admission Selection Process

Met minimum requirements for ranking.

The following admission point system will be utilized to rank (or place in order) all completed applications received by the published deadline.

One point will be awarded for each required general education course credits successfully completed with a grade of B or better or a GPA of 3.0 or better for MLT Students (grade of C or better or a GPA of as listed on a transcript from an accredited college or university. Points are not awarded for courses in progress.

One point per year of work experience will be awarded to applicants who submit proof of at least 120 hours of work experience as Phlebotomy Technician or Medical Laboratory Assistant within the last 5 years. A maximum of 5 points may be awarded for this work experience criteria.

Applicants will be ranked starting with the highest point value first. Random selection is used when applicants have been awarded the same number of points. In the event more acceptable applications can be accommodated in any of the MLS Programs a waitlist will be generated from the remainder of the applicant pool.

Notification Procedure

Six (6) new students may be admitted to each program, Phlebotomy Technician, Medical Laboratory Assistant and Medical Laboratory Technician programs every summer semester. Students whose status is "alternate" are admitted to the program only if someone who was originally accepted, declines the offer of admission, or if someone who was originally accepted becomes disqualified (refer to disqualifying factors). If the applicants did not meet minimum requirements, was not accepted, or declined admission, he/she must re-apply the following semester. The six (6) selected students for each program will be notified via mail and or email.

Disqualifying Factors

Students may be denied admission to the MLS Programs (PBT, MLT) for any of the following reasons: Physical or emotional health, which indicate impairment in the ability to provide safe medical care to the public.

Conduct not in accordance with the standards of an MLS Programs:

Has given false information or has withheld material information;

Has been convicted of or pleaded guilty or nolo contendere to any crime which indicated that the individual is unfit or incompetent to work as a Phlebotomist or that the individual has deceived or defrauded the public;

Uses any drug to a degree that interferes with his or her fitness to practice Phlebotomy and Medical Laboratory Assistant;

Engages in conduct which endangers the public health.

Completion of Programs/Graduation

Student(s) who complete the individual program's requirements will be awarded the appropriate Associate of Applied Science Degree or a Certificate of Completion. The granting of these degrees and awards is not contingent upon the student's passing of any external certification or licensure examination.

Degree Requirements

Total credit hours to earn the A.A.S. Degree in Medical Laboratory Technology = 78.5. The issuing of the degree is NOT contingent upon passing any type of external certification or licensure examination.

General Education Course requirements = 17 credit hours

Major Course Requirements = 61.5 credit hours (including clinical courses) Practicum = 480 clinical contact hours

Graduation Requirements.

In order to be accepted as a degree candidate, the student must show eligibility by completing a written degree audit with the Registrar by the graduation application deadline of the term they wish to graduate. This deadline is set for the second Friday of November for fall graduation, the second Friday of April for spring graduation, and the second Friday of June for summer graduation. Students must also meet the following minimum qualifications:

- all entrance requirements must be fulfilled;
- all financial obligations to the college must be paid; and
- a minimum of 60 credits must be earned with a grade point average of at least “C” on all WNCC credits. The commencement ceremony takes place each year at the close of the spring semester.

Western Nebraska Community College’s Medical Laboratory Science Programs is a Limited- Entry program with a selective admission process. The MLS Programs accept students one time per year in the Summer Semester. Each MLS program has specific admission requirements. All applicants must schedule an advising session with the MLS Program Director by calling (308)635-6124 or email hajim5@wncc.edu. Acceptance to the any of the MLS program is contingent upon the successful completion of the prerequisite courses and timely submission of required documents.

Admission Timetable for the MLT and or Phlebotomy Programs at WNCC for Fall Term 2019

The Medical Laboratory Technician Program is offering a certificate in Phlebotomy Program and an Associates of Applied Science Degree in MLT program, which prepares and qualifies the graduate to sit for the national certification exam for both Phlebotomy and MLT programs and to work as Medical Laboratory Technician and Phlebotomist. The MLT and Phlebotomy Programs have the following admission process.

(Accepting any Prospective MLT and or Phlebotomy candidate into MLT and or Phlebotomy Program at WNCC will be occurring through advancing warranty of the available spots at affiliated clinical sites).

The MLT and Phlebotomy Programs will be offered once per each academic year in Fall term.

May 12 through May 30 per each academic year.

The MLT and Phlebotomy Program Director and Instructor at WNCC will be having a meeting with Laboratory Directors at the affiliated clinical sites either by an email or face to face for determining the available spots for accepting the prospective MLT and or Phlebotomy candidates for the program.

June 1 to June 30

Application for college admission opens for the MLT and Phlebotomy programs. The MLT and Phlebotomy candidate needs to schedule a meeting with Admission Office at WNCC by calling 308.635.6010 and request all test Scores such as (ACT, SAT, ACCUPLACER, etc..). Then, completing the WNCC admissions application online at wncc.edu specifying interest in MLT or Phlebotomy Program and submit official high school transcript, GED Certification and or college transcript if other than WNCC to WNCC Admissions.

Schedule meeting with Financial Aid by calling 308.635.6011.

Have taken the e COMPASS or ACCUPLACER necessary skills assessment unless exempt.

Students can arrange to take the ACCUPLACER on WNCC Campus.

For only MLT Program, the MLT candidate needs to schedule an advising meeting with Professional advisor at advising center at WNCC Scottsbluff Campus by calling 308.635.6050

July 1 to July 30

The MLT and or Phlebotomy candidate need to schedule an advising session with MLT and Phlebotomy Program Director (Academic Advisor) by calling 308.635.6124 or by email: hajim5@wncc.edu. Then, the MLT and or Phlebotomy candidate must complete the Application Form and

admission checklist for MLT and or Phlebotomy Program and submit to the MLT and Phlebotomy Program Director via email or mail on the published deadline.

For the MLT program, the Background check must be completed at least one year before the clinical rotation for the Program that will be on the second year of the program (spring and summer terms).

For the MLT program, the Immunization laboratory tests that have listed in the student handbook program must complete within 12 weeks before starting the clinical rotation for the program that will be on the second year of the program (spring and summer terms).

Timetable Completion of the MLT program for fall term 2019 (Example):-

Fall term of 2019. The first term of the program starts.

Spring term 2020. The second term of the program starts.

Summer term 2020. The third term of the program starts.

Fall term of 2020. The fourth term of the program starts. (November 1, 2020), the MLT students must begin working on the Background Check and Immunization tests and other requirements per program director and affiliated clinical sites).

Spring term 2021. The fifth term. The clinical rotation will be starting.

Summer term 2021. The sixth and last term. The clinical rotation will be starting.

The MLT students will be responsible for making any necessary adjustment for the schedule through communicating with the clinical course instructor, the supervisor at the affiliated clinical sites, and the Program Director at WNCC.

Failure to respond to a request for information, incomplete files, or inability to meet deadlines will inactivate the application for MLT Program. The MLT and Phlebotomy Program Director will approve admission. After MLT Program admission approval is granted, the student will be accepted into the first available class and notified by email.

For some special situations, case by case can be adjusted by the program director and prospective MLT and or Phlebotomy candidates.

Waiting List, if the MLT and or Phlebotomy candidate admitted lately to the program or if the spots are unavailable for completing the clinical rotation for the program, the candidate will be automatically placed in the waiting list for the next admission and enrollment academic year cycle.

Timetable Completion of the Phlebotomy Program only for fall term 2019(Example):-

Fall term of 2019. The phlebotomy students will be taking all courses that specified for the fall term.

For the Phlebotomy Program, the Phlebotomy students must start working on the Background Check and the Immunization tests on November 1, 2019.

Spring term of 2020. The phlebotomy students will be starting the clinical rotation at affiliated clinical sites according to his/her schedule and the schedule of the affiliated clinical sites. The student will be responsible for making any necessary adjustment for the schedule through communicating with the clinical course instructor, the supervisor at the affiliated clinical sites, and the Program Director at WNCC.

August 15

Is the deadline for returning the MLT and or Phlebotomy Program checklist admission papers to the Program Director and Instructor at WNCC by either mail or email on the following contact information?

Mailing Address:

Western Nebraska Community College Attn: Mwafaq Haji, MLT, and Phlebotomy Program Director and Instructor,

2620 College Park, Scottsbluff, NE 69361 Email Address:hajim5@wncc.edu

Office #: 308.635.6124

Fax # 308.630.6534

August 15-20 per each academic year.

The classes begin for both MLT and Phlebotomy Programs at WNCC

Applicants must meet certain essential functions as defined by NAACLS. If you feel that you do not meet these essential functions, careful considerations should be made, and advisement received before entering any of the MLT and Phlebotomy Programs. Essential functions are the abilities and functions that a student must be able to perform to be successful in the learning experiences and completion of the program.

Applicants who have appropriate experience or certification as Phlebotomy Technician and or Medical Laboratory Assistant by ASCP-Board of Certification may receive credit for MEDT- 1010 Fundamentals of Phlebotomy. Credit will be determined by the WNCC Registrar and the MLS Program Director.

Submit documentation of Health Requirements

Proof of Vaccination for the following:

Varicella

Hepatitis

Measles

Mumps

Rubella

Record of Flu Vaccination

Record of Tuberculosis (TB) Testing

A two-step skin test or a Quantiferon Gold TB laboratory test

If Positive TB Testing, record of negative chest x-ray

Record of Tetanus, Diptheria, and Pertussis (Tdap) Vaccination

Compliance with the MLT and Phlebotomy Programs Criminal Background Screening Policy.

Compliance with the MLT and Phlebotomy Programs Drug and Alcohol Screening Policy.

Submit two letters of recommendation from individuals who know to evaluate the applicant's academic and or work performance for MLT applicant only.

