

**SEWARD COUNTY  
COMMUNITY  
COLLEGE**

**MEDICAL  
LABORATORY  
TECHNOLOGY  
PROGRAM**

**STUDENT HANDBOOK**

**2021 - 2022**

**Nondiscrimination Statement**

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Seward County Community College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Mr. Dennis Sander, PO Box 1137, 1801 North Kansas, Liberal, Kansas telephone: 620-417-1018, fax number: 620-417-1179, dennis.sander@sccc.edu. His office is located in the Hobble Academic Building.

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## WELCOME

The Seward County Community College (SCCC) Medical Laboratory Technology (MLT) Program is pleased to welcome you to the college. This program will provide you with a variety of learning experiences to prepare you to play a major role in the detection, diagnosis, and treatment of disease. I wish you success in the program. If I may be of assistance at any time, please feel free to contact me.

Sincerely,



Suzanne Campbell, PhD, MLS(ASCP)<sup>CM</sup>  
Dean of Allied Health  
Director of Medical Laboratory Technology/Instructor

## OFFICIALS AND FACULTY

### Director of Medical Laboratory Technology/Faculty

Suzanne Campbell, PhD, MLS(ASCP)<sup>CM</sup>  
Doctorate of Philosophy – Educational Studies  
University of Nebraska  
Lincoln, NE

Masters of Science - Educational Administration  
Fort Hays State University  
Hays, KS

Bachelors of Science - Medical Technology  
Wichita State University  
Wichita, KS

### Clinical Coordinator/Faculty

Jamie Titus, MS, MLT(ASCP)<sup>CM</sup>  
Masters of Science – Instructional Technology  
Fort Hays State University  
Hays, KS

Bachelors of Science- Computer Information Systems  
Friends University  
Wichita, KS

Associate of Science– Medical Laboratory Technician  
Seward County Community College  
Liberal, KS

## CLINICAL AFFILIATES

Abrazo Central Campus  
Phoenix, AZ 85015

Avita Health System Ontario  
Ontario, Ohio 44906

Annie Jeffrey Health Center  
Osceola, NE 68651

Blackwell Regional Hospital  
Blackwell, OK 74631

Bob Wilson Memorial Hospital  
Ulysses, KS 67880

Brownwood Regional Medical Center  
Brownwood, TX 76801

CHI St. Joseph Health Bryan Hospital  
Bryan, TX 76801

CHI West Mercy Medical Center  
Roseburg, OR 97471

Cheyenne County Hospital  
Saint Francis, KS 67756

Citizens Medical Center  
Colby, KS 67701

Cleveland Clinic FHC Labs  
Cleveland, OH 44195

Cloud County Health Center  
Concordia, KS 66901

Comanche County Hospital  
Coldwater, KS 67029

Covenant Hospital  
Lubbock, TX 79410

Decatur Health  
Oberlin, KS 67749

Dukes Memorial Hospital  
Peru, IN 46970

Ellsworth County Medical Center  
Ellsworth, KS 67439

Faith Community Health System  
Jacksboro, TX 76458

Franklin Medical Center  
Winnsboro, LA 71295

Greeley County Hospital  
Tribune, KS 67879

Hamilton Hospital  
Olney, TX 76374

Haney District Hospital  
Burns, OR 97770

Harrington Memorial Hospital  
Southridge, MA 01550

Highlands Medical Center  
Scottsboro, AL

Kearny County Hospital  
Lakin, KS 67860

LaSalle General Hospital  
Jena, LA 71342

Meade District Hospital  
Meade, KS 67864-0820

Meadville Medical Center  
Meadville, PA 16335

Mercy Hospital Lincoln  
Troy, MO 63379

Mid America Clinical Laboratory  
Indianapolis, IN 46219

Midland County Hospital District  
Midland, TX 79701

Morton County Hospital  
Elkhart, KS 67950

Myrtue Medical Center  
Harlan, IA 51537

Newman Regional Health  
Emporia, KS 66801

Norton County Hospital  
Norton, KS 67654

Ochiltree General Hospital  
Perryton, TX 79070-5393

Ponca City Medical Center  
Ponca City, OK 74604

Republic County Hospital  
Belleville, KS 66935

Rooks County Health Center  
Plainville, KS 67663

Salina Regional Medical Center  
Salina, KS 67401

Share Medical Center  
Alva, OK 73717

South Central KS Medical Center  
Arkansas City, KS 67005

Southeast Colorado Hospital  
Springfield, CO 81073



Southwest Medical Center  
Liberal, KS 67905

Spring View Hospital  
Lebanon, KY

St. Anthony Hospital  
Lakewood, CO 80228

St. Catherine's Hospital  
Garden City, KS 67846-5679

St. Mary's Regional Medical Center  
Enid, OK 73701

Susan B. Allen Memorial Hospital  
El Dorado, KS 67042

Brim Healthcare of Texas, LLC  
Dba Wadley Regional Health Center  
Texarkana, TX 75501

Winchester Medical Center  
Winchester, VA 22601

Woodward Regional Hospital  
Woodward, OK 73801

Wray Community District Hospital  
Wray, CO 80758

York General Hospital  
York, NE 68467

Listing of clinical affiliations is subject to change.

### **PROGRAM ACCREDITATION**

The Seward County Community College Medical Laboratory Technology associate degree program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714-8880. [www.naacls.org](http://www.naacls.org)

### **CERTIFICATION ELIGIBILITY**

Graduates are eligible to sit for the MLT national credentialing exam sponsored by the American Society of Clinical Pathologists, Board of Certification, P.O. Box 12277, Chicago, IL 60612, 312-738-1336. [www.ascp.org](http://www.ascp.org). \*A valid social security number is required to sit for the certification exam. Granting of the academic degree is not contingent upon passing this exam.

## **MISSION STATEMENT**

The Seward County Community College Medical Laboratory Technology program provides a curriculum that produces competent, career entry level medical laboratory technicians.

## **PHILOSOPHY**

The Medical Laboratory Technology program faculty upholds the ideals and beliefs of the college as stated in the catalog. In addition, the program will strive to meet the needs of individual MLT students and enhance the quality of clinical facilities in our geographical area.

## **MLT PROGRAM GOALS:**

### Curriculum:

To provide a curriculum that will produce a laboratory technician that is competent in handling technical procedures, reliable, and adept in handling interpersonal relationships with patients, peers, and other healthcare professionals.

To provide a curriculum that will afford an opportunity to develop expertise in areas that are unique to the small clinical laboratory and at the same time allow the student smooth transition into a large laboratory.

To provide a curriculum that will stress critical thinking processes and thus prepare a student for rapidly changing instrumentation and procedures in the clinical laboratory world.

To provide a sound general education that will provide for career advancement in the Clinical Laboratory Sciences.

### Evaluation:

To provide an efficient monitoring and feedback system for students so he/she may realistically evaluate his/her progress and potential.

To constantly monitor the needs of the student and clinical laboratories and incorporate any changes that will provide a valid education.

To constantly monitor mechanisms to assess program effectiveness at the classroom, program and institutional level.

## **PROGRAM ADMISSION PROCEDURE**

Admission to SCCC does **NOT** guarantee enrollment in the Medical Laboratory Technology program. Students seeking admission to the MLT program must meet additional requirements specific for the program. Prospective students are strongly encouraged to contact the Director of Medical Laboratory Technology for admission information. **\*The MLT program is not available to students residing in the state of California, New York or Arkansas. The MLT program is not available to International Students due to the online format.**

## **FIRST YEAR MLT STUDENTS**

First year MLT students need to complete the Application for Admission to the college.

Admitted students will receive two letters from the Admissions department. Course placement scores (reading, writing and mathematics) must be available to assist with academic advising for the general education courses. Refer to the Curriculum section of this handbook for the list of first year courses. First year MLT students are not admitted to the MLT program as enrollment in MT1203 Introduction to Medical Technology, MT1304 Phlebotomy and MT1903 Basic Immunology is open enrollment.

## **SECOND YEAR MLT STUDENTS ADMISSIONS**

Students that have completed the first year general education courses are eligible to apply for admission to the MLT program. Minimum admission criteria include an overall GPA of a 2.50 with a letter grade of a C or higher in all of the first year courses and a minimum score of a 5 on both the references and the interview. Applicants outside the service area of the college **MUST** have a secured, approved clinical affiliate site. Applicants must be able to demonstrate the ability to meet all of the Essential Functions for the Medical Laboratory Technology. Refer to the Essential Functions section of this handbook.

Applications for each August class are available November 1 of the previous year. Applications are accepted until the program is full. Applicants are strongly encouraged to apply early due to limited clinical affiliate placement. Applicants are admitted on a first come, first served basis.

## **PROGRAM LEVEL OUTCOMES**

MLT graduates will demonstrate an average of at least 75% pass rate on the Board of Certification exam as calculated by the most recent three year period. For 2017-2020, the SCCC MLT graduate certification exam pass rate is 76%.

At least 70% of students who have begun the final half of the MLT program will successfully graduate from the program as calculated by the most recent three year period. For 2017-2020, the graduation rate for SCCC MLT students is 85%.

