

Kirkwood Community College



MLT Student Handbook 2020-2021

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Welcome and College Mission Statement

Welcome to the Kirkwood Community College Medical Laboratory Technology (MLT) Program! This program will provide quality educational and training experiences that will enable you to develop to the appropriate knowledge, skills and professional attributes to become effective members in the field of clinical laboratory science. The MLT program aligns with the mission, vision and values of Kirkwood Community College.

Kirkwood Community College

Mission

Identify community need; provide accessible, quality education and training; promote opportunities for lifelong learning

Vision

To be the community college leader in regional, national, and global education.

Values

Respect, Excellence, Responsibility, Diversity

Notice of Non-Discrimination

Kirkwood Community College is an equal access/equal employment opportunity institution in compliance with local, state and federal laws and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, marital status, veteran status, genetic information, or socioeconomic status. The Human Resources Department is available to answer questions or provide additional information related to the College's Equal Employment Policies and Affirmative Action Plan. Human Resources department may be reached at 319-398-5572.

Kirkwood employees and students who feel they have been discriminated against on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, marital status, veteran status, genetic information, or socioeconomic status may seek remedy through an internal complaint process. The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant.

Any person who believes that they have been the recipient of a discriminatory or harassing act may file a complaint with the Vice President, Human Resources, Wes Fowler, 313 Kirkwood Hall, at extension 7797; or Vice President, Academic Affairs, Bill Lamb, 100 Iowa Hall, at extension 5509. If the complaint involves alleged discriminatory or harassing behavior by the Vice President, Human Resources, the Vice President, Academic Affairs (319-398-5509) should be contacted in lieu of the Vice President, Human Resources.

Statement of Accreditation

Kirkwood Community College Medical Laboratory Technology program is currently seeking accreditation by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 North River Road, Suite 720

Rosemont, IL, 60018-5119

(773) 714-8880

Web site: <http://www.naacls.org>.

Email: naaclsinfo@naacls.org

Description of the Profession

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory. Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community

Reference:

Standards for Accredited and Approved Programs. Preamble to Unique Standards Medical Laboratory Technician(MLT). National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised November 2017.

ASCLS Code of Ethics

PREAMBLE

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. DUTY TO THE PATIENT

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. DUTY TO COLLEAGUES AND THE PROFESSION

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating 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.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in

licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. DUTY TO SOCIETY

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

All medical laboratory professionals are encouraged to be active members of their professional organizations, the American Society of Clinical Pathology (ASCP) and the American Society for Clinical Laboratory Science (ASCLS). Kirkwood MLT students will be required to join ASCP. ASCP laboratory student membership is free and applications are available at: <https://www.ascp.org/content/membership/become-a-member>. Information on becoming on becoming an ASCLS member, along with the application may be found at:

<https://www.ascls.org/membership/join>. The membership fee for developing professionals (students) is \$24.00.

Program Mission Statement

The Kirkwood Medical Laboratory Technology program, with the assistance of the clinical affiliates, strives to provide a quality educational experience to train highly qualified and competent individuals who possess the necessary skills for employment as entry level MLTs. The program is committed to meeting the employment needs of the clinical laboratories in the regions we serve. Upon graduation, the students will receive an Associates of Applied Science Degree and will be eligible to sit for the American Society for Clinical Pathology Board of Certification Examination.

Program Goals

1. To stimulate awareness of the necessity for continued profession and educational growth and encourage awareness of changing trends in medical laboratory technology.
2. Produce graduates who meet entry level competency in the profession.
3. To produce skilled clinical laboratory workers who:
 - through general and technical education, are qualified to perform routine tests in clinical laboratories with minimal supervision.
 - are able to collect, label, identify, and log in specimens accurately.
 - have the ability to apply the principles of the tests they are performing.
 - keep accurate and legible records and are able to effectively communicate reports clearly to fellow medical personnel.
 - are able to correlate test results in order to confirm them.
 - will strive for accuracy in the performance of tests and will make every effort to eliminate error through their ability to recognize irregularities in test results and procedures and make corrections according to preset strategies and criteria and refer them to more qualified personnel when appropriate.
 - are skillful in the operation of laboratory instruments and are able to recognize instrument failures and take appropriate actions to trouble shoot.
 - are able to demonstrate and explain routine procedures to others in the laboratory.
 - will take responsibility for their own work and are able to organize their work to make the most efficient use of time.
 - will adapt well to various work situations.
 - maintain the confidentiality of patient results.
 - will work well with their co-workers and all members of the healthcare team.
 - are able to perform efficiently under stress and time constraints.
 - will strive to keep their competence and knowledge current in relation to the changing work environment.
 - will demonstrate qualities of honesty and intellectual integrity.

- will actively participate in professional organizations.
4. To carry out the education of each student in a manner that encourages further education and participation in community service.
 5. To maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
 6. To produce graduates eligible to take and pass a nationally recognized certification examination upon completion of the program.

Entry Level Competencies

At career entry, the Medical Laboratory Technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as clinical chemistry, hematology/hemostasis, immunology, immunochemistry/transfusion medicine, clinical microbiology, urine and body fluid analysis, laboratory operations, and other emerging diagnostics as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. Communication skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory.

The Medical Laboratory Technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The Medical Laboratory Technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. collecting and processing biological specimens and other substances for analysis;
2. performing analytical tests on body fluids, cells, and other substances;
3. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
4. performing and monitoring quality control within predetermined limits;
5. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
6. applying principles of safety and governmental regulations compliance;
7. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public;
8. recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them with respect for their jobs and patient care;
9. applying basic scientific principles in learning new techniques and procedures;

10. relating laboratory findings to common disease processes;
11. establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

References:

- *Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised 1995.
- *Standards for Accredited and Approved Programs*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised November 2017.

Essential Functions and Technical Standards

Health Sciences programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Medical Laboratory Technology program as indicated below. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLT Program Director.

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information requires functional use of visual, auditory and somatic sensations.

- a. Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
- b. Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
- c. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- d. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

2. **Movement** - Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.

- a. Move freely and safely about a laboratory.
- b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- c. Travel to numerous clinical laboratory sites for practical experience.

- d. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
- e. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
- f. Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- g. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

3. Communication - Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.

- a. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
- b. Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- c. Clearly instruct patients prior to specimen collection.
- d. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- e. Communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- f. Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.
- g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

4. Intellectual - Ability to collect, interpret and integrate information and make decisions.

- a. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- b. Be able to exercise sufficient judgment to recognize and correct performance deviations.
- c. Apply knowledge to new situations and to problem solving scenarios.

5. Behavioral - Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive and effective relationships with faculty, fellow students, clinical instructors, patients, and other members of the healthcare team.