Applicants admitted to the Core MLT Program must be students in good standing at WNCC,

The student must have earned a grade of "C" or better in ALL Pre-MLT prerequisites and general education courses and must receive a cumulative grade point average (GPA) of

2.0 or better.

All of the above admission requirements must meet before being accepted into the MLT program.

Failure to respond to a request for information, incomplete files, or failure to meet deadlines will inactivate the application for MLT Program. The MLT and Phlebotomy Program Director will approve admission. After MLT Program admission approval is granted, the student will be accepted into the first available class and receive written notification of acceptance. All Core-MLT course work must be completed before the beginning of practicums.

Has been convicted of or pleaded guilty to any crime which indicated that the individual is unfit or incompetent to work as a Phlebotomist or that the individual has deceived or defrauded the public;

Uses any drug to the degree that interferes with his or her fitness to practice Phlebotomy and Medical Laboratory Technician;

Engages in conduct, which endangers the public health.

MLT and Phlebotomy Programs Clinical Affiliates

The MLT Program has current affiliation agreements with the following clinical facilities. Their appearance on this list is not a guarantee that any facility will be available during a given training cycle. Not all facilities provide all elements of the clinical training.

- Regional West Medical Center. Address: 4021 Ave B, Scottsbluff, NE 69361. Phone: (308) 635-3711
- Sydney Regional Medical Center. Address: 1000 Pole Creek Crossing, Sidney, NE 69162. Phone: (308) 254-5825
- Morrill County Community Hospital. Address: 1313 S St, Bridgeport, NE 69336. Phone: (308) 262-1616
- Box Butte General Hospital. Address: 2101 Box Butte Ave, Alliance, NE 69301. Phone: (308) 762-6660
- Cheyenne VA Medical Center. Address: 2360 E Pershing Blvd, Cheyenne, WY 82001. Phone: (307) 778-7550

Estimated Cost of Attendance for MLT and Phlebotomy Programs

Tuition rate: See current College Catalog or College Website at www.wncc.edu.

| | Cost |
|--|----------|
| Tuition (In-State) per credit | \$100.00 |
| Tuition (Border States-CO, SD, WY) per credit | \$101.00 |
| Tuition (Out-of-State) per credit | \$104.50 |
| Fees per credit | \$17.50 |
| High School Academy Tuition per credit | \$48.75 |
| High School Academy Fees | \$8.75 |
| MLS Program Course Fees (MEDT-1010, MEDT-1015, MEDT-1210, MEDT-2100, MEDT-2110, MEDT-2120, MEDT-2130, MEDT-2140, MEDT-2150, MEDT-2160) | \$45.00 |
| PBT Media Lab Exam Simulator Fee | \$80.00 |
| MLT Media Lab Certification Exam Simulator Fee | \$150.00 |
| Med training Fee | \$50 |
| Liability Insurance (Recommended) | varies |

| | |
|--|-----------|
| Required Books PBT Program: Phlebotomy Essentials. WK. Current Ed. | |
| Phlebotomy Essentials Workbook. WK. Current Ed. | \$ 58.21* |
| Phlebotomy Exam Review. WK. Current Ed. | \$ 28.67* |
| | \$ 57.00* |

| | |
|---|--|
| <p>Required Books PBT Program: Palko's Medical Lab Procedures. MGH. Current Ed. BOC Study Guide: Phlebotomy. ASCP. Current Ed. Required Books MLT Program: Palko's Medical Lab Procedures. MGH. Current Ed. Phlebotomy Essentials. WK. Current Ed. Clinical Laboratory Microbiology: A Practical Approach. PE. Current Ed. Urinalysis and Body Fluids. FA Davis. Current Ed. Immunology & Serology in Laboratory Medicine. Elsevier. Current Ed. Ed. Rodak's Hematology Clinical Principles & Applications. Elsevier. Current Ed. Clinical Chemistry Principles, Techniques, & Correlations. WK. Current Ed. Modern Blood Banking & Transfusion Practices. FA Davis. Current Ed. Clinical Laboratory Science Review. LSU. Current Ed. BOC Study Guide: MLS/MLT. ASCP. Current Ed.</p> | <p>\$ 137.08* \$97.99* \$ 137.08* \$58.21* \$149.75* \$41.60* \$50.00* \$80.90* \$95.35* \$74.20* \$44.95* \$72.00*</p> |
| *Estimated book cost base on Amazon.com and subject to change. | |
| Uniform | varies |
| Shoes (Closed Toe Shoes) | varies |
| Physical/Medical Examination | varies |
| Vaccinations and Blood Test (Titers) | varies |
| Drug Screen | varies |
| Criminal Background Check | varies |
| National Registry (Certification) Examination Fees PBT-ASCP Board of Certification* MLT-ASCP Board of Certification* | \$135.00 \$215.00 |
| *National Certification subject to change please check appropriate certification body fees. | |
| Student Membership Fee (Optional) American Society for Clinical Pathology American Medical Technologists American Society for Clinical Laboratory Science | FREE 5.00 30.00 |

The following tuition, fees, and other associated items have estimated the cost at the time of publication. Please visit our website at wncc.edu for the current cost of attendance figures. The College reserves the right to change the schedule of tuition, fees, and refunds without notice.

Associated items are subject to change without prior notification.

Section IV: Health and Safety Information Potential Risk for Students

Students entering the PBT, MLT programs are informed that certain risks are involved in health care. These risks include but are not limited to exposure and contact with infectious/communicable diseases (Tuberculosis; Hepatitis A, B or C; HIV/AIDS), radiation or hazardous material, and physical injury. Should pregnancy occur during the study, the unborn child will also be exposed to these risks. Each student must complete and submit to the program director the Disclosure of Exposure to Potential Health Risks and Waiver of Liability form. (See appendix)

Health/Liability Insurance

WNCC does not provide personal health insurance coverage for students. ALL MLS students are required to carry some individual health insurance. Should medical care be expected, the student is responsible for all costs of treatment/medical care unless it is an accident covered under the accident insurance policy. Although the college does not endorse any particular company, the college attempts to offer the option of student health insurance each semester. Application forms and a statement of coverage and costs are available in the Student Services Office. Liability insurance for each MLS student is mandatory and is purchased through WNCC Student Services Office. There is a clause which provides coverage for accidental needle stick exposures.

Flu Vaccine

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences 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.

Physical Examination

As part of the entry requirements, students entering the PBT, the MLT program must receive a physical examination with the results documented on the MLS Program Health History

Questionnaire. The examination may be performed by a medical doctor (MD), a Doctor of Osteopathic Medicine (DO), physician's assistant (PA), or a nurse practitioner (NP).

Immunization Policy

State of Nebraska law requires the protection of students at high risk for exposure to vaccine-preventable diseases. Students enrolled in PBT & MLT programs are subject to the WNCC Immunization Policy and TB Skin Test Policy according to the program requirements.

Tuberculosis Test Policy

Each student is responsible for presenting to his/her program director evidence of non-infectivity to tuberculosis while enrolled in the PBT, MLT programs. Methods in which this may be accomplished vary with each student (Two-Step Tuberculin Skin Test or Quantiferon Gold TB Test).

Vaccination Policy

Each student is responsible for presenting to his/her program director *health records that show specific dates of the disease based on medical diagnosis or specific dates when the vaccine was administered. Health records may be in the form of original vaccination records (or copies of the original records), or the original treating physician may provide the required information on official letterhead, prescription form or the like with signature of the initial treating physician. 'School records' or family testimonials are not acceptable evidence of non-infectivity to tuberculosis while enrolled in the PBT, MLT.

EXEMPTIONS to Vaccination Policy

****Medical Exemption** - Requires a signed statement from a licensed physician (MD or DO) that the student has a medical condition that does not permit him/her to be immunized. If the medical condition is temporary, the student will be expected to comply with this immunization policy when the exemption expires. The Director of Allied Health will review such an exemption request. Documentation will be kept on file in the individual program office.

****Religious exemption** - Requires a full explanation of the religious belief. Such an exemption request will be reviewed by a committee chaired by the Director of Allied Health. Documentation will be kept on file in the individual program office.

**** A student claiming a medical or religious exemption may not be able to complete clinical portions of the PBT, MLT program required for graduation. A consultation with the program director before enrolling into the program is required of any student claiming a medical or religious exemption.**

Special Considerations in the Clinical Facility

Students must notify the appropriate instructor/supervisor of any existing health conditions that may warrant special consideration in the clinical setting: e.g., exposed herpetic lesions, temperature exceeding 100.2 degrees, physical injury or conditions transmitted via close contact such as rubella, measles, mumps, tuberculosis, etc. Failure to notify the appropriate instructor/supervisor may result in disciplinary action. It is the instructor's responsibility to notify the program director.

Background Check

Program clinical affiliate sites require each student to submit to a background check. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

WNCC has worked with Verified Credentials, INC to establish an acceptable screening procedure. 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. A break in enrollment is defined as non-attendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the program director in writing of any subsequent changes in a 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 any of the MLS Program does not ensure eligibility for certification, licensure or future employment.

Clinical affiliates can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.

Clinical affiliates can conduct additional background checks at their discretion.

If any information is found that would negatively affect your eligibility for the PBT, MLT program, you will be allowed to challenge the information through the Adverse Action process associated with Verified Credentials. Following assignment to a clinical facility, the facility will review the background and decide to accept or reject the student for assignment to their facility. If the student is rejected, the program director will attempt to make an alternate placement at another clinical facility. The student will be allowed to plead his/her case before the Human Resources Department at the facility that rejected the student for placement. If the program is not able to successfully place the student for clinical experience, this may jeopardize the student's opportunity to complete the program, and the student may be advised to withdraw.

Please follow the directions below for submitting your background check application to **Verified Credentials:**

Browser access must be through Internet Explorer, Google Chrome, Safari, or Firefox. For best results, use a laptop or desktop computer to complete the process.

