



NAACLS ACCREDITED

Division of Health Sciences

**MEDICAL LABORATORY TECHNICIAN
Program
Student Handbook
Fall 2017**

NAACLS Accredited Program

National Accrediting Agency for Clinical Laboratory Sciences

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WELCOME to Calhoun Community College

MEDICAL LABORATORY TECHNICIAN Program

You have chosen a profession in the Health Care Field dedicated to providing quality patient testing. This is a five sequential semester program culminating with a Clinical Practicum experience with Tennessee Valley area Hospital affiliates.

The clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. MLT's are employed at various clinical laboratories including hospitals, physician's offices, and clinics.

This handbook contains opportunities, privileges, and responsibilities that apply to MLT students at Calhoun Community College. Unless otherwise designated in your course syllabus, these policies apply to each MLT course in which you are enrolled. Therefore, please keep it until you complete the program. Knowledge and compliance of MLT policy is your responsibility.

We hope you have an enjoyable learning experience while in the MLT program. If you have any questions, please feel free to ask. The MLT faculty is here to assist you during your academic endeavor at Calhoun. We welcome you to the MLT program.

Risa Grimme, MA, BS, MT ASCP
MLT Program Director

Reannon Wilkerson, MS, BS, MLS ASCP
MLT Lab Coordinator

I. MLT PROGRAM MISSION

The **mission** of the Calhoun Community College Medical Laboratory Technician Program is to provide an educational experience for students who wish to pursue careers in Medical Laboratory Technician incorporating cognitive, technical skills, and professional qualities to meet the needs of the Tennessee Valley area for entry level preparedness in Clinical Laboratory employment.

II. MLT PROGRAM GOALS

1. Graduate Rate: rolling 3 years' average $\geq 70\%$ completion of students who begin the third semester of the program
2. Certification Rate: rolling 3 years' average $\geq 75\%$ by those who attempt certification within one year of graduation.
3. Employment Rate: rolling 3-year average $\geq 70\%$ of respondent graduates will be employed or pursuing further education within one year of graduation.
4. Graduate Program Satisfaction Rate: $\geq 80\%$ of MLT graduates agree they possess the entry level competencies necessary to perform routine clinical laboratory tests.
5. Employer Program Satisfaction Rate: $\geq 80\%$ of employers agree that graduates possess the entry level competencies necessary to perform routine clinical laboratory tests

III. MLT GRADUATE COMPETENCIES

Upon successful completion of the MLT program, the graduate will have basic knowledge and skills to:

1. Exhibit compliance in the application of safety and governmental regulations in handling chemical and biological materials.
2. Evaluate, correlate, and assure accuracy, validity, and quality control of laboratory information.
3. Demonstrate entry-level competency for patient specimen analysis in hematology, coagulation, clinical chemistry, immunology, immunochemistry, microbiology, urine/body fluid analysis, and laboratory operations according to established protocols and procedures.
4. Exhibit legal and ethical behavior which adheres to the professional conduct standards for clinical laboratories.
5. Communicate effectively with patients, the public and the healthcare team members regarding laboratory practice.

IV. MLT CODE OF CLINICAL ETHICS

The *American Society of Laboratory Scientists (ASCLS)* sets forth the principles and standards by which clinical laboratory professionals practice their profession.

As a student in the MLT program of Calhoun Community College, I agree to demonstrate my commitment to these responsibilities by the following guidelines for ethical behavior:

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

V. ESSENTIAL FUNCTIONS

Essential Functions are requirements for students entering and participating in Health Science Programs.

MLT Essential Functions list was included in the students' program application signature page and is kept on file in the Health students file.

The MLT Essential Functions include but are not limited to the ability of the student to:

Physical and Sensory Requirements

1. Move freely and safely about the laboratory.
2. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
3. Fine motor and visual abilities sufficient to distinguish between the characteristics of biological specimens and chemical products.
4. Manipulation of laboratory equipment including utilization of a clinical grade binocular microscope.

Cognitive Requirements

5. Comprehend, measure, calculate, analyze, synthesize, integrate, compare, interpret and apply information.

Communication Requirements

6. Read and comprehend technical and professional materials.
7. Effectively and courteously communicate and write using the English language.

Behavioral Requirements

8. Possess the emotional health required to use intellectual abilities fully, such as exercising sound judgement and promptly completing all responsibilities.
9. Work in a changing and stressful environment, displaying flexibility and functioning independently in the face of uncertainties or problems that might arise.
10. Demonstrate professional demeanor and behavior including performance in an ethical manner when dealing with others, and participate collaboratively and flexibly as a professional team member.

VI. INSTRUCTIONAL METHODS

Students will learn through classroom lecture, audio-visual presentations, discussions, case studies, demonstrations, independent reading and assignment, and or supervised campus laboratory practice and clinical experiences.

The supervised lab experience will include performance of venipunctures on fellow MLT students under the direct supervision of the course instructor. Performance of simulated laboratory procedures will be required. Student laboratory experience will be documented by successful demonstration of required skills on Skills Competency Checklists.

STUDENTS WITH DISABILITIES: If you have a disability that might require special materials, services, or assistance, please contact Calhoun's Disability Services Office in the Chasteen Student Center, Room 220G (Decatur Campus) or call (256) 306-2630 or (256) 306-2635.

Calhoun BlackBoard:

Course contents are available on the Blackboard link under MYCALHOUN link on Calhoun Community College webpage. The course work is posted on BlackBoard under the respective MLT course. Course contents, syllabi and objectives, assignments, projects, and general course information will be posted here. Instructors communicate regularly with students in the course announcements. Instructors may require assignment submission on BlackBoard.

MLT Students must be familiar with BlackBoard use. Students are responsible for knowing all course information posted in Blackboard.

Calhoun email: Communication

Calhoun Community College will communicate campus-wide information via Microsoft Outlook. This is the official method that you will receive information related to your enrollment at Calhoun. You have an Outlook e-mail account, which you can access from the MyCalhoun Portal. Please log on to our website - www.calhoun.edu and choose the MyCalhoun Icon at the top right of the homepage. The initial log in for the portal will be your "C" number and 6-digit date of birth (MMDDYY). You will be prompted to change the password. Once inside the portal you can log in to your Outlook e-mail by clicking on the envelope icon. Your email address will be your firstname.lastname@calhoun.edu (Example: jane.smith@calhoun.edu)

MLT Instructors communicate regularly via Calhoun email. Students are responsible for accessing all posted information.