MLT graduates will demonstrate an average of at least 70% employment placement rate either through employment in the field or closely related field or continue their education within one year of graduation as calculated by the most recent three year period. For 2017-2020, the employment placement rate is 95%.

The MLT graduate is able to perform and evaluate routine clinical laboratory tests as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values.

Assessment technique:	MLT Technical Competencies –minimum score of 78%
	ASCP Board of Certification exam pass rate – 75%
	Graduate follow up survey – 80% positive response
	Employer follow up survey- 80% positive response

The MLT graduate will be able to demonstrate professional, ethical, and moral attitudes and principles that are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family.

Assessment technique: Attitude Assessment Tool – minimum score of 78%

The MLT graduate will synthesize information to draw logical conclusions, provide evidence-based support for problems/issues, recommendations, and solution, and demonstrate the ability to make sound decisions given complex scenarios in a stressful, time-constrained environment.

Assessment techniques: MLT Technical Competencies – minimum score of 78%  
Instructor Designed Case Studies – minimum score of 78%

The MLT program provides a quality educational clinical experience by maintaining effective communication with the designated clinical affiliates. The MLT program ensures that the clinical affiliates identify qualified clinical instructors and provide current clinical laboratory training.

Assessment technique: Documentation of communication with clinical affiliates  
Clinical site visit report  
Clinical instructor faculty fact sheet  
Clinical affiliate fact sheet  
Student evaluation of clinical experience  
(All documents are reviewed annually and periodically presented to the MLT Advisory Board)

The MLT program continually meets and maintains the national standards as designated and evaluated by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The program will successfully complete periodic re-accreditation cycles to ensure continued accreditation (maximum length of accreditation is ten years)

Assessment technique: Documentation of communication with NAACLS  
Complete and submit self study document  
Participate in the site visit process  
Recommendation of NAACLS RCAP  
Recommendation of NAACLS Board of Directors for re-accreditation  
NAACLS annual survey

### **ESSENTIAL FUNCTIONS FOR THE MEDICAL LABORATORY TECHNICIAN**

The following is a list of physical capabilities and behavioral skills that have been identified as being necessary for success in the field of laboratory medicine.

#### **Visual Observation:**

Visual observation must be sufficient and adequate to allow the student to:

1. Differentiate color changes during the performance of laboratory procedures.
2. Observe patient's condition during phlebotomy procedures.
3. Read laboratory instrument technical procedure manuals, standard operating procedures, and a patient's chart.

#### **Motor Function:**

Motor functions must be sufficient for the student to be able to:

1. Perform venipuncture at patient's bedside or at other designated locations.
2. Lift and handle laboratory instruments and equipment.

3. Manipulate medical laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.

**Communication Skills:**

1. Possess verbal and written skills adequate for transmitting information to co-workers and patients.
2. Demonstrate proficiency of the English language both orally and in writing.  
NOTE: Per institutional policy, ELS students may be required to take the TOEFEL and submit scores to the Director of Medical Laboratory Technology.

**Behavior and Social Skills:**

The student's behavior and social skills must be acceptable to an academic and clinical setting.

**Critical Thinking Skills:**

The student must possess critical thinking ability sufficient to an academic and clinical setting.

**INSTRUCTIONAL FACILITIES**

**COLVIN FAMILY CENTER FOR ALLIED HEALTH**

Seward County Community College MLT program is located in the Colvin Family Center for Allied Health (CFAH) building on the main campus. The mailing address is 1801 N. Kansas, Liberal, Kansas 67901.

**MLT LABORATORY**

The MLT student lab is equipped to perform the tests that are commonly done in a small hospital laboratory. It was designed to allow each student individual working areas. The layout of the student laboratory allows for 12 sit down work stations and 10 stand up work stations. The laboratory facility is unique in that it allows students to practice in a laboratory setting very similar to that of a hospital, rather than a traditional academic laboratory.

**COMPUTER LABORATORY**

One computer laboratory is located in the CFAH. Students use the computer laboratories to access the internet, complete online assignments, and access email accounts.

**SMOKING**

SCCC is compliant with the Kansas State Regulation (KSA 21-4009); therefore, smoking is prohibited within the buildings. Smoking is only permitted in designated areas on campus.

**Students should not smell of smoke while attending class or clinicals.**

**CELL PHONES**

Cell phones should be turned off during class. Personal phone calls should be limited to emergencies. The telephones in the classrooms are for faculty use in case of an emergency.

**CURRICULUM**

**PROGRAM DEGREE REQUIREMENTS & CURRICULUM SEQUENCE**

Due to the nature of the Medical Laboratory Technology Program, a special admission process is required for students entering the second year of the program. All courses in the suggested course of study are MLT program requirements. Sequencing of courses may vary with the need

of individual students. Substitutions for some of the requirements, considering experience or previous education may be made at the discretion of the Director of Medical Laboratory Technology.

**COURSE OF STUDY-ASSOCIATE OF APPLIED SCIENCE**

**First Year**

Fall

*Anatomy/Physiology.....	5
*Intro to Medical Technology .....	3
*Intermediate Algebra .....	3
*College Chemistry I .....	5
	<u>16</u>

Spring

*General Microbiology.....	5
*English Composition I .....	3
*Phlebotomy .....	4
*Basic Immunology .....	3
	<u>15</u>

Summer

*Public Speaking .....	3
	<u>3</u>

FIRST YEAR TOTAL 34

**\*\*Second Year**

Fall

*MLT Hematology & Coagulation.....	6
*MLT Clinical Chemistry.....	6
*MLT Urinalysis and Body Fluids .....	3
	<u>15</u>

Spring

*MLT Immunohematology.....	6
*MLT Pathogenic Microbiology .....	6
	<u>12</u>

Summer (12 weeks)

*MLT Clinical Practicum .....	7
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SECOND YEAR TOTAL 34

Total required credit hours for the Associate in Applied Science degree is **68**.

\* Identifies those individual courses that must be completed with a minimum letter grade of a "C". Failure to achieve at least a "C" will cause the student to be ineligible to continue with the program.

\*\*Failure to complete the second year course curriculum within the semester identified will cause the student to be ineligible to continue with the program. (This includes both voluntary

student withdrawal or failure to meet the 78% grade requirement).

### **Re-entry Considerations**

A student will be considered for re-entry subject to individual evaluation. All students eligible for re-entry must formally reapply to the program and have met all conditions established upon their leave. There are no special ranking considerations given to re-entry applicants. If more than eighteen months have passed since completion of any MLT course, re-enrollment in the course(s) will be required. Courses include Introduction to Medical Technology, Phlebotomy, and Basic Immunology as well as all second year MLT courses.

### **COURSE DESCRIPTIONS**

#### **MT 1203 INTRODUCTION TO MEDICAL TECHNOLOGY.....3 Credit Hours**

A two credit hours lecture and one credit hour laboratory course designed to acquaint the student with the wide variety of procedures performed in a clinical laboratory. Laboratory skills involving measurement and instrumentation are introduced. Topics to be covered include safety, medical terminology, laboratory mathematics, specimen collection, microscope use, staining procedures, professional behavior, ethics, use of general lab equipment, introductory procedures in serology, urinalysis, chemistry, hematology, blood banking, and microbiology. The laboratory time will enhance the knowledge gained in the lecture by allowing the student to work in the student laboratory or in an approved clinical affiliate site. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

#### **MT 1903 BASIC IMMUNOLOGY.....3 Credit Hours**

Three credit hour lecture.

A survey of basic immunological principles is presented for the student to provide a general orientation to immunology. Certain concepts and the major effectors of immune responses are introduced and more detailed discussions are held later in the course. Central aspects of humoral and cellular immune responses, both specific and non-specific are covered. Exploration of special topics in immunology such as autoimmunity and immunodeficiency are held. Immunologic principles of laboratory diagnosis of human disease are emphasized. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

#### **MT 1304 PHLEBOTOMY.....4 Credit Hours**

Three credit hour lecture and one credit hour laboratory sessions.

A course designed to teach phlebotomy skills for specimen collection using a vacutainer system as well as equipment for difficult draws. Participants will obtain phlebotomy skills to proficiently obtain blood specimens by performing venipuncture and dermal techniques. This course will consist of lecture and laboratory sessions. This course will also include preparation for a national certification exam. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

#### **MT 2206 MLT HEMATOLOGY AND COAGULATION.....6 Credit Hours**

**PREREQUISITE:** Admission to the MLT program.

Three credit hour lecture and three credit hour laboratory sessions.

This course presents the theory behind hematologic principles including the formation of blood cells, identification of normal and abnormal cells as they correlate to disease. Also included is the study of coagulation, the clotting and fibrinolytic mechanisms of the blood. Students will learn the theory and skills required to perform medical laboratory testing in hematology and coagulation. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

**MT 2306 MLT PATHOGENIC MICROBIOLOGY .....6 Credit Hours**

**PREREQUISITE:** Admission to the MLT program.

Three credit hour lecture and three credit hour laboratory sessions.

