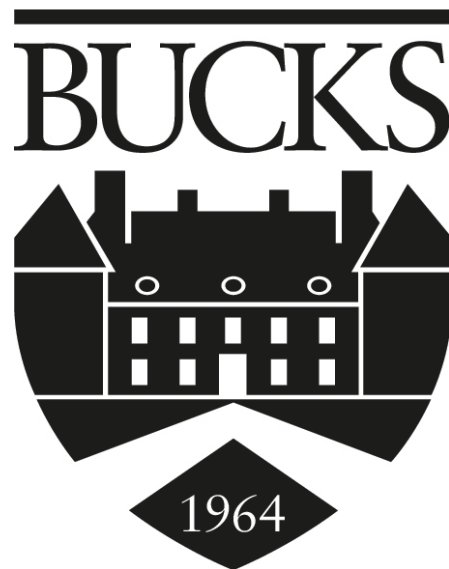


BUCKS COUNTY COMMUNITY COLLEGE

MLT STUDENT HANDBOOK



PROGRAM DIRECTOR:
Karen Gatewood MLS (ASCP)^{CM} / (267)685-4832
Revised Dec 2022

Contents

I INTRODUCTION TO THE BCCC MLT PROGRAM.....	6
A. PROGRAM MISSION.....	6
Program Mission Statement	6
B. PROGRAM GOALS	6
C. PROGRAM ACCREDITATION.....	6
D. CLINICAL AFFILIATE ADMISSION REQUIREMENTS.....	6
E. ASSOCIATE DEGREE REQUIREMENTS.....	7
F. SERVICE WORK.....	7
G. STUDENT ABILITIES AND SKILLS.....	7
Essential Function I: Observation	7
Essential Function II: Communication	8
Essential Function III: Motor.....	8
Essential Function IV: Intellectual-Conceptual, Integrative and Quantitative Abilities.....	8
Essential Function V: Behavioral and Social Attributes.....	8
Essential Function VI: Ethical and Legal Standards.....	9
Other Essential Functions:	9
II PROFESSIONALISM AND THE AFFECTIVE DOMAIN.....	10
A. AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE (ASCLS).....	10
CODE OF ETHICS.....	10
Preamble.....	10
Duty to the Patient.....	10
Duty to Colleagues and the Profession.....	10
Duty to Society.....	10
Pledge to the Profession: As a clinical laboratory professional, I strive to:.....	11
B. CHARACTER AND PROFESSIONALISM	11
AFFECTIVE OBJECTIVES FOR STUDENT LABORATORIES.....	11
AFFECTIVE OBJECTIVES FOR COORDINATED PRACTICE ROTATIONS.....	12
III CLASSROOM AND LABORATORY EXPERIENCES	12
A. CLASSROOM, LABORATORY, AND CLINICAL ATTENDANCE POLICY.....	12
B. ACADEMIC RESTRICTIONS.....	13
C. ACADEMIC ADVISING AND GUIDANCE	13
D. PRIVACY	13

IV COMPUTER-BASED LEARNING and COMPUTER REQUIREMENTS	13
A. COMPUTER BASED-LEARNING	13
B. COMPUTER SYSTEM REQUIREMENT FAQs	14
Academic Integrity Policy.....	14
Policy for Use of Electronic Devices in the Classroom and Clinical Environment.....	14
HEALTH INSURANCE.....	15
V PROGRAM POLICIES.....	15
A. CLASSROOM and CLINICAL GRADING.....	15
B. STUDENT MISCONDUCT BOTH IN CLASS AND IN CLINICALS	15
C. READMISSION REQUIREMENTS	15
D. STUDENT GRIEVANCE POLICY.....	16
E. INCLEMENT WEATHER POLICY.....	16
F. TEACH OUT PLAN	17
In the unlikely event of a program closure, in accordance with NAACLS accreditation rules and regulations, a teach out plan will be created and sent to NAACLS within thirty days of official announcement. The College will continue to provide the necessary resources and support to the current MLT students in the program in meeting all requirements for graduation from the MLT program.	17
VI STUDENT SERVICES---this site will link students to all services available at BCCC.....	17
A. COUNSELING.....	17
B. FACULTY OFFICE HOURS	17
C. FINANCIAL ASSISTANCE	17
VIII TUITION, FEES, AND EXPENSES.....	17
A. ON-TIME REGISTRATION.....	17
B. BACKGROUND CHECK AND DRUG SCREEN	18
D. OTHER EXPENSES.....	18
Program Information	18
APPEARANCE/DRESS CODE.....	18
SAFETY.....	18
CLNICAL AFFILIATION SAFETY	19
a. All new equipment purchases and disposables for the MLT laboratory will be labeled latex free.	20
b. Long Term Plan will be followed for replacement of existing large equipment.....	20
c. Liaison with the bookstore to provide students with latex free purchases.....	20