- a. Manage heavy academic schedules and deadlines.

- b. Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
- c. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
- d. Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- e. Be flexible and creative, as well as, adapt to professional and technical change.
- f. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- g. Adapt to working with unpleasant biologicals.
- h. Support and promote the activities of fellow students and of healthcare professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- i. Be honest, compassionate, ethical and responsible. Accept responsibility and accountability for one's own actions. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e. participate in enriched educational activities).
The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- j. Works within environments of cultural diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. CLS 1996. Vol. 9, pp 40-43

Program Officials, Faculty and Staff

MLT Program Director

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Advisory Committee

The Kirkwood Community College Medical Laboratory Technician program is served by an advisory committee. This advisory committee provides advice to improve the program. The goal of the advisory committee is to enhance the quality of the program so that program graduates will succeed after college. The advisory committee includes MLT Program Director/Chairperson and instructors, representative from Academic Affiliates, representatives from some of the clinical affiliates, representatives from various clinical labs and industries, and graduates of the program.

Advisory committees are required by the College to meet at least twice per year. Members are appointed to three-year terms, but may be reappointed.

In general, advisory committees advise on the educational program, career selection, placement, and evaluation. The responsibilities of the advisory committee of the program shall have input into the program/curriculum to maintain current relevancy and effectiveness. Responsibilities of the MLT Advisory Committee are as follows:

- Providing advice on instrumentation, software and other technology and advocating on behalf of the program and college for these resources.
- Assist in establishing, adding or deleting course material to enable students to develop job competencies.
- Researching current and future trends affecting the program and providing recommendations for program changes.
- Contributing to program accreditation and re-accreditation reviews, curriculum improvement initiatives and quality of learning outcomes.
- Identifying jobs, rotation sites and other hands-on opportunities for the students.
- Recommend curriculum material and publications.

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- Provide learning resources for instructional purposes.
- Provide information concerning aptitudes, education and work experience desirable of entry-level MLT positions
- Assist in developing and obtaining sample tests for clinical rotations and certification requirements.
- Assist in the placement of MLT students and graduates for employment.
- Recommend requirements that will be needed for competency on the job.

Copies of minutes from past meetings are on file with the Program Director and the College.

Clinical Affiliates – FALL SEMESTER 2020*

Current clinical affiliates include the following facilities as of July 2020. Contracts are on file and up-dated annually with current clinical affiliates. Please contact the MLT Program Director for an updated list.

Compass Memorial Hospital, Merango, Iowa

Genesis Health System, Silvis, Illinois

Jones Regional Hospital, Anamosa, Iowa

MedLabs, Cedar Rapids, Iowa

Mercy Medical Center, Cedar Rapids, Iowa

Physicians Clinics of Iowa, Cedar Rapids, Iowa

State Hygienic Lab at the University of Iowa, Coralville, Iowa

University of Iowa Healthcare, Iowa City, Iowa

Virginia Gay Hospital, Vinton, Iowa

Weland Laboratories, Cedar Rapids, Iowa

*Clinical Site listing is updated annually in December for placement of students in January. A list is on file at National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois, 60631, (773) 714-8880

Overview of the Program

The Kirkwood Community College Medical Laboratory Technology program prepares the student to perform complex laboratory procedures with a limited amount of supervision. This is currently a 6-semester program that begins in the Fall semester; students may begin their general education requirements at any time. This training includes a 6-day phlebotomy rotation and a 24-week hospital laboratory assignment. Graduates are awarded an Associate of Applied Science (AAS) degree from the College. Awarding of the AAS degree is not contingent upon passing an external certification or licensure exam. Graduates typically find jobs in hospitals, clinics and physician office labs; however, opportunities for employment also exist in blood centers, public health laboratories, biotechnology, sales, technical services and non-clinical industrial laboratories. Graduates will be eligible to take a national certification exam.

Admission Requirements

- Apply to the program.
- Attend a MLT program Conference.
- Obtain the approval by the Program Director for admission into the first semester (pre-requisite courses) of the program in the following way:

Having Accuplacer/ALEKS tests or ACT placement tests on file with Kirkwood. Math scores must be within the last 2 years to be valid. Reading and writing scores must be within the last 3 years to be valid.

Required minimum scores:

Reading: ACT (19), Accuplacer (90), Next Gen Accuplacer(249)

Writing: ACT (18), Accuplacer (92), Next Gen Accuplacer(254)

Math: ACT (19) or ALEKS (30%)

Program Progression

In order to successfully progress into the MLT program the student must:

- Complete the following prerequisite courses with a minimum grade of “C” or better: Pathophysiology for the Laboratorian, Introduction to Biosafety, Principles of Phlebotomy, Clinical Lab Fundamentals, Communication for Health Care Professionals (or course equivalent) and Basic Anatomy and Physiology.

- Take the ATI TEAS Test and achieve the required Adjusted Individual Score of 67%. (ATI TEAS test will be given at the Test Center in Room 2055 Cedar Hall, 319-398-5456. The ATI TEAS has a \$65.00 fee.)

OFFICIAL ATI TEAS TEST PROGRAM POLICY

Three cumulative attempts are allowed to pass the ATI TEAS exam with the minimum score required by the appropriate program.

- If a student fails the exam for a program three times, they are not allowed to change their program to take the exam three more times for a different program. It is three cumulative attempts.
- Acceptable scores vary between programs. Therefore, an unacceptable score for one program may be considered acceptable for another.

After the second failed attempt, students will be strongly encouraged to set up a meeting with the appropriate program director to discuss strategies for success on the third attempt.

After the third failed attempt, students are no longer eligible to be admitted into any program that requires the exam.

Students must wait three years if they want to try again if the third test failed to meet the minimum score.

Failure of an MLT Course

Failure of any MLT course will prevent the student from moving onto admission into future MLT courses. The student will not be allowed to continue and must follow the “Program Readmission Policy” outlined in this handbook. There is a limit of **ONE TIME** that a student may be readmitted to the MLT program and a request for readmission may be denied.