Normal flora and pathogenic bacteria will be identified by morphology, staining characteristics, colonial morphology, growth on selective media, biochemical testing and serologic methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. Study of viruses and chlamydia will be limited to the processing and handling of specimens for consultant referral and principles of serological testing. Normal and pathogenic parasites and fungal elements will be identified and procedures utilized for proper identification will be discussed. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

**MT 2406 MLT CLINICAL CHEMISTRY .....6 Credit Hours**

**PREREQUISITE:** Admission to the MLT program.

This three credit hour lecture and three credit hour laboratory sessions.

This course will cover the physiology of the body and the biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthful periods. Basic interpretation of biochemistry and the concentration of enzymes, carbohydrates, lipids, proteins, electrolytes, blood gases, and therapeutic drug monitoring will be discussed. The student will perform routine clinical tests on biological fluids, maintain quality assurance records, and perform preventative maintenance on instrumentation. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

**MT 2506 MLT IMMUNOHEMATOLOGY .....6 Credit Hours**

**PREREQUISITE:** Admission in the MLT program.

Three credit hour lecture and three credit hours laboratory sessions.

A study of immunology of blood, including those principles and practices that are known collectively as blood banking. An overview of blood component collection and component preparation is presented. Basic concepts of genetics, immunology and antiglobulin testing are included as a foundation for the understanding of the blood group systems and antibody detection and identification. Current transfusion practices are discussed. The student will gain experience in performance of techniques in immunohematology. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.



**MT 2703 MLT URINALYSIS and BODY FLUIDS**..... 3 Credit Hour  
PREREQUISITE: Admission to the MLT program.

This two credit hour lecture and one credit hour laboratory sessions.

This course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing routine urinalysis and body fluid analysis. Correlation of abnormal findings and disease states will be discussed. Other body fluids covered in this course include feces, seminal, amniotic, cerebrospinal, pleural, pericardial, and peritoneal. Discrimination between normal and abnormal findings and relating this knowledge to disease states will be included in the course material. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

**MT 2907 MLT CLINICAL PRACTICUM** .....7 Credit Hours  
PREREQUISITE: Admission to the MLT program. Successful completion of all previous MLT courses. Seven credit hour clinical rotation.

Students will work one on one with clinical instructors to refine clinical laboratory skills within a designated clinical affiliate laboratory. This rotation will include 400 hours of clinical practicum experience. This course will integrate knowledge gained in all MLT courses with practical experience in coagulation, chemistry, microbiology, hematology, immunohematology, serology and urinalysis. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

### **MLT TEXTBOOK LIST**

#### **MT 1203 Introduction to Medical Technology**

Estridge, B.H., and Reynolds, A.P., Basic Clinical Laboratory Techniques 6<sup>th</sup> Ed. Delmar Publishers, Albany, NY. 2012. ISBN 9781111138363.

#### **MT 1903 Basic Immunology**

Stevens, C. Clinical Immunology and Serology: A Laboratory Prospective. 4<sup>th</sup> Ed. F.A. Davis Publishers. 2017. ISBN 9780803644663.

#### **MT 2306 MLT Pathogenic Microbiology Lecture/Laboratory**

Tille, P. Bailey and Scott's Diagnostic Microbiology, 14<sup>th</sup> Ed. Mosby-Elsevier 2017. ISBN 9780323354820.

#### **MT 2703 MLT Urinalysis and Body Fluids**

Strasinger, S., Di Lorenzo, M. Urinalysis and Body Fluids, 6<sup>th</sup> Ed F. A. Davis Publishers, Philadelphia, PA. 2014. ISBN 9780803639201.

#### **MT 2206 MLT Hematology and Coagulation Lecture/Laboratory**

Ciesla, B. Hematology in Practice. 3<sup>rd</sup> Ed. F.A. Davis. Philadelphia, PA. 2019. ISBN 9780803668249.

Carr, J. and Rodak, B. Clinical Hematology Atlas. 5<sup>th</sup> Ed. W.B. Saunders Co. Philadelphia, PA. 2009. ISBN 9780323322492.

### **MT 2506 MLT Immunohematology Lecture/Laboratory**

Harmening, D. Modern Blood Banking and Transfusion Practices, 7<sup>th</sup> Edition. F.A. Davis Co. Philadelphia, PA. 2019. ISBN 9780803694620.

### **MT 2406 MLT Clinical Chemistry Lecture/Laboratory**

Bishop, Fody, Schoeff. Clinical Chemistry: Principles, Procedures, Correlations. 8<sup>th</sup> Ed. Lippincott, Williams, Wilkins. Philadelphia 2018. ISBN 9781496335586.

### **MLT COURSE POLICIES**

Students and faculty of Seward County Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor which is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The following course policies apply to all MT designated courses. These courses include: Introduction to Medical Technology, Phlebotomy, Basic Immunology, Pathogenic Microbiology, Hematology and Coagulation, Urinalysis and Body Fluids, Immunohematology, Clinical Chemistry, and MLT Clinical Practicum.

### **ATTENDANCE**

Responsibility for attending class for lecture (logging in and participation in online assignments, etc) and laboratory sessions rests with you. You are required to participate in class unless an illness or emergency situation prevents this. The MLT faculty believe that absences interfere with one's ability to meet objectives. The attendance policy outlined elsewhere in this handbook will be adhered to. You must call the instructor with notice of your absence from laboratory sessions either on-campus or at the clinical affiliate site **before** your scheduled arrival time. A missed time sheet must be completed and submitted to the course instructor.

### **MISSED EXAMS/LATE ASSIGNMENTS**

All missed exams and graded assignments must be made up. Unannounced quizzes **cannot** be made up, but you are still responsible for knowing the material covered in the quizzes. If an exam is scheduled the day of your absence, you must notify the instructor **prior** to exam time or ten percent will be deducted from the exam score. Five percent per day will be deducted for each day of delay in taking makeup exams/quizzes and graded assignments. If course work is not completed within seven days of the due date, a grade of a zero will be assigned. Exams and quizzes must be made up the first day of class when you return to class. Laboratory sessions must be made up. An incomplete grade will be given until the lab sessions are made up. It is the student's responsibility to schedule this time with the instructor.

### **STUDENTS WITH LEARNING OR PHYSICAL DISABILITIES**

If you believe that you are entitled to special accommodations under the Americans with Disabilities Act, please contact the Dean of Student Success and Enrollment at 620-417-1106 or 1-800-373-9951 or visit the office located in the Hobble Academic Building.

### **EXAMS**

Please refer to the course schedule for exam dates. Comprehensive final exams will be given for each course. Quizzes may be given at any time. Quizzes are used to monitor your assimilation of

material presented and the ability to continue on to new information. **An average of at least 78% is required on ALL exams for the lecture courses to receive a passing grade.** If a student fails to earn at least a 78% average on the exams, the student **will not** be allowed to continue in the second year curriculum. If the student is a first year student, this situation will be considered when applying for admission into second year.

### **EXAM PROCTORS**

Exams must be proctored by an electronic proctoring service. SCCC currently utilizes Honorlock. Students must ensure their technology includes a web camera and meets the technology requirements of SCCC and Honorlock.

### **READING/ADDITIONAL ASSIGNMENTS**

You will be expected to play an active role in the learning process. Class participation is expected and factors into your final grade for the course. You are expected to be aware of and use the course outline and unit objectives. Reading assignments are given on your course schedule. **You are required to read the material in your textbook related to the topic.** Lectures will augment this information. All information from assigned reading, handouts, self studies, threaded discussions, and case studies may appear on exams and quizzes. Reference material is available in the MLT faculty offices, the library on main campus, and through online databases. The material in faculty offices is to be used during office hours and may not leave the office/lab/lecture area without permission. The material available in the library is available for check out.

You may be given additional assignments (online tutorials, study questions, self studies, article reviews). You will be notified when these assignments are due. It is your responsibility to turn them in on the assigned date and time to the instructor. Five percent will be deducted from the grade for every day the assignment is late. The assignment will not be accepted after seven days and a grade of a zero will be give.

### **REFERENCE MATERIALS**

The MLT program has online tutorials subscriptions available for students as reference material. Students will be provided with the URL and login/password information at the beginning of the semester.

### **INSTRUCTOR OFFICE HOURS**

Instructor office hours are posted on the office doors. The MLT faculty have an open door policy so you are welcome any time they are in their offices. If posted office hours are not convenient, appointments may be made with the instructor. Virtual office hours will be designated by the respective faculty.

### **LABORATORY SAFETY**

Safe laboratory practices as taught by your instructor will be required of you at all times. Warnings will be given when appropriate but continued unsafe practices will not be tolerated and may warrant dismissal from the program. Safety protocol and procedures while in the clinical affiliate laboratory must be followed at all times.

## **SCHEDULE OF MLT COURSES**

Second year medical technology courses are divided into two components: lecture and laboratory. If you are a MLT student you must enroll in both components of these courses.

Failure to complete the second year course curriculum within the semester identified will cause the student to be ineligible to continue with the program. This includes both voluntary student withdrawal or failure to meet the 78% course requirement.

Lecture: MLT lecture sessions are similar in grading content and structure to other college courses.

