LFCC
Lord Fairfax Community College

MEDICAL LABORATORY TECHNOLOGY PROGRAM

Associate of Applied Science Degree

**Student Handbook
&
Application Documents**

2019-2020

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PURPOSE OF THE MLT STUDENT HANDBOOK

This handbook is intended for use as a resource of information for students in the Medical Laboratory Technology program at Lord Fairfax Community College. The information and policies presented have been specifically adapted for the MLT program.

The Medical Laboratory Technology Student Handbook provides important information that you will need throughout the MLT Program. The program adheres to the general policies and procedures of Lord Fairfax Community College (LFCC). However, there are some instances where the MLT Program has developed its own policies and procedures to meet the special needs of the curriculum and clinical affiliates. This handbook outlines policies, guidelines and procedures of the MLT program, and will serve as an adjunct to the most current College Catalog and LFCC Student Handbook. Please read this handbook carefully and refer to it whenever necessary. You are responsible for the information contained in this document, as well as other Medical Laboratory Technology documents and the College Catalog and Student Handbook.

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The Medical Laboratory Technology student handbook is updated annually and the most current version applies to all students currently enrolled in the MLT program.

WELCOME

The Medical Laboratory Technician program was established in 2017 at Lord Fairfax Community College in Middletown, VA. The program is a two year program encompassing 5-semesters of sequenced courses leading to an Associate of Applied Science degree. The MLT program is an integral part of the Health Professions Department. A copy of the degree plan is located in the current LFCC Course Catalog. The curriculum consists of basic science, general education and specific courses in medical laboratory techniques. The first semester consists of prerequisite courses that must be successfully completed prior to admission to the MLT program. The students are introduced to medical laboratory techniques during the second semester and each semester thereafter. The MLT courses (prefix MDL) provide entry-level knowledge and skills in urinalysis, hematology, clinical microbiology, immunology, immunohematology, clinical chemistry, body fluids and phlebotomy. The training is enriched during the

14 week Clinical rotation when students have the opportunity to apply classroom acquired knowledge and skills in a supervised working environment.

Upon successful completion of the program and required exit exams, graduates will be eligible to take a national certifying examination. Granting of the Associate of Applied Science degree in Medical Laboratory technician is not contingent upon passing a national certifying examination. Advancement opportunities in the field are available to become a Medical Technologist or Specialist by pursuing additional education and technical experience. LFCC MLT program monitors the following outcomes (BOC pass rate, graduation rates, attrition rates, and placement rates of our students) on a yearly basis. These outcomes are available to our students in the MLT office Room 224 for their review.

This health care career program is one that takes time and dedication. The faculty and counselors are available to assist you throughout your training. We wish you success and personal growth through your experiences in this Program.

Program Officials

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Accreditation Status

Lord Fairfax Community College is accredited by the:
• Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 Telephone number 404-679-4501).
• LFCC is a proud member of the American Association of Community Colleges (AACC).

The Medical Laboratory Technician Program is working on accreditation by the:
• National Accrediting Agency for Clinical Laboratory Sciences (8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631-3415 Telephone number 772-714-8880)

INTRODUCTION TO THE LFCC MLT PROGRAM

The mission of the MLT program is to:
Provide the region served by the program with graduate medical laboratory technicians who can function at career entry levels and who can assume leadership roles as health professionals.

The goals of the MLT program are to:
- ✓ Prepare technical personnel capable of accurate performance in all major areas of the clinical laboratory.
- ✓ Provide students with a broad educational background by using a variety of education resources and experience.
- ✓ Provide a strong undergraduate curriculum based on current needs and curriculum which integrates fundamental courses in medical laboratory sciences, natural sciences, humanities and social science instruction.
- ✓ Provide clinical experience to develop the technical skills required to perform laboratory procedures with precision, accuracy and competency.
- ✓ Maintain the level and quality of instruction in the professional courses by including the latest in technological advances.
- ✓ Produce graduates eligible to take and pass a national credentialing examination.
- ✓ Develop in students the professional attitudes and ethics required of laboratory technicians.
- ✓ Educate students in the merits of continuing professional development in the field of laboratory medicine.

PROGRAM REQUIREMENTS

Essential Functions of an MLT Student
Essential functions are a set of requirements that students must meet for admission, retention and graduation from the program. Prior to admission each student must agree that they can, and are prepared to, meet these requirements with or without reasonable accommodation. It is the responsibility of the student with disabilities to request accommodations that he/she feels are reasonable and are needed to execute the essential function requirements described below.

The Medical Laboratory Technology student must possess the following skills:

Observation:

- Distinguish objects macroscopically and microscopically (including color, shade, and hue)
- Read text, charts, graphs, and instrument printouts, and enter computer data
- Inspect specimens for suitability

Movement:

- Obtain, manipulate, measure specimens safely and with precision
- Manipulate reagents, materials, instruments, and analytical equipment according to established procedures and standards, safely and with precision, speed, and accuracy

- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture
- Perform moderately taxing continuous physical and mental work, often requiring prolonged sitting/or standing, in an eight hour period
- Position patients for appropriate laboratory specimen collection

Communication:

- Communicate effectively in English, comprehending oral and written information
- Follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures
- Effectively, confidentially and sensitively communicate with patients regarding laboratory tests or instruction for specimen collection
- Communicate appropriately and in a timely manner with faculty, students, staff and other health care professionals.

Intellect:

- Use intellectual skills, including comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism
- Receive, process and utilize information in order to achieve satisfactory performance in all tasks
- Demonstrate judgment and critical thinking skills.
- Exercise self-evaluation to recognize and correct performance deviations, implementing constructive criticism appropriately

Behavior:

- Be honest, ethical, compassionate, confidential and responsible
- Manage the use of time, and systematize actions to complete tasks within realistic constraints
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment
- Exercise good judgment in responding to emergency situations with patients or peers
- Be flexible and creative in adapting to professional and technical change
- Recognize potentially hazardous materials, equipment, and situations, proceeding safely to minimize risk of injury to self and nearby personnel
- Adapt to working with unpleasant biological specimens or reagents
- Support and promote the activities of colleagues, adopting a team approach to learning, task completion, problem solving, and patient care
- Be alcohol and substance abuse free

Admission Requirements

Acceptance into the AAS Medical Laboratory Technology program is selective and competitive. Submission of an application does not guarantee acceptance into the AAS program. Applicants not selected for the program must complete and resubmit a new application packet each year. Applicants for the AAS program are selected one time per academic year. Deadline for submitting completed applications is May 1 for the upcoming academic year. Applicants are responsible for making certain that the following have been submitted to the Medical Laboratory Technology Program Director:

1. Official transcripts from all colleges attended (transcripts from LFCC or other Virginia Community Colleges are not required)
2. Must have applied to Lord Fairfax Community College
3. Official transcripts showing completion of a high school diploma or records showing completion of GED with scores,
4. A current Medical Laboratory Technology application form.

Early admission is encouraged for advising purposes. Applicants will be notified of their program admission status in June.

Additional Admission Requirements:
1. One unit of high school Biology; or college equivalents/(BIO 101).
2. LFCC placement tests (if required) and completion of any developmental work that may be identified by the placement test.

- Applicants must receive an ENG 111 placement test recommendation or have successfully completed all developmental English requirements
- Applicants who do not demonstrate proficiency on the placement test in the following mathematical units will be required to complete developmental courses or their credit equivalent: MTE 1-9

3. A GPA of 2.5 or higher based on the twelve most recent college credits completed by the end of fall semester prior to submitting an MLT application. A GPA lower than 2.5 will be considered on a case-by-case basis.
4. Completion of the pre-requisite courses, or equivalent, noted in the course curriculum. Students who are currently enrolled in the prerequisites may apply; acceptance into the program will be contingent upon passing the courses with a "C" or better prior to beginning the MLT program curriculum.
5. Meet certain computer competencies or successfully complete ITE 115 prior to entering the MLT program.
6. Two completed reference forms – one personal and one professional reference – included in application packet.

