

**VIRGINIA WESTERN COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY
PROGRAM HANDBOOK
2018-19**



**VIRGINIA
WESTERN**

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WELCOME AND INTRODUCTION

Welcome to the Associate of Applied Science (AAS) Degree Program in Medical Laboratory Technology (MLT) at Virginia Western Community College (VWCC).

This handbook is designed to serve as your guide to general information concerning the program in those areas that directly affect your life as a student in this curriculum. The contents of the handbook represent a statement of the policies and procedures and are intended to serve as a supplement to the College Catalog and the VWCC Student Handbook.

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

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I. INTRODUCTION TO THE VIRGINIA WESTERN MLT PROGRAM

A. Program Mission

The Medical Laboratory Technology Program strives to provide quality educational experiences that enable students to become effective, professional members of the clinical laboratory team who can respond to the changing nature of the clinical laboratory.

B. Program Goals

- To provide selected students the opportunity to obtain knowledge that enables them to become contributing members of the allied health team as competent entry-level medical laboratory technicians.
- To stimulate critical thinking and problem solving skills.
- To retain and prepare students academically to complete the program and successfully pass the MLT ASCP Examination
- To instill in our students a professional work ethic, a desire for life-long learning, and an appreciation for clinical laboratory science as a profession.

C. Program Accreditation

- The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd., Suite 720, Rosemont, IL 60018 (773-714-8880 and NAACLSinfo@naacls.org).

D. Program Admission Requirements

Applicants must

- Have applied to and been accepted by Virginia Western Community College
- Hold a High School Diploma or GED
- Complete the Test of Essential Academic Skills (TEAS)
- Meet a Minimum Cumulative GPA requirement at the end of the fall semester prior to admission
 - High School Cumulative GPA of at least 2.0
 - College Cumulative GPA of at least 2.0 (with a minimum of 12 hours of college credit in a 12 month timeframe)
 - Applicants holding a GED or with a high school GPA of less than 2.0 will be considered for admission if they have a college cumulative GPA of at least 2.0 (with a minimum of 12 hours of college credit in a 12 month timeframe)
- Complete the following prerequisite college courses with a grade of C or better
 - CHM 111: General Chemistry I
 - BIO 141: Anatomy and Physiology I
 - ENG 111: College Composition I

All applicants who meet the minimum requirements outlined above will be interviewed by the admissions committee which is comprised of the MLT Program Director and faculty. Based on the interview, the Cumulative GPA and prerequisite grades outlined above, and the result of the TEAS, the admissions committee will rank the applicants. The top twenty applicants will be accepted into the program. Students accepted into the program must pass a **criminal background check and drug screen**.

Students interested in the program must complete a [program application](#) and submit college transcripts. Advanced placement and experiential learning credit may be applied according to the College's Policy on Awarding Credit (I-15). Students who have transfer credit will be evaluated on an individual basis.

Students may also be considered for advanced placement in the program if they have completed MLT courses at another college in the Virginia Community College System (VCCS) within the last five years. Students who have completed MLT courses at colleges outside of the VCCS will be considered on a case by case basis.

E. Program Application Process

Admission to the program is competitive and is based on cumulative GPA, strength of science courses, performance on TEAS for Allied Health at student's expense, and interview. The Medical Laboratory Technology Program accepts new each fall. Deadline for submitting completed application materials is **May 1** for the upcoming academic year. Applicants are responsible for making certain that the following have been submitted to the Health Careers Information Specialist in addition to a current college application: official transcripts from all colleges attended (transcripts from VWCC or other Virginia Community Colleges are not required), official transcripts showing completion of a high school diploma or records showing completion of GED with scores, and a current Medical Laboratory Technology application form. MLT Application forms are available on our website. Early admission is encouraged for advising purposes. Meeting curriculum standards does not guarantee program admission. Applicants will be notified of their program admission status in August.

F. Clinical Affiliates

Locations

Solstas Lab Partners LLC/Carilion Roanoke Memorial Hospital/Quest Diagnostics
1906 Belleview Ave., Roanoke, VA 24014
540-981-7388

Lewis Gale Medical Center
1900 Electric Rd., Salem, VA 24153
540-776-4000

Clinical Schedules

There are no evening or weekend clinical rotations unless requested by the affiliate. Clinical training schedules are arranged to provide maximum exposure, therefore, you must be prepared to arrive at the clinical site at 7:00 AM or earlier. Hours vary depending on the site and may not exactly match those published in the class schedule.