Degree Plan

<http://www.kirkwood.edu/catalog/current/medical-laboratory-technology.htm>

<u>Course Number</u>	<u>Course Title</u>	<u>CreditHours</u>
Term 1		
MLT-105	Pathophysiology for the Laboratorian	3
MLT-106	Introduction to Biosafety	1
MLT-109	Principles of Phlebotomy	3
MLT-115	Clinical Lab Fundamentals	3

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COM-222	Communication for Health Care Professionals	3
BIO-161	Basic Anatomy and Physiology	<u>3</u>
Semester Credit Total		16
Term 2		
MLT-120	Urinalysis	3
MLT-130	Hematology	3
BIO-186	Microbiology	4
SOC-115	Social Problems	3
ENG-105	Composition I	<u>3</u>
Semester Credit Total		16
Term 3		
MLT-233	Hemostasis and Thrombosis	2
MLT-230	Advanced Hematology	3
MLT-270	Immunology and Serology	2
CHM-110 and 111	Introduction to Chemistry with lab	<u>4</u>
Semester Credit Total		11
Term 4		
MLT-245	Clinical Chemistry	5
MLT-255	Clinical Microbiology	5
MLT-260	Immunochemistry	4
MLT-290	Clinical Seminar and Review	<u>2</u>
Semester Credit Total		16
Term 5		
MLT-283	Clinical Practicum: Urinalysis	1
MLT-293	Clinical Practicum: Immunochemistry	3
MLT-297	Clinical Practicum: Chemistry	3
MLT-286	Clinical Practicum: Immunology and Serology	1
MLT-287	Clinical Practicum: Hematology	<u>4</u>
Semester Credit Total		12
Term 6		
MLT-288	Clinical Practicum: Microbiology	4
MLT-291	Lab Survey and Review	<u>1</u>
		5
Total program credit hours		76

Course Descriptions

MLT-105 Pathophysiology for the Laboratorian

Presents clinical disorders and diseases commonly tested for in the field of laboratory medicine. Covers pathology, etiology, diagnosis, interactions and interferences, symptoms and prognosis. Credits: 3, No Prerequisites

MLT-106 Introduction to Biosafety

Introduces the basic principles and practices of biological safety in the laboratory workplace. Provides understanding of risks present in the laboratory and how to protect oneself from risks. Credits: 1, No Prerequisites

MLT-109 Principles of Phlebotomy

Develops advanced skills to perform phlebotomy. Includes demonstrations of and practice collecting blood specimens by venipuncture and capillary methods. Teaches anatomy and physiology of the circulatory system, medical terminology, customer service, methods to facilitate the collection and transportation of other laboratory specimens as well as how to obtain blood specimens. Credits: 3, No Prerequisites

MLT-115 Clinical Lab Fundamentals

Addresses the field of laboratory medicine. Teaches basic laboratory mathematics, testing methods, and quality control. Introduces blood collection and the study of common blood cells and blood cell disorders. Credits: 3, No Prerequisites

MLT-120 Urinalysis

Studies urine formation and methodology determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. Credits: 3, Prerequisites: minimum C in MLT-105, MLT-106, MLT-109, MLT-115

MLT-130 Hematology

Studies hematology, the formed elements of the blood-red blood cells, white blood cells, and platelets. Addresses development and characteristics of cells and platelets, methods of measurement, and abnormalities. Credits: 3, Prerequisites: minimum C in MLT-105, MLT-106, MLT-109, MLT-115

MLT-230 Advanced Hematology

Continues Hematology. Includes an in-depth study of various anemias, leukemias, and other hematologic disorders. Credits: 3, Prerequisites: minimum C in MLT-120 and MLT-130

MLT-233 Hemostasis and Thrombosis

Emphasizes the mechanism by which the body prevents loss of blood from the vascular system. Focuses on chemical responses of blood vessels, platelet activation and biochemical reactions that lead to clot formation and dissolution. Includes tests used to detect coagulation deficiencies and abnormalities. Credits: 2, Pre-requisites: minimum C in MLT-120 and MLT-130

MLT-245 Clinical Chemistry

Introduces various aspects of clinical chemistry including primary blood and body fluid constituents, their significance in health and disease, and methods utilized in their determinations. Emphasizes competence in general procedures for clinical analysis and the development of pertinent skills of troubleshooting, evaluating data, and interpreting for presence/absence of disease. Credits: 5, Prerequisites: BIO-186, either CHM-110 or CHM-132, minimum C in MLT-230, MLT-233 and MLT-270;

MLT-255 Clinical Microbiology

Examines the essential principles of bacteriology relative to human disease with emphasis on knowledge regarding the pathogenicity of the microorganisms presented. Emphasizes competence in general procedures such as cultivation, isolation, and identification of organisms. Discusses evaluation/interpretation of laboratory data. Credits: 5, Prerequisites: BIO-186, either CHM-110 or CHM-132, minimum C in MLT-230, MLT-233 and MLT-270

MLT-260 Immunohematology

Covers blood grouping, typing, antibody screening and identification, and compatibility testing with an overview of hemolytic disease of the newborn, processing of donor blood, and blood component therapy. Credits: 4, Prerequisites: BIO-186, either CHM-110 or CHM-132, minimum C in MLT-230, MLT-233 and MLT-270

MLT-270 Immunology and Serology

Focuses on the reactions of the body's immune system to foreign substances. Emphasizes reactions between antigens and antibodies. Teaches disease detection such as syphilis, infectious mononucleosis, rheumatic fever and others. Credits: 2, Prerequisites: minimum C in MLT-120 and MLT-130

MLT-283 Clinical Practicum: Urinalysis

Continues Urinalysis. Provides clinical experience in the performance of routine urinalysis. Stresses comparison of methodology covered in Urinalysis. Credits: 1, Prerequisites: minimum C in MLT-245, MLT-255, MLT-260 and MLT-290

MLT-293 Clinical Practicum: Immunohematology

Continues Immunohematology. Provides clinical experience in specimen collection and performance of immunohematologic tests. Stresses comparison and contrast with methodology of Immunohematology. Credits: 3, Prerequisites: minimum C in MLT-245, MLT-255, MLT-260 and MLT-290

MLT-297 Clinical Practicum: Chemistry

Continues Clinical Chemistry. Provides clinical experience in specimen collection and performance of clinical chemistry tests. Stresses comparison and contrast with methodology of Clinical Chemistry is stressed and there is emphasis on use of automatic equipment. Credits: 3, Prerequisites: minimum C in MLT-245, MLT-255, MLT-260 and MLT-290;

MLT-286 Clinical Practicum: Immunology and Serology

Continues Immunology and Serology. Provides clinical experience in the performance of serologic testing. Emphasizes the comparison and contrast of methodology with Immunology and Serology. Credits: 1, Prerequisites: minimum C in MLT-245, MLT-255, MLT-260 and MLT-290;

MLT-287 Clinical Practicum: Hematology

Continues Hematology and Advanced Hematology. Provides clinical experience in specimen collection and performance of routine hematology and coagulation tests. Stresses comparison and contrast with methodologies of Hematology and Advanced Hematology. Provides experience with automation. Credits: 4, Prerequisites: minimum C in MLT-245, MLT-255, MLT-260 and MLT-290

MLT-288 Clinical Practicum: Microbiology

Continues Clinical Microbiology. Provides experience in bacteriologic, mycotic and parasitologic studies in a clinical setting. Examines practices and procedure of Clinical Microbiology as compared and contrasted with clinical practice. Credits: 4, Prerequisites: minimum C in MLT-283, MLT-284, MLT-285, MLT-286 and MLT-287

MLT-290 Clinical Seminar and Review

Reviews all MLT subjects. Presents case studies and provides class time for interactive review of didactic materials and preparation for the comprehensive examination. Credits: 2, Prerequisites: BIO-186, either CHM-110 or CHM-132, minimum C in MLT-230, MLT-233 and MLT-270

MLT-291 Lab Survey and Review

Reviews all departments of the laboratory toward the end of the clinical practicum. Provides review of didactic materials in preparation for the comprehensive examination.