VII. MLT CLASSROOM RULES

Health Science Building suite 116 has been designated the MLT classroom and student lab. This provides an area for students to study and perform coursework individually or in groups. Please be considerate of this and do not disturb others in the rooms.

The Student Laboratory area is considered biohazardous area with specific regulations according to the MLT Safety Manual.

- A. Quiet discussions, only MLT relevant -socialize elsewhere.
- B. LAPTOPS, IPADS, electronic devices are a privilege to use and may be banned if causing disruptions or distractions to others.
- C. NO PHONES are to be used at any time or in view of others. They may not be substituted for calculators during exams.
- D. Most of the time, drinks and food are permitted in the classroom side only. Occasionally labs may be performed in this room, in which case food and drinks will not be permitted until surfaces have been disinfected properly. If you make a mess, please clean up after yourself before leaving for the day.
- E. Visitors, including children, are not allowed in the classroom, laboratory, or clinical sites at any time. All campus visitors must report to the Health Administration office once entering the Health Science Building. See Calhoun College Catalog.

VIII. MLT ATTENDANCE POLICY

A. MLT students are required to attend class the instructor has prepared for you. Each class absence leads to decreased comprehension of course material and poor performance. Health Educational accreditation standards require exposure of core material to students. This can only occur with prompt attendance. Each course has much information to cover and make up time is not available to be scheduled. Students are responsible for missed material.

B. It is the responsibility of all students to notify the instructor of absences. Email is the preferred method for communication. Failure to notify any instructor of absence will result in reduction in professionalism points in addition to the absence.

C. In alignment with Calhoun Community College current attendance policy, a student absent for more than 15% of course contact time is at risk of being administratively withdrawn for the MLT course.

D. MLT Student Not present for Any scheduled session (lecture, lab, clinical, observation) will follow this protocol during each semester:

First Absence: Student will receive first absence notice email from instructor

Second Absence: Student must communicate and meet with instructor before returning to class. Student is responsible for setting up this meeting before the next scheduled class session.

THIRD Absence: Student must meet with MLT Program Director before the next scheduled course session AND within 3 days of absence. Student is responsible for scheduling this meeting. Student is not to return to class.

- E. Arriving late or leaving early to classes is disruptive to other students. Three (3) late arrivals and or early depart to class are considered one absence.
- F. Continual exiting/entering class during lecture is disruptive to other students. If a student has a personal problem, please take care of it abruptly to reduce this disruption. Repeatedly leaving the room will result in professionalism point reduction and possible class dismissal.
- G. Absence of any reason for a scheduled Exam or Lab work will result in a score of zero (0). Students arriving late for scheduled exams including lab practical may not enter rooms once exams have begun without instructor approval and may receive a grade of zero (0) for that exam/lab.
- H. Clinical rotations are scheduled in cooperation with each clinical site. This time in the clinical laboratory is most critical for successful completion of the medical Laboratory program and passing of the National Board of Certification exam. If a student is absent or late, it creates issues for the clinical instructors and staff. IF a student has an emergency situation, they are expected to notify the clinical site AND Calhoun staff as soon as possible. The current clinical attendance policy will be distributed with the Clinical Policy during the 3rd semester.
- I. There will be sessions of special topics or events throughout the semesters as the program progresses that are required attendance for students. These events may include Blood Drives, Lab Observations, mini clinical rotations, teaching labs, etc. Many of these are scheduled through other college areas. MLT Instructors will give as much advanced notice as possible.
- J. Students are encouraged to schedule personal and elective medical procedures during non-class times. Be aware of any additional recovery time that may be needed.
- K. If a student has an urgent medical situation, such as pregnancy or emergency surgery and recovery, the student must provide documentation from the attending physician. This documentation should indicate if the student is able to participate in the program during this time. Regular notification is required while under a physician's care. A medical release will be required once the student is no longer under the physician's care. While instructors attempt to assist students during these rare occurrences, it is still the students' responsibility to maintain acceptable standards, coursework, and grades to progress in the program.

IX. MLT MAKE UP POLICY

- A. Each instructor will provide their policy for accepting late assignments for the course listed in that course syllabus.
- B. No Exams or Lab session may be rescheduled for makeup and will result in a zero (0) grade. All exams and lab procedures are only offered at the scheduled times. Depending on what the missed lab work involved, possibly some lab procedures such as paper documentation may be performed in subsequent lab sessions only as time permits and with instructor approval. The instructor will not take time out of subsequent labs to individually instruct missed work.
- C. All students are expected to be in the room at beginning start time prepared to begin. Students arriving late for examinations will not be permitted entry into the classroom without instructor approval.
- D. During Spring/Fall semester MLT courses may offer ONE regular exam to be dropped in the course Exam category unless stated otherwise in the course syllabus.
- E. The FINAL Exam may not be dropped or made up after the scheduled time. Date and time of the FINAL Exam is the completion of the course and all grades are considered final.
- F. No Lab Practical testing may be made up under any circumstances. Lab exams require much preparation time along with sample collection and most cannot be duplicated later. The Student Lab is scheduled to capacity and there is limited time between sessions, therefore the student lab is not available at other times than your lab scheduled session. Instructors may schedule students at specific times for exams. Non-attendance or tardy arrival for a scheduled LP will result in posted grade of zero (0).

X. ADVISING/Guidance/Appeals

- A. Calhoun Community College Advising Center is available for all students. See College Catalog for specific information.
- B. Beginning the fall entry semester, each MLT student will be scheduled to meet mid semester with a MLT faculty for advisement and guidance. Course status will be reviewed with students. Students are encouraged to discuss any concerns at this time. Mid-term advisement forms are to be placed in each students' Health Science files.
- C. Students are encouraged to schedule conferences with the course instructor when issues occur in the class. Program specific (non-course related issues) questions may be discussed with the Program Director. Open communication is essential for success in any program. Students are encouraged to communicate regularly with the MLT faculty.
- D. The Allied Health department's policy is to resolve issues within our department. Students are expected to follow the chain of command beginning with the course instructor for specific course issues. Students are to abide by the policies each instructor has listed in that course syllabi.
- E. Specific MLT Program concerns or questions can be discussed with any MLT faculty or the MLT Program Director. Students are to review the MLT Policies before scheduling appointments for program issues.