An appointment for a pre-admission interview with the Program Director will be scheduled when the application and required documentation have been submitted to the Health Profession's office.

The LFCC MLT Program Application can be found in Appendix A.

Progression Requirements

In order for a student to progress in the MLT program, the following requirements must be met:

- Students must be accepted into the MLT program to enroll in MDL courses, with the exception of MDL 101 and MDL 105.
- All courses in the curriculum must be taken in the sequence prescribed in the College Catalog.
- Students must pass both theoretical and clinical courses in order to continue the MLT program.
- Students who receive a grade less than a "C" will be given the opportunity to repeat the course the following year. Students may not re-enroll in more than two major MDL courses. A grade of "B" or better is required when repeating a major MDL course.
- Withdrawal from, or failure in (grade of less than "C") two MDL classes will result in automatic dismissal from the program.
- Program faculty and clinical affiliates reserve the right to recommend, through appropriate channels, withdrawal of any student who neither exhibits safe performance nor adheres to prescribed clinical affiliate policies and procedures.
- Satisfactory physical and mental health must be maintained for continuation in the MLT program.
- Incomplete grades must be resolved prior to taking the next course in the sequence.
- No student will be eligible for a national certifying examination unless he or she has successfully completed the required academic and clinical courses, and has passed each course with a grade of "C" or better.

Clinical Requirements

During the final semester, students will enter the field for a 14 week clinical rotation. Medical laboratory personnel frequently work with blood and body fluids which may harbor infectious diseases such as bacteria and viruses. Students may likewise be exposed to potentially infectious blood borne disease as well as bacterial and viral cultures in the clinical microbiology laboratory due to time pressures placed on the laboratory personnel.

Prior to admission to the Clinical Rotation:

1. Students must be 18 years of age.

2. Clinical experience will be provided in the final semester of the program in affiliated hospitals or laboratories. Students must purchase required apparel before the start of clinical rotations.

3. Students must provide their own form of transportation to and from the clinical sites.

4. Graduation from high school or satisfactory completion of the certificate of general education development (GED or equivalent); official copy required.

5. Current immunization record to include Td/Tdap, MMR, Varicella, PPD, Bacterial meningitis, Polio, Influenza and Hepatitis series.

6. Physical exam form completed within the last 6 months signed by a M.D. or D.O and student health history form.

7. Proof of health insurance.

8. Results of Criminal Background Check and Urine Drug Screen completed within ninety days and submitted forty-five (45) days prior to entering Clinical rotation. The cost of the background check and the drug screen are the responsibility of the student.

9. Sign an agreement which releases all clinical agencies and their employees, Lord Fairfax Community College, The Virginia Community College System and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to his/her property arising out of agreement of use of facilities associated with the nursing program.

Readmission Policy

In the case of student dismissal from the program, for any reason,

- The student must submit a written request for readmission to the program.
- The student must be able to complete the didactic work of the program within four calendar years of the initial enrollment.
- Readmission to any MDL course is dependent upon availability of class openings after current class enrollment, but it is not automatic.

DEGREE REQUIREMENTS

Total credit hours to earn the A.A.S. Degree in Medical Laboratory Technology = 68. The issuing of the degree is not contingent upon passing any type of external certification or licensure examination.

General Education Course Requirements: 26 credit hours
Major Course Requirements: 42 credit hours (including clinical courses)
Clinical Practice: 375 clinical contact hours

Classroom and Clinical Grading
Medical Laboratory Technology is a profession in which less than adequate performance may result in poor patient care. Standards must be maintained which are high enough to ensure the effectiveness and competency of our graduates. Accordingly, the program grading system may be somewhat different than for other LFCC courses. Students must obtain a grade of "C or 70%" or better in all classes. Grading policies are detailed in the course outlines received at the beginning of each course. All major coursework is graded as follows:

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F = <60

SERVICE WORK
Students are allowed to perform patient work only while being supervised. Although students are encouraged to help with the work in an assigned laboratory, they are not to take the place of a paid employee. A laboratory employee must sign results produced by students. Students may be employed by a clinical affiliate outside of class hours.

COURSES REQUIRED FOR GRADUATION

Admission Requirements:
Must be completed with a "C" to apply to AAS program.

SDV 100/101	College Success Skills	1hr lecture	1cr.
BIO 141	Human Anatomy and Physiology I	3hr lecture/3hr lab	4cr.
BIO 142	Human Anatomy and Physiology II	3hr lecture/3hr lab	4cr.
ENG 111	College Composition I	3hr lecture	3cr.
		TOTAL	12 credits

Fall Semester:
Acceptance into the AAS program is required to enroll in MDL courses.

MDL 101	Introduction to Medical Laboratory Techniques	2hr lecture/3hr lab	3cr.
CHM 111	General Chemistry I	3hr lecture/3hr lab	4cr.
MDL 110	Urinalysis and Body Fluids	2hr lecture/3hr lab	3cr.
MDL 210	Immunology and Serology	1hr lecture/3hr lab	2cr.
MDL 105	Phlebotomy	3hr lecture	3cr.
		TOTAL	15 credits

Spring Semester:

MDL 125	Clinical Hematology I	2hr lecture/3hr lab	3cr.
MDL 216	Blood Banking	2hr lecture/3hr lab	3cr.
BIO 150	Introductory Microbiology	3hr lecture/3hr lab	4cr.
PHI 220	Ethics	3hr lecture	3cr.
		TOTAL	13 credits

Fall Semester:
Completion of all prior MDL courses with grade of "C" or better to enroll in second year MDL courses.

MDL 261	Clinical Chemistry and Instrumentation I	3hr lecture/3hr lab	4cr.
MDL 252	Clinical Microbiology II	2hr lecture/3hr lab	3cr.
MDL 225	Clinical Hematology II	2hr lecture/3hr lab	3cr.
PSY 200	Principles of Psychology	3hr lecture	3cr.
		TOTAL	13 credits

Spring Semester:
Completion of all previous MDL courses with grade of "C" or better to enroll in Clinical Rotation semester of the MLT program.

MDL 290*	Coordinated Internship in Clinical Chemistry	0hr lecture/8hr lab	2cr.
MDL 290*	Coordinated Internship in Hematology	0hr lecture/8hr lab	2cr.
MDL 290*	Coordinated Internship in Blood Bank	0hr lecture/8hr lab	2cr.
MDL 290*	Coordinated Internship in Microbiology	0hr lecture/8hr lab	2cr.
MDL 281	Clinical Correlations	1hr lecture	1cr.
		TOTAL	9 credits

*Prospective students are referred to Appendix B and the current CTC Course Catalog for the course descriptions and the MLT degree plan.

MLT DRESS CODE POLICY

All MLT students must appear professional and conform to the highest standards of cleanliness, neatness, good taste and safety. Students are responsible for keeping their socks and shoes neat and clean. Uniforms must be clean and free from wrinkles. All students must be free of odor including tobacco products, perfume and lotions.