Includes clinic time for review or additional experience in any or all departments of the laboratory. Credits: 1, Prerequisites: minimum C in MLT-283, MLT-284, MLT-285, MLT-286 and MLT-287

Tuition and Fees: see Kirkwood Community College MLT Program website for most current fee schedule:
<https://www.kirkwood.edu/programs/degrees/healthcare/medical-laboratory-technology>

Phlebotomy Course Credit/Waiver

Students who have successfully completed the non-credit Kirkwood phlebotomy course may receive credit by notifying the program director of the completion of the course and completing the application for alternative credit form.

Students may apply to waive the phlebotomy course by providing documentation of the completion of a NAACLS approved accredited or equivalent industry recognized credential or licensure i.e. PBT(ASCP). Student must notify the program director and provide a copy of a valid credential or license and complete the alternative credit form.

Background Checks

Background checks are required for the MLT program. All background checks will be performed and documented using the Castlebranch Program, which is the student's responsibility. Students **MUST** have all of their required documentation submitted to CastleBranch in order to be scheduled for their clinical rotation. Placement at a clinical site is dependent upon an acceptable background check. Not being accepted at a clinical practicum site **WILL** affect successful program completion.

Health Requirements

MLT students will use Castlebranch as a depository for their health and immunization requirements for the Clinical Practicum. Students submit all required documentation to CastleBranch. Students will not be permitted to attend the clinical practicum until the required documentation has been submitted. Changes in health status must be reported to MLT Program Director. Students are required to inform their instructor(s) of any condition/disease that may relate to precautions being taken to safeguard the student and/or peers.

Students who are ill should remain at home until well and contact their personal physician if necessary. Notify the MLT Program Director, AND Clinical Site about any tardiness or absence.

A prolonged absence and/or limitations identified by the student's physician will be evaluated by the faculty to determine if learning experiences can be modified and objectives met within time constraints. If the student, with reasonable accommodation, is unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

A student who becomes ill or injured will be responsible for the costs incurred. It is recommended that students obtain health insurance.

Withdrawal

Students are encouraged to consult the MLT Program Director when considering dropping a class or withdrawing from the program. MLT courses are offered in specific semesters and withdrawal from a course may contribute to increased time in the program. Students must consult the dates each semester posted on the Kirkwood Community College website for acceptable dates before withdrawing from a course.

Program Readmission Policy

A student who withdraws from the program or fails to pass a course for progression may only be re-admitted **one time only** to MLT program upon recommendation of the MLT Program Director. Readmission will be based on space availability and is never guaranteed. Factors that may influence the consideration of readmission into the program include:

- Faculty recommendations, development of a plan of action, follow-through and completion of recommendations and restart requirements.
- Current program requirements.
- Specific reasoning for withdrawal (i.e. previous academic or clinical behavior that was identified as unsafe or unprofessional by the faculty or Program Director).

Students must submit a letter requesting readmission to the Program Director. This letter serves as a re-entry request and does not guarantee readmission into the program. Student who have failed/withdrawn may be required to remediate skills or demonstrate competencies for re-entry. Students who are unsuccessful during their second admission into the program and those students who are withdrawn from the program for unsafe clinical practice are ineligible for readmission and may not reapply to the MLT program.

Program Closure/Teachout Plan

NAACLS requires the MLT program to have a "teach out" plan in the event of program closure. The KCC MLT program closure will be communicated to all students immediately.

Prospective students:

- Students will be informed that the program will no longer accept new students.
- Students will be counseled regarding alternative KCC areas of study.
- Students will be informed and assisted in applying to other local MLT programs.
- Program closure information will be posted on college website.

Current students:

- Students will be allowed to complete the MLT courses.
- The MLT faculty will work with the clinical sites and other community colleges to facilitate the completion of the MLT courses and clinical practicum.

In the event of a natural disaster, in which the KCC MLT program would have to close for an indeterminate amount of time, the college will inform the students of a plan for continuation as soon as the information is available. Efforts would be made to move the classes to the Kirkwood main campus or the State Hygienic Student Learning laboratory at which there would be room for lecture and lab. Students impacted at clinical sites would be moved to alternative sites when available. Classes would resume as soon as possible.

Student Responsibilities

Entry into a professional program entails responsibilities as well as rights. The following identifies student responsibilities in the Kirkwood Community College MLT Program. Included are professional responsibilities for being accountable in practice and respecting others and one's self, as well as responsibilities for being an active participant in the learning process and for one's role as a learner.

Students in the MLT Program will be expected to do the following:

1. Regularly attend and participate in classes, labs and clinical rotations as scheduled.
2. Actively participate in classroom, lab exercises and small group discussion.
3. Assume responsibility for learning and development by the following:
 - a. Being prepared for class and lab activities.
 - b. Completing assignments on time with written work being done either hand-written legibly or computerized (depending on the assignment); and, in proper format.
 - c. Accepting constructive criticism and supervision by others and using suggestions for growth.
 - d. Monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance.
 - e. Using appropriate resources and references to increase knowledge base and improve performance.

- f. Scheduling appointments with instructor(s) for assistance with class assignments and obtaining materials that were missed due to any absence.
4. Be accountable for own judgments, actions, or non-actions.
5. Adhere to Standard Precautions and Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen standards including the use of Personal Protective Equipment (PPE) and adherence to Exposure Control Plans. Students must document training annually. Any exposure incident MUST be reported to the instructor immediately.
6. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) during class discussions, clinical experiences and clinical practicum rotations.
7. Contact the instructor regarding absences or tardiness.
8. Make arrangements for and complete make-up assignments and exams after any missed lecture or lab. It is the student's responsibility to contact the instructor about making up assignments or exams. It is also the student's responsibility to obtain any materials missed due to his or her absence. See individual course syllabi for specific requirements.
9. Be a willing participant in laboratory situations when other students need patients to practice phlebotomy or other laboratory procedures.
10. Follow appropriate channels of communication to resolve any concerns:

Student → Instructor → MLT Program Director → Dean

Clinical Practicum

A vital element in the MLT program curriculum is the clinical practicum (i.e., rotation). Clinical practicum course work provided student with the opportunity to apply the knowledge and skills obtained to real life experiences in the clinical laboratory. All student rotations are designed so that the students will attain entry level competency specific laboratory skills.