Chain of Command for program issues/concerns:

MLT Instructors for course specific concerns
MLT Program Director, Risa Grimme
Allied Health Department Chair
Dean of Health, Bret McGill
Calhoun VP of Instruction

- F. All current Calhoun Community College policies are to be followed. The Calhoun Student Handbook is posted with the College Catalog on the main college webpage. Included in the handbook is the Code of Conduct, Student Complaint Process and Grievance Procedures.

XI. MLT PROGRAM PROGRESSION REQUIREMENTS

In order to progress through the MLT program, Students must adhere to the following:

- A. All MLT courses are set up with a specific progression to be followed. Courses build upon one another and enrolling out of sequence will result in delayed completion and reduced comprehension. With each admitting class, a tentative Student Curriculum Plan will be given for all 5 semesters. If courses are to change students will be notified in writing as soon as adjustments are made.
- B. Students must complete all seven General Education courses with grade of C or higher by the end of 3rd semester.
- C. Clinical rotations begin the 4th semester and require full time commitment to be successful. There will not be time available to attend other classes. Students are encouraged to reduce outside work hours especially during clinical rotations.
- D. Students must maintain a course letter grade of C (75%) or above in all MLT courses. Only one (1) non-clinical MLT course resulting in D, F or W may be repeated at the next available course offering. The second MLT course not completed with a C (75%) or higher will result in discontinuation from the program.
- E. The following courses must be completed with a C (75%) or higher in order to progress to the next semester:
 - 1. MLT 131 consists of basic lab skills that will be used in all further program classes. Successful completion of this course is required to progress to other MLT courses. If a student does not complete MLT131 with a minimum of 75% grade, the student will not progress to the second semester and will be withdrawn from the MLT program
 - 2. MLT 141 must be completed with a minimum of 75% grade to progress to MLT 142.
 - 3. MLT 161 may not be enrolled in until all MLT Core courses are completed with a minimum of 75% grade with the exception of MLT 191 which is taken concurrently.

4.Repeat of MLT161 will have specific pre-requirements to be completed PRIOR to the second enrollment. See Readmission/Reinstatement Policy.

5.The first non-clinical MLT course grade below 75% will be evaluated by the MLT faculty to determine if the student must have a contingency plan to be successful in progressing to the next semester.

6.Course specific requirements may apply PRIOR to second course enrollment. See Readmission Policy.

F. The current Clinical Rotation Policy will be provided before students begin rotations. The clinical policy and all preclinical requirements will be given in late spring. All preclinical requirements will be due by the listed deadline given. All coursework must continue with grades $\geq 75\%$ before any clinical placement will be assigned.

G. Each clinical rotation must be completed to the satisfaction of the clinical coordinators before moving to the next rotation. Unsuccessful clinical rotations will result in discontinuation in the MLT Program.

H. The MLT Program reserves the right to require any MLT student to submit to a random drug testing given probable cause during enrollment in the MLT Program. The student is responsible for fees. Calhoun's Drug Screen Policy will be followed. A positive drug screen will result in immediate program dismissal.

XII. MLT PROBATIONARY STATUS

Students are encouraged to discuss issues they may have meeting policy compliance with the MLT faculty before it jeopardizes their success in the MLT program. The desire of the MLT faculty is to assist each student for successful completion of the MLT program.

- A. If a student fails to comply with college and MLT program requirements, they may be placed on Probationary Status. Probationary Status deems the student not prepared for clinical practicums.
- B. MLT Program policy areas for Probationary Status include but not limited to:
 1. Course Failure: Failure of first non-clinical MLT course other than those listed above in XI. Progression, E.
 2. Attendance: 3 or more absences during a single semester
 3. Competency Skills: 2 or more skills score of < 80% after remediation in one course
 4. Professionalism: Not meeting the minimum expectations in Professionalism grade category any semester
 - Minimum >60% end of semester 1
 - Minimum >70% end of semester 2
 - Minimum >75% end of semester 3
 - Minimum >80% end of semester 4
- C. Students will be notified of Probationary Status via written letter from MLT Program Director.
- D. The student must attend a scheduled meeting with the Program Director within 2 days of Probationary Status notice. The student is responsible for scheduling this meeting. Failure to schedule and attend this meeting constitutes program withdrawal. The student has the opportunity to discuss their specific situation and will be considered on a case by case situation.
- E. A program continuation plan specific for the student will be reviewed with the student at this meeting.
- F. The student is expected follow this plan and show an improvement in the specific area once their MLT Program Continuation Plan is in effect.

- G. If the student does not show improvement in area listed for probation cause and in the continuation plan by the end of that current semester, the student will not continue to the next semester and thus be withdrawn from the program. Student will be notified in writing.
- H. Status of Students on probation will be reviewed for policy compliance at the end of each semester for consideration of removal of the probationary status.
- I. Once probationary status is removed, students will be notified in writing.
- J. Clinical Practicums will not be assigned until completion of inadequate areas have been met satisfactorily and Probationary status is removed.
- K. Additionally, Calhoun Community College has polices listed in the catalog and handbook that if found to be in violation of may place student on probation.

XIII. MLT PROGRAM WITHDRAWAL

Any of the following may result in immediate program dismissal

- A. If a student withdraws from a MLT course without prior consult with the Program Director.
- B. Failure of specific courses of MLT131, 141, 161, or any clinical rotation
- C. The second MLT course grade resulting lower than 75%; this applies to first repeated MLT course or second initial MLT course failure.
- D. Repeated failure to comply with MLT Attendance Policy. College policy will be followed for course removal due to absenteeism.
- E. Unprofessional conduct or progression with no improvement following advisement. This includes any violation of the HIPAA privacy act at any time while in the MLT program.
- F. Any public activity the student engages in representing Calhoun Community College and/or the MLT Program that constitutes unprofessional conduct.
- G. Any documented criminal activity. Pre-clinical Back Ground checks returning with items deemed unacceptable for clinical attendance.
- H. A positive drug screen at any time. In accordance with Calhoun's drug free policy, any student may be required to submit to drug and alcohol testing if suspicious behavior warrants at their expense.

XIV. MLT READMISSION/REINSTATEMENT POLICY

Readmission is defined as starting from the beginning of curriculum/coursework. **Reinstatement** is defined as progressing from a point in the curriculum after the initial program beginning following an interruption of 1-3 semesters of nonattendance.

A. The Medical Laboratory Technician Program at Calhoun Community College is designed to be a consecutive five semester program. Students must be aware that MLT courses are not offered every semester and therefore any course repeat or interruption will result in a delay in clinical assignment and/or graduation.