Due to OSHA and CDC guidelines, the Advisory Committee recommends for your personal protection, the following dress code is required for the MLT classroom-student laboratory and clinical courses:

- Scrubs must be worn to each laboratory and clinical session. Students are responsible for wearing clinical site specific uniforms, if applicable (ex: during Valley Health clinical rotations, students must wear grey scrubs). All uniforms are the responsibility of the student.
- Leather/nylon shoes (without top openings) with socks (no canvas). No open-toe shoes. Clog styles must have a heel strap.
- Personal protective equipment (laboratory coats, gloves, goggles, and face shields when appropriate) will be worn during student-laboratory and clinical courses.
- Students will be provided disposable laboratory coats in the MLT didactic courses. PPE will be provided by the clinical facility during the clinical courses.
- Jewelry – females: one earring per ear in the lower portion of the ear lobe. Males: no earrings. No dangling jewelry (bracelets, necklaces, earrings). No excessive rings on the fingers; one wedding band and engagement ring is acceptable.
- Body piercing – no visible pierced sites: lips, eyes/eyebrows, nose, face. No tongue piercing.
- Long hair should be secured. Normal color hair – no purple, orange, etc.
- Fingernails should not extend passed the tip of the finger. No artificial nails or gel nail polish. Nail polish cannot be chipped.
- Tattoos should not be visible and should be covered appropriately (ex: long sleeves to cover a tattoo on the arm).
- During the clinical rotations, students will receive a facility "buddy" badge identifying them as a student. The badge must be worn at all times to ensure student and patient safety while in the clinical facilities. Any student observed in the clinical setting without the student badge will be dismissed from clinical.
- The student will be required to provide evidence of flu vaccination and will be required to wear the "Flu" badge or preferred clinical facility identifier. If the student does not obtain the flu vaccination the student must wear a mask while in the clinical setting.

No exceptions to this policy will be made. If you do not come dressed appropriately, you will be dismissed from class or from clinical affiliate. The dismissal will be counted as an absence.

ATTENDANCE POLICIES

Laboratory participation is mandatory and is necessary to meet the course objectives and successfully complete the program. Students will be allowed one excused absence from labs. The work missed will need to be made up at another time. Additional absences will result in point deduction in the individual class per missed lab. Students will still be required to make up any work missed during their absence, regardless of excuse. More than two absences, regardless of excuse, may result in failure of the course.

Under extreme extenuating circumstances (hospitalization, immediate family emergency), a student may be granted an opportunity to make up a test or lab at the discretion of the instructor, only if the student has contacted the instructor prior to the test.

Attendance during clinical rotations is mandatory. In the event of inclement weather, the student's clinical schedule will reflect that of the college – if school is closed or delayed, the student will either attend his/her clinical with a delayed schedule, or not be expected to travel. In this case, the student must notify the department supervisor or preceptor prior to the start of their shift. Regardless of these closing decisions, all students and faculty should use good judgment as to whether or not it is safe to travel. If you decide it is too unsafe to travel to your clinical site, make sure you contact your instructor and the department supervisor/preceptor – these hours must be made up.

Under extreme extenuating circumstances (hospitalization, immediate family emergency), a student may be granted an opportunity to make up a clinical at the discretion of the instructor and facility. Students will be allotted 3 excused absences (18 hours) during the 16 week clinical rotation. All excused absences must be made up. No more than one of these absences may be in the same department – additional absences in the department will be considered unexcused. Unexcused absences will be reflected in the student's grade for "clinical evaluation"; 10 points will be deducted for each unexcused absence. More than 8 unexcused absences or 2 or more unexcused absences in a department will result in the student repeating the clinical rotation.

A student who has been ill for three or more consecutive days of the clinical rotation must submit a release form provided by a physician indicating the student is allowed to return to classes and is able to participate without medical restrictions. Students are not permitted to attend clinical rotations with assistive devices, such as crutches, splints, casts, etc.

The student is expected to complete the following clinical hours over 14 weeks:

Chemistry: 3 weeks, 4 days, 7 hours (total: 78 hours, excluding break)
Hematology: 3 weeks, 4 days, 7 hours (total: 78 hours, excluding break)
Microbiology: 4 weeks, 4 days, 7 hours (total: 104 hours, excluding break)
Blood Bank: 4 weeks, 4 days, 7 hours (total: 104 hours, excluding break)
Urinalysis/Sero/Coag: (11 hours incorporated, excluding break)

Total Clinical Hours: 375

Emergency Management Plan
In the event of emergency (bomb threat, tornado, fire, etc.) the AAS MLT Program abides by the policies in the LFCC College Catalog and Handbook. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If you have a disability that may require assistance during an evacuation, please let your faculty know.

Emergency Closing Alerts
The AAS MLT Program follows LFCC's emergency closing alerts policy available at: http://www.lfcc.edu/files/documents/current-students/college-catalog/2016-17/2016-17-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf.

Weather policy / cancelled classes:
The AAS MLT Program follows LFCC's emergency closing alerts policy available at: http://www.lfcc.edu/files/documents/current-students/college-catalog/2016-17/2016-17-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf.

If inclement weather occurs, please call LFCC at 540-868-7230, listen to the radio, or check the LFCC website to verify LFCC cancellations. I will post assignments to be completed at home on Blackboard if a class is missed due to inclement weather, or a make-up date will be scheduled.

When the college is closed in the morning until 10:00 a.m., classes that normally start at 9:00 a.m. are not totally cancelled; rather, they are expected to begin at 10:00 a.m. and continue until their normal ending time. The same logic applies then to any particular college opening or closing. Day classes run between 7:00 a.m. and 3:50 p.m. Evening classes run between 4:00 p.m. and 11:00 p.m.

1. If the college is closed, all classes, labs, and clinicals are cancelled.

2. If the college opens on a delay, please check blackboard for notifications regarding class, lab, and clinicals.

3. If the college is closed, all classes, labs, and clinicals are cancelled.

4. On clinical days, if the college has not made an announcement before the clinical is to begin, student attendance is expected.

5. The student must always use his/her judgment regarding the safety of traveling during inclement weather. If a student feels it is unsafe to travel to class or a clinical assignment, they must notify the instructor as soon as possible. Please note, this will count as an absence and you may not be able to make-up the missed class activities.

6. If conditions deteriorate while at your clinical site, early dismissal will be at the discretion of the Program Director and the clinical site.

7. Please note in the event of school closing, faculty and staff will not be on campus.

BACKGROUND CHECKS

All MLT students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Check prior to beginning the clinical portion of the MLT program. The fee for the background check will be paid by the student directly to the approved vendor. This fee is strictly as charged by the vendor; no LFCC administrative fees are included. MLT students are personally responsible for completing the required background check at least 60 days prior to beginning the clinical rotation. It will be the decision of the clinical facility or facility policy whether the student will be allowed to participate in clinical activities at a facility should there be positive criminal or sex offender results. Students who are unable to participate in clinical activities will not be able to complete the program. If the student feels a positive finding on a background check was in error, it is the student's responsibility to resolve this issue with the vendor.

The Program Director will review all positive findings on background checks and will determine whether the student will be able to enter the program. Some of these results may be discussed with the clinical site. Criminal offenses may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes.

If there are new criminal charges pending against a student while enrolled in the MLT program, the student is responsible for reporting these to the Program Director immediately. Due to clinical affiliation agreements, pending charges may interfere with the student's ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student's enrollment in the MLT program, the student will be dismissed from the program immediately.

DRUG SCREENING

MLT students must submit to a urine drug screen at least 60 days prior to the beginning of clinical rotations. Drug screen issues (positive screens) must be resolved between the student and vendor. If the issue remains unresolved, the student is dismissed from the program. The student may re-apply for admission to the program in subsequent admission cycles as per the readmission policy stated above.

CAREER ENTRY LEVEL COMPETENCIES OF GRADUATES

Upon successful completion of the MLT program, the graduate will be able to:

1. Collect and safely handle biological specimens and other substances for analysis.

2. Perform accurate laboratory testing of body fluids, cells, and other substances.

3. Evaluate and interpret laboratory test data while recognizing factors that affect procedures and results.

4. Relate laboratory results to disease processes.

5. Identify problems and take corrective action within predetermined limits.

6. Use quality assurance to monitor procedures, equipment, and technical competency within predetermined limits.

7. Operate equipment properly, and perform preventive and corrective maintenance or refer to appropriate sources for repair.

8. Comply with established laboratory safety regulations.

9. Use computers and laboratory software effectively.

10. Demonstrate ethical behavior, and maintain confidentiality in terms of patient results.

11. Interact professionally with patients and other health care professionals.

12. Participate in continuing education activities, which demonstrate professional competence and growth as a health care professional.

