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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.

This health care career program is one that takes time and dedication. The faculty and counselors are available to assist you throughout your training.

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

Paula Marie Matthews MS MT (ASCP) paula.matthews@bucks.edu 267-685-4832

I INTRODUCTION TO THE BCCC MLT PROGRAM

A. PROGRAM MISSION

Program Mission Statement

To improve the quality of health by responding to the needs of the Bucks County Community through excellence and innovation in the delivery of this program by training students to:

- perform laboratory procedures
- understand and maintain complex instrumentation
- work as integral and essential members of the Health Care Team.

B. PROGRAM GOALS

Students in our Medical Laboratory Technician program take three semesters of core curriculum courses and special medical laboratory courses. Students are taught to use laboratory instruments and computers, collect and process specimens, and work as part of a health care team. Students are then supervised and mentored at assigned clinical affiliation sites.

Our program is designed to prepare students to work collaboratively with other hospital personnel, demonstrate skills as stated in the Standards of NAACLS (National Accrediting Agency for Clinical Laboratory Sciences), recognize how their training and expertise fit into the Health Care System, and take the national credentialing exam administered by ASCP (American Society for Clinical Pathology).

C. PROGRAM ACCREDITATION

The accrediting agency for MLT programs is (NAACLS), National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL 60018 (773) 714-8880

During the first year of the program, BCCC has an active application, considered in the status of “serious applicant” submitted to NAACLS. This information will be provided to ASCP so that the first class of graduates will be eligible to take the MLT ASCP registry examination.

D. COMPETITIVE PROGRAM ADMISSION REQUIREMENTS

Prior to submitting the Application Packet, an applicant must first meet the following requirements:

1. Complete a BCCC program application
2. View MLT online information
3. Entry Requirements for Students for First Year of the Program, for students earning a non-credit Certificate:
 1. Have completed an Associate Degree or Bachelor Degree with course work including:
 - Biology 121, 181, 228
 - Chemistry 121
 - Math 120
 2. Have a documented GPA of at least 2.75 from last school attended.
 3. Criminal Background Check and Drug Screen completed prior to the beginning of classes.

These requirements will change when BCCC will confer credits and an Associate Degree.

E. CLINICAL AFFILIATE ADMISSION REQUIREMENTS

The Clinical Affiliates will have additional requirements. These requirements will include verifications of various immunizations, such as HepB, MMR, Varicella, TST, Tdap, and annual flu shot. There will be other requirements that may differ between affiliates, and these will be addressed prior to going to affiliation locations.

F. ENROLLMENT and ACCEPTANCE

Follow the Allied Health application packet directions for submission. The class is currently limited to 20 students. The top 20 completed applications received will make up the next upcoming class, which begins with the Summer I term. Letters are mailed to the applicants several weeks before the beginning of classes and include information on program orientation and registration information. This is a restricted program with limited enrollment capacity.

G. CERTIFICATE REQUIREMENTS

The issuing of the certificate is not contingent upon passing any type of external certification or licensure examination.

Major Course Hours 691 (including clinical courses)

Clinical Practice 536 clinical contact hours

H. 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 may be employed by a clinical affiliate outside of class hours.

I. 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 in Professional Studies: Allied Health & Nursing 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.

1. 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.

2. 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.

3. 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.
6. 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 staff pressures with organization and efficiency.

III CLASSROOM AND LABORATORY EXPERIENCES

A. CLASSROOM AND LABORATORY ATTENDANCE POLICY

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.

B. ACADEMIC RESTRICTIONS

1. All MLT series courses must be completed with a grade of “C” or better before taking the next course in the sequence.
2. All courses in the curriculum must be taken in the sequence prescribed in the College Catalog.
3. Placement is based on affiliate availability. Clinical courses may not be delayed for more than one academic year.
4. Students who receive a grade less than a “C” will be given the opportunity to repeat the course the following year. When repeating a course, “B” or better is required. Withdrawal from, or failure in (grade of less than “C”), two MLT classes, will result in automatic dismissal from the program.
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.

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 computer 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.

Plagiarism

See the [BCCC policy on plagiarism/cheating](#). Plagiarism is dishonest and cannot be tolerated in an academic setting.

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.

LABORATORY ACCIDENTS

Anyone involved in a laboratory accident must document the incident. A standard accident report form must be completed. Forms are available in the Security office. Accident reports must be returned to the Program Director who will then contact Security. Students will be provided information on baseline testing, treatment, etc. related to the exposure. All accident report forms are filed in the student file in the MLT office and the Security Office. Students are expected to report all injuries involving biohazardous materials. The person supervising the student will provide first aid and contact the Program Director who will carry out the necessary follow-up procedures. Students who are involved in a serious accident or sustain an injury will be escorted to St. Mary’s Hospital Emergency Room. Regarding safety at clinical affiliation sites, 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.