The Clinical Practicum is available as a full-time rotation only. MLT students are not allowed to complete the practicum on a part-time basis. MLT students must complete all required general education courses and all required MLT Courses prior to the clinical practicum with a C or better. The student must also demonstrate this ability through satisfactory completion of all classroom and laboratory competency check-offs. If a student has not satisfactorily completed course work and demonstrated the ability to perform required procedures and laboratory skills, he or she will not be allowed to go on to a clinical assignment. The instructor(s) and Program Chairperson must be sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program.

Students may request specific geographic locations, but the Program Chairperson makes all final placement decisions with input from clinical site representatives. Consideration is given to the student's employment issues and to any special requests made by the liaison at the clinical practicum sites. Placement is based on a number of criteria, the foremost of which is the number and variety of student clinical spaces available.

The MLT Program will strive and plan to provide timely clinical rotations for all students with full status; however, circumstances can change that are beyond the control of the Program. In the event that there would not be a sufficient number of clinical placement positions for all students completing the didactic semester, clinical assignments will be made on the basis of grade point average, attendance, and professional behavior assessments.

Clinical practicum evaluations will be based on performance in the clinical setting under the supervision of the staff. Students will be expected to apply the knowledge and skills gained from previous course work. It is the student's responsibility to assure that all documentation of requirements has been completed.

Transportation to clinical facilities is the sole responsibility of the student. Students must be prepared to accommodate travel to any facility deemed appropriate to meeting course objectives.

Service Work Policy

MLT students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. All test results reported by students must be verified by a qualified staff member. A clinical institution which employs a currently-enrolled MLT student as a laboratory assistant, or phlebotomist, will schedule the student for work during non-instructional hours.

Attendance

The MLT policy on attendance is in harmony with that of the College. Learning is central to our work at Kirkwood Community College. Faculty members use educational experiences to facilitate learning, and students learn by engaging in those experiences. Attendance and engagement in all scheduled classes is regarded as integral to learning and is expected of all students. Kirkwood faculty members identify expectations for learning and attendance in their course syllabi. Students are accountable for the learning outcomes for each session, including those sessions that have been missed. Assessments of learning that occur during an absence may or may not be made up, depending on the policies of the instructor and the nature of the absence.

In MLT program, punctual and regular attendance is expected for scheduled lecture, laboratory and clinical days. Excessive absences may result in the student dismissal from the course or program. Specific attendance policies are found in the syllabi of each of the MLT courses.

Grading Policy

Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. The syllabus for each course is published in the Talon online class on or before the first day of class and contains course objectives, course guidelines and the specific criteria for grade calculations. Grading criteria for each course is outlined in the course syllabi. All MLT courses require a minimum of 75% in both the lecture and the laboratory components, even though the average of the two components may be 75% or greater.

The MLT courses use the following scale for determination of final grades:

A = 93-100%

B = 84-92%

C = 75-83%

D = 66-74%

F = 66% and below

It is expected that all prerequisite course work is completed prior to registering for the designated course. Program officials reserve the right to make exceptions.

The student must achieve a minimum grade of "C" in all academic course work of the degree plan and must meet all requirements established by the college for the Associate of Applied Science (AAS) degree.

Exams

All MLT unit exams, quizzes, lab practicals, and final exams will be conducted through Talon Online, in class, at a Testing Center, or with an assigned proctor. Unless otherwise stated, no unauthorized study materials or outside resources are allowed during an examination. Students must complete an examination in one sitting AND within the posted time limit. Specific protocols and expectations for taking course examinations will be outlined in each course syllabus.

Labs

Labs are an integral part of the MLT courses. Students are to assist in maintaining a clean, neat, and safe environment by putting away used supplies/equipment, cleaning work stations, following OSHA guidelines, and by adhering to College regulations regarding no eating or drinking in the lab. Food will be allowed in the classroom for authorized special activities only. Students must also NOT apply make-up or lip balm, or handle contact

lenses in the MLT classroom/lab. Additional rules and regulations may apply for different MLT classes (see specific course syllabus), as well as at cooperating sites and clinical affiliates.

After demonstrating laboratory competency, students, with qualified supervision, will be permitted to perform various laboratory procedures. Students will learn the venipuncture and dermal puncture technique. Student will be performing invasive procedures and will also be “patients” for invasive procedures as a part of the educational process.

Competency Assessment

Competency assessment is used to determine that the student has the necessary knowledge and skills to perform a basic laboratory test accurately. Each competency assessment has a written set of specific criteria which must be performed without error to demonstrate that competency has been achieved. The student will be provided with the assessment criteria and will receive feedback from the instructor during the laboratory and clinical practicum sessions.

Clinical competencies are pass/fail and must be completed successfully to pass the course. If the student has an unsuccessful competency assessment, an action plan will be developed which will include remediation. Remediation can include: demonstration of skills by the instructor and discussion of specific errors the student made and how to correct them. A failed competency may result in withdrawal from the respective course. The MLT Program Director will keep a competency file for each student. This file will be the documentation that all required skills have been achieved. Students may set up an appointment to review their files at any time.

Grooming and Dress Code

Students must follow these rules for lecture, laboratory and clinical, as well as those included the College policies and in individual course syllabi. The following is not meant to be all-inclusive, and any questions or concerns are to be brought to the Program Chair. Clinical affiliate policy supercedes school policy if the requirements are more stringent.

1. Proper hygiene is required at all times (bathed, groomed, fingernails clean/manicured with conservative nail polish). No perfume, cologne or other scented body lotions.
2. Hair should be clean, neat, and trimmed. Well-groomed closely trimmed beards, mustaches, and sideburns are allowed. Shoulder length or longer hair should be pulled back and secured.
3. Gloves must be worn at all times when working with biological samples.
4. The lab coat must be worn, buttoned from top to bottom, when working with biological samples.
5. Gloves and lab coats MAY NOT be worn outside the lab.
6. When not in use, the lab coat is to be stored in the laboratory in a designated area.