Access website: <http://scholar.verifiedcredentials.com/wncc>

Enter the Laboratory Program Code (BBKWK-26967) and register.

Create account.

Review the required information.

Enter information. Please keep in mind that this is a time-sensitive process, so do not delay.

Supply official documentation.

Print or write down your tracking information (this allows you to edit and track the progress of your report). An email with your tracking information will also be delivered to the email address provided on your application. You may also visit the website above, select TRACK MY ORDER and enter tracking number and order information to access the status or results of your background check.

For status updates, guidance for interpreting reports, rush orders, inquiries, and general information, please contact:

Verified Credentials Client Services Department Toll-Free Number: 800-938- 6090 or 952-985-7202

Fax Number: 952-985-7212

Email: clientservices@verifiedcredentials.com

Substance Abuse

WNCC is committed to protecting the safety, health, and well-being of its students, faculty and staff, and the patients and employees of our affiliate institutions/agencies. Recognizing that drug and alcohol abuse pose a threat to this goal, WNCC's Health Sciences Division is committed to assuring a drug-free working and learning environment. Therefore, the use of intoxicants violates WNCC policy, and state law; the use of illegal drugs as defined by state and federal law; or the use of controlled substances without a legal prescription is prohibited.

To participate in the clinical education component of the curriculum, students enrolled in PBT, MLT program clinical courses are subject to a drug and alcohol screen. Any student who violates the substance abuse policy will be subject to discipline up to and including removal from the program. Each student must complete and submit to the program director the Substance Abuse Policy Release form. (See appendix)

Drug and Alcohol Testing Use of Prescription Drugs

In the event a student is under the care of a physician and is taking a prescribed medication which might impair his/her ability to perform a job, the student must notify his/her instructor in advance of starting clinical work. It is at the instructor's/preceptor's discretion as to whether the student may continue to perform the standard assignment or be assigned non-safety- sensitive duties (if appropriate). Controlled substances taken by a student must be by authorized prescription approved by the FDA.

Pre-Placement Testing

Each student enrolled in PBT, MLT programs will be subject to a mandatory urine drug screening if needed by either WNCC or the affiliated clinical sites. A student who refuses to submit to pre-clinical placement testing or refuses to sign the release form will NOT be eligible to participate in practicums. Pre-clinical testing, which is subject to change, currently includes screening for amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, opiates, oxycodone, phencyclidine, propoxyphene, and adulterants.

If a student's pre-clinical urine drug test is positive for any illegal or controlled substance without a legal prescription, or adulterants, as outlined below, he/she will not be permitted to commence, participate in or complete the clinical experience and will be ineligible for reapplication for a minimum of twelve months from the date of withdrawal. Participation in and completion of clinical assignments are required for MLS program courses. A student who tests positive for any illegal substance, controlled substance without a legal prescription, or alcohol above the legal limit will not be permitted to commence or remain in practicum courses. Additionally,

Successful completion of a criminal background check for any of the MLT and Phlebotomy Program does not ensure eligibility for certification, licensure or future employment.

Clinical affiliates can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.

Clinical affiliates can conduct additional background checks at their discretion.

To ensure excellence in quality and accuracy, a laboratory is selected and designated by WNCC, Health Sciences Division to perform the drug and alcohol testing. The cost of all drug screenings and collection fees is the responsibility of the student. A select group rate is contracted between Western Pathology Consultants Inc. (WPCI) and WNCC. For the mandatory pre-clinical screening, the student will schedule an appointment to WPCI to have the test performed. A urine sample is collected at the designated laboratory, and the specimen is tested. If the sample yields a positive result, that same sample is retested by the same laboratory using a different methodology, and then the remainder of the sample is frozen and retained for twelve months. If a positive test result is confirmed in this manner, the positive result is sent by the laboratory to an impartial third-party medical review officer to determine whether or not he/she has a legal prescription for the drug or some other legitimate reason for testing positive. The medical review officer then faxes a dispositive report to the MLS Program Director within about three days. If the final result is positive, the program director will contact the student and request that he/she withdraws from the program. Repeat testing is not permitted unless the medical review officer has reason to believe the results of the process was compromised through no fault of the student.

For appointments, status updates, guidance for interpreting reports, inquiries, and general information, please contact:

Western Pathology Consultants Inc. 1321 Broadway,

Scottsbluff, NE 69361

Telephone Number: 800-682-5176 or 308-632-7411

Optional Second Opinion Procedure for Pre-Placement Testing

To provide students with the opportunity to receive a “second opinion” after receiving a positive test result during the testing process, students may, at their own expense, request a second opinion from a different laboratory. This process must be required by the student through the medical review officer when he/she makes the initial contact notifying the student of a positive test result. The medical review officer requests on behalf of the student to the laboratory performing the initial test. The student must inform the medical review officer which laboratory will be rendering the second opinion, and is responsible for all associated costs. The student will have 72 hours from the medical review officer’s initial contact to provide all necessary information, execute all required documents, and make all arrangements for payment to obtain the second opinion. The second opinion results will be forwarded directly by the laboratory to the medical review officer, who will then prepare and send a report to the program director for action. Second opinion results will be reported based on the analysis of the initial sample.

A student’s failure to otherwise cooperate with the medical review officer to obtain a second opinion will result in WNCC’s adoption of the first test result. In the case of the laboratory’s or medical review officer’s failure to render a second opinion through no fault of the student, WNCC will permit the student, upon showing satisfactory proof of such failure, to order a third opinion from the laboratory of his/her choice using the original sample retained by the original laboratory. Students who fail to request and receive a second opinion may not subsequently contest a positive test result as a basis for a grade appeal, program removal appeal, or readmission to the program.

Random Testing

Clinical sites: When the clinical instructor or the affiliate institution/agency has a reasonable suspicion

that a student is under the influence of a drug and alcohol, a blood test, urine test, breath test, or other appropriate diagnostic tests will be conducted on-site immediately at the student's own expense. In this case, a second opinion option for positive test results for the student may not be available. By participating in the clinical experience at such a site, the student agrees to accept the site's laboratory results without recourse to a second opinion. Refusal to cooperate in the collection procedure, refusal to take the test or a positive test result will render the student ineligible to continue the clinical experience.

Classroom/student laboratory: If the student is on WNCC premises and an instructor has a reasonable suspicion that the student is under the influence of a drug and or alcohol, the student will be directed immediately to the designated laboratory, at his/her own expense, for appropriate diagnostic testing.

Reasonable suspicion or other reason to order a student to take a drug and alcohol test (outside of the mandatory pre-clinical test) shall be documented by the instructor or clinical affiliate's representative and provided to the Program Director for review within three days of the student's test. Reasonable suspicion is defined as a belief that a student is using, or has used, drugs or alcohol in violation of our policies based on specific objective facts that can be clearly described, and reasonable inferences may be made from those facts. Such events and reasonable assumptions include, but are not limited to:

Physical symptoms or manifestations of being under the influence of a drug or alcohol while at school or the clinical site;

The direct observation of drug or alcohol use while at school or the clinical site;

A report of drug or alcohol use while at school or the clinical site provided by reliable and credible sources; or

Evidence that a student is involved in the use, possession, sale, solicitation or transfer of drugs while at school or the clinical site.

Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.

Involvement in suspicious accidents.

Apparent lapses in judgment or memory.

Unusual lethargy.

Random Testing Procedure

Document student's behavior. Confer with the 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.

If a student denies being under the influence of illegal substances, a request for a drug screen will be initiated.

The student will sign consent to undergo drug screening. *

If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.

Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.

Arrange for transportation directly to a designated testing center accompanied by an MLS Program Officials and or representative.

After the drug screen specimen has been obtained, the student will be transported back to the point of origin or home.

The student is excluded from all clinical activities pending results of the drug screen.

The designated testing center will interpret drug screen findings within 24- 48 hours.

Results will be sent to the MLS Program Director 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 proceedings against the College or its agents arising out of the positive drug test.

An independent Medical Review Officer will review all positive drug screens. During the review process, the student will have the opportunity to:

Explain the cause of the positive drug screen.

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 is dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the WNCC Catalog.

If the drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:

Dismissed from the program and

Reported to the state licensing agency, if applicable.

A student who tests positive will be referred to as a community resource for evaluation by the ACC counselor at the student's expense.

If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided the opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.

Readmission to the program is based on program admission policies.

Notes:

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 be withdrawn from the program and will be ineligible for reapplication for a minimum of twelve months from the date of withdrawal.

The health sciences Reasonable Suspicion- Based Substance Abuse Policy remains in effect for all students for the duration of enrollment.

Failure to undergo the drug test in the period required will result in withdrawal from the program.

Successful completion of a drug screen for an MLS Program does not ensure eligibility for licensure or future employment.

Clinical affiliates can require additional drug screens to comply with their policies.

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.

Cost of the drug screen is the responsibility of the student.

Consequences of Drug and Alcohol Abuse

A student whose pre-clinical test is inexcusably positive for any screened substance, will not be able to commence, participate in or complete that clinical experience and will be asked to withdraw from the clinical experience voluntarily. Any student who violates the substance abuse policy will be subject to discipline up to and including removal from the program.

A student participating in a clinical experience who is ordered to take a diagnostic test, and subsequently refuses or fails to make such test, or whose test results are inexcusably positive, will be asked to withdraw from the clinical experience voluntarily. Should the student refuse, he/she will be immediately removed from the clinical experience? Any student who violates the substance abuse policy will be subject to discipline up to and including removal from the program.

Confidentiality of Records

Background check, drug screening reports, and all records about 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. Only those persons authorized to receive records about the results will be allowed to discuss the results. Faculty and Program Officials within

the Health Sciences Division will be notified of the results on a limited need-to-know basis. No test results will appear in a student's file. Information of this kind will be kept in a group file secured in one location within the Health Sciences Division.