d. Updates on latex allergies will be provided via email, conferences, and colleagues. 20

e. Provide students with Latex Allergy information 20

f. Provide reasonable accommodation such as assignments to latex free clinical agencies for
identified students. 20

CLINICAL AFFILIATION SITES 20

STUDENT SIGNATURE PAGE..... 23

ASSUMPTION OF RISK WAIVER..... 24

BCCC INTRODUCTION AND WELCOME

Welcome to the Medical Laboratory Technician (MLT) Program at Bucks County Community College (BCCC)!

This handbook is designed to serve as your guide to general information concerning the program in those areas that directly affect your life as a student in this curriculum. The contents of the handbook represent a statement of the policies and procedures from the faculty to you and are intended to serve as a supplement to the College Catalog and the BCCC Student Handbook.

The MLT program is one that takes time and dedication. The faculty and advisors are available to assist you throughout your training.

We wish you success and personal growth through your experiences in this Program.

MLT Program Director and Assistant Professor

Karen Gatewood MEd MLS (ASCP)^{CM}

karen.gatewood@bucks.edu

267-685-4832

I INTRODUCTION TO THE BCCC MLT PROGRAM

A. PROGRAM MISSION

Program Mission Statement

This associate of applied science degree prepares the graduate entering the profession of medical laboratory science. The degree provides the student with a variety of sound clinical experiences in which the student develops competency in skills, and personal and professional growth in the discipline.

B. PROGRAM GOALS

Graduates of this program are able to

- Collaborate with diverse health care team members to provide patient care and perform quality, cost-effective laboratory procedures;
- Incorporate concepts learned through classroom instruction and clinical practice to ensure accurate, meaningful laboratory results that reflect current standards of care;
- Practice responsibly in compliance with ethical, social, legal and regulatory requirements of medical laboratory science professionals;
- Utilize appropriate methods for the basic operation and troubleshooting of laboratory instrumentation and information systems;
- Integrate current technologies and procedures into clinical practice

C. PROGRAM ACCREDITATION

The MLT Program at BCCC is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL 60018 (773) 714-8880.

D. CLINICAL AFFILIATE ADMISSION REQUIREMENTS

Students attend Clinical Rotations the final spring and summer I session of the program. A complete Physical Examination Form with required immunizations (including flu and COVID) and tuberculosis testing is required prior to the start of training at a clinical affiliate site and uploaded into the college's data management system. Those individuals who have a positive PPD or Quantiferon test must submit an X-Ray Report and a final report from a health care provider stating that "there is no evidence of pulmonary disease". Students must have cleared criminal background checks to attend the clinical practicum. Thirty days from the start of clinicals, the college will arrange a drug screen for the student.

E. ASSOCIATE DEGREE REQUIREMENTS

The issuing of the degree is not contingent upon passing any type of external certification or licensure examination. The degree will be conferred when all coursework has been satisfactorily completed. [See MLT webpage.](#)

F. SERVICE WORK

Students are allowed to perform patient work only while being supervised. Although students are encouraged to help with the work in an assigned laboratory, they are not to take the place of a paid employee. A laboratory employee must sign results produced by students. Students are not to be employed during their clinical rotation hours. They may work after their rotation hours are finished.