7. Shoes must be closed-toed. Leather-type tennis or similar shoes are strongly recommended. Shoes with canvas or porous mesh material, clogs, crocs or other types of shoes with no back or holes in the top are not allowed.
8. Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the scrub top or lab coat to prevent contamination by blood and/or body fluids.
9. NO: food, drink, gum, applying make-up or lip balm, handling contact lenses, injecting or orally taking medications in the lab.
10. Jewelry must be worn sparingly – in some clinical sites only a wedding ring and wristwatch are allowed. For pierced ears, small, simple posts may be worn. This is for the safety and protection of the student. No other facial or body piercings must be visible.
11. During clinical assignments, student identification badge must be worn at all times. Badge will be worn above the belt and no part of it may be covered or altered.
12. The “uniform” for clinical practicum is scrubs as designated by the clinical site. NO: T-shirts, tank-tops, sweat shirts, shirts with printed messages, shorts, and jeans are accepted. Some clinical practicum sites require specific uniform requirements and students will be advised of specific requirements on a timely basis.

Students not conforming to the dress code may be sent home from class or clinical at the instructor's discretion. Students will be suspended from the clinical practicum area for continued failure to adhere to grooming and dress code expectations.

Electronic Communication Devices

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. If it is necessary to respond to a call or a text message, the student should inform the instructor and leave the classroom with minimal disruption, and may reenter the classroom at the next break.

Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks. The student laboratory is considered “contaminated” as we work with human blood and body fluids. The use of a cell phone during any testing situation will be considered an act of academic dishonesty.

Electronic communication devices may be used in the clinical setting for appropriate purposes only. These devices should be securely stored and used only during approved break times and in only used in areas deemed as non “contaminated” areas of the laboratory. These purposes will be determined by the clinical instructor. Tape recorders,

PDA's, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

Social Media/Electronic Device Policy

When publishing information on social media sites, the student must be aware that information may be public for anyone to see and can be traced to the individual. There is no such thing as a "private" social media site. The public, along with your future employers, expect high standards of professional behavior. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, consult with program faculty. Social media typically enables two-way communications with the audience therefore an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior.

As a student in an KCC MLT program, you will encounter confidential information within the classroom or patient care environment during clinical experiences/practicums. It is the responsibility of the student to follow the Social Media policy outlined below.

1. All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)/Health Information Technology for Economic and Clinical Health Act (HITECH), applicable facility policy, and state law. Any social media posting or comment to any online forum or webpage that violate HIPAA guidelines and jeopardize a patient's privacy or safety may result in immediate dismissal from the program.
2. Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained as a result of your presence in a clinical/practicum setting or as a result of a student patient/client relationship.
 - a. Do not identify patients/clients by name or post or publish information that may lead to the identification of a patient/client (examples include but not limited to: date of care, facility name, diagnosis, and treatment/surgery). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
 - b. During clinical experiences/practicums, any use of electronic devices (cell phones, laptops, etc.) must be with faculty approval within the guidelines of facility/program policies.
 - c. Do not take photos or videos of patients on personal devices, including cell phones.
3. Any social media comments or postings to any online forum or webpage that substantially disrupt the program, violate professional conduct standards, or indicate a

potential danger or threat to a student, patient, or staff member, may result in immediate dismissal.

General Policies

Many of the general policies that apply to the entire College, including but not limited to students' rights and responsibilities, academic and attendance policies and procedures, and the appeal process, can be found in the most current edition of the Kirkwood Community College Student handbook

Please visit this link for further information:

www.kirkwood.edu/studenthandbook

Email Requirements

Students are required to use their Kirkwood Community College email for communication. Communication from students via other emails (Hotmail, gmail etc) will not be accepted. Students should access their Kirkwood email accounts for new messages daily, Monday through Friday, if not more frequently.

School Closings

The decision to cancel classes is made by college administration. Classes may be canceled due to inclement weather or because of other college emergencies. Students are notified of cancellations through local radio/television stations, e-mail and voice announcements, announcements from instructors, at www.kirkwood.edu, and through Kirkwood Alert.

In the event that classes are not canceled, but a student feels that the weather conditions in his or her area are unsafe for travel, the student is expected to use his or her judgment and notify the instructor as per the attendance policy. Instructors will NOT be calling students when class has been canceled due to severe weather.

Kirkwood Alert is your connection to real-time emergency information, updates, instructions on where to go, what to do or what not to do, who to contact, and other important critical information. Sign up at: <https://www.kirkwood.edu/explore/public-safety/kirkwood-alert>

Advising and Counseling

The instructors and MLT Program Director are available for personal and academic advisement. Conferences regarding student's progress may be requested by the instructor or the student. Professionally trained and licensed counselors are also available to discuss personal, academic or career issues. All advising and guidance provided to students by the MLT Program Director, faculty and counselors throughout the program will

maintain confidentiality and impartiality. Counselors are available for students by appointment or on a walk-in basis. The following services are available:

- Personal counseling.
- Assertiveness skills and anger management.
- Student advocacy.
- Teaching coping strategies for test anxiety, time management, stress reduction, and social anxiety.
- Problem solving and decision-making skills for career and academic issues, independent living, and relationship issues.
- Mental health counseling.
- Crisis intervention.
- Information and referral to community resources.

Online resources are available at:

<https://www.kirkwood.edu/explore/services/counseling/index>

Graduation

In order to meet the graduation requirements, the prospective graduate must:

1. Complete all courses listed in the official degree plan of with a minimum grade of a "C" or better.
2. Have a minimum 2.0 cumulative grade point average in the MLT program.
3. Apply for graduation in accordance with college policies.

Please visit <https://www.kirkwood.edu/get-started/enrollment/graduation> to access the graduation application and other commencement information.

Student Conduct and Disciplinary Action

Kirkwood Community College is an academic community built on the principles of mutual respect, integrity, and honesty. The college strives to provide a community wherein individuals have the right to express their opinions and ideas, to assemble peacefully, and to associate freely in a manner that does not interfere with the rights of others and is in the confines of intellectual honesty. In order to thrive as an educational institution, the college has adopted this Student Conduct Code ("Student Code") to promote and preserve its educational mission for the benefit of all who are invited to be a part of the community.

MLT students like all KCC students, are responsible for maintaining standards and adhering to regulations adopted by the College. As experienced practitioners MLT faculty, are in the best position to judge unsafe, disruptive, dishonest and/or unprofessional conduct. In addition, they have a professional obligation to protect the patient and society against potential harm. Unsafe, unprofessional, dishonest, or disruptive conduct may result in failure of the course or disciplinary action including suspension from class, clinical

practicum or the program. The following are examples of, but are not limited to, behaviors that will result in disciplinary actions:

- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- Violation of the Sexual Misconduct Involving Students policy, which prohibits sexual misconduct in any form and which includes any unwelcome behavior of a sexual nature that is committed without consent, by force, intimidation, coercion, or manipulation.
- Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
- Violation of any federal, state or local law.
- Manufacturing, selling, distribution, use, or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law or possession of a device (drug paraphernalia) used to ingest or inhale an illegal drug or narcotic.
- Manufacturing, selling, distribution, use, or possession of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- Theft or other abuse of computer facilities and resources.
- Use or possession on the campus or at or during any College-authorized function or event of firearms, ammunition, or other dangerous weapons, substances, or materials, except as expressly authorized by the College, or of bombs, explosives, or explosive or incendiary devices prohibited by law or any other violation of the college weapons policy.