PROFESSIONALISM AND THE AFFECTIVE DOMAIN

American Society for Clinical Laboratory Science (ASCLS) Code of Ethics

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

1. Duty to the Patient
Clinical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others. Clinical Laboratory Professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical Laboratory Professionals maintain strict confidentiality of patient information and test results. The safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

2. Duty to Colleagues and the Profession
Clinical Laboratory Professionals uphold and maintain the dignity and respect of the profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession. Clinical Laboratory Professionals actively strive to establish cooperative and respectful working relationships with other health professionals with the primary objective of ensuring a high standard of care for the patients they serve.

3. Duty to Society
As practitioners of an autonomous profession, Clinical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community. Clinical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed

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

• Maintain and promote standards of excellence in performing and advancing the art and science of my profession

• Preserve the dignity and privacy of others

• Uphold and maintain the dignity and respect of our profession

• Seek to establish cooperative and respectful working relationships with other health professionals

• Contribute to the general well-being of the community

• I will actively demonstrate my commitment to these responsibilities throughout my professional life

CHARACTER AND PROFESSIONALISM

As you participate in your Medical Laboratory Technology education, you will be expected to demonstrate that you have learned what is required to become a Laboratory Professional. There are three learning domains, all important, all interrelated, into which your learning may be categorized: Cognitive; Psychomotor; Affective. The most common discussions about education/learning usually refer to the first two domains, cognitive and psychomotor. Students learn the facts and theories (cognitive) then transfer that knowledge into practice using varies skills sets to performing tasks (psychomotor). The affective domain includes objectives that emphasize values, attitudes, and interest. A truly balanced education requires learning in all three domains.

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

Affective objectives for student laboratories:

1. Arrives in the laboratory at the expected time.

2. Cooperates with others and responds well to suggestions.

3. Recognizes abnormal test results and verify the results without being prompted.

4. Organizes himself/herself so that he/she performs the test procedure in a timely manner.

5. Utilizes open time constructively.

6. Adheres to the rules and regulations of the laboratory.

7. Follow directions verbally and in writing.

8. Shows good judgment and is self-reliant.

9. Performs tests with few isolated errors.

10. Keeps the work area neat and well supplied.

Affective objectives for coordinated practice (clinical rotations)

1. Communicates effectively with patients by demonstrating a concerned and confident approach.

2. Communicates effectively with members of the laboratory and hospital staff.

3. Exhibits the initiative and self-confidence.

4. Demonstrates the ability to work cooperatively with the laboratory staff.

5. Follows verbal instructions.

6. Organizes work to achieve maximum efficiency.

7. Recognizes mistakes or discrepancies and takes appropriate corrective actions including asking questions when appropriate.

8. Accepts constructive criticism and attempts to make appropriate adjustments.

9. Displays professional integrity including the confidentiality of all patient information.

10. Performs work in a manner, which instills confidence and trust.

11. Responds to volume or stat pressures with organization and efficiency.

RESOURCES/SUPPORT SERVICES

To support student success on the national board exam, and in clinical practice, the Medical Laboratory Technology Program has established procedures and expectations that may vary from the non-MLT/MDL courses at the College. Students are informed of these procedures/expectations via the Student MLT Handbook. The faculty reviews the MLT Student Handbook annually for accuracy. Any pertinent changes in instructional policies or procedures that affect students are communicated to them via addendums to the Student MLT Handbook.

Student-Faculty Advising

Students are encouraged to meet with the MLT Program Director at least one time per semester and are encouraged to meet more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. The focus of the advising program is on enhancing student success. Students having special needs or problems should initiate a conference with the MLT Program Director. Any student with a special need must bring the documented accommodation during the first day of class or as soon as the document is obtained from the disabilities counselor.

Faculty Office Hours

The MLT faculty are available during posted office hours (ten hours each week during fall and spring semesters, of which 2 hours may be online hours) or by appointment to assist students with academic issues. The appropriate faculty member should handle academic issues in a specific class. Summer office hours vary according to faculty; check with faculty for availability. The appropriate faculty member (course instructor) should handle an academic problem in a specific class and allow student representative to address the nursing faculty during the faculty meetings.

Financial Aid and Scholarships

A wide variety of financial aid opportunities are available to MLT students, including scholarships for health care students only. The LFCC Financial Aid Office welcomes inquiries about providing assistance. Information on financial aid may be found on the college's web site: http://www.lfcc.edu/current-students/financial-aid/index.html or http://www.lfcc.edu/currentstudents/financial-aid/scholarships/index.html

Bookstore

Information on the college's bookstore on the Middletown and Fauquier campuses maybe found at: http://www.lfcc.edu/about-the-college/office-of-financial-and-administrativeservices/procurement/auxiliary-services/lfcc-bookstore/index.html

Library

Information on the college's libraries on the Middletown and Fauquier campuses maybe found at: http://lfcc.libguides.com/content.php?pid=345487&sid=3742049

Learning Assistance Center/Tutoring

Information on the college's Learning Assistance Center may be found at: http://www.lfcc.edu/current-students/services-for-students/academic-center-forexcellence/tutoring/index.html

Testing Center

Periodically students may be required to take tests or assessments in the testing center. Testing centers are located at both the Middletown and Fauquier campuses. Testing center information and hours may be found on the college website. It is up to the student to ensure that they have allowed enough time to take an exam or assessment. Testing center staff will not remain after hours to accommodate students who have arrived late or near closing time.

EQUAL EDUCATIONAL OPPORTUNITY POLICY AND PROCEDURES

Lord Fairfax Community College is committed to its policy on equal educational opportunity and administration of its educational programs, activities and employment without regard to color, race, religion, national origin, disability, age, gender, or veterans status as required by Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veterans' Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246 as amended and 11375. The Lord Fairfax Community College Student Handbook contains Student Policies and Procedures. The Medical Laboratory Technology Program strictly adheres to the Student Code of Conduct of the Lord Fairfax Community College Student Handbook, as well as the Medical Laboratory Technician Handbook Policies and Procedures in the Medical Laboratory Student Handbook. Please refer to the Lord Fairfax Community College Student Handbook for the policy regarding Non-Academic and Academic Grievances, and the procedure for neutral evaluation of grievances.

STUDENT RIGHTS

Lord Fairfax Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, veteran status, gender, age, sexual orientation, or disability in its programs or activities. Faculty and staff insure that all transactions with students are handled in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records. Under this law, students have the following rights with regards to their educational records:

• The right to inspect and review their education records.

• The right to request an amendment to their education records when they believe the records are inaccurate or misleading.

• The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.

• The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with FERPA.

Communication

Students and faculty will communicate electronically using their LFCC/VCCS assigned email. Use of other email addresses does not ensure protection of confidential information. Students may also contact faculty through their LFCC office phone numbers or cell phone number. It is the responsibility of the student to follow up on all communication. Communications between and among students and faculty should always remain professional in nature.

Students are responsible for all information contained within the Blackboard site. Students are expected to review blackboard "Announcements" and LFCC e-mail at least every other day.

Faculty will respond to emails and phone calls in a timely manner. Emails or phone calls received will be responded to within 48 hours. Emails or phone calls received after 5:00 pm on Friday will be answered on Monday. Emails received on holidays will be responded to within two business days after returning from the holiday. During scheduled breaks (spring break, winter break, etc.), the response time may be increased.

VCCS Email Expectations and Etiquette

You have been assigned a VCCS email address for use in all courses that you take through LFCC or other colleges in the Virginia Community College System (VCCS). You are required to use this email account for any course-related email communication to insure your privacy as required by law.