G. STUDENT ABILITIES AND SKILLS

The abilities and skills students must possess in order to complete the training associated with the BCCC MLT Program are referred to as Essential Functions or Technical Standards. These essential functions or technical standards are a group of minimal physical and cognitive abilities as well as sufficient mental and emotional stability to confirm that students are able to complete the entire course of study, participate fully in all aspects of training, and be deployable as competent MLT students, with or without reasonable accommodation.

The BCCC MLT program has the ethical responsibility for the safety of patients with whom students will come in contact, and to the public to assure that its students can become fully competent Clinical Laboratory Professionals. It is important that persons admitted to our programs possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice Clinical Laboratory skills. Students must verify that they meet these essential functions or technical standards at the time of entry to our program and maintain them during their training. Students are obligated to alert the Dean of Health Sciences of any change in their ability to fulfill the essential functions or technical standards. Students who do not meet the essential functions/technical standards are at risk of dismissal from the program.

These essential functions/technical standards are based upon the minimum tasks performed by students in a Medical Laboratory Technology Program as recommended by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is recognized by the Council for Higher Education Accreditation (CHEA). These Essential Functions will be reviewed annually by the BCCC Medical Laboratory Technician Advisory Committee.

Essential Function I: Observation

- Distinguish red, yellow, and blue colors, distinguish clear from cloudy,
- Distinguish and discriminate objects in the range of 1 micron through the microscope.

- Observe demonstrations and exercises in which biological fluids are tested.
- Perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures, and widths and lengths of line; to comprehend forms in space and understand relationships of plane and solid objects; the ability to visualize objects of two or three dimensions.

Essential Function II: Communication

- Communicate effectively and sensitively with patients, their families, and members of the health team.
- Communicate effectively with patients from different social and cultural backgrounds, as well as develop effective professional rapport with patients and co-workers.
- Record diagnostic results clearly, accurately and efficiently.
- Communicate effectively in English with patients, family and other health care professionals in a variety of patient settings.
- Comprehend English when spoken in person or via the telephone.

Essential Function III: Motor

- Maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms. Movement includes utilizing shoulders, arms, and neck; bending; twisting the body; standing; reaching and grasping overhead, in front of the body, and down.
- Manipulate small objects and control adaptive devices with gloved hands.
- Manipulate instruments, perform manual procedures, and have sufficient eye/hand and eye/hand/foot coordination to perform required duties in a laboratory.

Essential Function IV: Intellectual-Conceptual, Integrative and Quantitative Abilities

- Demonstrate through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; use of computer technology.
- Assimilate a large amount of complex, technical and detailed information.
- Discern abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form.
- Perceive pertinent detail in verbal or tabular material; observe differences in copy, proofread words and numbers, and avoid perceptual errors in arithmetic computation.
- Synthesize, coordinate, analyze, compile, compute, copy, and compare data.

Essential Function V: Behavioral and Social Attributes

- Function effectively under stress and to adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways.

- Accept responsibility, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical standards of the medical profession.
- Work effectively, respectfully and professionally as part of the healthcare team, and interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner.
- Contribute to collaborative, constructive learning environments; accept constructive feedback from others; take personal responsibility for making appropriate positive changes.
- Interact with individuals and / or groups from a range of social, cultural, emotional, and intellectual backgrounds.
- Comprehend and follow instructions; perform simple and repetitive tasks; maintain a work pace appropriate to a given workload
- Relate to other people beyond giving and receiving instructions
- Perform complex or varied tasks, make generalizations, evaluations or decisions without immediate supervision, accept and carry out responsibility for directions
- Maintain own health and safety, and present a professional appearance.

Essential Function VI: Ethical and Legal Standards

- Comprehend and comply with the legal and ethical standards of the medical profession.
- Possess attributes that include compassion, empathy, altruism, integrity, responsibility and tolerance.
- Recognize limitations in their knowledge, skills and abilities and to seek appropriate assistance with their identified limitations.

Other Essential Functions:

- Sufficient olfactory (smell) sense to maintain patients' and environment safety.
- Ability to work indoors, be around moving machinery; fumes, gases, odors, irritating particles, possibly be exposed to toxic or caustic chemicals, blood and body fluids, noise, radiation or electrical energy, vibration
- Work in confined spaces
- Use a computer monitor
- Work alone, with others, and/or around others
- Ability to wear safety glasses, face mask/shield, protective clothing, and protective gloves in the laboratory.