Laboratory: Laboratory sections include:

- 1) Laboratory Demonstration: There will be a definite scheduled time span in which the instructor will demonstrate or be available for in-depth instruction. Material covered will expose you to each concept that you will be expected to perform in simulated clinical experience and to most of the concepts you will encounter in the hospital during clinical practicum.
- 2) Weekly Student Laboratory Hours: The clinical affiliate laboratories will be utilized for you to practice procedures and thereby gain speed and skill. During scheduled hours, a clinical instructor will be available for assistance. Students are required to complete 12 contact hours per week for the lecture/laboratory courses.

### **MT 2907 MLT Clinical Practicum**

After completing all of the online Medical Laboratory Technology courses, you will spend ten weeks (400 hours) in a hospital setting. **This is a ten week, forty hour per week clinical rotation.** SCCC has affiliation agreements with numerous hospitals. During this time period you will complete an intensive in-depth review and study of all you have learned in the lecture course and clinical laboratory. You will be under the supervision of a clinical coordinator who will assign a clinical instructor to work with you at all times. You will be evaluated on your capabilities to perform in the clinical laboratory. Your primary objective during this course is to polish the skills you have learned and put them into practice in a functioning clinical laboratory. You will be closely supervised in this situation. The unique part of this experience is that you have the opportunity to become familiar with the many different aspects of the clinical laboratory and correlate laboratory results on patients. Utilize these experiences to their fullest potential.

Students will be allowed to participate in the selection of their clinical sites for clinical practicum rotation based on their class standing. One or two clinical sites are selected with consideration given for the geographic location of the student. Certain sites are only available for immunohematology and microbiology rotation, while most affiliates may be chosen for the chemistry, hematology, coagulation, urinalysis and body fluids, and serology rotation.

The final decision on clinical site selection is determined by the Director of Medical Laboratory Technology Program. The clinical practicum is typically completed within the ten weeks allowed following the completion of the second year online course work. Students must make arrangements prior to beginning their second year MLT curriculum to accommodate this schedule.

**It is the responsibility of the student to provide transportation to and from or provide**

**residence near the assigned clinical facility.** If the clinical practicum rotation is completed during the summer semester, the student should contact financial aid upon admission to the MLT program to discuss available assistance. Typically, scholarships are not available for the summer rotation. It is the student's responsibility to plan their finances in advance of this course.

### **Clinical Placement Policy**

The MLT program officials make every attempt to place students in the clinical affiliate site(s) that best fit the educational needs and geographic location of the student. Students are not admitted to the second year of the program until a clinical affiliate site has agreed to accept a student for 12 months. Additionally, the clinical affiliation agreement contains a termination clause that indicates the student in rotation is allowed to finish.

However, due to circumstances beyond control, it may be necessary to relocate a student to a different clinical affiliate. If the situation requires that students be assigned to an alternate clinical affiliate, students will be ranked according to their overall grade point average (GPA). The students with the higher GPA will be given preference related to clinical sites. Such circumstances may also delay the student with completion of the student laboratory activities and MLT Clinical Practicum.

### **Drug Screen Policy**

Students will be required to undergo drug testing per clinical facility requirements. Students will undergo the drug testing at an approved collection facility. The fee for the drug screening will be paid by the student. The student will be given no previous notice of the drug testing to ensure validity. If a student's results are positive, please see the Substance Abuse Protocol Policy for further actions

### **ASCP Board of Certification Exam Timeline**

As a graduate of the SCCC Medical Laboratory Technology program, it is in your best interest to sit for the ASCP Board of Certification exam within 30 days of completion of the MLT Clinical Practicum course. To successfully pass this exam, a thorough review of all program curriculum will be required. Research demonstrates that the longer a graduate waits to sit for the exam, the less likely the participant is to pass the exams.

### **Teach Out Plan**

In the event of closure of the MLT program, the following questions will be considered based on the reason for program closure. A decision to discontinue the program would involve MLT faculty with the final decision occurring prior to program admission and enrollment of first or second year students for a fall start.

Administrative Decision to Discontinue the MLT Program:

1. Identify students actively enrolled in the first year curriculum with the intent of completing the associate of applied science in medical laboratory technology. Could those students be referred to one of the two other MLT programs in the state of Kansas? Barton Community College offers an online format which would allow for easier transition than Manhattan Area Technical College which would require relocation to that area. Could those students be referred to the closest MLT programs in Colorado and Texas?

2. Allow students actively enrolled in the second year of the MLT curriculum to complete. Review teaching assignments of the Director of Medical Laboratory Technology and clinical coordinator for consideration of changes in course loads. Retain availability of the clinical affiliate sites noting the completion of student rotation clause in each clinical affiliate agreement.
3. Discontinue admission of students to the second year of the curriculum.

Program Closure due to Natural and Unnatural Disasters:

1. The SCCC MLT program is offered in an online format which would enable the program faculty to continue to deliver course material from off campus locations. The course material is housed on an off campus server thus it is anticipated that access would continue. Review the disaster recovery plan as outlined by the Information Technology department.
2. Multiple clinical affiliates across the United States are utilized to support the student laboratory activities and MLT Clinical Practicum. Only one or two students are assigned to the local hospital. If that hospital is unable to continue the student's education, alternate clinical sites are available. Additional hospitals in the area would be contacted regarding clinical affiliation agreements to assist until the local hospital becomes operational. If the MLT student lab is unaffected, consider conducting the student laboratory activities on campus. Identify additional budget resources required to support this option. Should the entire city of Liberal be impacted there are two additional community colleges within 90 miles of Liberal – Garden City Community College and Dodge City Community College that could possibly support the on campus laboratory needs.
3. Determine how student records (academic and financial) are retained and accessible in the event of a natural or unnatural disaster. Need to request information from Admissions, Registrar, Financial Aid and Information Technology to determine this.

### **SERVICE WORK POLICY**

Service work by students in clinical settings outside of regular academic hours must be noncompulsory, paid, supervised on site, and subject to employee regulations. Students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.

### **STUDENT EMPLOYMENT AND EXTRA CURRICULAR ACTIVITIES**

The decision to work while a MLT student rests with the student; however, it is recommended that the student plan his/her work schedule and outside activities after receiving class and clinical assignments. If it appears that outside work and activities are interfering with class and clinical performance, the student will be asked by the faculty to reassess time priorities. It is recommended that students limit employment time to 15-20 hours per week. During the ten week MLT Clinical Practicum rotation, students will spend 40 hours per week at the clinical site. Employment during this time will need to accommodate this schedule.

### **APPROXIMATE COST OF PROGRAM**

Kansas Resident in Seward County tuition and fees is \$107 per credit hour, Kansas Resident tuition and fees \$108 per credit hour, Border County (Baca Co, CO; Cimarron, Texas and Beaver Co, OK, Dallam, Sherman, Hansford, Ochiltree, Lipscomb Co, TX) tuition and fees is \$130 and Non-Kansas Resident tuition and fees is \$145 per credit hour. Seward Online course tuition and fees is \$150 per credit hour.

**FIRST YEAR**

Tuition (34 hours @ online) .....	\$5100.00
Course Fees .....	\$200.00
Textbooks.....	\$ 675.00
Liability Insurance .....	\$ 60.00
<b>TOTAL FIRST YEAR \$6035.00</b>	

**SECOND YEAR**

Tuition (34 hours @ online) .....	\$5100.00
Course Fees .....	\$ 600.00
Textbooks.....	\$ 500.00
Liability Insurance .....	\$ 60.00
Criminal Background Check.....	\$ 70.00
Application Fee for Board of Certification.....	\$ 215.00
Graduation Fees .....	\$ 40.00
Immunization Tracking.....	\$ 35.00
<b>TOTAL SECOND YEAR \$6620.00</b>	
<b>PROGRAM TOTAL \$12,655.00</b>	

For additional Financial Aid information, contact the SCCC Financial Aid Director. Students are encouraged to complete the SCCC Grants and Scholarships Application.

**REFUND OF TUITION AND FEES**

Current refund policies and procedures are found in the SCCC College Catalog.

**Written Notification**

Students who decide to drop a course are required to officially withdraw by completing a **Change of Schedule** form in the Registrar’s office. Students who decide to drop all courses are required to officially withdraw from the college by completing the **Total Withdrawal from School** form in the Registrar’s office. In either case, it is the student’s responsibility to obtain required signatures, complete the forms, and return the forms to the Registrar’s office.

**100% Refund Period**

Student who officially withdraw from a course or courses during the first three weeks of the regular semester (fall/spring) are entitled to a full refund (100%) of tuition and fees paid. No refund on tuition and fees is given after the published date and the student is obligated for the full amount of tuition and fees incurred.

For courses less than a regular semester length (including summer semester courses) the 100% refund period is during the first 10% of the scheduled course duration. No refund on tuition and fees is given after the published date and the student is obligated for the full amount of tuition and fees incurred. Specific dates will be published each semester with the course schedule. It is the student’s responsibility to comply with timeliness associated with the refund policy.