Please check your student email daily, so that the instructors can inform you of grades, approaching due dates, or other private, course-related information. The instructors will also reply to your emails at your VCCS account. The instructors will not accept or respond to email sent from any account other than the one provided by the VCCS. Please remember to sign all emails with your name so that the instructors will know who they are addressing. Also, remember to delete any unwanted messages and empty out your trash regularly so that your inbox will remain open and able to receive messages. Any assignment or quiz missed due to a student not checking their email or having a full inbox will be considered incomplete, and the grade for that assignment will be zero.

Blackboard Learning System

The LFCC MLT program utilizes Blackboard Learning System as a learning portal to provide all MLT course documents, lecture notes, assignments, and other communications to students outside of traditional class hours. Students are expected to access Blackboard on a regular basis to download lectures, presentations, and other materials associated with the MLT courses.

EDUCATIONAL RECORDS

The MLT Program at LFCC maintains records pertaining to specific requirements and NAACLS regulations while enrolled in the program. While a student is enrolled in the MLT program, student records required for the program are maintained in the Health Professions Office on the Middletown Campus and in the Program Director's Office. All permanent files are maintained in locked cabinets with limited access. Current students who wish to access admission/health files or permanent academic files on the Middletown Campus, call the Health Professions Office at (540) 868-7075 to request access to their files.

Files containing information for courses students are currently taking are maintained by MLT faculty and the Program Director. Students wishing to review information in their current files must make this request to their course instructor.

Following completion or withdrawal from the program, all student records are maintained at the Middletown campus for three years. Former students may request information from their records by contacting the Health Professions office at the Middletown campus (540) 868-7075. Students must make an appointment to review their student files.

In order to review a file, the student must first complete an "Admission Folder Student Review Form" (appendix C) or an "Academic Folder Student Review Form" (appendix D) and submit to the Health Professions Office on the Middletown Campus or the Program Lead on the Fauquier Campus. Current and former students may review their entire admissions/health and permanent academic file, but no contents may be removed. Students may request copies of their personal information, but no copies of documents that could compromise the integrity of the program (rubrics, tests, quizzes, scan-trons, etc) will be made. Student files must be viewed in the presence of either a MLT Program staff member or a MLT Program Faculty member.

Student Identification Badges

ID badges are made at the security desk on the Middletown and Fauquier Campuses. Medical Laboratory Technology Students are required to have a badge stating they are a MLT Student and an orange badge required by the clinical facilities, identifying them as a student. The LFCC photo ID badge must be worn at all times in the clinical setting and lab. If an ID badge is lost or name is changed report this to the instructor immediately. Student will not be permitted to remain in the clinical setting without their photo ID badge. Badge updates are required every semester while enrolled in the MLT program. Students who withdraw or are dismissed from the program are required to surrender their LFCC badge identifying them as a MLT student. If necessary, a new badge will be issued by the college, identifying them as an LFCC student. Failure to surrender the LFCC MLT student badge, if requested, will result in final grades for the semester being withheld until the student complies.

Pregnancy

Any student who is/or becomes pregnant is responsible for the following:

1. Notify the Program Director in writing.

2. Obtaining a clearance from her obstetrician/physician that she is physically able to safely complete course requirements. (The student must be able to perform the duties expected of a MLT student.)

3. Notify the Program Director in writing if there are any problems during the pregnancy.

4. The student must determine whether she can meet the stated requirements of the course during pregnancy. If the student is unable to complete the semester because of the pregnancy, she must follow the withdrawal policy as stated in the Student Handbook.

COMPUTER-BASED LEARNING and COMPUTER REQUIREMENTS

The LFCC MLT program is a progressive program that offers courses with a hybrid format; the lecture portion of the course will be online while the laboratory and clinical portion will be on campus or at prearranged clinical facilities. In order to actively participate in the MLT program, students are expected to be competent using the computer and educational software.

The LFCC MLT program cannot be held responsible for connectivity problems or any other computer-related issues. It is the student's responsibility to make sure that:

1. The student knows how to work their computer

2. The student's computer is compatible with the educational software

3. All computer accessories are in working order

Students enrolled in the MLT Program are required to own or have ready access to a computer with a high-speed internet connection

Computer System Requirements FAQs (Frequently Asked Questions)

1. How do I find out what operating system (OS) I have?

Windows: Right click on the desktop icon labeled My Computer and select Properties. Under the General tab, you'll find your operating system.
Mac: Click Apple Menu and select "About this Mac". Your operating system will be listed there.

2. How do I find out how much RAM I have?

Windows: Right click on the desktop icon labeled My Computer and select Properties. Under the General tab, you'll find the amount of RAM installed. You can also refer to the written documentation that came with your computer.
Mac: Click Apple Menu and select "About this Mac". Your RAM will be listed there.

3. How can I find out the speed of my CPU?

Windows: When you start your PC, watch the information on the initial black screens; the CPU speed will be shown there. (If the screens scroll by too fast to read, you probably have enough speed.) You can also refer to the written documentation that came with your computer.
Mac: Click Apple Menu and select "About this Mac". Your processing speed will be listed there.

4. How do I find the screen resolution and color resolution of my monitor?

Windows: To determine the screen resolution (size) and color depth you are currently showing, right click on the Desktop, select Properties, and then click the Settings tab. You should have at least 256 colors under the Color palette box and 800 x 600 pixels under the Desktop or Screen area box.
Mac: already compatible if other requirements are met

5. How can I tell what sound card I have?

Windows: To determine the sound card installed on your system (most modern multimedia computers come equipped with a 16 bit sound card), refer to your written documentation that came with your computer.
Mac: already compatible if other requirements are met

6. How can I get my microphone to work?

If your microphone has never worked, or if it has stopped working, first check the physical connection of the microphone. Verify that it is firmly plugged into the microphone port instead of the headphone or speaker port. If you are not sure which port is correct, you can check the sound card to see if it is marked (sometimes with a picture of a microphone). You can use a process of elimination; check the documentation that came with your hardware, or contact the hardware manufacturer.
Mac: Not all Macs have built-in microphones. You may need to purchase an external microphone.

Computerized Course Components

The LFCC MLT program uses several computerized course components in our curriculum, including but are not limited to:
1. VCCS Student Email
2. Blackboard Learning System

ACADEMIC HONESTY AND STUDENT CONDUCT

All LFCC policies and procedures related to academic honesty are strictly upheld in the MLT program. Procedural guidelines in cases of academic dishonesty are outlined in the current LFCC Student Handbook.

The AAS MLT Program follows the Code of Student Rights, Responsibilities, and Conduct outlined in the LFCC Student Handbook.

e-Cheating

The LFCC Student Handbook statement concerning cheating and academic dishonesty also applies to the online and computerized components of all MLT courses. The MLT faculty has ZERO tolerance for academic dishonesty in any aspect of the educational process. Students caught cheating, or who are giving the appearance of cheating, will be subject to dismissal.

Examples of e-Cheating include, but are not limited to:

1. Sharing or copying answers through the use of personal digital media or data sharing devices, such as cell phones, text messaging, instant messaging, PDAs, BlackBerrys, iPads, iPods or other personal media devices, flash drives, memory sticks, CDs, echeating discussion forums, email, etc.

2. Using an internet browser or search engine during an online test to find answers or any other test-related information. Online tests are currently accessed through Blackboard Learning System, and any attempt to access the internet or other resources outside of the testing screen will be considered cheating.

3. Sharing or copying admittance passwords from online tests in order to access the test from home, or to distribute to other students, is also considered cheating.

4. Sharing, borrowing, or copying answers or answer keys from assignments or tests from a previous semester/class to use during an assignment or test in the current semester.

5. Using lecture notes or other unauthorized materials to provide answers during the tests.

6. During online testing through the Testing Center, the following will NOT be allowed into the testing room:
   a. Textbooks
   b. Notebooks
   c. Backpacks
   d. Purses
   e. Any type of personal digital media or data sharing device, mentioned in #1 above

If you have any questions about the definition of e-Cheating or any of these policies, please speak with the Program Director or Health Professions Dean.