II PROFESSIONALISM AND THE AFFECTIVE DOMAIN

A. AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE (ASCLS)

CODE OF ETHICS

Preamble

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

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 the 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 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 well-being of the community. Clinical Laboratory Professionals comply with

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

Pledge to the Profession: As a clinical laboratory professional, I strive to:

1. Maintain and promote standards of excellence in performing and advancing the art and science of my profession
 2. Preserve the dignity and privacy of others
 3. Uphold and maintain the dignity and respect of our profession
 4. Seek to establish cooperative and respectful working relationships with other health professionals
 5. Contribute to the general well-being of the community.
- I will actively demonstrate my commitment to these responsibilities throughout my professional life.

B. CHARACTER AND PROFESSIONALISM

As you participate in your Medical Laboratory Technician program, you will be expected to demonstrate that you have learned what is required to become a Laboratory Professional. There are three learning domains, all important, all interrelated, into which your learning may be categorized: Cognitive; Psychomotor; Affective.

Students learn the facts and theories (cognitive), then transfer that knowledge into practice using various skills sets to performing tasks (psychomotor).

The affective domain includes objectives that emphasize values, attitudes, and interest.

The following affective objectives will be used to evaluate the student for all student laboratories and all coordinated practice rotations:

AFFECTIVE OBJECTIVES FOR STUDENT LABORATORIES

1. Arrives on time.
2. Works well with others.
3. Recognizes and confirms abnormal test results.
4. Organizes himself/herself to complete workload in a timely manner, work area clean, supplies maintained.
5. Adheres to the rules and regulations of the laboratory.
6. Follows directions.

AFFECTIVE OBJECTIVES FOR COORDINATED PRACTICE ROTATIONS

1. Communicates effectively and confidently with patients.
2. Communicates effectively and confidently with other health care staff.
3. Takes initiative.
4. Recognizes mistakes or discrepancies and takes appropriate corrective actions including asking questions when appropriate.
5. Accepts constructive criticism and makes appropriate adjustments.
6. Displays professional integrity including confidentiality.
7. Responds to volume or stat pressures with organization and efficiency.

III CLASSROOM AND LABORATORY EXPERIENCES

A. CLASSROOM, LABORATORY, AND CLINICAL ATTENDANCE POLICY

Classroom and Laboratory:

1. Students are expected to attend ALL scheduled lectures and labs and arrive on time. The Instructor will record class attendance at the beginning of each session.
2. There are no make-up labs. If a student must be absent due to illness, or emergency, he/she must contact the instructor prior to class or risk an unexcused absence.
3. Missed assignments and tests due to absenteeism will be made up or assigned grades at the discretion of the faculty according to the published guidelines in each course syllabus.
4. More than one class missed due to illness will require documentation from health care provider.
5. Points will be deducted from the final grade for multiple tardiness, and unexcused absences.

Clinicals:

1. Students are allowed to have only two excused absences for the duration of the Clinicals (two total absences between Clinical one and Clinical two).
2. Upon the third absence (no matter the reason), students will get an automatic failure.
3. Any grade less than C prevents the students from making academic progression to the next semester. Students who wish to return and attempt the course a second time should email the

program director by May 1st. Return to the program will be granted on a space available basis. Students may wish to audit classes in which they previously had been successful to maintain a knowledge base to enable success in the program.

B. ACADEMIC RESTRICTIONS

1. All MLT courses and clinicals must be completed with a grade of “C” or better.
2. Any grade less than C prevents the students from making academic progression to the next semester. Students who wish to return and attempt the course a second time should email the program director by May 1st. Return to the program will be granted on a space available basis. Students may wish to audit classes in which they previously had been successful to maintain a knowledge base to enable success in the program.
3. All courses in the curriculum must be taken in the sequence prescribed in the College Catalog and on the website. MLT courses are held during the week on campus.
4. Students are expected to attend during the day anytime between 6 am and 3pm depending on site’s needs.
5. Program faculty and clinical affiliates reserve the right to recommend, through appropriate channels, withdrawal of any student who neither exhibits safe performance nor adheres to prescribed clinical affiliate policies and procedures.
6. Satisfactory physical and mental health must be maintained for continuation in the MLT program.
7. Incomplete grades must be resolved prior to taking the next course in the sequence.