**Refunds for Courses That Do Not Materialize**

Students enrolled in courses that do not materialize will receive a full refund of all tuition and fees paid. To facilitate refunds on such classes, students should contact the Registrar’s office or the Business office.

### **Refunds for Military Personnel Called to Active Duty**

When a student is called to active military duty, the following refund options are available:

1. If the student leaves prior to completion of 2/3 of the required class time, the student must withdraw from all classes and is entitled to a full refund (100%) of tuition and fees paid.
2. If the student leaves after completion of at least 2/3 of required class time, the student may elect one of the following options:
  - A. The student may withdraw from all courses and be entitled to a full refund (100%) of tuition and fees.
  - B. The student may test out of classes, receive credit, and not be entitled to a refund.
  - C. The student may elect to receive an incomplete (including a waiver of the one year requirement for completion of the incomplete grade) and not be entitled to a refund.
  - D. The student may elect to receive the grade that he/she has earned at the time of leaving and not be entitled to a refund.

In all cases refund of tuition and fees will be to the student or to the agency providing funds for payment of these charges. Refer to the SCCC Student Handbook.

### **GRADUATION REQUIREMENTS**

Associate Degree Program

- A. Students seeking an Associate Degree in Medical Laboratory Technology must have successfully completed all courses of the Medical Laboratory Technology program. Students must also meet the General Education requirements as outlined in the SCCC College Catalog.
- B. In order to graduate, a student must have a cumulative GPA of 2.0.
- C. A student shall participate in graduation exercises if he or she possesses a 2.0 GPA and is not more than nine credit hours short of meeting graduation requirements. The diploma will not be awarded until the deficiencies are corrected.
- D. If the student does not complete the deficiencies within one year but completes the deficiencies after the one year limitation, the student will be required to reapply for a diploma and pay the diploma charges if he or she plans to graduate.
- E. Transfer students must complete at least 15 hours in residence at Seward County Community College.

Successful completion of the program will entitle students to an Associate in Applied Science degree.

Upon completion of the program, students will be eligible to take the entry-level certification examinations. It is the responsibility of the student to become aware of exam dates and application deadlines for the ASCP Board of Certification exam.

### **DISMISSAL AND WITHDRAWAL**

- 1) Students will be dismissed from the MLT program for the following reasons:
  - a) If they are dismissed from the college, refer to SCCC College Catalog.
  - b) Failure to achieve a 78% exam average in all MLT designated courses.
  - c) Failure to achieve a 78% over all grade in all MLT designated courses.
  - d) Failure to complete a MLT designated course during the semester enrolled.
  - e) Failure to maintain a 2.50 overall grade point average.
  - f) Failure to achieve a 2.5 GPA in all MLT designated courses and general



- education requirements identified in the SCCC MLT Student Handbook.
- g) Excessive absences and tardies to classes, observations or clinical practicums and experiences. (See attendance policies)
  - h) Unprofessional conduct.
  - i) Noncompliance with any employee regulations or rules in hospitals when in clinical sites.
- 2) Withdrawal from the program.
- a) Notify Director of Medical Laboratory Technology and the Vice President of Student Services.
  - b) If a student withdraws from Seward County Community College, they will be dropped from the MLT program.
  - c) Reinstatement in the program is through the admission process.

## **SCHOLASTIC POLICIES**

### **STUDENT PERFORMANCE AND BEHAVIOR**

Student performance and behavior are considered in the evaluation of academic standing. The student's behavior includes such things as inappropriate behavior during class, lack of preparation, tardiness and absenteeism, and inappropriate interaction with instructors. Personal hygiene and erratic attendance may be appropriately considered as factors bearing on student academic standing in the medical laboratory technology program.

### **GRADING SCALE**

For the MLT courses the following scale will be used:

90 - 100%	A
84 - 89%	B
78 - 83%	C
70 - 77%	D
69% and below	F

- A. Students must satisfactorily complete the appropriate sequence of courses as defined by the Medical Laboratory Technology curriculum.
- B. A minimum of a 78% must be achieved in each course identified by an asterisk. Failure to achieve at least a 78% will cause the student to be ineligible to continue with the program.
- C. An average of at least a 78% is required on ALL exams in each MLT course to receive a passing grade.
- D. Final course grade will revert to the exam average if the course average is below the 78% requirement. Rounding up of grades will be at the discretion of the instructor and the consideration of the whole body of work in each course by the student.
- E. The student must maintain a minimum accumulated grade point (GPA) of 2.50 on a 4.00 point scale per semester. Failure to maintain an accumulative GPA of 2.5 per semester will cause the student to be ineligible to continue with the program.

## **INCOMPLETE POLICY**

A student may be given an I (incomplete) designation in a course if he or she was unable to complete the course work due to a condition beyond his or her control. The instructor will have the discretion of deciding if the conditions were beyond the student's control.

A student will be given one semester, excluding the summer session, to complete the work in the course in which an I designation was received. If the student does not complete the work at the end of one semester, the I grade will revert to the grade he or she would have received in the course without completing the work.

The student will also be required to sign a written Agreement for Incomplete Designation, a copy of which is to be filed in the student's permanent file. Refer to the SCCC College Catalog.

## **HONOR CODE AND CHEATING POLICY**

One of the most significant aspects of Seward County Community College is its commitment to high ethical standards and integrity. The faculty and administration at SCCC are committed to the belief that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens. In light of these high ethical ideals, as a student of SCCC:

- I will not resort to lying, cheating, or stealing in my academic work.
- I will courageously oppose any instance of academic unscrupulousness.
- I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed of academic cheating in any course.
- I will allow my conscience to be my guide when I report evidence of cheating as to whether or not I will name the person or persons who have committed a violation of the Honor Code at SCCC.

Academic dishonesty is a serious threat to academic integrity, because it not only undermines the academic enterprise, but also weakens the moral fabric of our nation, and jeopardizes the life and welfare of its people. Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.
- Collaboration that is not permitted by the instructor.
- Plagiarism, i.e. the use of another's ideas or words and pretending they are one's own.
- Providing and/or receiving aid on a written assignment without permission of the instructor.
- Providing and/or receiving aid on a class assignment under conditions in which a reasonable person would know such aid was unethical.

If a student is caught cheating in a class and if that infraction is the first offense, the instructor will have the right to determine appropriate punishment as set forth in the class syllabi. The matter will be reported in writing to the Vice President of Academic Affairs and Vice President of Student Services, who will keep records of infractions. If the student is guilty of a second offense, the matter will be reported again to the Vice Presidents of Academic Affairs and Student Services, who will appoint an Academic Integrity Committee composed of themselves and three other full-time faculty members, who will review any written data and interview appropriate informational sources. The student's right to due process will be affirmed. The accused student

will have the right to appear before the committee to provide explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment.

### **ACADEMIC INTEGRITY**

Academic integrity is vital to the development of genuine learning in the individual. It rests on two principles: first, that academic work is represented truthfully as to its source and its accuracy. Second, that academic results are obtained by fair and authorized means.

#### **Examples of Academic Misconduct:**

A. CHEATING - Giving, using, or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise, including unauthorized communication of information.

##### **EXAMPLES:**

- copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination;
- using books, notes, or other devices (e.g. calculators) when these are not authorized;
- procuring without authorization, tests or examinations before the scheduled exercise;
- copying reports, laboratory work, computer programs or files from other students.

B. FABRICATION AND FALSIFICATION - Unauthorized alteration or invention of any information or citation in an academic exercise.

##### **EXAMPLES:**

###### **(Fabrication)**

- inventing or counterfeiting data or research procedures to make it appear that the results of one process are actually the results of several processes;

###### **(Falsification)**

- false citation of the source of information;
- altering the record of or reporting false information about practicum or clinical experience;
- altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise;
- altering a returned examination paper and seeking regrading;
- altering attendance records to demonstrate attendance and instructor signature.

C. PLAGIARISM - Knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

##### **EXAMPLES:**

- submitting as one's own the work of a research assistant, ghost writer or commercial writing service;
- directly quoting from a source without citation;
- paraphrasing or summarizing another's work without acknowledging the source;
- using facts, figures, graphs, charts, or information without acknowledgment of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any

information which belongs to another and which is not acknowledged as such.

- D. **FACILITATING ACADEMIC MISCONDUCT** - Giving or attempting to help another commit an act of academic misconduct.

**EXAMPLES:**

- allowing another to copy from one's paper during an examination or test;
- distributing test questions or substantive information about the material to be tested before the scheduled exercise;
- collaborating on academic work with the knowledge that the collaboration will not be reported;
- taking an examination or test for another student, or signing a false name on an academic exercise.

- E. **TAMPERING WITH MATERIALS, GRADES, OR RECORDS** - Interfering with, altering, or attempting to alter college records, grades or other documents without authorization from an appropriate college official for the purpose of changing, falsifying, or removing the original information found in such records.

**EXAMPLES:**

- using a computer or false written document to change or effect the grade recorded for a student;
- forging the signature of a college official on an enrollment, add, or drop card;
- erasing records or information of a student;
- unauthorized access of a college record by computer or through unauthorized entry into an office or file for the purpose of changing information in a college document;
- or obtaining information from a college file without proper authorization.