Internet piracy and plagiarism

According to the LFCC Student Handbook, "plagiarism is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own." In short, plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit.

Examples include the author of a book, publication, website, article, interview, and the professor's notes or PowerPoint presentations. Credit should be given through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Not only direct quotations need to be credited but also paraphrases and summaries of opinions or factual information formerly unknown to the writers or which the writers did not discover themselves need to be cited.

Information and graphics accessed electronically through the Internet must also be cited, giving credit to the sources. This material includes e-mail (don't cite or forward someone else's e-mail without permission); newsgroup material; and information from Web sites, including graphics. Even if you give credit, you must get permission from the original source to put any graphic that you did not create on your web page, e-mail, or document. Good academic work must be based on honesty. Plagiarism is dishonest and cannot be tolerated in an academic setting. The consequences of plagiarizing are detailed in the LFCC Student Handbook. In short, when such misconduct is established as having occurred, the student faces possible disciplinary actions ranging from warning to dismissal, along with any grade penalty the instructor might impose.

Social Media
The use of social media is prohibited during class and clinical. The student is prohibited to use any client or clinical agency data in any social media (including, but not limited to: Twitter, Face Book, YouTube, Snap-Chat, Instagram, etc). Students who use client or clinical agency information on social media will be dismissed from the program and may be subject to legal liability. The AAS MLT Program abides by the VBON guidance document 90-48: Guidance on The Use of Social Media, available at www.dhp.virginia.gov/nursing/guidelines/90-48_SocialMedia.doc.

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

1) Classroom Disruptions: Use of electronic devices during class time is disruptive to the learning environment. According to College policy, "distractions must be kept to a minimum. Cell phones and other electronic devices are turned off in class, labs, and the library".

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

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

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

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

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

Disciplinary Procedures

All students are afforded the right to due process for any violation. This process is defined below:

Any academic or administrative official, faculty member, or student may file a complaint against any student for misconduct. In extraordinary circumstances, the accused student may be indefinitely suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. Any administrator, College official, faculty member, or student wishing to file a complaint against a College employee must follow a separate protocol as outlined in the human resource policy manual.

When the Vice President of Students (or designee) receives information that a student has allegedly violated a rule, regulation, policy, or procedure, the vice president (or designee) shall investigate the alleged violation. After completing the preliminary investigation, the Vice President (or designee) may:

>1. Dismiss the allegation as unfounded or

>2. Determine if the severity and nature of the problem necessitates a student conference.

If a conference is deemed necessary, a request will be issued to the student via certified letter to the address contained in the College record. The notification will also be sent to the student's VCCS email address. The notification will inform the student of the alleged violation of the student code of conduct. The notification will instruct the student to respond within ten (10) calendar days of the date of the correspondence. A conference time will be set after consultation with all involved parties; the Vice-President (or designee) will have discretion to alter the arrangements of the conference for good cause.

The President of the College, Vice President (or designee), may take immediate interim disciplinary actions, suspend the right of the student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of rules, regulations, policies, or procedures when the student is a clear or present danger to himself/herself or others, or if such action is in the best interest of the College. The College reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and the College environment.

Grievance Procedure

The College supports the rights of students to bring forth complaints and is committed to resolving these matters in a fair and timely manner. This policy applies to all enrolled students in matters relating to other students, faculty, administrators and staff at all LFCC locations. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog and on the college's web site: http://www.lfcc.edu/currentstudents/college-policies/grievance-procedures/index.html Concerns regarding discipline or sexual harassment should be reported as described in the College Catalog and student handbook. A student who has a concern is encouraged to attempt to resolve the complaint in an informal manner. A reasonable effort should be made to resolve the complaint in an informal manner. If a satisfactory resolution cannot be reached informally, the student may appeal in writing by submitting a complaint form. By doing so, the issue becomes a formal complaint.

Formal Complaint

The student must complete and submit a complaint form (available in the Office of the Dean of Students and electronically at the College's official website) within ten (10) business days of his/her initial attempt

to resolve the matter. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. Formal complaints will be logged and forwarded to the appropriate respondent for further action.

1. For academic matters, the formal complaint will be reviewed and addressed by the dean of the division involved in the complaint. Complaints regarding student service issues, such as admissions and financial aid, will be reviewed and addressed by the dean of students at the respective campus where the complaint was lodged. Complaints about a dean or associate vice president should be made directly to the vice president of academic and student affairs.

2. Upon receiving the complaint form, the appropriate dean will arrange a conference with the student to discuss the issue within ten (10) business days. After the conference, the dean will render his/her decision, in writing, to the student and the college employee involved.

3. If a satisfactory resolution is not reached as a result of the conference, the student may appeal within five (5) business days to the vice president of academic and student affairs. The vice president of academic and student affairs will review the complaint form and any supporting documentation and render a decision, in writing, within five (5) business days. If the student is not satisfied with the vice president's decision, he/she may request that the president review the findings.

4. The president maintains the right to refuse any request for appeal for insufficient cause. The decision of the President shall be final.

Name Change
Students who have name changes must notify the MLT Program Director and complete the forms in Admissions and Records Office for name change per LFCC policy.

Auditing Courses
Students who wish to audit a course must have permission from the Program Director and adhere to the guidelines of Lord Fairfax Community College.

Health Insurance/Injury
Health insurance is mandatory for all MLT students while enrolled in the MLT program. Evaluation and/or treatment of injury or illness related to clinical or classroom experience is the responsibility of the student.

The student is legally and financially responsible if another person is injured or suffers a loss as a result of negligence or error.

CONFIDENTIALITY AND HEALTH INSTURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

During clinical rotations, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patient and facility information obtained as a participant in these activities and will not disclose any personal, medical, or confidential information to third parties, family members or other students and other teachers.

Students are not to remove any confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle.

Penalties for HIPAA Violation

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to $250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance. This is discussed at the following website: http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html.

Students who breech client confidentiality may be dismissed from the program and subject to legal liability.

STANDARD PRECAUTIONS

Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school and clinical setting to protect patients, staff members, vendors, visitors, and others who have contact with the facility. All body fluids shall be considered potentially infectious materials.
In order to avoid potential exposure students should:

- Wear personal protective equipment (PPE) be worn if there is a potential for exposure to blood and or body fluids.

- Potentially contaminated body fluids include: blood, vomit, saliva, sputum, mucous, vaginal secretions, semen, urine, feces, any drainage

- Wash hands before and after all procedures and patient contact.

- NEVER, recap, bend, or break needles.

- Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.

- Body wastes should be discarded directly in the toilet or biohazard disposal system (see facility for specific guidelines).

Exposure/Injury Protocol
Significant Exposures:

1. A contaminated needle stick.

2. Puncture wound from a contaminated, sharp instrument.

3. Contamination of any obviously open wound, non-intact skin or the mucous membranes by saliva, blood, wound drainage or a mixture of all.

Procedure for Student:

1. The student will immediately provide a verbal report of the incident or exposure directly to the Instructor

2. Documentation/report of the event will be completed by the student and instructor as specified by the school or facility.

3. The student will follow facility policy regarding evaluation and treatment post incident or exposure.

3. The student will complete a Lord Fairfax Community College "Unusual Occurrence Report" (Appendix C) and submit it to the clinical instructor for signature, follow-up and submission to program lead.

Appendix A – LFCC MLT PROGRAM APPLICATION

MEDICAL LABORATORY TECHNOLOGY

Application for Admission

Application Deadline: May 1. Applications received after this date will be evaluated on a first-come, first-serve basis, and consideration will be dependent upon openings in the program.

Applications should be turned in to Carol Williams in the Health Profession's Office prior to deadline.

Please use the "Advising Checklist" when completing the application to ensure all material has been included in the application.