Criteria for Immediate Probation or Dismissal

Some situations may require a student to be placed on probation or immediately dismissed from the program. Each case will be reviewed individually and the Program Director will make final decisions regarding any recommendations for student dismissal from the program. Example of these events include, but are not limited to:

1. Unsatisfactory clinical performance.
2. Unsatisfactory clinical attendance and punctuality.
3. Inability to maintain physical health necessary to perform the technical standards and essential functions of the program.
4. Unethical, unprofessional behavior, and/or unsafe clinical practice.
5. Unsafe or unprofessional clinical practice that compromises patient or staff safety.
6. Behavior which compromises clinical affiliations.
7. HIPAA violation that cannot be remediated with additional training or guidance.

8. Violation of the Social Media and Electronic Device Policy that is egregious, substantially disrupts the educational or clinical environment, or is harmful to a patient's safety.
9. Violations of patient confidentiality.
10. Academic dishonesty or misconduct.
11. Falsification of documentation.
12. Dishonesty or unethical behavior towards a college official.
13. Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety and clinical affiliations.
14. Violation of any of the Standards of Conduct outlined in the HCC Student Handbook that do not warrant expulsion from the College.
15. Acts of Sexual Discrimination or Sexual Violence or Sexual Harassment.

Student Academic Dishonesty

Kirkwood students are responsible for authenticating all work in a course. This includes but is not limited to quizzes, exams, presentations, papers, journals, and projects. If asked, the student must be able to produce proof establishing that the work he or she submits is original and created by the student. For this reason, it is recommended that students engage in a verifiable working process on assignments and conduct themselves during class in a manner that does not lead to the suspicion of academic dishonesty.

Students should keep copies of all drafts of original work, make photocopies of research materials, write summaries of research materials, retain Writing Center receipts, keep logs or journals of work on assignments and papers, and save drafts or versions of assignments under individual file names on personal computer or cloud storage devices.

All writing that is taken from secondary sources (including those on the Internet) must have proper attribution and citation as outlined in course requirements and syllabi.

If the instructor suspects academic dishonesty and asks the student to authenticate his or her work, the inability to authenticate the work is grounds for opening an investigation of academic dishonesty. In the event that an instructor or administrator communicates to the student a suspicion of academic dishonesty, the burden of proof rests on the student to establish that he or she was responsible for the creation of his or her own work.

In addition to requiring that students authenticate their work, Kirkwood faculty or their designees may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, or requiring students to explain their work or process orally.

Academic dishonesty may include but is not limited to:

1. Plagiarism and Fabrication
 - a. Copying information verbatim from a source without providing proper credit or source attribution.
 - b. Paraphrasing a significant portion of another individual's work without fundamentally changing the main idea and failing to provide proper credit.
 - c. Presenting as your own work something that you had no part in creating (this would include obtaining papers or other academic materials by purchasing, borrowing or downloading them from a third party or website).
 - d. Creating false data or modifying existing data as part of an assignment or project without the express knowledge and consent of the instructor. This includes false graphs, charts and bibliographic citations.
2. Misrepresentation
 - a. Allowing another individual to represent him or herself as the student to complete a quiz, test or other assessment.
 - b. Allowing one's own name to be part of a project or group assignment for which the individual played no role or had no significant contribution.
 - c. Submitting as original work an assignment from a previous course or class unless such prior submission is noted and the original work has been substantially modified or enhanced. Without these changes, the student is guilty of self-plagiarism.
3. Cheating and Facilitation
 - a. Copying from another student's work during a class on a graded or assessed activity.
 - b. Knowingly allowing other students to view or access one's work during a test or quiz. During in-class assessment, students should ensure that their work is not visible to others and should avoid the appearance of viewing another student's quiz, exam or other unique work.
 - c. Using unauthorized notes (written or electronic) during a quiz or exam. This includes but is not limited to unauthorized notes or formulae on calculators or other devices that are allowed.
 - d. Accessing the Internet or other electronic sources during an in-class assessment without the express knowledge and consent of the instructor.
 - e. Communicating with another student (either by sending or receiving information) in a way that shares information and answers on graded activities without the express knowledge and consent of the instructor.
 - f. Copying, photographing or in any way duplicating part or all of a quiz or test without the permission of the instructor.
4. Impeding Fair and Equal Access to the Education and Research Process
 - a. Hiding, removing or in any way restricting access to information and materials that other students may be required to access in the course of completing an

assignment or project. This includes creating passwords or other electronic barriers to access on public or shared websites.

For detailed information on academic integrity violations, visit www.kirkwood.edu/academicdishonesty

Student Complaint Policy

Kirkwood encourages students to share concerns about the quality of service provided by any support area or the quality of the learning experience provided by faculty. Kirkwood's complaint policy is intended to provide a clear process for the college to address student and community concerns. The vast majority of complaints can and should be handled by the department closest to the issue where the complaint originates. Given this goal, the expected process for student complaints is:

1. Discuss the complaint directly with the staff member or faculty involved. (In cases where this is not possible, such as alleged harassment or discrimination a student may move to the second step.)
2. Discuss complaint with the Director or Dean with supervisory responsibility over the area where the issue occurred.
3. In cases where a resolution is not reached at the department level, a student may submit a complaint in writing to the appropriate vice president; Bill Lamb (academic issues) or Jon Buse (student service and miscellaneous issues), or Kim Becicka (continuing education) by completing the Student Complaint Form: www.kirkwood.edu/studentcomplaint

This policy does not circumvent other existing review committees such as Special Appeals Committee, Academic Policies and Procedures Committee, or the Student Conduct Hearing board.

In the event that the complaint cannot be satisfied through one of these avenues, the Iowa Student College Aid Commission is authorized to receive and review complaints from students. You may also contact the Iowa College Student Aid Commission to register your complaint.

Student/Visitor Injury Referral

This process is for student/visitor injuries and does not include illnesses. Illnesses do not require documentation, and students needing medical assistance for non-emergencies are encouraged to seek assistance from their health care providers.

Injuries, defined as bodily injury typically attended with pain, can be broken down into 2 categories: serious or life threatening and non-life threatening.

Serious or Life-threatening Injuries: Examples - Severe back/neck injuries, head injuries, major burns and any loss of consciousness, etc.