Pregnancy

A student who is pregnant or who may become pregnant while enrolled in the PBT, MLT programs must notify his/her program director. Instructors will attempt to accommodate the student with alternate clinical assignments whenever possible. Areas of particular concern are infectious/communicable diseases, noxious fumes such as nitrous oxide, radiation, and antineoplastic agents.

Radiation

The student may be required to enter areas where access is restricted due to the storage, transfer, or use of radiation sources. Before extensive work in these areas, students will be given appropriate instruction in precautions and protective devices and in the problems, which may be encountered in these areas. Students who have potential exposure to radiation shall be provided with appropriate monitoring devices and periodic exposure reports.

Standard Precautions

The concept of standard precautions must be followed in all clinical and laboratory settings when there is a potential for exposure to bloodborne pathogens. To reduce the potential for transmission of infectious diseases, every student will treat all body fluids, with or without visible blood (excluding sweat) as potentially infectious regardless of the perceived health status of the source individual. Appropriate personal protective equipment, such as gloves, mask, eye protection, and protective gowns, must be worn when there is potential for exposure to bloodborne pathogens. Failure to follow standard precautions is considered an act of misconduct.

Regulated Medical Waste Management

The regulated medical waste generated in clinical/laboratory/classroom settings must be handled and disposed of according to Regulated Medical Waste Management Program. All sharps, contaminated or not, must be disposed of in rigid containers appropriately labeled and designed for this purpose. Non-sharp medical waste must be collected in appropriately labeled bags or receptacles for proper disposal. Students will receive appropriate instruction in handling and disposal of medical waste.

Chemical Agents

Working with chemicals requires extra precautions. Students will receive appropriate instruction in handling chemical agents.

Injury/Accident/Exposure Incidents

Any injury or accident no matter how insignificant it may seem you must be reported to the supervising instructor immediately and program director by either email at hajim5@wncc.edu or by phone at 308.635.6124. Any abnormal or unusual direct exposure of a student to the blood or body fluid of a patient or clinical/laboratory partner must be reported to the clinical instructor/supervisor. This includes incidences at school-sponsored functions/educational rotations off-campus. The following reports must be made:

Written Statement – Incident Report (see appendix) following every injury or accident or exposure)
Complete and return to program director;

Report of Exposure to Bloodborne Pathogens (see appendix) following exposures to body fluids via needle sticks; splashes in eyes, nose, mouth) Complete and return to the program director.

In addition to documentations of your immunization records, we also highly recommend that you have a baseline HIV test for your own personal records.

The MLT and Phlebotomy students are recommended to carry a health insurance during working in the college lab or during the clinical rotation at the affiliated clinical sites.

Laboratory Safety Policy

It is the responsibility of the student to prepare for each lecture and laboratory session. Laboratory exercises must be read before attending the laboratory period to provide the student with a basic

understanding of what will be expected of him/her during the laboratory session. Each student is responsible for his/her work and the cleaning up of their workstation.

Blood, urine, and other biological specimens, possibly containing pathogenic organisms will be collected and used in the Program. Therefore, the following safety policy must be observed:

Safety Precautions must be followed while in the student laboratory:

No eating or drinking is allowed while performing lab procedures.

Fluid resistant lab coats must be worn while performing lab procedures.

Disposable gloves must be worn when handling biological specimens.

Lab coats/gloves are not to be worn outside of the student laboratory.

Eyes must be protected with safety glasses or face shields when splashing is anticipated.

All chemical spills must be cleaned up immediately using the spill-kit.

All body fluid spills must be decontaminated immediately using a 10% bleach solution.

Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately and follow-up action initiated as directed (see Bloodborne Pathogen Exposure Policy).

The program director may dismiss a student from the program at any time if unsafe behavior is observed. If a student is exposed to blood or body fluids while participating in student labs on campus or training at affiliated clinical sites, the policy outlined below will be followed.

Bloodborne Pathogen Exposure Policy

Immediately report exposure to the instructor.

Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.

Report to the nearest emergency room/occupational health department for first aid and baseline testing. Note: The student is responsible for any treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under the college's accident policy.

Complete necessary report(s) Incident Report & Report of exposure to Blood Borne Pathogen within 24 hours of the incident.

Return to Educational Activities Following Illness or Injury

Based on the nature of the illness or injury, the program may require medical clearance before the student may participate in clinical, laboratory, or classroom activities.

Safety/Emergencies

WNCC has procedures in place to help ensure the safety of students during an emergency.

Emergency instruction signs are posted in each campus classroom. They include the following information: Fire/Explosion, Chemical spill/release, Combative person, Combative person with weapon or hostage, Severe weather/tornado/flooding, Medical emergencies, Other situations/people with disabilities, Shelter-in-place, Assailant/abduction/missing person, Lock-down procedures, Bomb threat, Bomb threat procedures, All hazards situation, All hazards communications. See Emergency Instructions at the WNCC Student Handbook.

Inclement Weather

The decision about closing and late starts will not be taken lightly, and the decision will be made after consultation with the President's Cabinet and President. Ultimately, the safety of staff and students is our priority. A concerted effort will be made to inform staff and media by 6 a.m., and no later than 6:30 a.m.

If WNCC closes early, we will make every attempt to inform faculty and staff by early afternoon to allow time to make arrangements with faculty, staff, and student for classes, events, or programs.

WNCC will notify students and employees of a closure in the following ways:

Radio: KNEB, KAAQ, KSID, or any Hometown Family Radio Station TV: KDUH

On our website: www.wncc.edu

Through our emergency notification system by e-mail and call your emergency contact information. If the college is closed, there is NO clinical rotation. Students don't attend clinical when the college is closed. Extended time missed may require make-up. Make-up days are scheduled at the convenient of the affiliate. If the college is unexpectedly closed due to an emergency or inclement weather, it is the responsibility of the student to notify the affiliate prior to start time.

Counseling, Guidance, Financial Aid, and Registration

Please refer to the College Catalog or the website: <https://www.wncc.edu/academics/academics-pdfs/2018-19-course-catalog-web.pdf>

Section V: MLS Program Policies

Attendance Policy

WNCC expects students to attend every meeting of the classes in which they are enrolled. Class attendance is essential to academic success. The college's attendance policy is as follows: "When the number of fifty (50) minute periods of absences equal the number of credit hours of the course, the instructor notifies the student and Student Services in writing. Authorized absences due to direct involvement in college-sponsored activities are excluded. After one more absence, the student is dropped from the course. The instructor informs the student and Student Services of this action in writing. Absences incurred during the forty- eight hours immediately preceding or following an official college holiday is treated as a double absence." Instructors may use the above-stated policy or one that is more lenient. It is the responsibility of the instructor to inform students of any attendance policy, which will be implemented. It is the student's responsibility to understand and follow the instructor's attendance policy.

MLS Program Attendance Policy:

Regular and punctual attendance is required at all on-line lectures, student laboratory sessions, and clinical practicum rotations. Absences must be explained to the instructor and or clinical instructor. The student must notify the instructor and the clinical site of all absences or tardiness as far in advance as possible or at least within the first hour they are scheduled by telephone or personal visit. Absences or tardiness from clinical practicum for reasons other than health or emergencies will not be tolerated, and the student may be subject to withdrawal from the program if more than two absences are recorded. Two (2) or more absences, for whatever reasons may be caused to withdraw a student from the course. A student who is fifteen (15) minutes late is considered TARDY. Three (3) tardiness constitute one absence. It is the student's responsibility to keep track of his/her attendance record and for all assignments, materials, examinations, etc. missed. All absences, regardless of the excuse, must be made up by the student at the discretion of the instructor. The student must coordinate the make-up day with the instructor and the clinical site. Important announcements are made at the beginning of class and may not be repeated.

Classroom

All core MLS courses are hybrid. The lectures and notes are online. This allows students the flexibility and convenience of reviewing the course materials before student laboratory sessions. The lecture materials may be downloaded for additional flexibility. Students must review the lecture materials and may be required to submit an admission ticket before coming to student laboratory session. Distance learning students can email or call their professor during scheduled office hours.

Student Laboratory

Absences from student laboratory sessions are unacceptable. Laboratory schedules require a “building block” approach in which skills learned in one lab is 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 challenging to make up. Make-up labs to assess critical lab skills will be arranged at the discretion of the instructor. The amount of credit achieved for the activity will vary according to each course’s syllabus.

Practicums/Rotations

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 offsite, 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.

Dress Code

It is essential to understand that you are preparing yourself for a professional career. To show a professional image, there is a DRESS CODE for PBT, MLT programs. Students are expected to attend class, laboratory sessions in a clean and neatly dressed to present a professional appearance. Students are required to attend student laboratory sessions and clinical practicum rotation in a ROYAL BLUE SCRUB TOP and PANTS. Students are not conforming to the dress code while at laboratory session and clinical practicum may be sent home at the instructor’s and or clinical instructor’s discretion and will be required to make up the time. Repeat violations will result in the student being placed on probation. While each clinical affiliate has its dress code, some fundamentals are common to most institutions. The following information is a guide for appropriate dress in a clinical laboratory:

A laboratory coat is to be worn at all times. Some clinical laboratories may supply your lab coat. The lab coat is to be clean and pressed with NO FRAYED or TORN material.

The lab coat should be worn over a uniform.

No perfume or after-shave cologne should be used.

Hair should be clean and well-groomed. Long hair must be pinned-up or tied back off the face.

Beards and mustaches should be neat and well kept.

Shoes must cover the whole foot. No open-toe or open-heel shoes are to be worn. High heels, sandals, or extremely high platform shoes are not allowed. Socks or stockings are always to be worn.