Date: _____   Class Year Applying for: _____

Name (First MI Last): _____

Preferred Name: _____ Date of Birth: _____

Email: _____

Primary Phone#: _____ Secondary Phone#: _____

Current Address: _____

City/State/Zip: _____

Permanent Address: _____

City/State/Zip: _____

Communication regarding your application will be via e-mail. In the above listing, current address is your current address while at college (if applicable) and your permanent address is where you return when college is not in session. If this does not apply to you, complete only the permanent address section.

Essay: On a separate piece of paper please provide a half (½) to one (1) page typed essay, using Times New Roman 12pt font, with 1in margins and double spacing to answer the question: "What interests you in becoming a Medical Laboratory Technician?"

Education History – please list all high schools, colleges, and universities attended. Official high school transcripts or GED must be received by the MLT Program Director prior to admission into the program. If program courses, including pre-requisites, were taken at a college other than Lord Fairfax Community College, official transcripts will be required.

Name of School	Location (City, State)	Reason for Attending	Degree or Course of Study	Graduation Date (if applicable)

For "reason attending" please state degree seeking, transfer credit, personal interest, pre-requisite completion, or other. If 'other', please describe on a separate document. If you need addition space for more information or other schools, please submit a separate document.

Please list any courses you are currently taking, or plan to take prior to admission. If these are program pre-requisite courses, admission to the program will be contingent upon completing the course with at least a "C or 70%".

_____

_____

_____

Employment History – please list the most recent first. If additional space is needed, please attach a separate sheet.

1. Company Name: _____

Dates of Employment:_____Position/Title: _____

Reason for Leaving: _____

Briefly describe your job duties: _____

_____

_____

2. Company Name: _____

Dates of Employment:_____Position/Title: _____

Reason for Leaving: _____

Briefly describe your job duties: _____

_____

_____

3. Company Name: _____

Dates of Employment:_____Position/Title: _____

Reason for Leaving: _____

Briefly describe your job duties: _____

_____

_____

References: These are the individuals whom you have asked to submit a letter of recommendation for you. Please provide these individuals with a copy of the attached "Reference Form". Have them return the form/letter to you in a sealed envelope with their signature across the seal. Return a minimum of two reference letters in your application packet. One reference must be professional (employer, professor, volunteer group, etc) and one reference must be personal (friend, coworker, church, etc). Neither reference may be a family member or significant other. Please read and sign (if applicable) the "Waiver of Access" prior to distributing to your references.

1. Name: _____

Briefly describe how you know this person: _____

_____

_____

Length of time known: _____   Personal or Professional? _____

2. Name: _____

Briefly describe how you know this person: _____

_____

_____

Length of time known: _____   Personal or Professional? _____

3. (Opt.) Name: _____

Briefly describe how you know this person: _____

_____

_____

Length of time known: _____   Personal or Professional? _____

Additional Questions:

Have you ever attended any other clinical/medical laboratory program?   Yes_____No _____

If yes, please list school and dates of attendance: _____

Were/are you a member of the U.S. Armed Forces: Yes_____No _____

If yes, please list dates of active duty: _____

Are you legally authorized to work in the United States?   Yes_____No _____

Attestation: I certify that the information given by me in this application is true in all respects. I agree that if accepted into Lord Fairfax Community College's Medical Laboratory Technology Program, and the information is found to be false in any way, that I may be subject to dismissal without notice, if and when discovered. I authorize the use of information in this application to verify my statements, and I authorize all references to answer questions concerning my character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I acknowledge that I am required to complete a drug-screening test and criminal background check prior to acceptance to the final semester of clinical rotations. By signing below you acknowledge that you have read and agree to the above statement.

Print:_____Sign:_____Date: _____

Essential Functions

Essential functions are a set of requirements that students must meet for admission, retention and graduation from the program. Prior to admission each student must agree that they can, and are prepared to, meet these requirements with or without reasonable accommodation. It is the responsibility of the student with disabilities to request accommodations that he/she feels are reasonable and are needed to execute the essential function requirements described below.

The Medical Laboratory Technology student must possess the following skills:

Observation: Distinguish objects macroscopically and microscopically (including color, shade, and hue); read text, charts, graphs, and instrument printouts, and enter computer data; inspect specimens for suitability.

Movement: Obtain, manipulate, measure specimens reagents, materials, instruments, and analytical equipment according to established procedures and standards safely and with precision, speed, and accuracy; reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture, perform moderately taxing continuous physical and mental work, often requiring prolonged sitting/or standing, in an eight hour period.

Communication: Communicate effectively in English, comprehending oral and written information; follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures; effectively, confidentially and sensitively communicate with patients regarding laboratory tests or instruction for specimen collection; communicate appropriately and in a timely manner with faculty, students, staff and other health care professionals.

Intellect: Receive, process and utilize information in order to achieve satisfactory performance in all tasks; demonstrate judgment and critical thinking skills.

Behavior: Be honest, ethical, compassionate, confidential and responsible; manage the use of time, and systematize actions to complete tasks within realistic constraints; possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment; exercise good judgment in responding to emergency situations with patients or peers; be flexible and creative in adapting to professional and technical change; recognize potentially hazardous materials, equipment, and situations, proceeding safely to minimize risk of injury to self and nearby personnel; adapt to working with unpleasant biological specimens or reagents; support and promote the activities of colleagues, adopting a team approach to learning, task completion, problem solving, and patient care; be alcohol and substance abuse free.

By signing below you agree that you can, and are prepared to, meet these requirements with or without reasonable accommodation.

Print:_____ Sign:_____Date: _____

Medical Laboratory Technology
Reference Form

==

WAIVER OF ACCESS: (If signed, the document will not be available for applicant review)

I have chosen to waive the right to access of this evaluation statement.

Applicant signature: _____

==

Reference Name: _____ Title: _____

Organization: _____

Instructions for Reference:
Please complete this form and return it to the applicant in a sealed envelope with your signature across the seal. The applicant is required to submit a minimum of two such references in their application packet which has a final submission deadline of May 1st. Thank you in advance for your time and for your prompt evaluation of this applicant.

Please complete the table below by placing X's in the box that best describes the applicant in terms of each of the descriptors. If you are unable to evaluate a particular descriptor, please mark the 'Unable to Evaluate' box.

Your written comments will be very beneficial in our review of this applicant. Please add them on a separate sheet.

	Outstanding	Exceeds Expectations	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
Academic Achievement						
Cooperation and Attitude						
Dependability						
Efficiency and Organization						
Initiative						
Integrity						
Interpersonal Relations						
Leadership Abilities						

Reference Signature: _____ Date: _____

LFCC Lord Fairfax Community College

Medical Laboratory Technology
Reference Form

==

WAIVER OF ACCESS: (If signed, the document will not be available for applicant review)

I have chosen to waive the right to access of this evaluation statement.

Applicant signature: _____

==

Reference Name:_____Title: _____

Organization: _____

Instructions for Reference:
Please complete this form and return it to the applicant in a sealed envelope with your signature across the seal. The applicant is required to submit a minimum of two such references in their application packet which has a final submission deadline of May 1st. Thank you in advance for your time and for your prompt evaluation of this applicant.
Please complete the table below by placing X's in the box that best describes the applicant in terms of each of the descriptors. If you are unable to evaluate a particular descriptor, please mark the 'Unable to Evaluate' box.
Your written comments will be very beneficial in our review of this applicant. Please add them on a separate sheet.

	Outstanding	Exceeds Expectations	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
Academic Achievement						
Cooperation and Attitude						
Dependability						
Efficiency and Organization						
Initiative						
Integrity						
Interpersonal Relations						
Leadership Abilities						

Reference Signature: _____   Date: _____

Medical Laboratory Technology
Reference Form

==

WAIVER OF ACCESS: (If signed, the document will not be available for applicant review)

I have chosen to waive the right to access of this evaluation statement.