(Examples are taken from a publication of the University of Kansas.)

A medical laboratory technology student who is found to be dishonest in the performance of classroom or clinical practicums will receive a score of zero if the involved assignment is graded, i.e., test, laboratory report, quiz, paper, etc. Certain dishonest student clinical behaviors could result in immediate dismissal from the medical laboratory technology program.

### **PROGRAM COUNSELING AND STUDENT CONFERENCES**

Each student may obtain academic tutoring or personal counseling for individual needs. The instructors will be available for these purposes as their schedules permit. Students are invited to take advantage of these services on their own initiative. It is the **students'** responsibility to monitor progress and to seek assistance from the instructors when necessary.

### **GENERAL CONDUCT**

The student is expected to conduct himself/herself as a professional. A student's education is to prepare them to provide the best patient care possible. Proper attitude, conduct and appearance can inspire patient confidence and increase patient morale. Patience and understanding are necessary in dealing with those who are physically ill. Patients are usually below par emotionally, and their family and relatives are often distraught and apprehensive. Failure to conduct oneself as a professional at all times while attending courses for the MLT program may result in dismissal from the program. Any unprofessional conduct remedial action will be at the discretion of the MLT faculty and Director of Medical Laboratory Technology. Also refer to the SCCC Student Handbook Student Code of Conduct.

## **IMMEDIATE DISMISSAL**

### **Health Insurance Portability and Accountability Act (HIPAA) of 1996.**

Due to the nature of healthcare, the student will have access to vast volumes of patient information that **must** be kept confidential. Examples of such information include research information, documents, files, memoranda, printouts, and any and all information relating to the past, present, or future physical or mental health condition of an individual, the provision of healthcare to an individual, or the past, present or future payment for the provision of healthcare to an individual as well as any or all information which identifies an individual or for which there is a reasonable basis to believe can be used to identify an individual. Any student that fails to maintain patient confidentiality will be dismissed from the program.

Violations of institutional policies (hospital and college) may result in administrative discipline or discharge from the Medical Laboratory Technology Program.

Discharge action must be reviewed and approved by the Director of Medical Laboratory Technology, Dean of the Allied Health Division and the Vice President of Academic Affairs. If a student wishes to appeal the discharge action, they must follow the appeal procedure as outlined in the SCCC Student Handbook.

## **ATTENDANCE**

Responsibility for participating in class assignments, on campus requirements, and clinical practicum rests upon the student. The student is required participate in class, student clinical lab time, and MLT Clinical Practicum unless an illness or emergency situation prevents this. The MLT faculty believes that absences interfere with one's ability to meet objectives. While it is recognized that objectives may be reached through many avenues of experiences, each planned activity has a specific purpose for the learner. Many of these experiences cannot be duplicated and are, therefore, lost if the opportunity is missed.

When a student exceeds 10% absences (for any reason) of scheduled laboratories and clinical practicum, the instructor will recommend the student be withdrawn from the course. If a student arrives 15 minutes late for class they will be considered absent. When a student exceeds 20% absences (for any reason) of scheduled theory (lecture) classes, the student may be withdrawn from the course. The MLT Clinical Practicum course requires 400 hours of clinical time. If a student is absent all instructors should be notified prior to the beginning of the class period.

**During the MLT Clinical Practicum rotation, if a student will be tardy or absent, they are required to contact the clinical affiliate site and the MLT clinical coordinator prior to the start of the shift.** The student is required to make the call not a family member. The student should direct the call at the clinical site to the previously identified individual (laboratory manager or clinical instructor).

Students missing clinical time are required to complete a **Report of Missed Clinical Time**. This report should be completed by the student, signed by the clinical instructor, and emailed to the course instructor and/or Director of Medical Laboratory Technology.

**STUDENT CONTRACT:** If at any time a faculty member feels that a student's clinical/theory

work, behavior or attendance is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done by the student to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be reviewed and signed by the student, faculty member, and the Director of Medical Laboratory Technology.

**STUDENT RECORDS:** All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. All student records accumulated during the program are considered confidential and kept in a secure file cabinet. The contents of the student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any records which pertain to them in the Director of Medical Laboratory Technology's office during regular office hours. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security, and availability. The College and the MLT program comply with the Family Educational Rights and Privacy Act of 1974 with regard to confidentiality of student records. Refer to the SCCC Student Handbook.

**ILLNESS:** Absences due to illness fall within the scope of the attendance and absence policies discussed previously. If a student is injured and/or hospitalized, he/she must present a written physician release to return to class and clinical.

**TARDY:** A student is expected to be in class and clinical on time. Repeated tardiness will be discussed with the student by the instructor. The student is expected to notify the on campus instructor and/or clinical instructor of their tardiness **prior** to start of class or clinical shift.

**INCLEMENT WEATHER:** In the event of weather that interferes with school to the extent that school is closed, it will be announced via the RAVE system and on area radio stations (1420 AM, 102.7 FM, 1270 AM, 107.5 FM, and 101.5 FM) as early as possible. Students performing laboratory/clinical time at the clinical affiliate must use their own discretion as to the feasibility of traveling to their clinical site. As with other absences they should report to the supervisor of the clinical site **BEFORE** their scheduled time of arrival if the student will be late or absent.

### **HEALTH AND LIABILITY INSURANCE**

Health Insurance: Emergency care for illness or injury is available to the student through regular consumer services. The college strongly recommends that the student carry health insurance. Any costs associated with health care services insurance are the responsibility of the student.

Liability Insurance: The College carries a liability policy on all of their allied health students which covers liability while gaining clinical experience. The total liability limit per person is four million dollars. You are charged a course fee each year to cover this cost.

### **ACCIDENTAL MEDICAL EXPENSE BENEFIT**

Accidental medical insurance is required for all Allied Health students and is provided by Seward County Community College. This insurance is in effect only while the student is participating in program activities sponsored and supervised by Seward County Community College. The maximum benefit for accidental medical expenses is \$5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible

amount, for medical care if the first expense is incurred within 30 days after the incident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence. A course fee is paid by the Allied Health student for this insurance coverage.

### **HEALTH CARE SERVICES**

The student is responsible for any health care expense incurred while on the campus of Seward County Community College or during any class related activity on or off campus. Emergency medical services are provided to students by calling 911.

### **IMMUNIZATIONS**

All **second year** MLT students are required to have a current TB skin test or chest x-ray, rubella titer or documentation of two MMR vaccinations, hepatitis B vaccine, and varicella immunization or titer (varicella immunization proof of vaccination-2 doses 4-8 weeks apart). The hepatitis B vaccine may be waived by signing the hepatitis B vaccine declination form. All **first year** students are required to have the hepatitis B vaccine or a signed declination form on file with the Director of Medical Laboratory Technology. Students must set up their immunization tracking accounts and submit the required documentation. Any student found to be in non-compliance with the immunization requirements will not be allowed in the clinical setting.

### **PERSONAL APPEARANCE IN THE MLT STUDENT LAB AND CLINICAL SETTINGS**

The personal appearance of student MLTs affects the image that is projected to patients, staff members, and others. The MLT faculty at SCCC feels it is very important to present oneself in a way that promotes a positive image of medical laboratory technicians.

**While at clinical sites all dress codes and policies of the individual clinical site must be followed.** As general rules the following guidelines are in effect for SCCC MLT students.

- 1) Personal cleanliness is essential. Students **MUST** look and smell clean. **Students should not smell of smoke while attending class or clinicals.**
- 2) A uniform or a laboratory coat must be worn.
- 3) Street clothes worn under a laboratory coat should be clean, neat and be in keeping with a professional appearance. Clothing not considered appropriate include wind pants, cutoffs, casual shorts, sundresses, jeans in any color, halter tops, tank tops, t-shirts, sleeveless attire, tight fitting stirrup pants, and leggings.
- 4) A name tag will be attached over the left, upper pocket of the laboratory coat or uniform. A \$5 replacement fee will be assessed for lost name tags.
- 5) The student will refrain from excessive application of cosmetics, perfume or cologne.
- 6) Shoes must be soft-soled and closed toe. Thongs, birkenstock or beach sandals are prohibited.
- 7) Hair must be neat and clean, and held back if sufficiently long so as not to fall over the face or working area. Eccentric hairstyles are not permitted as defined by the MLT program faculty and the clinical affiliate dress code policies.
- 8) Students are prohibited from wearing extreme or eccentric jewelry that does not present a professional appearance.
- 9) Head apparel such as hats, visors, and bandanas are prohibited.
- 10) No jewelry other than wedding or engagement rings, and one pair of stud type small

- earrings (smaller than a dime) in the ear lobe may be worn.
- 11) Tattoos must be covered.
  - 12) Facial jewelry such as eye, nose, lip or tongue jewelry is prohibited.
  - 13) Bracelets and necklaces that are not able to remain under the uniform are not permitted.
  - 14) Students will refrain from gum chewing while at clinical sites.
  - 15) Artificial nails are prohibited.
  - 16) Males must be clean shaven or have neat trimmed beards, mustaches, or sideburns.