C. ACADMEIC ADVISING AND GUIDANCE

The MLT program director will advise and guide students through the program.

D. Privacy

The MLT program director has a private and secure office for meeting. Electronic records are kept private on a secure college share folder.

IV COMPUTER-BASED LEARNING and COMPUTER REQUIREMENTS

A. COMPUTER BASED-LEARNING

The BCCC MLT program is a progressive program that offers courses with traditional lecture formats. In order to actively participate in the MLT program, students are expected to be competent using the computer and educational software.

The BCCC MLT program cannot be held responsible for connectivity problems or any other computer-related issues. It is the student's responsibility to make sure that they have taken appropriate training tutorials and that their electronic devices are in working order.

Students enrolled in the MLT Program **ARE REQUIRED** to own or have ready access to a laptop with a high-speed internet connection.

B. COMPUTER SYSTEM REQUIREMENT FAQs

1. How do I find out about Canvas?

Canvas is the Learning Management System. Any student not familiar with Canvas is encouraged to take "[Canvas Basics](#)" and get assistance through the [Online Learning Office](#). Canvas is more compatible with Safari and Google Chrome than Internet Explorer. There are also apps for both Android and Apple devices.

2. Students must have their BCCC student e-mail account activated. Students must also set up their [profile in Canvas](#) so that they receive notices on device of their choice when instructors send messages via Canvas messaging or Canvas announcements.

Academic Integrity Policy

See the [BCCC policy on Academic Integrity](#). The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors.

Policy for Use of Electronic Devices in the Classroom and Clinical Environment

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that degrades the learning environment, promotes academic dishonesty or illegal activities is prohibited. Failure to adhere to these policies will result in removal from the classroom, and can result in a failing grade for the course.

1) Classroom Disruptions: Use of electronic devices during class time is disruptive to the learning environment, unless directed by your instructor. Distractions must be kept to a minimum. Cell phones and other electronic devices are turned off in class, labs, and the library".

2) Laptops / Tablets / iPads: Laptop computers in the classroom may only be used to take notes.

3) Cell Phones / Smartphones: Students must not abuse the use of cell phones and Smartphones in class or in clinical rotations. Any phone turned on must be in vibrating mode. If there is a need to receive a call (i.e. emergency), the student must inform the instructor in advance that they may need to be excused from the classroom to take an important call.

4) Text Messaging / E-mailing / Gaming / Accessing Social Media Sites are not permitted in the classroom or in clinical.

5) Photography is not permitted in classroom or clinical without a written college release form, and permission of the instructor.

6) Video/Audio Recording: Students are not permitted to video classroom lectures, laboratory sessions or students. Students may audio record a lecture with the permission of the instructor.

HEALTH INSURANCE

Students injured during a clinical rotation will be expected to utilize their own health insurance coverage to cover costs of treatment.

V PROGRAM POLICIES

A. CLASSROOM and CLINICAL GRADING

Medical Laboratory Technology is a profession in which less than adequate performance may result in poor patient care. Standards must be maintained which are high enough to ensure the effectiveness and competency of our graduates. Students will be evaluated in clinical knowledge, laboratory procedures, and professionalism. Students must obtain a grade of “C” or better in all MLT classes. Grading policies are detailed in the course outlines received at the beginning of each course and are according to [BCCC grading policy](#). All major coursework is graded as follows:

A Excellent=90-100

B+=87-89

B Good = 80-86

C+=77-79

C Average=70-76

D+=67-69

D Lowest Passing Grade 60-66

F Failure = Below 60.

W = Withdrawn

B. STUDENT MISCONDUCT BOTH IN CLASS AND IN CLINICALS

Various forms of student misconduct on campus or in the clinical site are subject to disciplinary action described on the BCCC Website. [BCCC Student Conduct Policy](#).