LIABILITY AND HEALTH INSURANCE

Students are required to purchase professional liability insurance and to show proof of coverage for each semester they are registered in MLT clinical courses. Information and applications are provided to students by the Program Director prior to the start of WMLTP 0100. Students are required to show proof of health insurance coverage for each semester they are registered in MLT clinical courses.

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

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](#).

In addition, specific forms of misconduct and the administrative response have been identified by the Medical Laboratory Technician program.

DISMISSAL FROM CLINICAL PRACTICE

The MLT Program and its Clinical Affiliates reserve the right to dismiss students from the program and or clinical assignment. Examples of primary reasons for dismissal include, but are not limited to:

Acting in a manner which endangers the safety of patients or staff

Failure to properly identify patients; Incorrectly labeling or identifying specimens

Falsifying information

Using supplies, equipment or patient information in an unethical manner

Substance abuse

Lack of motivation and / or indifference to learning

Unexcused absences and tardiness; insubordination; non-compliance with HIPAA and OSHA regulations.

The detailed dismissal criteria are described in the table on the following page.

OFFENSES	MAXIMUM PENALTY 1 st OFFENSE	MAXIMU M PENALTY 2 nd OFFENSE	MAXIMUM PENALTY 3 rd OFFENSE	MAXIMU M PENALTY 4 th OFFENS E
Unexcused absence	Verbal warning	Written warning	Dismissal	
Unexcused tardiness	Verbal warning	Written warning	Written warning	Dismissal
Eating/smoking in unauthorized areas	Verbal warning	Written warning	Dismissal	
Non-compliance of policy for appearance/dress code/personal hygiene	Verbal warning	Written warning	Dismissal	
Failure to follow chain of command	Verbal warning	Written warning	Dismissal	
Use of abusive or obscene language	Written warning	Dismissal		
Rudeness to patients/staff/faculty	Written warning	Dismissal		
Threatening or fighting with faculty/ employee, patient or visitor	Dismissal			
Falsifying records and/or non-disclosure of criminal background	Dismissal			

Insubordination refusal to comply with reasonable instructions from an authorized supervisor/faculty	Dismissal
Leaks of privileged information and confidentiality HIPAA	Dismissal
Report for being in clinical or in class while intoxicated	Dismissal
Consuming intoxicants or non-prescribed drugs on hospital premises, college premises and/or positive random drug screen	Dismissal
Acting in a manner that endangers patients/staff/faculty	Dismissal
Incorrect identification of patients or labeling of specimens *specific to clinical	Dismissal
Unethical use of hospital/college supplies or equipment	Dismissal

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, who withdraw from, or fail in (grade of less than “C”), two MLT major courses, are ineligible for readmission to the Medical Laboratory Technician program.

Any student who has received a grade of less than “C” in a MLT major course may repeat the course one time. Repeating a major course requires a grade of “B” or better to continue in the program.

Any student who has voluntarily withdrawn from a major MLT course due to personal circumstances may return the following year provided he/she has the approval of the program Assistant Dean and a return program plan on file. A delay of more than one year will require a reapplication to the program.

Students with permission to delay a clinical course are subject to having their placement based on affiliate availability. Active students have priority clinical course placement over returning students. Clinical courses may not be delayed for more than one academic year. An interview and repeat and/or updated immunization records, criminal background check, and drug screen may be required.

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. However; to ensure Academic Continuity: Should the college be closed for extended period of time, students are expected to continue with assigned course work via distance learning using Canvas Learning Management System.

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.

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 [tutoring center](#) has many different services available at different times and on all campuses.

B. FACULTY ADVISING

MLT faculty serve as faculty advisors. They are available to assist students each semester prior to registration. Each faculty member will inform students of their office hours and will be available for advising prior to registration, or by appointment any other time during the semester.

C. FINANCIAL ASSISTANCE

Eligibility for students in the MLT Program is under review by the Department of Education.

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. Students may apply for assistance at any time while in the program.

VIII TUITION, FEES, AND EXPENSES

A. ON-TIME REGISTRATION

Fees related to registration and tuition are payable in full immediately upon completion of registration, and prior to the beginning of the semester. If receiving Financial Aid, meet with the student financial aid officer to ensure your status prior to the beginning of the semester.

Important dates are listed each semester in the online schedule of classes. It is the responsibility of the student to be aware of registration dates, schedule adjustment period, and graduation application deadlines.

B. PHYSICAL EXAM AND HEALTH FORM

A physical, properly documented on a BCCC MLT Physical Form, Immunization Form, and 2-step PPD Form, is required prior to beginning the first clinical course. Students who fail to comply will be prohibited from attending clinical affiliations. It is a requirement of all clinical affiliates that health workers (including students) show proof they are free from communicable tuberculosis; therefore all students are required to update their Tuberculosis status annually.