Jewelry should be limited to wedding rings and a wristwatch. 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 ½ inch below the earlobe are acceptable.

Extremes in hemlines, pant length, makeup, nails/nail polish, and jewelry are to be avoided. Nails should be short and clean; the reasonable length is 1/8” above the fingertips. Press-on nails are prohibited because of safety. No jeans, shorts, T- shirts, and clothes which are dirty, frayed, stained, or torn are permitted.

WNCC student ID badge is to be worn while on laboratory session and clinical practicum. If you are not sure an item of clothing is appropriate, do not wear it. Affiliate clinical laboratory policies may contain additional restrictions. The student must follow these. Do not hesitate to contact the Program Director for any help or assistance.

Student Conduct

WNCC expects students to conduct themselves as responsible, law-abiding citizens. Students are expected to observe basic rules of conduct. These rules require common sense and fair play between students, instructors, co-workers, clinical preceptors, and most of all, the patients.

Students are expected and encouraged to do their very best, both academically and professionally, throughout their training program. Students are expected to come to class prepared for the student laboratory sessions and clinical rotation experiences. Preparation includes, but is not limited to, the following:

Attending online didactic lectures.

Reading textbooks and assignments before attending these lectures.

Taking written exams.

Presenting adequate Power-point presentations and Case studies.

Actively participating in class discussions.

Developing skills and while achieving competencies.

Developing professionally among peers and professional staff.

After determination of misconduct, a student may be disciplined by the sanctions of the “Judicial Codes and Appeals” available in the Student Services Office and online. Examples of misconduct for which students are subject to disciplinary action include but are not limited to the following:

Dishonesty in any form, such as cheating, plagiarism, misuse of identification cards, furnishing false information to the College, or misuse of college funds.

Obstruction or disruption of any college academic, social, or administrative activity.

Threats, physical harm, or verbal abuse of any person on college property or at college-sponsored activities.

Theft of or damage to property of the College or property of college personnel or students or guests.

Unauthorized entry to, or use of, any college facilities.

Violation of rules governing college facilities.

Disorderly conduct or lewd, indecent, or obscene conduct or expression on college property or at a college-sponsored function.

Use, possession, sale, or distribution of narcotics or illegal drugs or stimulants.

Drunkenness, use, possession, sale, or distribution of alcoholic beverages on college property, whether leased or owned and on the specified premises of a college-sponsored off-campus function.

Gambling on college property.

Unauthorized possession or use on college property of explosives or firearms.

Professional Conduct Objectives

Professional conduct objectives apply to the online classroom, classroom, student laboratory, and clinical settings, and will include but are not limited to the following:

Comply with the rules, regulations, policies, ethical standards or standards of professional practice of the affiliate institution/agency, the Medical Laboratory Science Programs (PBT, MLT) and WNCC.

Comply with the Health Insurance Portability and Accountability Act (HIPAA) rules and regulations protecting the confidentiality of personally identifiable patient health information.

Assist patients to feel more comfortable and secure.

Establish effective rapport with clinical and WNCC personnel and peers.

Seek appropriate clarification about responsibilities from appropriate sources.

Ask for assistance when uncertain about how to proceed.

Follow through with assignments, discussions, and special projects promptly.

Practice learned skills.

Strive for adaptability.

Perform tasks that are within the limits of competence and are necessary for the assigned area. If directed to perform any procedure outside your expertise or restrictions of practice, students are to inform the affiliated institution/agency’s supervisor and the medical laboratory science program director. The student should also notify the clinical instructor.

Maintain the cleanliness and safety of the work area and appropriate stock supplies for lab and

clinical assignments.

Attend class and be prompt.

Comply with the program dress code.

Be prepared for class or clinical course work.

Contribute to class discussions.

Exhibit the highest standards of integrity and honesty.

Exhibit behavior which inspires the confidence of patients, peers, and supervisors.

Treat patients, staff, faculty, and others with kindness, courtesy, and concern for the preservation of their privacy.

Maintain the highest standards of professional ethics at all times.

Maintain the highest standards of health, welfare, and safety for patients, faculty, staff, and other students.

Personal Business

In our technological-based society, it is noted that some students are frequent users of electronic devices. Except during breaks and approved times, usage of the following is prohibited during class, student laboratory, or clinical hours:

- facilities' phone and fax

Personal Digital Assistant, pocket PCs, palmtops, media players (MP3s), personal pagers, iPads, iPods, cellular phones, and other texting devices. Messages may be received through the instructor.

Confidentiality of Student Records

By institutional policy and the U.S. Family Education Rights and Privacy Act (FERPA), WNCC vigorously protects the privacy of students' education records. Unless allowed by law, WNCC does not release education records, such as grades and class schedules, without the prior written consent of the student. The student may grant such permission by completing the Authorization to Release Information form. (See appendix) The signed form will be maintained in the student's file, and the requested information will be copied and forwarded.

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public and not generally deemed to be an invasion of privacy. At WNCC, the following categories are defined as "directory" information: name, mailing address, telephone number, dates of attendance, full or part-time status, degree awarded, major and year of graduation. Students have the right to request non-disclosure of directory information. If they do not restrict the release of this information, the information will probably be released or disclosed. WNCC uses directory information for non-commercial, educational purposes, such as to mail notices to the student about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association, and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is essential to consider the potential consequences of restricting the release of directory information carefully. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs; to provide your name for recruitment contacts by potential employers, to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies. Or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of directory information, complete and sign the Privacy Notice available at Appendix and must submit, in writing, the specific information

to be withheld to the Student Services Office. This must be done each semester that the exclusion is to apply. This request will apply permanently to the student's record, even after graduation, until a written authorization to reverse the request is received by the program director and the Student Services Office.

The Medical Laboratory Science programs often receive requests from potential employers seeking to contact graduates of the programs for employment purposes. It is the policy of the medical laboratory science programs to release only directory information by FERPA.

The FERPA revisions of 1998 permit schools to notify parents of students who are younger than 21 if such student has been found responsible for violating institutional policies regarding alcohol and other drugs.

Review of Personal Education Records

FERPA gives a student the right to inspect and review his/her education records. The student has the right to request correction of records they believe to be inaccurate or misleading, and if the records are not amended, the student has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the student has the right to place a statement in the record setting forth his/her view about the contested information.

If a student requests a review of his/her education record, the following procedure will be followed by the medical laboratory science program director/health sciences division chair. The student will complete the Request to Review Educational Records form (See appendix) which will be maintained in the student's file. The student's signature will be verified for authenticity using a picture ID.

The student may review his/her record close to the appropriate office. Request for a hearing must be submitted to the program director in writing.

Student Service Work Policy

PBT, MLT 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 adequate supervision, may be permitted to perform procedures. A clinical institution which employs a currently enrolled PBT, MLT student as a phlebotomy technician or medical laboratory technician 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 clinical laboratory facility may sponsor a student and receive payment for training hours if the student performs the training activities with qualified supervision, and the student is not replacing a qualified staff.

Professional Ethics and Confidentiality

Students must always remember that the information in a clinical laboratory is confidential. This means that all lab results are to be directed only to physicians, nurses, and other health professionals for diagnosis and treatment. Students shall not tell patients, parents, friends, relatives, or non-laboratory hospital employees the results of tests or the nature of any illness. This information is given only by the physician to the patient.

It is expected that laboratory professionals may encounter very ill or possibly contagious patients in routine practice. As a PBT, MLT student, you should expect occasions when you will be working with these patients or their specimens as part of your clinical experience. It would be considered unprofessional and unethical to refuse to respectfully and appropriately treat these patients and their samples. Failure to comply with the above is cause for immediate dismissal from the program.

Academic Integrity

WNCC expects students to conduct themselves as responsible, law-abiding citizens. Misconduct as a result of cheating, plagiarism, misuse of identification cards, or furnishing false information to the college may result in disciplinary action by the sanctions of the "Judicial Code and Appeals." Acts of

cheating and plagiarism may result in penalties ranging from a student receiving a failing grade on an assignment or for a course up to and including expulsion from the college. Any form of academic dishonesty represents a grave breach of personal integrity and the rules governing Western Nebraska Community College's community of learners. Students with questions about Western Nebraska Community College's policy affirming academic integrity should clarify their understanding by talking to college administrators and faculty members, and they should consult the Student Handbook, which contains specific definitions of offenses that constitute cheating, plagiarism, and academic dishonesty. Students are expected to know and understand the college's policies relating to academic integrity and are held accountable for doing so.

Honesty Policy

Honesty is expected of all health professions students. Academic institutions, health care facilities, and the public expect that persons educated and employed in health care possess a moral and ethical code based on honesty. Health professions students who are dishonest during their educational program and who manage to obtain passing grades may not be capable of passing national certification exams or practicing competently. Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the educational institution and its community, and impairs the quality of the health care system.

Academic dishonesty refers to forms of lying and cheating on academic assignments. Examples of academic dishonesty include but are not limited to:

- Exchanging information with another student during an exam
- Bringing notes to use during an exam not authorized by the instructor
- Acquiring, without permission, tests or other academic material belonging to an instructor
- Copying another student's homework or laboratory exercises
- Using false excuses for an absence from class

Plagiarism is receiving credit for work, which is not your own. This includes copying another student's work or copying information from a book or article. Any information that is copied from another source must be cited appropriately in the assignment. Deliberate acts of plagiarism are considered serious offenses within the college community.

Clinical practice dishonesty occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical practice dishonesty include but are not limited to:

- Falsifying lab documents and attendance records
- Not performing tests according to procedure
- Not reporting mistakes/errors to clinical instructors
- Using false excuses for absence from clinical

Student disciplinary procedures, as outlined in the college catalog, will be followed if an act of dishonesty is discovered. Disciplinary sanctions that may be imposed range from warnings to expulsion from the Program and or the College permanently.