C. READMISSION REQUIREMENTS

Students who have been dismissed in writing from a clinical affiliate site in consult with the program Director and Dean, or who have been administratively withdrawn for ethical or behavioral problems are ineligible for readmission to the Medical Laboratory Technology program.

Students are allowed to have only two excused absences for the duration of the Clinicals (two total absences between Clinical one and Clinical two). Students who miss more than two clinical days will get an automatic failure.

Any grade less than C prevents the students from making academic progression to the next semester. Students who wish to return and attempt the course a second time should email the program director by May 1st. Return to the program will be granted on a space available basis. Students may wish to audit classes in which they previously had been successful to maintain a knowledge base to enable success in the program.

D. STUDENT GRIEVANCE POLICY

[Procedures for student grievances](#) are outlined on the BCCC website.

E. INCLEMENT WEATHER POLICY

In the event of inclement weather, announcements of school closing, delayed opening or early closing of the college will be officially communicated in several ways. [Here](#) is the information students need in order to sign up for alerts and any other information about inclement weather.

If the College is closed, you are not expected to attend your regularly scheduled classes, but will be asked to virtually attend or be assigned work for the day via Buck's LMS.

If there is a delayed opening and you are scheduled for a course that is partially affected by the delay, you are expected to attend the class at the time the college opens.

Example:

If you have a class from 9:00am-12:00 pm and the college does not open until 10:00am, you are expected to attend class from 10:00am-12:00pm

Always check the Canvas course space and your student e-mail for additional announcements from your instructor before leaving for a delayed college opening.

COLLEGE CLOSING DURING A CLINICAL COURSE ROTATION

Students do not attend clinical when the college is closed. Extended time missed may require make-up. Make-up days are scheduled at the convenience 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.

F. TEACH OUT PLAN

In the unlikely event of a program closure, in accordance with NAACLS accreditation rules and regulations, a teach out plan will be created and sent to NAACLS within thirty days of official announcement. The College will continue to provide the necessary resources and support to the current MLT students in the program in meeting all requirements for graduation from the MLT program.

VI STUDENT SERVICES---[this site](#) will link students to all services available at BCCC.

A. COUNSELING

[The counseling department](#) is available to assist the student in meeting their personal goals.

Career counseling, personal counseling, mental health counseling, and informational counseling are available.

The [Academic Success Center](#) has many different services available at different times and on all campuses.

B. FACULTY OFFICE HOURS

Each faculty member will inform students of their office hours and will be available during this time to assist students with course work.

C. FINANCIAL ASSISTANCE

The [Financial Aid Office](#) Staff are available to speak to students and to direct students to sources of aid, management of debt, where to find appropriate forms, etc. Students may secure alternative loans through programs at financial institutions that offer alternative loan opportunities. Private Alternative loans can vary in their rates, repayment, terms and conditions. Please research and evaluate the best program that meets your needs and payment requirements.

Students may complete the Free Application for Federal Student Aid at FAFSA.gov. This application is commonly known as “the FAFSA.” Please note the FAFSA can be required for the Private Alternative Loans. The Financial Aid Office uses the information from the FAFSA for other confirmation regarding student eligibility such as loan borrowing, and certification of eligibility. Students are encouraged to utilize these private alternative sources as needed, rather than seek full-time or part-time employment.

VIII TUITION, FEES, AND EXPENSES

A. ON-TIME REGISTRATION

Fees related to registration and [tuition and fees](#) are payable per [BCCC payment policy](#). If receiving Financial Aid, meet with the student financial aid officer to ensure your status prior to the beginning of the semester.

It is the responsibility of the student to be aware of registration dates, schedule adjustment period, [tuition refund policies](#), and graduation application deadlines.

B. BACKGROUND CHECK AND DRUG SCREEN

Students are expected to have either proven immunity to Hepatitis B or have completed at least two of the three immunizations (or one of two if using the 2-dose HepB vaccine) in order to participate in lab activities.

In order to register for MDLB220, students must have completed and uploaded the following: State, FBI and child abuse clearances and physical exam form including hepatitis, flu immunization and 2-step PPD status or QuantiFERON gold test. Students must also show proof of full COVID vaccination. Students must have Healthcare Provider CPR training and must remain current through entirety of program. The 10-parameter drug screen with extended opiates is to be completed thirty days prior to their first clinical day. Directions will be provided to accepted students at required spring orientation.