1. In the event of an emergency call 9-911 immediately.
2. Kirkwood Campus Security, 319-389-1774 should be contacted immediately after an accident has occurred or been reported so they can respond and create an incident report.
3. He/she may choose the emergency room/clinic of their choice.
4. He/she must be transported by emergency personnel or a friend/family member. Kirkwood employees cannot transport injured students and visitors.
5. Kirkwood Community College will not pay medical bills unless they are found legally liable to do so.

Non-Life threatening Injuries: Examples - Minor sprains, strains, back pain, minor burns, minor cuts, bruises, etc.

1. He/she must be seen by his/her primary care physician or walk-in clinic of his/her choice if they choose to seek care.
2. He/she must be transported by emergency personnel or a friend/family member. Kirkwood employees cannot transport injured students and visitors.
3. Kirkwood Community College will not pay medical bills unless they are found legally liable to do so.

After Injury Response/Follow up:

1. The Kirkwood Community College Student and Visitor Injury report must be generated by the Student's Supervisor or Faculty Member (ex. Lab tech, Work study, Preceptor) where the student/visitor is injured.
2. The injured student/visitor must complete and sign the report as well as the Student's Supervisor or Faculty Member from the department/area.
3. Dean or Director must be notified of the incident.
4. All reports should be sent to Director, Risk Transfer through campus mail or email within 48 hours.

Bloodborne pathogen exposure:

1. BBP Post-Exposure Evaluation and Follow up instructions must be followed.
2. Student must complete the injury process as noted above
3. Student must complete the BBP Treatment Form and submit to Health/Continuing Education Program Director/Clinical Coordinator.
4. Student must complete the Kirkwood Community College Student and Visitor Injury report and send to Director, Risk Transfer within 48 hours.

Blood Borne Pathogen Exposure Evaluation and Follow-Up

Students are at risk for exposure to bloodborne pathogens and infectious diseases. All bodily substances should be considered potentially infectious. All students are expected to be informed of, and to follow any specific precautions or protocols specific for their assigned lab and clinical areas. Any student who is exposed to a patient's bodily fluids should immediately decontaminate him or herself and report the incident to their instructor or preceptor.

The following Illness, Injury, and Blood Borne Exposure Treatment Reporting Policy and Procedure is applicable to all Kirkwood Community College students participating in clinical programs.

Blood borne pathogen (BBP) exposure is defined as contact (skin, eye, mucous membrane or parenteral) with:

- Blood
- Body tissues or organs
- Semen
- Vaginal secretions
- Amniotic fluid
- Cerebral spinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Synovial fluid
- or other body fluids containing visible blood through injuries from contaminated sharps, breaks in the skin, skin conditions or mucous membranes.

OSHA requires documentation of the route of exposure, circumstances in which it occurred, identification and documentation of the source individual (if feasible), testing of the source individual's blood for HBV and HIV infectivity if feasible and unknown upon exposure, notification of results of the source HBV and HIV status to the exposed student (within applicable state laws I regulations), collection and testing of the exposed student's blood for HIV and HBV, documentation of follow-up treatment including test results, prophylactic medications, counseling and evaluation of reported illnesses.

Documentation of the route of exposure, circumstances in which it occurred, identification and documentation of the source individual (if feasible), testing of the source individual's blood for HBV and HIV infectivity if feasible and unknown upon exposure, notification of results of the source HBV and HIV status to the exposed individual (within applicable state laws / regulations), collection and testing of the exposed individual's blood for HIV and HBV, documentation of follow-up treatment including test results, prophylactic medications,

counseling and evaluation of reported illnesses is recommended.

Prevention of Blood Borne Pathogen Exposure

Students should follow universal precautions in the care of all patients to prevent BBP exposure.

Treatment:

The student should:

- Wash the affected area immediately and thoroughly with soap and water.
- Immediately report the incident to a clinical instructor or preceptor after cleaning the area.
- Obtain immediate care under their health insurance to ensure they receive appropriate prophylactic treatment to prevent HIV, Hepatitis B and C transmission.

The clinical instructor will:

- Notify the facility's clinical area supervisor AND the Kirkwood Health Program/Continuing Education Program Director/Clinical Coordinator of the incident and have the student:
- Complete the Kirkwood Community College Bloodborne Pathogen Treatment Form*
- The student should obtain care within 2 hours of exposure under the student's health insurance to ensure they receive appropriate prophylactic treatment to prevent HIV, Hepatitis B and C transmission. NOTE: A student may refuse medical care: a signed refusal OR acceptance of care MUST be documented on the Bloodborne Pathogen Treatment Form.
- Complete the other necessary incident reports:
 - Facility Incident Report (per facility policy)
 - Kirkwood College Illness and Injury Report Form*
- Turn in the following Kirkwood forms to the Kirkwood Health Program/Continuing Education Program Director /Clinical Coordinator:
 - Illness and Injury Report
 - Bloodborne Pathogen Treatment Form

Family Education Rights and Privacy Act (FERPA)

In accordance with provisions of public law 93-380 as amended (P.L. 935668), the Family Educational Rights and Privacy Act 1974, commonly known as the “Buckley Amendment”, all faculty and staff have the responsibility to maintain confidentiality pertaining to student records.

1. No information will be released about student grades to a third party unless the student has given written consent. “Third party” includes parents, family members, and potential employers.
2. It is the practice of this program not to release directory information (phone numbers & addresses) without prior consent.

Printed Name _____

Please read each statement below. **INITIAL** each statement in the space indicated to signify your agreement to abide by the policies and procedures in this Handbook. Print, sign and date in the space below.

1. ____ I have read and agree to comply with the student policies and procedures as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course syllabus and student policies of the Medical Laboratory Technology Program.
2. ____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. ____ I have been informed regarding the inherent health/safety hazards in the healthcare field and release KCC from any liability for such hazards.
4. ____ I have read and understand the program's essential requirements and technical standards and believe that I can meet them.
5. ____ I agree to criminal background checks and health requirements and agree to immediately notify the MLT Program Director in writing of any subsequent changes.
7. ____ By enrolling in a class with a clinical component, I acknowledge that KCC may be required as a condition of my participation at an affiliated clinical site, to send certain information regarding me to a clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my immunization records, background check, personal or educational information about me that is reasonably required by the clinical affiliate's standard rules, policies, and protocols that apply to its employees. I knowingly consent to such a requirement, and hereby authorize KCC to send such personal and educational information as may be reasonably required to the clinical affiliate.

Unless you are seeking clarification to assist in understanding these expectations, you must print, sign, date and return this form by the stated deadline. Failure to sign and return this form does not excuse a student's responsibility to abide by the policies and procedures outlined in this handbook.

Signature _____ Date: _____