Physical Risk Statement

Students with a temporary physical problem/limitation (i.e., broken bones, back injuries, recent surgery, etc.) may be admitted to, or choose to continue in the PBT, MLT Program. If a student decides to stay in the Program, he/she understands and agrees that excessive absenteeism or inability to perform necessary duties related to the learning objectives and health care delivery can result in the necessity to discontinue the Program. It is the student's responsibility to obtain, and provide to the instructor, written permission to take part in all course functions from a physician during the period any physical problem/limitation is present.

The College is not responsible for any exacerbation of this problem, which occurs as a result of the student's continued participation in the Program.

Interactions with clients in the health care system carry inherent risks to both the client and caregiver, including, but not limited to, infectious diseases. In this document, as well as in the curriculum, students will be given information regarding known risks of various illnesses and provided skills to implement precautions appropriate to these risks. All students are expected to provide adequate care to all clients assigned to them in any health care setting as a learning experience. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis, AIDS, or other infectious diseases. (See Appendix)

Furthermore, the student understands that participation in this program exposes the student to certain risks of illness, injury, or infectious contact. The College will not be held responsible for any illness or injury, or infectious contact which occurs during the participation in the Program. The student's signature on the Statement of the Understanding page is an acknowledgment of this policy.

Evaluation and Grading Policy

This is a competency-based program. Each student is expected to demonstrate competency in classroom work and clinical laboratory skills successfully. 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 are outlined in the course syllabi. All MLT and Phlebotomy courses require a minimum GPA of 2.0 or Grade of C in both the lecture, the laboratory components, and the practicums. MLT students must also achieve a minimum GPA of 2.0 or Grade of C in all academic course work of the degree plan (general education courses) and must meet all requirements established by the program and by the college for the Associate in Applied Science (AAS) degree. Criteria-based rubric system will be using for grading the clinical courses for final clinical evaluation grading. Student will be evaluating in both technical and professional areas. All the details in MLT and Phlebotomy Program Practicum Handbook.

Academic Evaluation (Written Measurements)

All MLS course exams will be given through Blackboard and will be timed. Course practical(s) and midterm/final exams will be conducted in class, at a Testing Center, or with an assigned proctor. Unless otherwise stated, no unauthorized study materials or outside resources are allowed during an examination. Students must complete an examination in one sitting AND within the posted time limit. Specific protocols and expectations for taking course examinations will be outlined in each course syllabus. The Program's Progressive Discipline policy will be implemented at the appropriate level of examination policies are violated.

Technical Evaluation (Student Laboratory Competency Assessments)

Competency assessment is used to determine that the student has the necessary knowledge and skills to perform a basic laboratory test accurately. Each competency assessment has a written set of specific criteria which must be performed without error to demonstrate that competency has been achieved. The student will be provided with the assessment criteria and will receive feedback from the instructor during the skills practice sessions.

Practicum Evaluation (Competency Assessments)

Clinical competencies are a pass/fail and must be completed successfully to pass the course. If the student has an unsuccessful competency assessment, an action plan will be developed, which will include remediation. Remediation can consist of demonstration of skills by the instructor, discussion of specific errors the student made and how to correct them, and additional practice opportunities. A

failed competency will result in the initiation of the Progressive Discipline Policy. The student will be allowed three competency assessment attempts per procedure. If a student is unable to demonstrate competency after three attempts, the student will be withdrawn from the respective course and will be withdrawn from all other co-requisite courses. If the withdrawal date has passed, the student will be awarded a grade of "D" regardless of the course average.

Grading Scale:

| Letter Grade | Grade Point | Percentage % |
|--------------------------------------|-------------|----------------|
| A+ | 4.0 | 98-100 |
| A | 4.0 | 95-97 |
| A- | 3.67 | 91-94 |
| B+ | 3.33 | 88-90 |
| B | 3.0 | 85-87 |
| B- | 2.7 | 81-84 |
| C+ | 2.3 | 78-80 |
| C | 2.0 | 75-77 |
| C- | 1.67 | 71-74 |
| D+ | 1.33 | 68-70 |
| D | 1.0 | 65-67 |
| D- | 0.67 | 61-64 |
| F | 0.0 | Less than 60 |
| P (Passing, credit granted) | No Effect | Not Applicable |
| NP (Not Passing, no credit granted) | No Effect | Not Applicable |
| I (Incomplete) | 0.0 | |
| W (Official withdrawal, not failing) | No Effect | |
| A (Audit) | No effect | |

Grade Appeals

Every student has the right to appeal the final grade in a course by the stipulations outlined below. The student must initiate such an appeal no later than three weeks after the day grades are postmarked. A student who questions a course grade must:

Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then:

Visit with the appropriate division chair to discuss the issue. If the concern remains unresolved, the student may:

Elect to file a written Grade Appeal at the Dean of Educational Service's Office for a referral to the Peer Review Committee.

A formal Grade Appeal may not be filed until steps 1, and two above have been completed. An official Grade Appeal may be filed if:

There is a dispute over the numerical calculation of the grade; or

The grade assigned appears arbitrary and not indicative of the student's performance.

Students who question an instructor's treatment of the student may discuss the matter with the Vice President of Student Services as described in the Western Nebraska Community College Judicial Codes and Appeals – Article VII – Student Rights Grievances.

Progressive Discipline

The program officials of the MLS program are committed to assisting students to be successful in the program. To afford students due process, MLS students who are not meeting course objectives in didactic lectures, student laboratory and practicum will be apprised of their performance status using a 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 the 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 WNCC counselors.

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

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written MLS Programs Unsatisfactory Progress Notification form (See appendix) will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student in correcting the deficit and remaining in the program and being 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 didactic lecture, student laboratory and/or clinical practicum performance

Unsatisfactory student laboratory and/or clinical practicum 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

The 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 specified time frame in which the student must improve or be withdrawn from the program. The student meets with the instructor, program director, and/or department chair. A WNCC counselor may be asked to assist in representing the student. The student and faculty will review and sign an MLS Programs 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 removed 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 “W” as applicable.) Withdrawal from a program is initiated in writing by the program director and communicated to the appropriate department chair using the Recommendation for Removal from the MLS Program form (see appendix).

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

Unethical behavior that seriously endangers 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 “W” as applicable.

Continuance in PBT, and MLT Programs

It is the responsibility of the student in PBT, and MLT programs to maintain at least minimum academic achievement and exhibit appropriate professional conduct. A student may be given an unsatisfactory progress notification, and/or may be removed from a course and/or program for reasons of academic failure, unsatisfactory clinical performance, and/or professional misconduct, as otherwise described in this handbook. Progression in the any PBT program will occur only if all program- required courses are passed with a grade of “C” or better. Progress in the MLT program will occur only if all program- required courses are passed with a grade of “C” or better. It is the student’s responsibility to meet with the instructor/faculty advisor regarding academic/clinical concerns.

Removal from a Clinical Rotation

WNCC reserves the right to remove a student from a clinical rotation at any time. An affiliated institution/agency may request the immediate removal of a student from an assigned area if deemed necessary by agency personnel. The MLS Program Director must be notified immediately following either action.

Classroom Behavior

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove offending students from class. Repetition of the offense may result in removal from the course and program.

Professional Misconduct

A faculty member may immediately remove a student from the clinical assignment either by request of the clinical facility or when, in his/her judgment, it is prudent and reasonable to do so. When removing a student from a clinical assignment, the faculty member will inform the student of the reason for the action and any conditions applicable to the situation. A written report of this action will be filed in the office of the program director within 72 hours. As appropriate, discipline may also be initiated pursuant to WNCC policies. The written report shall be signed by the complainant, and shall, to the extent reasonably possible, specify the date, time, place, person or persons involved. The circumstances of the alleged prohibited conduct, including the name or names of persons who may have witnessed the alleged prohibited conduct, shall also be documented in writing. Removal from a clinical assignment

continues until the offending condition is corrected (such as lack of preparation for the assignment or improper dress or grooming),

Student Withdrawal from MLS Programs

A student who withdraws from the PBT and MLT programs while in good academic standing must submit a written letter to the program director formally withdrawing from the program. To be reinstated, a student must follow the reinstatement process.

Student Reinstatement to MLS Programs

Once withdrawn or removed from a PBT, and MLT program, a student who wishes to be reinstated must submit a written request for reinstatement to the program director. The letter must state the basis of the request and substantiate the request with proper documentation. Letters requesting reinstatement to the program must be received by the program director no later than one calendar year from the date of the letter of program removal.

Probation

Students are placed on probation, and may be withdrawn from the program, for a variety of reasons including, but not limited to unsafe or unprofessional clinical practice that is grossly negligent, excessive absences, failure to meet competency levels, violating patient confidentiality/HIPAA, failure to improve after verbal and/or written notification of unsatisfactory performance and academic dishonesty.

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

A student can only be placed on probation once while in the PBT, and MLT program. Any behavior that could result in probation will result in withdrawal for the student who has previously been on probation for any reason.

Program Readmission Policy

A student who withdraws from the program or fails to achieve the minimum course grade for progression may be readmitted one time only to the PBT, and MLT Program upon the recommendation of the MLS Program Director and according to the criteria outlined below.

Readmission Criteria

A student who was withdrawn or withdrew or has been out of the PBT and MLT program for more than one year must reapply as a new applicant and must repeat all second year MLT course work. The student may be considered for readmission and will be subject to the MLT applicant ranking system.

The student must meet current admission requirements.

The individual must submit a letter requesting re-admission/reentry to the MLS Program Director by the date stated on the Exit Interview paperwork. This letter serves as a reentry request and does NOT guarantee re-admission to the program.