D. OTHER EXPENSES

1. Textbook purchase (rental not recommended)
2. Official Scrubs for hospital clinicals
3. Personal health insurance
4. Transportation
5. ASCP MLT Board of Certification Fee

Program Information

APPEARANCE/DRESS CODE

On campus major course laboratory sections: Students must wear a disposable lab coat (it will remain in the lab for the duration of the course); closed toed and impervious shoes-no high heels; hair tied back away from face. Students are to be well groomed and professional in appearance. Nails should be short.

Students will be provided with non-latex gloves and Personal Protective Equipment (PPE) as needed.

At Clinical Sites: Students will purchase official scrubs (with insignia) right before their clinical experience. Students are to wear close toed, impervious shoes. Students will be provided lab coats and PPE at the clinical site.

Students are expected to have all piercings and tattoos covered, and fingernails kept short. Students are expected to be well groomed and professional in appearance.

SAFETY

Students will be exposed to potentially hazardous materials in this program. Specimens with potential to spread infectious diseases and potentially toxic chemicals will be handled throughout

the program. Students will be informed of these hazards and the proper method for safely handling them.

Most accidents can be prevented by careful adherence to the rules of laboratory safety. Following OSHA Guidelines are mandatory. Students are expected to become thoroughly familiar with all safety regulations presented to them and to follow these rules at the college and at the affiliates.

In the event of a lab accident involving blood or body fluid, the student should immediately alert the instructor, go to security to fill out an incident report, and be seen by a medical professional no more than 24 hours after exposure. If the student's health insurance will not cover the cost of the visit and lab work, the bill may be submitted to the office of the Dean, Health Sciences for processing.

CLINICAL AFFILIATION SAFETY

Students are given safety instruction covering hospital policies on Reporting of Incidents, Fire and Chemical Protocols, Safety Procedures and OSHA Regulations. This instruction will be provided in conjunction with the clinical site liaison.

Students are required to carry personal health insurance. Clinical affiliation sites can provide emergency treatment for any incident occurring while you are scheduled in a rotation, however, please be reminded that you will be charged for this service, as you are not an employee of the hospital.

LATEX FREE POLICY

Policy: To protect students and faculty from the potential health hazards from exposure to latex and provide an environment that is as latex free as possible

Purpose: In order to assure a learning environment that is as latex free as possible the policy procedure provides faculty and the nursing student with consistent clear guidelines for the purchase and use of equipment that may contain latex and the scheduling of student learning experiences.

Procedure

I. MLT Administration and Faculty

- a. All new equipment purchases and disposables for the MLT laboratory will be labeled latex free.
- b. Long Term Plan will be followed for replacement of existing large equipment
- c. Liaison with the bookstore to provide students with latex free purchases
- d. Updates on latex allergies will be provided via email, conferences, and colleagues.
- e. Provide students with Latex Allergy information
- f. Provide reasonable accommodation such as assignments to latex free clinical agencies for identified students.

II. Students

- a. Provide product enclosures to faculty and lab staff for equipment brought into the lab.
- b. Review the latex allergy precautions provided by faculty.
- c. Inform faculty of potential exposure issues.
- d. Option of wearing visible medic alert bracelet

CLINICAL AFFILIATION SITES

PLACEMENT: All students who are eligible will be guaranteed a clinical slot. BCCC MLT Program cannot guarantee particular sites to students. Students will be placed in clinical sites after satisfactory completion of all prerequisite classes. Limited availability at clinical sites means that flexibility is important. We will do our utmost to have all students accommodated.

CLINICAL SITE WORKSHEETS: Students will be given checklists to be completed during their respective clinical rotation via the college's LMS. These should be signed off by their mentors in each section. Students and their clinical mentors will also complete evaluations at the end of each rotation or clinical experience.