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==

Reference Name:_____Title: _____

Organization: _____

Instructions for Reference:
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	Outstanding	Exceeds Expectations	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
Academic Achievement						
Cooperation and Attitude						
Dependability						
Efficiency and Organization						
Initiative						
Integrity						
Interpersonal Relations						
Leadership Abilities						

Reference Signature: _____   Date: _____

Appendix B – LFCC MLT COURSE DESCRIPTIONS

Medical Laboratory Technology Course Descriptions
Lord Fairfax Community College

FIRST SEMESTER (Admission Requirements)
SDV 100 – College Success Skills (1cr.)
Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.

SDV 101 – Orientation to Health Professions (1cr.)
Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline.

BIO 141 – Human Anatomy and Physiology I (4cr.)
Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II.

BIO 142 – Human Anatomy and Physiology II (4cr.)
Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II.

ENG 111 – College Composition I (3cr.)
Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay.

SECOND SEMESTER (Fall Semester)
MDL 101 – Introduction to Medical Laboratory Techniques (3cr.)
Introduces the basic techniques including design of the health care system, ethics, terminology, calculations, venipuncture and routine urinalysis.

CHM 111 – General Chemistry I (4cr.)
Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics.

MDL 110 – Urinalysis and Body Fluids (3cr.)
Studies the gross, chemical, and microscopic techniques used in the clinical laboratory. Emphasizes study of clinical specimens which include the urine, feces, cerebrospinal fluid, blood, and body exudates. Introduces specimen collection and preparation.

MDL 210 – Immunology and Serology (2cr.)
Teaches principles of basic immunology, physiology of the immune system, diseases involving the immune system, as well as serologic procedures.

MDL 105 – Phlebotomy (3cr.)
Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions.

THIRD SEMESTER (Spring Semester)
MDL 125 – Clinical Hematology I
Teaches the cellular elements of blood including blood cell formation, and routine hematological procedures.

MDL 216 – Blood Banking
Teaches fundamentals of blood grouping and typing, compatibility testing, antibody screening, component preparation, donor selection, and transfusion reactions and investigation.

BIO 150 – Introductory Microbiology (4cr.)
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health.

PHI 220 – Ethics (3cr.)
Provides a systematic study of representative ethical systems.

FOURTH SEMESTER (Fall Semester)
MDL 261 – Clinical Chemistry and Instrumentation I (4cr.)
Introduces methods of performing biochemical analysis of clinical specimens. Teaches instrumentation involved in a clinical chemistry laboratory, quality control, and the ability to recognize technical problems.

MDL 252 – Clinical Microbiology II (3cr.)
Teaches handling, isolation, and identification of pathogenic microorganisms. Emphasizes clinical techniques of bacteriology, mycology, parasitology and virology. Part II of II.

MDL 225 – Clinical Hematology II (3cr.)
Teaches advanced study of blood to include coagulation, abnormal bloody formation, and changes seen in various diseases. Part II of II.

MDL 227 – Clinical Immunohematology II (3cr.)
Emphasizes ability to apply theories and procedures utilized in immunohematology for routine transfusion and donor services. Correlates theories with practical application in order to assess cellular and immune mechanisms in specific disease states. Part II of II.

PSY 200 – Principles of Psychology (3cr.)
Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological

mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology.

FIFTH SEMESTER (Spring Semester)

MDL 290 – Coordinated Internship in : Clinical Chemistry, Hematology, Blood Bank, Microbiology (8cr.)
Supervised on-the-job training in a Clinical Laboratory coordinated by the college. The Coordinated Internship will consist of 375 hours, rotating throughout different departments in the Clinical Laboratory. Students will be allotted a 30 minute break each day of their clinical rotation; Credit/Practice ratio will not exceed 1:5 hours. This is a pass/fail course.
Coordinated Internship in Clinical Chemistry: 3 weeks, 4 days per week, 7 hours per day. This rotation includes skill development and evaluation of chemical analysis technique for blood and other body fluids, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.
Coordinated Internship in Clinical Hematology: 3 weeks, 4 days per week, 7 hours per day. This rotation includes skill development and evaluation of techniques for automated cell counting, manual differential counting, assessing blood cells in health and disease, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.
Coordinated Internship in Microbiology: 4 weeks, 4 days per week, 7 hours per day. This rotation includes skill development and evaluation of culture and sensitivity technique for various patient specimens, identification of numerous pathogens, review of parasitology and virology, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.
Coordinated Internship in Blood Bank: 4 weeks, 4 days per week, 7 hours per day. Includes skill development and evaluation of typing and cross-matching technique for transfusion, analyzing data, formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.
Serology, Coagulation, and Urinalysis clinical hours will be incorporated in the four mentioned departments. This will cover skill development and evaluation of techniques performing urinalysis, conducting serological assays, conduction hemostasis studies, analyzing data and formulating reports, performing and analyzing quality control measures, and troubleshooting test parameters.

MDL 281 – Clinical Correlations (1cr.)
Teaches students to apply knowledge gained in courses offered in the MDL curriculum using primarily a case history form of presentation. Emphasizes critical thinking skills in the practice of laboratory medicine. Students will have a Board Exam Review, build a resume, and participate in a mock interview during this time.

Appendix C – ADMISSION FOLDER STUDENT REVIEW FORM

LFCC
Lord Fairfax Community College

Admission File Review

Request Form

I,_____, request to view a file from my_____admission folder. I am a
 Name   Year

_____ _____student requesting access to my file for the purpose of:
 Campus   Program

☐ Information request

☐ Information verification

☐ Name/location change

☐ Certification update

☐ Other: _____

I acknowledge that all files, including admission paperwork, required program paperwork such as background and drug screens, letters of recommendation, any and all certifications, and any other sensitive files must be returned to my secure folder in the condition it was viewed in. All tampering with admission material will be reported to my program lead for their review as academic dishonesty. Consequences for academic dishonesty include expulsion from the program as well as from Lord Fairfax Community College. I acknowledge that my request may only be approved by Patricia Lawson, the Dean of Health Professions; Beth Pippin, Program lead; Amanda Brooks, Program Lead; or Carol Williams, the Administrative Assistant to the Dean of Health Professions. I acknowledge that I cannot view any of my secure files without an approved faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature:_____Date: _____

College Official Signature:_____Date:_____

Appendix D: ACADEMIC FOLDER STUDENT REVIEW FORM

LFCC
Lord Fairfax Community College

Academic File Review

Request Form

I,_____, request to view a file from my_____academic folder. I am a

_____ _____student requesting access to my file for the purpose of:
                                  Program

☐ Academic review

☐ Grade review

☐ Grade dispute

☐ Other: _____

I acknowledge that all files, including tests, exams, quizzes, scantrons, clinical paperwork, classwork, simulation lab paperwork, and any other graded material must be returned to my secure folder in the condition it was viewed in. All tampering with graded and ungraded material will be reported to my program lead for their review as academic dishonesty. Consequences for academic dishonesty can include a zero for the tampered work, an automatic failure within the class, or expulsion from the program. I acknowledge that I cannot view any of my secure files without a faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature:_____Date: _____

Faculty/Staff Signature:_____Date: _____

Appendix E – Unusual Occurrence Report

Lord Fairfax Community College
AAS MLT Program
Unusual Occurrence

Student Name: _____

Date of Report: _____

1. Date and time of the incident/unusual occurrence: _____

2. The incident/unusual occurrence was reported to: _____

on_____, 20_____at_____a.m./p.m.

                month / day   year   time

3. Describe the incident or unusual occurrence:

4. Describe any injury that occurred as a result of the incident/unusual occurrence **OR** describe the potential that could have occurred.

5. Describe any follow up/treatment related to this incident/unusual occurrence?

6. Additional Comments (use back if necessary):

Student Signature:_____Date: _____

Instructor Signature:_____Date: _____