Once the stated deadline has received a re-entry request, the student will meet with the MLS Program Director to discuss a plan of action and address concerns and expectations. This plan of action may require following up appointments with the counselor, or remediation with MLT faculty, or any other activities or advising that would assist the student.

Each reentry request will be evaluated by the MLS Program Director, who will determine 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 the laboratory-related area,

attendance and participation in professional activities, and continuing college coursework in similar studies.

The correction of any identified Program-related problems.

Students seeking readmission will be ranked according to the Readmission priority.

Readmission Conditions

The student must meet the current admission criteria including current negative TB test, immunizations, health insurance, and compliance with the MLS Program Drug Screening Policy, 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 MLS Student Handbook.

The student retakes all MLT courses starting with the summer semester of the second year unless otherwise stipulated by the Program Director.

The student would not be required to repeat Fundamentals of Phlebotomy, Clinical Laboratory Operations if these were completed.

Readmission Priority

The MLS Program Director will review the files of all students requesting re-application or re-admission to the PBT, and MLT programs. The following guidelines will determine priority and points allotted during the Applicant Selection and Ranking Process.

First Priority:

Re-application: Students that applied to the program but did not begin the program or who were not accepted into that academic year's cohort.

Second Priority:

Re-admission: Students that withdrew from the program or who were withdrawn from the program (see note below). Priority will be assigned based on GPA on program specific MLT course work at the time of withdraw from the program.

Note:

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 PBT, and MLT Programs.

Electronic Communication Devices

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergencies 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 class at the next break.

Whether in lecture or laboratory, students are to only access course-related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks.

Our student laboratory is considered "contaminated" as we work with human blood and body fluids. If a student chooses to use a cell phone or tablet applications during the laboratory component of the course, these items must have a protective cover that can be disinfected after the activity.

If a cell phone is used during any testing situation or 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. The clinical instructor will determine these purposes. Tape recorders, PDAs, cameras, and other recording devices are not to be used in the clinical setting for recording identifiable client data.

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., Alliance, Bridgeport, Chadron, Sidney). Students must be prepared to accommodate travel to any facility deemed appropriate to meeting course objectives within and outside Western Nebraska.

Employment

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

Noncompliance with Program Policies

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

Policy and Procedure Changes

All policies are subject to change by the MLS 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.

Grievance Policy and Procedure

WNCC recognizes the importance of maintaining an environment that preserves the academic freedom and civil rights of its faculty, staff, and students. Each student has the right to file a grievance on any abridgment of her/his rights by any staff/faculty member by the abridgments outlined in Clause 1 below.

SECTION a – Procedures

A student who questions abridgment of her/his rights should make an appointment with the Dean of Student Services to discuss the issue. Such a meeting must be initiated by the student within three (3) weeks after the alleged abridgment has occurred. Clause 1 – Abridgments

Discrimination - Treatment by a faculty/staff member directed toward a student because of her/his race, color, religion, ethnic origin, gender, age, disability, marital status, or veteran status.

Violations of the WNCC Board of Governor's policies.

Unjust Treatment - Evidence of a pattern of negative behavior including but not limited to verbal abuse in class or elsewhere on campus or non-fulfillment of an obligation to teach class.

SECTION B - Investigation and Determination

The Dean of Student Services shall investigate the complaint/grievance and may:

Recommend or require that the student first discuss the matter with the staff/faculty member whom she/he feels has abridged those rights and her/his supervisor,

Visit with appropriate staff/faculty member(s) to gather information, and/or

Attempt to mediate a discussion between the student and the staff/faculty member to clarify the matter and suggest alternatives if needed.

The Dean of Student Services shall then determine if the situation warrants:

Dismissal of the grievance,

Referral to the Assistant to the President for Human Resources in the event of alleged civil rights or

WNCC Board of Governors policy violation or violation of the law,
Referral to the Dean of Instruction (or designee) in the event of alleged unjust treatment by a faculty member, or
Referral to the appropriate supervisor in the event of alleged unjust treatment by a staff member as described in the Western Nebraska Community College Judicial Codes and Appeals – Article VII – Student Rights Grievances.

Complaints & Resolution

The faculty and staff of the Health Sciences Division, MLS Programs are dedicated to providing the best possible education and training to the enrolled students. It is also a priority of the program officials to maintain a positive and problem-free environment which is conducive to learning and achievement of student's goals. It is our policy and desire to prevent or immediately rectify any potential impediments to student's learning and achievement. To enable the Program to resolve any student complaints with expediency and efficiency, students are asked to follow the following guidelines:

If an incident, academic or non-academic, occurs in or out of the classroom, have a frank discussion with the faculty member who is in charge of the setting in which the incident occurred. Explain the nature of your problem and allow the faculty or staff member to explain/resolve/ remove the cause of your complaint.

If the problem is not resolved or continues to occur, seek an appointment with the Program Director and have an open discussion of your problem/difficulty. According to the nature and seriousness of your complaint, the Program Director may ask you to submit a written complaint giving details or may undertake to resolve the issue informally. An informal resolution is always desirable and beneficial to all parties involved.

If the problem is not resolved or an explanation is not given within a week of your lodging the complaint with the Program Director, submit a written complaint and related documents to the Health Sciences Division Chair.

If the complaint is not or cannot be resolved at the department /division level, it will be forwarded to the Dean of Instructions.

If the complaint is a grade dispute or of other academic nature, the complaint will be forwarded to the Dean of Educational Services.

If the complaint is regarding a non-academic issue, the Dean will follow the established protocol of the College for grievance resolution, which usually includes the appointment of a committee to examine the issue and render a judgment.

Student Records

Academic and health information pertinent to each PBT, and MLT student is maintained by the MLS Program in the Program Director's office. After the student graduates or withdraws from the program, the files are moved to the secured storage room and kept for five 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 MLS Program Director 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 data and the information contained in the data. Any public inquiries concerning a student will be referred to the Program Director.

Academic records may include:

Student Academic advising sessions

Application(s) / Transcripts

Correspondence to and from the student

Clinical documents
Signature forms
Program forms
Student information sheet
Documentation of 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.

Program Closure – Teach out Plan

NAACLS requires the PBT and MLT program to have a “teach-out” plan in case the program closes. Intentional closure of the WNCC PBT and MLT program will be communicated to all students immediately.

Substantive changes requiring development of a teach-out plan may include but are not limited to program closure due to low enrollment or low industry demand; relocation due to catastrophic loss of physical structure: sudden and unanticipated loss of faculty; sudden and unanticipated loss/reversal of program accreditation.

The Medical Laboratory Technology Programs Mission Statement defines our student instructional intentions to prepare the students for certification and employment as medical laboratory personnel. The teach-out plan will ensure the continuity of instruction for active and enrolled students in the MLS Programs, allowing the student to reach the intended goal of successful acquisition of the degree and subsequent gaining of the required credential.

Prospective students:

Students will be informed that the program will not take a new cohort due to program closure. Students will be counseled regarding alternative WNCC majors. Students will be counseled in applying to other local PBT, and MLT programs. Program closure information will be posted on the college website. Students will be assisted in applying to other local PBT, and MLT programs.

Current students:

Students will be informed of program closure.
If closure is announced mid-academic year students will be allowed to complete PBT and MLT courses.
MLS program faculty will work with clinical sites and other community colleges to facilitate completion of the clinical practicum.
A college official will be designated to clear students applying for the certification exam.

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

Substantive Changes and Resolution Plan

In the event of program closure due to low enrollment or low industry demand, the program will continue to offer core MLT, and PBT courses until such time as all enrolled students have met the degree requirements or a period not to exceed three years. No additional students will be accepted into the program in question during this teach-out period. Fully qualified faculty will be retained to instruct the remaining students and but faculty may be employed in a part- time capacity dependent

on budget. All notification shall be done in accordance with WNCC's policies. Notification of our accrediting body, NAACLS, will be done by the standing Program Director through the College President.

In the event of catastrophic loss of physical structure (i.e., campus and/or laboratory classroom destruction), program operations can be relocated to one of the five other WNCC campuses. All resources needed for laboratory instruction will be provided at the relocation area. NAACLS will be notified of the change in location of instruction by the standing Program Director through the College President.

In the event of sudden and unanticipated loss of faculty or sudden and unanticipated loss/reversal of program accreditation. The policy will be implementing according to WNCC's policy and procedures.

Student Notification

All active and enrolled students will be notified of any substantive changes to the Medical Laboratory Programs via WNCC email; mail; or phone call as soon a plan for teach-out has been initiated.

Advisement processes will be outlined to the student during this correspondence.

Depending on the event, all changes will be resolved as quickly as possible. This will provide a seamless and transparent transition for the enrolled students.

MLT and Phlebotomy students Self-Reporting Policy

All MLT and phlebotomy students must keep the MLT program director informed about anything that might have a bearing on their continued eligibility in the MLT program. The kinds of information that must be reported by all MLT and phlebotomy students are described below:

Inability to maintain a "C" average in any MLT curriculum required classes.

Inability to meet course attendance requirements.

Continual unexcused (3X) absence from classes/rotation.

Dishonest or criminal conduct - see also: Academic Integrity Contract

Arriving to class or rotation under the influence of drugs.

Disruption of classroom instruction at college or clinical rotation site.

Insubordination.

Conviction of use and/or distribution of illegal drugs.

Conviction of theft of college property or property of faculty, other students, clinical facilities or patients.

Violation of Western Nebraska Community College Drug Free Campus policy.

Arrests: If you are arrested for any reason, this must be reported regardless of whether or not you were convicted, or charges were dropped.

Termination from any healthcare facility whether voluntary or involuntary resulting in a "not eligible for rehire" status.