CLINICAL SCHEDULES: Students will attend this first set of clinical rotations in BCCC's March Module Session for six hours two days a week, as determined by the clinical site and program director. Depending on hospital or lab needs, students will start their day between 6 and 8 am. During BCCC Summer I six-week Session, students will attend their second clinical rotation for eight hours two days a week, as determined by the clinical site and program director. Depending on hospital or lab needs, students will start their day between 6 and 8 am.

Clinical placement is based on affiliate availability, not student preference. If a student cannot be placed in a clinical site due to training slots being filled, they will be given first priority in the next rotation cycle, or when a slot becomes available. Students will be selected based on academic achievement.

Below are our current clinical affiliates:

Site	Location
Saint Mary Medical Center	1201 Langhorne-Newtown Road, Langhorne, PA 19047
Nazareth Hospital	2601 Holme Ave Philadelphia, PA 19152
Lower Bucks Hospital	501 Bath Road, Bristol, PA 19007
Suburban Hospital	2701 Dekalb Pike Norristown, PA 19401
St. Luke's University Health Network	St Luke's Upper Buck Campus (Main location) 3000 St Luke's Dr. Quakertown, Pa 18051 Micro rotation: St. Luke's Bethlehem campus 77 Commerce Way Bethlehem, PA 18017
Jefferson Health	Jefferson Bucks 380 N Oxford Valley Rd, Langhorne, PA 19047 Micro rotation: Jefferson Torresdale 10800 Knights Rd, Philadelphia, PA 19114
Cooper University Hospital	1 Cooper Plaza, Pavilion P067 Camden, NJ 08103
Doylestown Hospital	595 W State St, Doylestown, PA 18901

Policies contained herein were current at the time of the publishing of this handbook and are subject to change without notice.

STUDENT SIGNATURE PAGE

I have received this handbook as part of the Bucks County Community College Medical Laboratory Technician (MLT) Program orientation. I have read the material covered in this handbook and agree to follow the rules and regulations of the program. I understand that if I do not follow the rules and regulations contained in this handbook I will be subject to disciplinary action up to and including dismissal from the MLT Program.

The Bucks County Community College and its faculty assume no responsibility for accidents involving property damage, loss or theft, or bodily injury sustained or caused by students in pursuit of the Medical Laboratory Technician Program curriculum requirements.

Student signature

Date

ASSUMPTION OF RISK WAIVER

During this program you will be participating in laboratory activities that involve the handling of blood/body fluid products.

Risks associated with blood/body fluid products:

Blood-borne Pathogen Exposure:

It is important that you are aware blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS).

In order to participate in the MLT program's lab activities, students must upload proven immunity to Hepatitis B into the college's data management system by the first day of MDLB 101

OR

Complete the full series of immunizations to Hepatitis B by the following deadlines:

- By the first day of MDLB 101- Proof of first immunization in the Hepatitis B Series uploaded into the college's data management system
- By the first day of MDLB 205- Proof of the second immunization in the Hepatitis B series uploaded into the college's data management system
- In order to register for MDLB220- Proof of the third immunization in the Hepatitis B series (if applicable)

In the event of a lab accident, students should report the incident to the instructor immediately and follow the post-exposure protocols provided. Students should not hesitate to obtain the lab work and medical care necessary. If the student's health insurance will not cover the cost of the visit and lab work, the bill may be submitted to the office of the Dean, Health Sciences for processing.

Assumption of risk waiver: If you do not want to sign the following assumption of risk waiver, please be advised that you will not be able to participate in the lab activities in the MLT program-resulting in an F on those activities and will not be able to attend Clinicals-resulting in the inability to earn an associate's degree in Medical Laboratory Technician.

Students should receive one copy to keep and one they sign and return to their instructor.

Please sign *one* statement below:

I understand and assume all risks associated with working with blood and body fluids and agree to take part in lab activities. I am aware of the Hepatitis B deadlines as stated in this document.

Signature _____ Date _____

I will not participate in lab activities and understand I will not be able to participate in lab activities or be assigned a clinical site. (Note, students who choose this will not be able to successfully complete the requirements of the MLT program and should request to withdraw from courses immediately to prevent a negative impact to GPA and to obtain tuition refunds as per the college schedule.)

Signature _____ Date _____