### **MLT LABORATORY RULES**

- 1) No smoking or eating in the laboratory. This includes no gum.
- 2) Only books or procedure manuals being utilized are to be taken into the laboratory.
- 3) Disposal of all biological material and broken glassware should be in appropriate containers.
- 4) The laboratory counter areas are to be cleaned before and after each laboratory session with the disinfectant provided.
- 5) At the end of laboratory session: all markings must be removed from glassware and placed in the dishroom, trash emptied into waste baskets, and biological waste placed in the autoclave container.
- 6) All laboratory equipment and supplies checked out to each student is their responsibility.
- 7) All accidents are to be immediately reported to the instructor and an incident report filed.
- 8) All equipment malfunctions are to be reported to the instructor.
- 9) Hands are to be washed with disinfectant soap before taking breaks, before leaving the laboratory, and after removing gloves.
- 10) Gloves and lab coats are to be worn at all times.
- 11) Personal protective equipment is specialized equipment or clothing to be used by a health care worker for protection from direct exposure to blood and other potentially infectious materials. Types of personal protective equipment include gloves, gowns, laboratory coats, face shields or masks, eye protection and pocket masks. Utilization of appropriate equipment based on type of exposure is the responsibility of the student.
- 12) Safety manual is placed in student lab for student review. Students are responsible for following outlined safety procedures and implementing correct safety action.

### **STUDENTS ARE REQUIRED TO FOLLOW ALL LABORATORY AND DRESS CODE POLICIES OF THE CLINICAL AFFILIATE LABORATORIES.**

### **UNSATISFACTORY CLINICAL BEHAVIORS**

THE FOLLOWING BEHAVIORS ARE EXAMPLES THAT CONSTITUTE UNSAFE OR UNPROFESSIONAL CLINICAL PRACTICE.

1. **Absence** - class/clinical  
Clinical absence may constitute a failure. See attendance section of this handbook.
2. Fails to attend **post clinical conference** with Director of Medical Laboratory Technology
3. **Incomplete assignments.** Failure to prepare for clinical experience
4. **Tardy** to clinical - students are expected to report absence or tardiness according to policies in this handbook.
- 5. Inappropriate behaviors**
  - A. Inappropriate verbal/nonverbal behavior patterns - ie



- inappropriate facial expressions
- not in full uniform
- posture which indicates rejection of instructor, co-workers, or patient
- \* behavior which aims to threaten or intimidate patient
- \* inappropriate touch
- tuning out patient/co-workers, instructors
- being pre-occupied when giving patient care
- not following directions of instructor
- inappropriate inflection of voice
- inappropriate laughter
- does not establish and maintain interpersonal relationship with instructor and co-workers
- \* working under influence of drugs or alcohol
- B. Inadequate laboratory procedures
- not checking with instructor regarding a procedure
- late in reporting patient results
- lack of sufficient knowledge of laboratory procedure
- failure to safely perform procedure
- not accurately reporting laboratory results
- \* is dishonest in admitting errors in carrying out any part of laboratory duties
- is unable to give rationale for his/her decisions
- does not recognize the implications of accurate, timely reporting of laboratory results.
- C.\* Breach of Confidentiality (HIPAA)
- disclosing information from patient results with person NOT involved in their care
- photocopying patient results
- discussing patient/family information with person NOT involved in the care of the patient

Clinical failures will be based on interpretation of patterns of behavior and/or seriousness of behavior at instructor discretion.

\* These identified student clinical behaviors could result in **immediate** clinical failure and consequent dismissal from the MLT program.

### **SUBSTANCE ABUSE PROTOCOL**

Seward County Community College's Drug Free Institution of Higher Education Policy is contained in the SCCC Student Handbook. The SCCC Board of Trustees recognizes that the possession, manufacture, consumption, use or distribution of alcoholic liquor, beer, cereal malt beverage or controlled substances may constitute a hazard to the emotional, social and physical health of students and employees and may be a threat to a positive campus learning environment.

The SCCC Allied Health programs abide by the Drug Free Institution of Higher Education Policy as set forth in the college catalog and incorporates the same as though fully set forth herein.

In addition, the SCCC Allied Health Division adopts the following protocols, to be implemented in conjunction with the Drug Free Institution of Higher Education Policy:

- SCCC Allied Health Division students who are involved in clinical activities at health care facilities must comply with substance abuse regulations of the facilities.
- If the Director of Medical Laboratory Technology or any Allied Health instructor determines from the behavior, appearance and/or demeanor of the student or otherwise detects the odor of alcoholic liquor, beer, cereal malt beverage or any controlled substance:
  - a. If the student is in the clinical setting, he/she will be dismissed from the setting. The student will not be allowed to drive self from the clinical site. The Director of Medical Laboratory Technology will determine the appropriate time that the student may return to the clinical setting.
  - b. The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or Director of Medical Laboratory Technology. The student will be accompanied to a medical laboratory by a faculty member for the screen. All charges for laboratory tests are accrued by the program, subject to reimbursement by the student. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that SCCC is entitled to know the results of the screen. The student is informed of the test results and any further action considered by the program. The student is also informed of his/her right to obtain a second screen at his/her own cost. Refusal by the student to submit to a drug screen may result in dismissal from the program.
  - c. If the results are positive, a mandatory assessment (at the student's expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the student's file, and the Director of Medical Laboratory Technology will be notified. The student must sign a release of information form for the Director of Medical Laboratory Technology. Refusal to sign this form will result in dismissal of the student from the program. The counselor will send reports to the Director of Medical Laboratory Technology on a continual basis as warranted.
  - d. When indicated by the counselor, mandatory treatment will take place in one of two ways: out-patient follow-up or in-patient admission.
  - e. The student will be allowed to continue in the allied health program on a probationary status. Any recurrence will result in documentation by an instructor, notification of the Director of Medical Laboratory Technology, and dismissal from the program.
  - f. If the student holds a license to practice nursing (second year student, LPN), the student will be reported to the Kansas State Board of Nursing after one occurrence.

### **STUDENT GRIEVANCE PROCEDURE**

If a student has an academic or non-academic grievance their first action is to confer with the instructor involved. Should there be any further questions the student should refer to current procedure in the SCCC Student Handbook. The procedures for both of these may be obtained from the Vice President of Student Services.

### **STUDENTS RIGHT TO DUE PROCESS**

The college assures students the right to due process. Students have a right to a hearing when:

1. They are suspended or dismissed from the college.

2. They cannot resolve an academic grievance with an instructor.
3. They are evicted from college housing.

Due process ensures the student that the college is not arbitrary in its actions. In all cases, due process requires that students know the charges against them, have the opportunity to refute these charges, and have the right to an appeal.

### **SEXUAL HARASSMENT OF STUDENT**

Harassment of any student on the basis of sex shall be considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the students; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any student who feels he/she has been the victim of sexual harassment should contact the Vice President of Finance and Operations within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Vice President of Finance and Operations within five (5) calendar days of the initial contact so that the Vice President can proceed with an investigation into this matter. Refer to the SCCC Student Handbook.

### **COMPUTER USE GUIDELINES**

Students who use college computing resources are expected to adhere to the *SCCC Network Computing Use Policy*. Misuse can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete Policy is available upon request from the Offices of the Vice President of Student Services, the Vice President of Academic Affairs, and the Vice President of Finance and Operations.

#### **Guidelines for use of SCCC Computing Resources:**

1. All aspects of the SCCC Network Computer System are owned by the College and are provided for the use by SCCC students, faculty, and staff in support of the educational

programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting or receiving (with prior knowledge) any threatening or obscene material is prohibited.

2. Personal commercial uses of computing resources are prohibited.
3. It is the student's responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC and of the laws of the State of Kansas and of the Federal Government.
4. SCCC reserves the right to terminate computer services to any student without notice.
5. Students are responsible to maintain and protect individual user names and passwords. These should not be disclosed or shared with other students.
6. Students are expected to follow proper accepted computer etiquette when using e-mail, the Internet, and local and outside networks.
7. Computer software protected by copyright shall not be copied from, into, or by SCCC computing resources except as permitted by law.
8. Harassment through the use of SCCC computing resources is prohibited. Harassment includes the persistent annoyance of other users, interference in another users work, sending of unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.
9. Vandalism through the use of SCCC computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user including creating and/or uploading computer viruses.
10. Changing settings i.e., unauthorized modification of computer resources is prohibited.

Enrollment in any SCCC course constitutes agreement, by the student, to abide by the terms of the *SCCC Network Computing Use Policy*. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies. Refer to the Student Handbook.

### **CRIMINAL BACKGROUND CHECKS**

All applicants admitted to the allied health programs at Seward County Community College must submit to a criminal background check (CBC). This policy is based on a standard of The Joint Commission, which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities. The cost of the CBC is a student responsibility and is non-waiverable and non-refundable. The CBC will be performed only by an external vender designated by the SCCC business office. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression since the classroom and clinical courses must be successfully completed in the same semester.