B. READMISSION requires a student to re-apply for admission to the MLT program.

1. The student must follow all current application policies at the time of reapplication. Current transcripts should accompany the application to show that the student is in good standing with the college and meets current listed GPA requirements.

2. Current application ranking process will apply. Past MLT coursework will not penalize the applying student.

C. REINSTATEMENT requires a student to submit a written request to the Program Director at least one month prior to next semester start date; MLT course enrollment will not occur until the requirements are met.

1. Reinstatement places the student in MLT courses with the current cohort. There is no guarantee of acceptance of previous MLT course credit. Each reinstated student's previous coursework completion will be evaluated to determine which courses will be accepted. Length of time lapsed between coursework affects theory and skills retention.

2. The reinstated student must schedule a meeting with the Program Director to set up their specific progression plan. At that time specific competency skills and course exams will be required to be completed satisfactorily before course enrollment is permitted.

- a) Skills must be performed with $\geq 80\%$ scores.
- b) Exams must be completed with $\geq 70\%$ scores.

3. Review of Current Student Handbook and submission of signed acknowledgement page.

4. Current Pre-Clinical requirements completion/validation

5. Reinstatement does not guarantee that a clinical site will be available at the time the student becomes eligible for clinical practicums; however, the student will be placed for clinical rotations as soon as positions become available. Each case will be evaluated individually.

Scenarios for Reinstatement:

- A. Repeat of one course due to failure:
 - 1. Each course is offered once/year and the specific course position will determine the protocol required.
 - 2. If the student has remained in continuous semesters, and must repeat first semester MLT121 or MLT181 during their fourth semester, the course requirements apply. The fourth semester MLT295 Micro clinicals will be delayed until satisfactory completion of all MLT courses.
 - 3. If there is a break in a students' enrollment with nonattendance of 1-3 semesters, reinstatement policy applies.
 - a. Student must schedule a meeting with the Program Director at least one month prior to next semester start date. Scheduling of further requirements will be made at this time.
 - b. Purchase and review of current MLT Student Handbook with acknowledgment page submitted by designated due date.
 - c. Competency proficiency must be performed for specified previous courses, $\geq 80\%$ score on skills checklists. The student will be given current checklists and procedures to follow. Student must attend scheduled session(s) with MLT instructors to perform skills.
 - d. Final Exams of specified previous coursework scored $\geq 70\%$ to display retained knowledge of theory. The student must attend the assigned date/time these Exams are scheduled.

- B. Returning or Transfer Course credit acceptance.
PRIOR to enrollment into any MLT courses student must meet the requirements:
 - a. Purchase and review of current MLT Student Handbook with acknowledgment page submitted by designated due date.
 - b. Orientation attendance if applicable.
 - c. Pre-Clinical requirements and documents submitted by the designated due date.
 - d. Competency proficiency must be performed for previous courses, $\geq 80\%$ score on skills checklists. The student will be given current checklists and procedures to follow. Student must attend scheduled session(s) with MLT instructor to perform skills.
 - e. Final Exams of previous coursework scored $\geq 70\%$ to display maintained knowledge of theory. The student must attend the assigned date/time Exams are scheduled.

XV. MLT CURRICULUM: 2017 Plan

See Calhoun Community College Course catalog for specific course descriptions

24 General Education Credits + 50 MLT Credits

The following is only the MLT coursework; General Education courses must be completed by the end of 3rd semester into the program.

Each MLT course is offered once/year with multiple lab sessions.

Fall Semester 2017: 11 Credit Hours

MLT 121	Hematology	5.0
MLT 131	Laboratory Techniques	4.0
MLT 181	Immunology	2.0

Spring Semester 2018: 10 Credit Hours

MLT 141	Microbiology I	5.0
MLT 151	Clinical Chemistry	5.0

Summer Semester 2018: 8 Credit Hours

MLT 111	UA/Body Fluids	4.0
MLT 142	Microbiology II	4.0

Fall Semester 2018: 10 Credit Hours

MLT 161	Laboratory Simulation	2.0
MLT 191	Immunoematology	5.0
MLT 295	Practicum (Micro)	3.0

Spring Semester 2019: 11 Credit Hours

MLT 293	Medical Seminar (Calhoun)	2.0
MLT 294	Practicum (Hemo)	3.0
MLT 296	Practicum (BB)	3.0
MLT 297	Practicum (Chem)	3.0

XVI. MLT EVALUATION

A. Student course work

1. A minimum grade of 'C' (75%) must be maintained in all MLT course work.

Grading Scale:

90-100	A
80-89	B
75-79	C
60-74	D
< 60	F

2. The MLT Program uses WEIGHTED grades with the specific percent for each category listed in that courses' syllabi. Each MLT course weighted grade includes Professionalism, Exams, Lab work and Competencies, projects or special assignments, Lab Practical, and Final Exam.

3. Grades are submitted into BlackBoard under the respective MLT course. The Weighted column continually recalculates the current percentage for the course. Do not refer to the Total Points listed in gradebook.

4. Instructors will use BlackBoard for assignment work. Instructors communicate using the Calhoun email accounts. Students must be familiar with use of BlackBoard assignment submission and Calhoun email.

5. A student has 2 weeks to raise concerns to their instructor concerning any grade. After that time, the grade stands.

B. There will be scheduled events, observations, and activities that may require attendance outside of scheduled class times for student performance evaluation.

C. There will be assigned Presentations and Teaching and Instruction assignments to other students. i.e. second year students teach Phlebotomy and Lab skills to first semester MLT students. Students are to attend when scheduled.

D. Program Evaluation

Students will be requested to submit Program Evaluations from time to time:

Course evaluations by Calhoun

Student Surveys

Graduate Surveys

Six to twelve months post-graduation employment

XVII. MLT PROFESSIONALISM

- A. The MLT program strives to instill professional behavior as part of its philosophy and goals. MLTs must demonstrate ethical and moral attitudes along with principles for gaining and maintaining the trust of the professional associates, medical staff, patients and families.
- B. HIPAA regulations are to be followed. Students receive HIPAA training first semester and again before clinical assignments.
- C. All college code of conduct and responsibilities which are available in the current school catalog apply at all times.
- D. All confidential communication will be kept in the student's file in the locked file rooms of the Health offices.
- E. NAACLS Standards require documented progression of Affective Behavior throughout the program. Beginning students should not expect to score high in these areas. This is a continual positive growth during the program. Each instructor will evaluate the students in the areas listed on Affective Objectives for all class and lab sessions. This score is recorded each semester to show positive progressive growth.
- F. Students are expected to score a minimum % in each semester:
- | | |
|------------|------|
| Semester 1 | >60% |
| Semester 2 | >70% |
| Semester 3 | >75% |
| Semester 4 | >80% |
- G. Students not scoring \geq the minimum will be placed on Probationary Status.
- H. Course specific behavior expectations can be found in each instructors' course syllabi.
- I. Instructors will keep affective logs for each student. The Professionalism column of the gradebook may contain comments by the instructors.
- J. Levels of achievement
- 4**= Exceeds Expectations; Always prepared, respectful, compassionate; Very Compliant; Regularly Contributes to class, Always positive attitude
 - 3**=Meets Expectations; Participates occasionally; Mostly Compliant
 - 2**=Meets Some Expectations; Minimum Accomplishment & Participation; Usually Compliant
 - 1**=Rarely Meets Expectations; Little to no participation; No improvement; Often Non-compliant

AFFECTIVE OBJECTIVES (Professionalism Category)
used in all MLT courses for evaluation:

1. SAFETY
 1. Follow OSHA safety guidelines (PPE, BBP, Universal Precautions); Proper hand-washing; Appropriate material disposal
 2. Keeps work area uncluttered, disinfected/clean
 3. Prudent use of consumables, returning/restocking supplies

2. POLICY COMPLIANCE
 1. Performing SOP as directed, not modifying
 2. Proper use and care of equipment, Instrumentation maintenance (checked daily)
 3. Abides by Program Policies including HIPAA regulations
 4. Course specific requirements/policy

3. APPLICATION
 1. Use Critical thinking, Problem solving skills
 2. Prioritizing tasks with time management/ multitasking
 3. Active listening, following directions; Appropriate use of medical terminology

4. INTEGRITY
 1. Adaptable under Stress
 2. Positive Acceptance of constructive criticism
 3. Display self-motivation; Assumes responsibility of actions

5. ATTENDANCE
 1. Present, Prepared, Prompt; Alert in class sessions. Each absence will result in point reduction; notification is expected and lack of notification will result in additional reductions.
 2. Adhering to dress code and appearance requirements
 3. Working with others- productive, positive, non-aggressive manner to promote learning; Display awareness of cultural diversity by showing consideration, respect

XVIII. MLT DRESS CODE

A. UNIFORM: to be worn on campus to all classes, labs, clinical rotations, and any programs associated with MLT

1. Scrubs Performance Scrubs in Red, Gray. See instructions on webpage www.performancescrubs.com Be sure to order appropriate size.

2. MLT Program Patch, available from Performance scrubs, is to be attached onto upper left front of scrub tops. Performance Scrubs will attach patch when uniform is ordered

3. Clean, unwrinkled scrubs should be properly fitting: both tops and bottoms of correct length are not to be too loose or too tight. Uniform is not to ride up or down to expose under garments or skin when sitting, bending, or reaching.

B. ID: Calhoun Community College Student ID must be worn at all times. These are available in the Student Center.

C. LAB COAT: Approved Lab coats will be available at the bookstore. The coat must be closed down the front with secured cuffs at the wrists and covering the buttocks. Be sure to wear a size for comfortable movement without restricting yourself. Lab coats are not to be removed from the lab. These are disposable and need extra care when donning/removing. Students are responsible for replacement when visibly soiled or torn at their expense. Most students will need one replacement during the time in program. Write your name in marker on upper left front.

D. FOOTWEAR: Shoes of casual style are to be solid Black or White without color accents. Material is to be impermeable to liquids; heels are to be no higher than 2 inches; toes of shoe are to be enclosed with no holes; backs secured.

E. ACCESSORIES: No excessive accessories such as jewelry or clothing will be allowed in the student lab or clinical sites, especially anything dangling or large. No unapproved head gear, clothing, or items are to be worn in lab or at clinical sites

F. EARRINGS: must be no more than 1 inch in length. Piercings are limited to normal ear lobes, with no items to be in the cartilage area of ears or any other

visible body area. Students are to remove the non-ear jewelry before entering the lab areas.

G. TATTOOS: No visible tattoos. Use of tape or cosmetics is permissible to cover. Lower arms may be covered with black or white long sleeve shirt.

H. NAILS: Nails must be clipped to be even with end of fingers, be clean, and without polish. No artificial fingernails or adhesives are permitted.

I. HAIR: Hair must be secured back away from face and not in front of the shoulders or face. Hair accessories are limited to small bows, pins, and such. Long hair should not fall forward when leaning forward such as during lab procedures. No unnatural hair colors are permitted. Styles are not to be excessively high or wide or cause distractions.

J. HATS: No unapproved head gear.

K. FRAGRANCE: ANY Product with fragrances and perfume (including hand lotion) are **not** to be worn. Instructors will require student to wash off fragrances before entering the laboratory.

L. UNDERSHIRTS: a clean, unwrinkled solid white, gray, or black shirt such as plain cotton t-shirt may be worn under scrubs. Please remember long sleeves must not be exposed to biohazards. No patterns or designs are to be visible.

M. No additional items are to be worn without prior MLT program director written approval.

N. Clinical affiliates may have specific dress code policies in addition to Calhoun Community College MLT's policy.

O. Students not in compliance with dress code

1. FIRST offense will result in a verbal warning from the instructor.
2. SECOND offense will result in written warning and professionalism point reduction.
3. THIRD offense student will be dismissal from classroom or lab. There will be no makeup of session and student will be on probationary status.

XIX. MLT CLINICAL REQUIREMENTS

(Students are responsible for expenses)

- A. The current Clinical Policy, requirements, checklist, and information will be distributed to students spring semester. At that time a designated deadline will be listed for submission of all completed pre-clinical documents. Lack of submission of these preclinical requirements by this deadline will result in Probationary Status.
- B. Validity of all documents must not expire before MAY of the following year (CPR and Health Screen are valid for 2 years; all others valid for 1 year)
- C. Requirements are based according to affiliate contracts and are subject to change; listed are the current requirements for reference
1. Satisfactory completion of all MLT and General Education courses with grade of C or higher; Gen Ed coursework must be completed prior to beginning of the 4th semester.
 2. Completed MLT Health Form including Essential Functions verification, free from infectious disease requiring physician signature dated after April of current year.
 3. TB Two-Step Skin Test resulting negative or Chest x-ray resulting no communicable disease
 4. Up to date vaccinations for Tetanus, Varicella, MMR/rubella titer
 5. Hepatitis B vaccine series completion verification or signed waiver
 6. Influenza vaccine for current season (fall completion date)
 7. Negative Drug Screen – see Allied Health Policy, consent form
 8. Background Check indicating eligibility – see Policy, consent form
 9. Malpractice Liability Insurance-payable with MLT161 tuition
 10. A valid Calhoun Student Photo ID
 11. Proof of personal Health Insurance or signed waiver of liability
 12. Satisfactory MLT class attendance
 13. Acceptable PROFESSIONALISM progression
 14. OSHA/BBP training verification
 15. HIPAA training verification
 16. Clinical contract signed
 17. Current CPR, Professional level; Certification
 18. IF additional site specific requirements are needed, they will be given at assignments with a due date.
- D. Instructions for document submission will be given before 3rd semester. Students are responsible for maintaining their files.