This policy requires that all MLT and phlebotomy students, as a condition of enrollment in the MLT program, must report in writing any of the above within five days to the MLT program director. This includes any subsequent changes in criminal history that occur after the admission background check has been completed and whether occurring on or off Western Nebraska Community College premises. I understand any violation of this policy may result in disciplinary measures appropriate to the offense up to and including dismissal from the MLT program and the student may be subject to Western Nebraska Community College sanctions as well.

Section VI: Practicum Policies

The Faculty of Western Nebraska Community College and the Health Sciences Programs has an academic, legal, and ethical responsibility to protect members of the public and the health care

community from unsafe or unprofessional practices. Health Science students, while representing WNCC 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 WNCC 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 MLS Student Handbook. 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.

Social Media General Information

When publishing information on social media sites, the student needs to be aware that information may be public for anyone to see and can be traced back to them as an individual. There is no such thing as a “private” social media site. Search engines can turn up post’s years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, ask your faculty. Social media typically enables two- way communications with the audience. Therefore, an individual has less control over how others will use materials. Social media may be used to investigate student behavior.

As a student at WNCC Health Sciences program, you may encounter confidential information within the classroom or patient care environment during clinical/practicums. It is the responsibility of the student to follow the following policy related to Social Media.

Social Media Policy

All social media postings must be made within the guidelines of the “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum” policies outlined in the program-specific student handbook, and Professional Codes of Conduct/Code of Ethics as applicable to their particular field.

All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), applicable facility policy, and state law.

Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained as a result of your presence in a clinical/practicum setting or as a result of a student-patient/client relationship.

Do not identify patients/clients by name or post or publish information that may lead to the identification of a patient/client (examples include but not limited to: date of care, facility name, diagnosis, and treatment/surgery). Limiting access to postings through privacy settings is not sufficient to ensure privacy.

During clinical/practicums, any use of electronic devices (cell phones, laptops, etc.) must be with faculty approval within the guidelines of facility/program policies.

Do not take photos or videos of patients on personal devices, including cell phones.

Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship.

The student must have permission from the faculty to videotape or audiotape in the classroom.

Official accommodations made by the Student Accessibility Services (SAS) will be provided.

Consequences

Violations of patient/client privacy with a portable electronic device/use of social media platforms will be subject to HIPAA procedure/guidelines and consequences.

Students who violate “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum” policies outlined in the program- specific student handbook, and Professional

Codes of Conduct/Code of ethics codes through the use of social media platforms/portable electronic communication devices do so at the risk of disciplinary action that can be failure in a course and/or dismissal from the program.

Safe/Unsafe Practicum Practices

The Medical Laboratory Science Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and emotional. Safe practices are a requirement for 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 the 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) before 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 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 accurately identify patient(s) before 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 relationships 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

Practicum courses:

Please refer to MLT Practicum Handbook for the details.

Eligibility for Practicum

To be eligible for a practicum, MLT students must first satisfactorily completed with a “C” or better (PBT students must first complete with a “C” or better) for all courses listed as prerequisites for the respective practicum. Students will not be enrolled in a Practicum by the program director until all required courses are completed successfully. In addition, you must meet the Essential Functions as listed in this MLT Student Handbook.

Practicum Placement Policy

The MLS Program Director will determine the student assignment to the affiliated clinical facilities. Students will be asked to provide a prioritized listing of their choice for the placement of practicum rotations. The student must recognize that the MLS Program cannot guarantee that a student will be assigned to their first choice. If a cooperative lab/employer is supporting a student, the student will have the primary consideration.

Placement is based on several criteria, the foremost of which are:

The number and variety of student clinical spaces available.

Consideration will be given to the student’s employment issues and Clinical Site Coordinator requests.

Students employed by their Clinical Sites will be given priority over other students.

Full-time students in good standing will be given priority over part-time students in good standing

Part-time students in good standing will be given priority over students with attendance issues and multiple learning agreements.

MLT Students will not be placed in a Clinical Setting with relatives.

If the practicum spot is not warranty at the affiliated clinical sites:

It the student’s responsibility to provide transportation to and from, or provide residence near, the assigned clinical facility. Travel time could be at least one hour each way. The MLS Program will strive and plan to ensure timely clinical practicum for all students. However, circumstances can change that are beyond the control of the Program. If there would not be a sufficient number of clinical placement positions for all students completing the didactic semester, clinical assignments will be made based on the above criteria, then also with consideration of grade point average, attendance, and professional behavior assessments.

Scheduling of Practicum

Schedule of the dates is the responsibility of the MLS Program Director and times of student clinical experience is at the discretion of the Clinical Affiliate laboratory. The general expectation is that clinical schedule will be “day shift,” Monday through Friday, and a minimum of 8 hours per “shift.”

Assignment of other schedules must be agreed upon by the MLT Program Director and the respective Site Coordinator. The “student practicum shift” can be defined as a clinical lab shift. Assignment to any times other than the “day” shift, Monday through Friday must be agreed upon by the respective site coordinator and the MLS Program Director.

Chain of Command

Students’ primary responsibility is to the MLS Program Director. In turn, students are also responsible to the Laboratory Supervisor of the clinical affiliate, the Site Coordinator of the clinical facility, and to the Clinical Instructor to whom you are assigned (these may be the same person). While assigned to a clinical facility, student’ must follow all personnel regulations of the facility, including the dress code, late and absence call in and scheduling issues. Students’ are being supported by these clinical affiliates to complete their education as a professional. Students’ must be respectful.

Clinical Rotation Orientation

A PBT, and/MLT student who qualifies to continue to the practicum course of the Program will attend a mandatory orientation meeting after acceptance in the to the clinical rotation to fill out forms and meet requirements of the clinical affiliates.

Hospital Observation

Students are required to complete an 8 hours' hospital observation before practicum. Observing a phlebotomist, medical laboratory scientist and medical laboratory technician at work in a real- time setting is not only a requirement for the class, but it is also a requirement for clinical practicum. Students observe procedures under the one-on-one supervision of a clinical instructor at one of the clinical affiliates.

MLT and Phlebotomy Practicum Waiting List Procedure

Should the number of MLT and or Phlebotomy students ready for clinical rotation training exceed the number of available clinical sites; a waiting list will be put into place. Students will be ranked in order of grade point average (GPA) and placed into the available clinical rotation sites. Those students remaining will be placed in the first available clinical site as one becomes available.

MLT/Phlebotomy Student Agreement

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

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.

I have been informed regarding the inherent health/safety hazards in the health care field and release Western Nebraska Community College from any liability for such hazards.

I have read, understand, and agree to have blood collected via venipuncture and/or Finger stick technique and that you hereby release Western Nebraska Community College, the Program, Program faculty, or any clinical site affiliate from liability of any complications that may arise from these procedures.

I agree to criminal background checks and agree to immediately notify the MLT Program Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.

I have read and understand that Western Nebraska Community College complies with the Family Education Rights and Privacy Act.

I understand the MLT Program Career Understanding statement.

I have read, understand, and agree to comply with the MLT Program Clinical Training.

Waiting List Policy.

I have read and understand the Clinical Practicum Understanding policy on how clinical practicum site placement is determined.

I have read, understand, and agree to comply with the MLT Program Social Media Policy.

I have read, understand, and agree to comply with the MLT Program Substance Abuse Policy. I further agree to provide samples of my blood, urine, breath or any other appropriate sample for the purpose of testing to detect the presence of alcohol or drugs. I authorize the disclosure of test results to the appropriate Health Occupations Program Coordinator/Director or their designee. I am aware that the results of these tests may be subsequently used for discipline purposes, including dismissal.

I understand that the MLT Program utilizes student affective behavior evaluations as defined in the MLT Program Student Handbook and how they are used to assess my performance in the MLT Program.

I have read, understand, and agree to comply with the MLT Program Self Reporting Policy.

I grant authority to the MLT Program to use my portrait/likeness, biological, Educational, and any other information provided by me for all purposes related to the creation, development, and maintenance of all MLT Program Internet web pages. This authority is granted without charge. I understand that the MLT Program is not responsible for any unauthorized uses by unauthorized parties of the information or images provided.

I have read, understand, and agree to comply with the MLT Program Patient Confidentiality Policy (Health Insurance Portability Accountability Act - HIPAA).

I have read, understand, and agree to comply with the MLT Program Academic Integrity Policy.

I have read, understand, and agree that I currently meet the Essential Functions as Written. If at any time I cannot meet the Essential Functions, I understand that my eligibility in the Medical

Laboratory Technician program will be reviewed.

I have read and understand the Medical Laboratory Technician Program Service Work Policy.

I have read and understand the Medical Laboratory Technician Program Teach Out Policy.

I have read and understand the Medical Laboratory Technician Program Non- Contingency Policy.

I have done hereby acknowledge that I have received a copy of the current MLT Program Student Handbook. I have read and understand the contents therein agree to abide by the stipulations set forth in the MLT Student Handbook while I am a student in the program.

I understand that the above policies and statements are a part of the MLT Student Handbook and by my signature below, agree to comply with them. Furthermore, I will agree to and will comply with the course requirements as listed in each course Syllabus and Student Policies of the MLT Program.

Printed Name _____

Student Signature _____

Date _____

Safety Agreement Form

Please initial the items below and sign the form.

I agree to follow all set rules and regulations as required by the instructor or supervisor _____

I have been informed about and received training concerning the chemical hygiene plan _____

I have been informed of the location of the chemical hygiene plan and the MSDS folder _____

I have been informed and received training concerning the OSHA Blood borne Pathogens Standard and Standard Precautions _____

I understand that biological specimens and blood or blood products are potentially infectious _____

I understand that even though diagnostic products and reagents are screened for HIV antibodies and hepatitis B surface antigen (HBsAg), no known test can offer 100% Assurance that products derived from human blood will not transmit disease _____

Student Name (Please Print) _____

Student Signature _____

Date _____

Instructor Signature _____

Date _____