### **ONLINE FORMAT POLICIES**

#### **INTERNET ACCESS/COMPUTER SKILLS**

**Students must possess a computer with email and word processing capabilities, a webcam, and a reliable Internet service provider.** Students need to have basic computer skills to enable them to create word processing documents, scan and attach files to an email message, send and receive email and participate in asynchronous discussions.

## **CLINICAL AFFILIATES**

Online students need to secure a CLIA or CAP accredited clinical laboratory to act as their clinical affiliate laboratory. The clinical affiliate laboratory must designate a certified MLT or MLS to act as the clinical instructor. The SCCC MLT program faculty will develop a weekly schedule to allow the student to learn and perform clinical laboratory procedures. The clinical affiliate laboratory will be required to complete the forms necessary to be recognized as a full clinical affiliate of the program according to NAACLS standards.

## **DOCUMENTATION OF CLINICAL LABORATORY COMPETENCY ATTAINMENT**

For those online students with previous or current clinical laboratory experience, credit may be given for technical competencies which the student may already perform at the minimum competency level. Documentation of the student possessing the ability to perform technical competencies at the appropriate level must be in written form from the laboratory manager on institutional letterhead. The SCCC MLT faculty reserves the right to assess the student's level of competency for all course skills.

## **CLINICAL EXPERIENCE HOURS**

Students enrolled in the online courses that are currently employed in a clinical laboratory may not perform their course laboratory procedures while on the clock. Time as an employee and time as a student must be separate. Please also refer to the Service Work Policy found on page 22.

## **BLOODBORNE PATHOGENS**

All students will complete the bloodborne pathogen (BBP) training annually and sign the associated agreement of understanding of this training prior to beginning clinical rotations.

### **Exposure Control Procedure for Blood Borne Pathogens**

#### **Reporting Procedures for First Aid Incidents**

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred. The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student.

#### **Post-Exposure Evaluation and Follow-up**

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs). Whenever a student has an exposure incident in the performance of his or her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student. Accidental medical insurance is required for all allied health students and is provided by Seward County Community College. This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is \$5000. This insurance policy will

pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence. A course fee is paid by the allied health student for this insurance coverage. **The instructor/preceptor should contact the appropriate Allied Health Program Director for the appropriate insurance form prior to the post-exposure evaluation.**

Post-exposure evaluation and follow-up shall be performed at the facility in which the incident occurred or the local health department. Contact the Employee Health representative at the facility to initiate the post exposure evaluation and follow up procedures. Return a copy of all forms to the appropriate academic program director at SCCC.

Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up. **All costs associated with the post-exposure evaluation are the responsibility of the student.**

### **Post Occupational Exposure Student Information/Education**

With regard to the occupational exposure you have sustained, it is important for you to read and understand the following information:

1. You are at risk for acquiring certain diseases which may be transmitted by blood and body fluids. Blood is the number one source of transmission for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) which are three very serious bloodborn diseases.
2. There is a vaccine available to prevent Hepatitis B. You may have already had this vaccine and if you have a documented, adequate antibody titer response, you are at a lesser risk for acquiring Hepatitis B. If you have not had the vaccine or you do not have an adequate antibody titer response, you are at increased risk for acquiring Hepatitis B.
3. There is no vaccine available to prevent HIV or Hepatitis C. If the source of your exposure is known, the source individual will be contacted to obtain permission to perform HIV, Hepatitis C, as well as Hepatitis B testing. If the source individual refuses the testing, you will be notified. If the source individual consents to the testing, you will be informed of the results as soon as they become available. You must not disclose these results to anyone else. Doing so is a breach of confidentiality and is subject to disciplinary action. If the source of the exposure is unknown (i.e. needle in a needle-box), no source testing can be performed.
4. It is recommended that you have your blood tested for HIV and Hepatitis B, and Hepatitis C following the exposure by contacting your physician or the local health department. If you elect to have this testing done, you will be asked to sign a consent for the testing. If you are unsure whether you want the testing done now, you may have your blood drawn and saved for 90 days. Should you change your mind during that time and decide you want to have the testing done, you will need to notify your physician and sign a consent and blood will be tested at that time. If you do not notify your physician before the 90 day time limit has ended, the blood will be destroyed without further notice to you. Blood must be drawn within 72 hours following the exposure.
5. If the initial lab results on both you and the source individual are negative, no further blood work will be necessary. If either you or the source patient has any positive results,

additional testing is required, and blood work will need to be repeated at six weeks, three months, and six months.

6. It is your responsibility to notify your physician if you develop any symptoms of viral illness within 12 weeks following the exposure.
7. You may obtain more information about AIDS by calling the Center for Disease Control AIDS hotline at: 1-800-342-AIDS. You may obtain more information about Hepatitis by calling 1-404-332-4555.
8. If you have questions, or would like further information, you are encouraged to meet with your personal physician.

### **Texas Higher Education Coordinating Board Student Complaint Information**

The Medical Laboratory Technology program at Seward County Community College may use clinical experiences in the state of Texas. For your information, the following is provided if a student complaint needs to be issued. Please contact the MLT program director should you have questions.

**Overview:** The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections [1.110 – 1.120](#), on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

**How to submit a student complaint:** After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by submitting the required forms along with evidence of their completion of their institution's complaint procedures. Complaints may be submitted using one of the following three options:

- Completing the online student complaint form and uploading the required supporting documentation in Portable Document Format (PDF)

To access the online student complaint form, use the "[Contact Us](#)" link to submit an email with "Student Complaint Against a Higher Education Institution" selected as the Contact Reason. After submitting your email, wait a few moments for the online student complaint form to be automatically presented for your use.

- Sending the required [Student Complaint and Release Forms](#) and supporting documentation as PDF attachments by email to [studentcomplaints@thecb.state.tx.us](mailto:studentcomplaints@thecb.state.tx.us) **or**
- Mailing printed forms and documentation to:

Texas Higher Education Coordinating Board  
Office of General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788

Facsimile transmissions of student complaint forms are not accepted.

All submitted student complaint forms must include a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form and THECB Consent and Agreement Form.

Submitted complaints regarding students with disabilities shall also include a signed [Authorization to Disclose Medical Record Information](#) form.

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

**Process:** The first step in addressing a complaint is to follow your institution's complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with this Agency. Once the Agency receives a student complaint form, the Agency may refer the complaint to other agencies or entities as follows:

THECB may refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution, and may refer complaints pertaining to a component institution in a university system to the appropriate university system for investigation and resolution. E.g., complaints pertaining to an institution in the University of Texas System, Texas A&M University System, University of Houston System, University of North Texas System, Texas Tech University System, or Texas State University System can be referred to the appropriate university system for investigation and resolution.

Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution's accrediting agency or an educational association such as ICUT (Independent Colleges & Universities of Texas, Inc.), the Agency may refer the complaint to the accrediting agency or educational association. THECB has the right to adopt any decision made by the accrediting agency or educational association and may terminate the referral of the complaint to those entities at any time and proceed to investigate and adjudicate the complaint.

If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation. Prior to initiating an investigation, however, the student **must** exhaust all grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to THECB of such exhaustion.

As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or in the institution's response, in order to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint



and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

**SEWARD COUNTY COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

**ACKNOWLEDGMENT OF ALLIED HEALTH DIVISION PROTOCOL FOR A DRUG  
AND ALCOHOL FREE ENVIRONMENT**

I have reviewed the Seward County Community College's Drug Free Institution of Higher Education Policy. I understand and will abide by said policy.

I further agree that, should I be requested to submit to a blood and/or urine drug and/or alcohol screen and further agree that, should I be subject to any of the disciplinary actions set forth in the protocol, I waive any privilege regarding my alleged drug and/or alcohol use and consent to the release of information to Seward County Community College.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGEMENT OF MLT PROGRAM POLICIES/GUIDELINES**

I \_\_\_\_\_ have read, understand, and agree to follow the guidelines and policies as stated in the 2020-2021 Medical Laboratory Technology Student Handbook including the HIPAA/confidentiality guidelines.

\_\_\_\_\_

Print Name

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE NOTE:** Complete and return at once to the Director of Medical Laboratory Technology. No student will be allowed to participate unless this copy is on file.

**SEWARD COUNTY COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

**Release Form**

I am aware that during the Medical Laboratory Technology Program that I am participating in, certain risks and dangers to my physical, psychological, and/or emotional well-beings may occur including, but not limited to, accidents and illness.

I am aware and understand that said risks are inherent in and part of said program and I fully acknowledge my awareness of those risks and dangers which may include but are not limited to being exposed to patients who may have AIDS, herpes, hepatitis or other infectious diseases.

In consideration of, and as partial payment for the right to participate in the Medical Laboratory Technology Program, I have and do hereby assume all the above mentioned risks and will hold Seward County Community College and affiliated clinical institutions harmless from any or all liabilities, actions, causes of actions, debts, claims, and demands of any kind and nature whatsoever I now have or which may arise in connection with this course. The terms hereof shall serve as the release of an assumption of risk and shall be binding upon my heirs, executors, and administrators and for all members of my family, including any minors.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Signature

**PLEASE NOTE:** Complete and return at once. No student will be allowed to participate unless this copy is on file.