XX. MLT CLINICAL PLACEMENT ASSIGNMENTS

- A. Students will not request specific locations
- B. Ranking for placement is based on several factors including
 1. MLT GPA
 2. Professionalism scores
 3. Site availability
 4. Clinical coordinator input
- C. The MLT Program Director will set up clinical assignments the semester prior to the rotation. All assignments are tentative.
- D. At any time, a student may be reassigned to a different site during clinical rotations, however the MLT program makes reasonable effort to keep changes to a minimum.
- E. Students are NOT to contact clinical sites for rotation placement.
- F. Students on Probationary Status when clinical placement assignments are scheduled will not be assigned until cleared of probation.
- G. While reasonable effort is taken to arrange clinical placements for all students, in the event sufficient clinical sites are not available for all eligible students:
 1. At the initial placement assignment students with the highest ranking will be placed first; students with lower ranking will be assigned as clinical sites becomes available.
 2. In the event a clinical site must cancel or postpone their scheduled student assignment, that student will be reassigned when another site is available. There will not be reassignment of other students based on ranking.
 3. If a student declines the assigned rotation, no reassignment will be made and the student will receive a course grade of "F", no other rotations will be scheduled, and all remaining courses will be posted grades of "F".
 4. Students dismissed from a clinical site due to unprofessional behavior will not be reassigned a clinical site to complete the rotation. Consequences of unprofessional behavior at a clinical site may result in an F for the course grade and immediate program dismissal.

XXI. MLT SERVICE WORK

Success in the progression of the MLT program requires students' dedication to study and learning of the materials. The MLT program is an intense curriculum with required coursework completion to progress to the next semesters. Students need to be committed to study of all course content on a regular basis.

1. While paid employment is often necessary for our students, the program does not encourage students to work many hours outside of the course schedules. Each student is to decide what their limitations are in order to be successful in the MLT Program.
2. Students are permitted to be employed, but are expected to not allow those hours to interfere with each semesters' schedule. Throughout the program additional activities will be required in addition to the scheduled courses and labs.
3. In the event a student is employed in the lab where they are rotating for their clinical, student is NOT permitted to move from the clinical area to the area of employment to perform services. The student must complete the scheduled clinical time and log their time out of that area before moving into an employed area.
4. Students are not permitted to perform any testing or authorize patient results in a laboratory information system without supervision.
5. Performing paid services while in a clinical rotation is a NAACLS violation and not permitted and will be grounds for discontinuation of rotations. This will result in a student placed into Probationary status or termination from the program.
6. The first page of each Clinical Rotation Packet contains statement and signature requirements for both the student and the clinical instructor to abide by the policy of performing testing only with supervision, such as in the case of an employee.

XXII. EXPENSES

- A. Tuition and college fees are listed in the current Calhoun Catalog.
- B. Texts for each course vary in price and are available in the school bookstore. Each year an updated text list will be provided to students. Occasionally a publisher may remove or updated the textbook which we have no control over.
- C. *BOC Study Guide Clinical Laboratory Certification Examinations* and BOC Review Cards available in the bookstore or at www.ascp.org
- D. Lab Coat, disposable, \$8-12
- E. Lab kit fees, \$30-45/semester
- F. Performance Scrub Uniforms, ~\$70/set.
- G. Course handouts each semester ~\$5 available in bookstore.
- H. Malpractice Liability Insurance for clinical, payable with MLT161 tuition, \$10.
- I. All pre-clinical requirements as listed under Clinical Requirements, \$200-400 dependent upon individual facility and health coverage.
- J. BOC Registration fee due during 5th semester in March to ASCP, \$200.
- K. Currently Clinical sites do not require additional material; subject to change
- L. Transportation expenses are the students' responsibility

XXIII. MLT FACULTY AND SUPPORT PERSONNEL

Risa Grimme, MA, BS, MT(ASCP)
MLT Program Director
Office 307
256-260-1434
risa.grimme@calhoun.edu

Reannon Wilkerson, MS, BS, MLS(ASCP)^{CM}
MLT Lab Coordinator
Office 304
reannon.wilkerson@calhoun.edu

Rickey Meigs, MLT(ASCP)
MLT Adjunct Instructor
ricky.meigs@calhoun.edu

Misty Greene, Allied Health Secretary
256-306-2786
Department FAX 256-306-2525
misty.greene@calhoun.edu

Bret McGill, Dean Health Division
Office 328
256-306-2786
bret.mcgill@calhoun.edu

XXIV. MLT Clinical Affiliates as of July 2017

Athens-Limestone Hospital

Michael Estremera, Lab Director
700 Market St
Athens, Alabama
(256) 233-9136
Education Office – 233-9536

Clearview Cancer Institute

Genneva Conant, Lab Manager
3601 CCI Dr. NW
Huntsville, AL
256-705-4208

Crestwood Medical Center

Jeranne Muse, Laboratory Director
1 Hospital Dr. SE
Huntsville, Alabama
(256) 429-5165

Decatur Morgan General Hospital

Jerry Kimbrell, Laboratory Manager
1201 Seventh St
Decatur, Alabama
(256) 341-2297 (Office)

Eliza Coffee Memorial Hospital

Joseph Tobia, Laboratory Manager
205 Marengo St
Florence, Alabama
(256) 768-9625

Helen-Keller Hospital

Johnny Hall, Lab Director
1300S Montgomery Ave
Sheffield, AL
(256) 386-4501

Huntsville Hospital

Vicki McClain, Laboratory Director
101 Sivley Rd
Huntsville, Alabama
(256) 265-7315

Madison Hospital

Erica Perkins, Lab Supervisor
8375 Hwy 72 W
Madison, AL 35758
(256) 265-2012

Marshall Medical Center South

Melanie Bradford, Laboratory Director
2505 US Hwy 431
Boaz, Alabama
(256) 840-3504

Maury Regional Medical Center

Van Hendrickson, Lab Director
1224 Trotwood Ave.
Columbia, TN 35401
931-381-1111 Ext 4024

South TN Regional Hospital (Hillside)

Regina Fitzgerald, Lab Manager
1265 E College St
Pulaski, TN 38478
(931) 363-9490

Observation Only:

LifeSouth Community Blood Center

Jason Hodges, District Director
8190 Madison Blvd.
Madison AL 35758
256-374-8201

XXV. PROFESSIONAL ORGANIZATIONS

Students are encouraged to join professional organizations while in the MLT program. The following offer Student categories' with either no fee or reduced fees. All associations offer resources to assist with education.