C. BACKGROUND CHECK AND DRUG SCREEN

A 12 panel Random Urine Drugs of Abuse Screening and a Criminal Background Check is required prior to program entry

A repeat Criminal Background Check and Drug Screen is required prior to entering the MLT major courses and may be required again if there has been a lapse between attendance.

D. OTHER EXPENSES

1. Textbooks
2. Lab Coat
3. Scrubs
4. Program patch
5. Personal health insurance
6. Personal Liability Insurance
7. Transportation/Parking Fees

MEDICAL LABORATORY TECHNICIAN
RECEIPT AND ACCEPTANCE OF RESPONSIBILITY
PROGRAM LIABILITY DISCLAIMER

This information has been developed to assist you in successful completion of the MLT program. Students are expected to become thoroughly familiar with this information and keep it available for ready reference. If you have any difficulty understanding anything in this document, please consult the Director or Dean.

This information is provided as a guide to ensure you understand the academic and conduct expectations the MLT program staff has for students during enrollment in the program.

This information is for the benefit of the students but is not a contract. Program staff reserve the right to make changes to this information at any time; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

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.

Medical Laboratory Technician Students have responsibility for their personal actions when in contact with patients, even though they are not yet registered. Students are legally and financially responsible if another person is injured or suffers loss as a result of their negligence.

By signing this statement, I acknowledge I have received and read the MLT Student Information and accept my responsibility to observe the policies and procedures outlined within.

SIGNATURE OF STUDENT AND DATE

Upon signature, submit to Program Director

**MEDICAL LABORATORY TECHNICIAN
HONOR CODE**

To prepare students for the high ethical standards of the Health Professions, the College expects absolute academic integrity both in the classroom and in clinical practice. Therefore, acts of cheating, attempted cheating, plagiarism, lying, stealing of academic work which includes secured tests or related materials, papers purchased or written by others, or the failure to report an occurrence of academic dishonesty or any violation of this honor code may subject you to the College's disciplinary procedures.

I have read the above and agree to follow the Honor Code.

SIGNATURE OF STUDENT

DATE

Upon signature, submit to Program Director

ASSUMPTION OF THE RISK FORM

Print name _____ I agree that as a participant in the **Medical Laboratory Technician Program** (the "Program") associated with Bucks County Community College (the "College") scheduled for (*start date*) _____ to (*end date*) _____, I am responsible for my own behavior and wellbeing. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to: Phlebotomy activity; needle stick, bruising, swelling, syncope, nerve damage. Laboratory Activity; splash, skin contact, inhalation. The following specific potential risks include, but are not limited to:

- ☐ **Nerve damage**
- ☐ **Eye damage**
- ☐ **Respiratory Tract damage**
- ☐ **Inflammation**
- ☐ **Virus**
- ☐ **Infection**

I understand that in the event of accident or injury, personal judgment may be required by the **Clinical Affiliate to which I have been assigned** or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and the **Clinical Affiliate to which I have been assigned** for my safety or the safety of others, as well as any and all of the College's and the **Clinical Affiliate to which I have been assigned** rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of mv property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and the **Clinical Affiliate to which I have been assigned**. I understand that this Assumption of Risk Form will remain in effect during any of my subsequent visits and program related activities, unless a specific revocation of this

document is filed in writing with **Dean Maria Toth**, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact

_____ (name) _____ at
(phone number).

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my free will.

_____ I represent that I am 18 years of age or older and legally capable of entering this agreement.

Participant's signature Date Address

ADDENDUM TO STUDENT ASSUMPTION OF RISK FORM

The Medical Laboratory Technician Program at Bucks County Community College exceed OSHA regulations in providing for their students enrolled in these programs: Personal Protective Equipment Medical Safety Devices Comprehensive Instruction on Laboratory Safety Comprehensive Instruction on Collection Techniques yielding a quality blood sample utilizing structured safety protocols. Comprehensive Instruction on Bloodborne Pathogens

However, there still exists a risk for needlestick exposure. In the event of an exposure occurrence:

Immediately report exposure to faculty.

The faculty member will initiate an Accidental Injury Report Form.

The student who is the source of the exposure will be excused from class and agrees to seek immediate medical attention for testing, at their own expense, following the testing recommendations listed below.

Test results must be completed within a twenty-four-hour period.

Excerpted from: U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis. Centers for Disease Control and Prevention; 07/02/2001. The complete twenty-seven-page [report](#) is available online.

Evaluation of known occupational exposure sources:

- Test source for HbsAG, anti-HCV, and HIV antibody Direct virus assays for routine screening of source patients are not recommended

A rapid HIV-antibody test should be considered.