- A. ASCP: American Society of Clinical Pathologists. www.ascp.org
- B. ASCLS: American Society for Clinical Laboratory Science. <http://www.ascls.org>
- C. AMT: American Medical Technologist. www.americanmedtech.org

XXVI. CERTIFICATION (Board of Certification-BOC)

- A. After completion of the MLT program including the Associate of Applied Science degree college requirements, students are eligible for national MLT certification.
- B. Agencies providing certification:
 - American Society for Clinical Pathology (ASCP)
 - American Medical Technologists (AMT)
- C. Credentialing agencies require formal application with fee, official college transcripts indicating completion of the program, and successful completion of their examination. This fee is due with registration during 5th semester. Students are responsible for all application and requirement submissions.
- D. Examinations (Registry) certification involves Computer Adapted Testing with multiple choice questions in all core laboratory areas.
- E. Certification validates *Registry* status with rights to use credentials in their signature, i.e. Mary Smith, MLT (ASCP)^{CM}.
- F. Ongoing Professional Development (CEUs) is required after initial certification to maintain current certification status.
- G. Students are encouraged to plan for BOC registration during their 5th semester with a test date as soon as possible following last MLT class.
- H. National Certification is not a requirement for completion of the MLT program or Calhoun Community College graduation.

XXVII. CCC Division of Health Policy Drug /Alcohol Screening

Calhoun Community College (CCC) supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the College or during any activity conducted, sponsored, authorized by, or on behalf of Calhoun Community College. The College prohibits any form of on campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

Clinical facilities with contracts for the education of health science students require that Calhoun Community College obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation.

GUIDELINES FOR DRUG TESTING

As stipulated by the health care agencies with which the CCC Health Sciences Division contracts for clinical education experiences, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to these policies in order to participate in clinical experiences at the agency. This includes annual testing and random screening should the student be perceived to exhibit behaviors indicative of substance abuse during a clinical learning experience. Fees for all drug and alcohol screening must be paid by the student. **Calhoun Community College Health Sciences will not accept drug tests completed prior to the testing period designated by each respective program, nor will it accept tests completed from vendors not designated by the college.**

I. PERSONS TO BE TESTED

Any student enrolled in any Calhoun Community College Health Sciences course that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug testing by the deadline set forth by the respective program and annually thereafter.

- A. Drug screening requirements are noted in the Catalog and website for potential Health Science students. Students are provided the drug screening policy at the time of enrollment in a Health Science program and must sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the drug screen. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:
 - 1) the vendor to perform required drug screen,
 - 2) the vendor to provide results to Calhoun Community College Health Science Department, and
 - 3) the vendor to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.
- B. The vendor will maintain, on file, a signed consent for drug and alcohol screening from each student.
- C. Drug and alcohol screening will be scheduled and conducted by a vendor designated by the Health Sciences Division.

- D. Any student failing to report for screening during the designated time will be rescheduled at the discretion of the department chairperson or designee. The screening must be completed within 24 hours of the rescheduled time.
- E. Students have the right to refuse to consent to drug testing. However, students who decline or fail to complete the drug testing will be refused access to clinical education facilities and will be unable to achieve the required clinical learning experiences. Refusal to submit to drug testing will render the student unable to meet the clinical rotation requirements of the Health Science program or course. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.
- F. A student who is unable to provide a sufficient specimen due to a shy bladder should make every effort to work with staff at the laboratory facility to accomplish the drug screening. An inability to test which exceeds the deadline for drug screen completion will be viewed as a refusal to be tested.
- G. A positive drug or alcohol screening result will prohibit the student from completing the clinical education component of required Health Science courses necessitating withdrawal or resulting in a course failure.
- H. A student must have a negative drug/ alcohol-screening test on file to complete Health Science courses with a clinical component.
- I. A student who is unable to successfully complete the clinical learning experiences of any Health Science course due to a positive drug screen may apply for readmission to any Calhoun Health Science program at the beginning of the next admission cycle. The student will be considered for readmission according to criteria in the Readmission Policy applicable to his/her program of study.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the clinical agency while participating in clinical experiences. Failure to comply with random testing will result in immediate removal of the student from all clinical rotations and dismissal from the program. The definition of reasonable suspicion, as stated in the substance abuse policies of the clinical agencies, may include the following:

- A. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- B. Presence of an odor of alcohol;
- C. Abnormal conduct or erratic behavior while on campus attending class, participating in laboratory or clinical experiences, excessive absenteeism, as defined by the clinical agency, tardiness or deterioration in performance;
- D. An accident while in class, lab, or clinical;
- E. Evidence of tampering with a drug test;
- F. Suspected theft of medications, including controlled substances, while in clinical or laboratory setting;
- G. Information that the individual has caused or contributed to an incident in the clinical agency that created an unnecessarily greater likelihood of a resulting injury to any person or property than should occur in a properly conducted situation or endeavor.
- H. Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs or alcohol while enrolled in the Health Science program.

III. Student Drug Screen Procedure

- A. All students enrolled in Health Science courses with a clinical component must pay the screening fee at the time of each scheduled testing for the semester/academic year, whether the testing is prior to, or during, the period covered by the clinical experience.
- B. Students must submit a photo ID at the time of specimen collection.
- C. The Collector will explain the collection procedure and the *Chain of Custody* form. The student will be provided with a sealed collection container.
- D. All students will be tested to include, but not limited to, the following drugs:
 - 1. D-Methamphetamine/amphetamines
 - 2. Barbiturates
 - 3. Benzodiazepines
 - 4. Cocaine metabolites
 - 5. Methadone
 - 6. Methaqualone
 - 7. THC (Marijuana metabolites)
 - 8. Opiates
 - 9. Phencyclidine (PCP)
 - 10. Propoxyphene
- E. Testing for additional substances may occur based on a clinical affiliation agreement.
- F. Results are available to the student from the vendor. Students with positive results should contact the Program Director immediately upon receipt of results.
- G. No children are allowed during the drug screen procedure or at the vendor facility.

IV. Confidentiality

Confidentiality of test results will be maintained by the program director, the Dean of Health

Sciences, and the student having access to the results - with the exception of legal actions that require access to test results.

V. Readmission following a Positive Drug Screen or Failure to Test *(For Nursing students only)*

To be considered for readmission, students who withdraw, or are withdrawn, from the Nursing program due to:

- A. a positive drug screen, or
- B. the inability of a student to successfully participate or complete a clinical component due to a positive drug screen, or
- C. having failed to complete the required drug and alcohol screening must:
 - 1. Submit a letter from an Alabama Board of Nursing recognized treatment provider verifying completion of an appropriate substance abuse treatment program.
 - 2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen at this time will result in ineligibility for readmission.

VI. Drug Screening Programs

Drug screening programs suggested or required by the Alabama Board of Nursing, Calhoun Community College, and/or various institutions with which the college contracts, may vary from time to time in any or all of their aspects. Students will be required to comply with screening, which will satisfy any program or requirement established for clinical experience, whether pre-clinical drug screening, random drug screening, or incident-related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

VII. Medical Review of Positive Drug Test Results

- A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. The vendor's Medical Review Officer (MRO) will review any positive test result.
- B. A Medical Review Officer, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:
 - a. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.
 - b. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

Date of Policy Adoption: January 18, 2008

Revised: March, 2017

XXVIII. CCC DIVISION OF HEALTH BACKGROUND CHECK

Policy

Calhoun Community College (CCC) is contractually obligated to comply with requirements set forth by agencies used for on-site clinical education. Therefore, all Health Science students at CCC are required to undergo background checks to meet these requirements. This prerequisite is noted in the college catalog.

Background checks will be conducted by a designated private vendor approved by the Health Sciences Division. A background check from another vendor or agency will not be accepted.

Background checks must be completed by the deadlines set by the Health Science Division. An initial background check shall be in effect for one year, and an update will be required annually for each ensuing academic year. A student who has been out of a Health Science program sequence for one semester or more must, at his/her expense, update their background check.

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. The clinical agency that receives the results of the background check will make the decision to approve or deny a student for clinical privileges. The Dean of Health Sciences, Program Director, and/or level liaison will have access to an approved/denied list, but not to specific results of the background check. Some clinical settings may continue to require a separate background check, including fingerprints. The student is responsible for payment of the background check.

Investigations for Background Check

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- Positive Identification Maiden/AKA Name Search
- Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- Residency History / Employment Verification
 - Employment Verification which may include the reason for separation and eligibility for reemployment for each employer. The last seven years may be searched if the student is 21 years of age or older.
 - Healthcare Employment Verification Network Search
- Professional License/Certification Verification/Personal References/Interviews
 - Criminal Search reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.
- Most Wanted List
 - National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
 - Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search, which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search

- Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
- General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
 - Executive Order 13224 Terrorism Sanctions Regulations Government Suspect/Watch List
 - Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
- FACIS Database Searches includes OIG, GSA, OFAC and other sources.
- National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information International Criminal Applicable State Exclusion List Any Other Public Records

Consent

Students are provided the background check policy at the time of enrollment in a Health Science program and sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:

- 1) the vendor to perform required background checks,
- 2) the vendor to provide results to Calhoun Community College Division of Health Sciences, and
- 3) the vendor to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

1. Background Check Procedure

The background checks will be conducted by a college-designated vendor according to program specific deadlines. Background checks performed by any other vendor or agency will not be accepted. Students reinstated to a program after an absence from program coursework of one semester or more, are required to repeat background check procedure.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the Health Sciences program director who will determine if the student will be allowed to proceed with the background check. No student will be allowed to attend a clinical experience until the full background check process is completed.

2. Results

Background checks must be accomplished prior to assignment of any student for a clinical rotation and annually thereafter for subsequent clinical rotations. Results of the background check will be sent to the Health Sciences program director. A secure, electronic copy of all results will be maintained by the vendor.

Health Science program directors/designee have access to the secure database at all times. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested.

Students with a background check that renders them ineligible for a clinical rotation will be informed of the results by the Health Sciences program designee and/or background check vendor. Students with a background check that indicates ineligibility will be denied assignment to a clinical facility. Students are advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks that could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients, sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must, and will, have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience.

Background Check - General Guidelines (subject to change)

CCC Health Science students will be accepted to participate in a clinical rotation if their background check reveals:

- No history of criminal offenses
- Misdemeanors for expired or failure to obtain a hunting or fishing license
- Misdemeanors for traffic or moving violations (excluding DUI)
- Any single misdemeanor over 2 years old

Students will not be allowed to attend clinical rotations if their background check reveals:

- Any misdemeanor less than 2 years old that is related to crimes against the person (such as assault and battery), crimes based on dishonesty or untruthfulness (such as theft or embezzlement), or drug and other substance abuse related crimes.
- A felony conviction less than 5 years old.

- A felony conviction that is a crime against a person such as battery or assault.

A student will be considered for clinical rotations on a case-by-case basis if their background check reveals:

- Any felony crime based on dishonesty or untruthfulness (such as theft or embezzlement) or drug and other substance abuse related crimes AND more than 5 years old (all decisions made by the review committee are final and may not be appealed.)
- Multiple misdemeanors regardless of length of time since offense (all decisions made by the review committee are final and may not be appealed).

Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the Health Sciences program due to the inability to complete required clinical rotations. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw. **The student will be advised by a program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.**

The Health Sciences program designee will have access to the results of the background check. Designees at the assigned clinical affiliates will be provided results on students only upon specific request and only to determine student eligibility at their facility.

Results of any student's background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions, which require access to the results.

Date of Policy Adoption: January 18, 2008

Revised: March, 2017

End of MLT Student Handbook 2017

Please PLACE POLICY UPDATES OR REVISIONS HERE.

Students are responsible for knowing and abiding by all current Calhoun and MLT policies.

Current Clinical Policy will be distributed end of semester 2. The current preclinical requirements will be due 3rd semester in order for 4th semester course enrollment and clinical placement.