If the source person is not infected with a bloodborne pathogen, baseline testing or further follow-up of the exposed person is not necessary.

Results will remain confidential between faculty and the parties involved. Any positive result will require additional medical attention, which may include counseling and Post-exposure Prophylaxis.

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 heeled shoes; hair tied back away from face; non-latex gloves and protective face shields as needed.

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.

Any accident occurring while you are a student assigned to a clinical affiliate must be reported to the Program Director immediately and to college program officials. You must contact the college program office (215) 497-8717 by the end of the day. Students with serious injuries will be taken to St. Mary's emergency room by Security Personnel.

Students are required to carry personal health insurance. Please provide proof of your insurance to Director. 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.

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

Students are required to carry their own malpractice insurance. Please provide your proof of insurance to Director.

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.

DOCUMENTATION FOR ENTRANCE TO CLINICAL AFFILIATION SITES: To enter clinical sites, clinical affiliates require students to provide documentation regarding immunizations and background. Students must gather this documentation, keep track of it appropriately, and present it upon entrance to the clinical sites on the first day.

CLINICAL SITE WORKSHEETS: Students will be given worksheets to be completed during their respective clinical rotation. The student maintains this packet, and has the clinical supervisor complete the evaluation form and sign off on any log and/or skills checklists. At the end of the rotation, the students submit the worksheets to the appropriate instructor for grading.

CLINICAL SCHEDULES: Clinical training schedules are arranged to provide maximum exposure, therefore, students should be prepared to arrive at the clinical site at 0700 unless the clinical site has different requests.

CAREER ENTRY COMPETENCIES NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES (NAACLS) STANDARDS

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. Introduction into laboratory safety, statistics, and phlebotomy. Course: WMLTO 0100

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 Sick Cell screening tests. Courses: WMLTP 0115

Perform routine Hemostasis procedures according to CLSI Standards to include; PT, PTT, D dimer, and FSP. Recognize abnormal results and take appropriate action. Course: WMLTP 0115

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. Course: WMLTP 0120

Perform routine Blood Bank procedures according to CLSI Standards to include; group and type, antibody detection and identification, compatibility testing, elutions, inventory and ordering of blood, and component preparation. Courses: WMLTP 0110

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: WMLTP 0110, WMLTP 0105

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: WMLTP 0105

Demonstrate a basic working knowledge of nucleic acid extraction, resolution and detection. Course: WMLTP 0110, WMLTP 0120

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 WMLTP Courses

Demonstrate the principles of Laboratory Instrumentation; ability to learn operation of semiautomated and automated analyzers within a reasonable time frame. Courses: WMLTP 0105, WMLTP 0110, WMLTP 0115, WMLTP 0120

Demonstrate preventive maintenance on instrumentation. Courses: WMLTP 0105, WMLTP 0110, WMLTP 0115, WMLTP 0120

Demonstrate accurate record keeping in all sections of the laboratory. Courses: All WMLTP Courses

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

Demonstrate professional ethics, standards of practice, and regulatory compliance. Follow instructions and accept direction. Courses: All WMLTP Courses

Maintain safety practices at all times according to OSHA guidelines. Courses: All WMLTP courses, emphasized in WMLTP 0100

ON CAMPUS LAB EVALUATION EXAMPLE

Organization

- 1 Disorganized resulting in poor results or unsafe conditions
- 2 Some organizational problems resulting in slow reporting of results
- 3 Showing organizational improvement
- 4 Adequate organization, acceptable results

Ability to Follow Instructions

- 1 Does not follow written and or verbal instructions
- 2 Difficulty following written instructions and or verbal instructions
- 3 Shows improvement in following written and or verbal instructions
- 4 Follows most instructions, asks appropriate questions

Independent Work

- 1 Fails or refuses to work independently, disturbs other students
- 2 Relies on other students to complete assigned tasks
- 3 Asks questions of other students instead of instructor
- 4 Adequate independence, assigned tasks completed or near completion

Application of Previous Learning

- 1 Fails to apply previous learning
- 2 Very noticeable inconsistency in applying previous learning
- 3 Some inconsistency in applying previous learning
- 4 Adequate application of previous learning

Professional Conduct

- 1 Does not observe safety precautions, does not work well with others, unethical behavior
- 2 Inconsistent or disruptive behavior jeopardizes safety of others
- 3 Occasional lapse of safety precautions or behavior
- 4 Consistent application of safety procedures and professional behavior works well in a team

Total Performance ____/20 points

Attendance/Punctuality ____ minus 5 points for unexcused lateness

This program Supplemental Student Handbook Academic Guidelines & Policies has been reviewed and updated for use:

Date: _____

Approved: _____