Clinical rotations (on-site training) are scheduled in the fifth semester (summer). Students spend ten weeks, five days per week, eight hours per day at an affiliate site performing Hematology/Coagulation, Clinical Chemistry/Urinalysis, Clinical

Microbiology/Virology/ Parasitology, and Blood Bank. Two and a half weeks will be spent in each area of the laboratory. Each area must be successfully completed with a passing grade in order to obtain a passing grade of “C” or better in MDL 290, the clinical rotation course.

Every effort is made to place students locally at the Lewis Gale Medical Center facility in Salem or the Carilion Roanoke Memorial Hospital/Quest facility in Roanoke. If either of these facilities cannot accommodate students, students will be able to complete their rotations at the following Carilion Healthcare facilities: New River Valley Hospital, Christiansburg, VA, Franklin Memorial Hospital, Rocky Mount, VA, and Stonewall Jackson Hospital, Lexington, VA.

Clinical Placement

All students who are eligible will be guaranteed a clinical slot; however, the Program does not guarantee a particular site. Students will be placed in clinical sites only after completion of all MLT core classes.

Clinical Admission Requirements

- a. Verification of good health and ability to meet essential functions as required of the profession
- b. Certification in CPR for health care providers
- c. Documentation of Immunizations: Hepatitis B, Tuberculin Skin Test
- d. Personal health insurance (recommended)

Immunizations

It is a requirement of all clinical affiliates that health workers (including students) show proof they are free from communicable tuberculosis; therefore, all students are required to show proof of having a recent tuberculin skin test (TST). Students must complete all immunizations prior to the first day of clinical assignment, with the exception of Hepatitis B. Hepatitis B vaccinations must be begun before the start of clinical rotations, but do not need to be completed before the start of rotations. Students are responsible for the cost of any required vaccinations.

Background Check and Drug Screen

A 12 panel Random Urine Drugs of Abuse Screening and a Criminal Background Check is required prior to program entry. Background checks and drug screening is performed through Certifiedbackground.com. The Program Director will give students a code that they will need to register online for their Background Check and Drug Screen at the beginning of the semester. Students are responsible for the cost of the background check and drug screening.

G. Enrollment and Acceptance

Acceptance letters to the top twenty qualified applicants will be mailed by August 1st. These letters include details regarding program orientation and registration information.

H. Tuition, Fees and Expenses

Information on Tuition and Fees is available on the College website at <https://www.viriniawestern.edu/pay/rates.php>.

It is the responsibility of the student to be aware of registration dates, add/drop period, and graduation application deadlines. This information is available on the Virginia Western [Academic Calendar](#).

Estimated additional expenses associated with the program are outlined on the website at <https://www.viriniawestern.edu/academics/health/medlabtech/cost.php>.

Students are also responsible for any transportation costs, parking fees at affiliate sites and personal health insurance costs (optional).

I. Degree Requirements

Individuals are eligible for graduation with an associate's degree when they have fulfilled all of the course and credit hour requirements of the degree with at least twenty-five percent of the total semester hours acquired in residence at Virginia Western Community College.

For MLT this includes successfully completing the 66 required credits with a cumulative grade point average (GPA) of 2.0 and each MDL course with a grade of "C" or better. The individual must also:

- Be certificated to graduate by an appropriate college official
- Earn a curricular grade point average (GPA) of at least 2.0 in all courses which are applicable to graduation in the curriculum
- File an application for graduation with the Records Office
- Resolve all financial obligations to the college and return all library and college learning materials

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

J. 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 off on results produced by students.** Students may be employed by a clinical affiliate outside of class hours.

K. Inclement Weather Policy

In the event of inclement weather for classes held on the Virginia Western campus, please refer to the [Inclement Weather Policy \(I-60\)](https://www.viriniawestern.edu/about/policies/I-60.php). <https://www.viriniawestern.edu/about/policies/I-60.php>.

If the college is closed, students do not attend clinical. Extended clinical time missed may require make-up days to be scheduled at the convenience of the clinical affiliate. If the college is closed, it is the responsibility of the student to notify the affiliate prior to start time that they will not be attending.

L. Advising

Students needing assistance with the application process may work with the Health Careers Information Specialist or the Program Director. Once accepted to the program, each student will be assigned a faculty advisor. Additional information about advising is available on the Virginia Western [Advising Resources Website](#) and in the [Advising Syllabus](#). Contact information for MLT advisors is available on [Page 1](#) of this handbook.

M. Non-Discriminatory Practices

VIRGINIA WESTERN COMMUNITY COLLEGE is dedicated to the belief that every individual should be provided the continuing opportunity to increase his/her awareness of his/her role and responsibility in society. The policy statement is premised upon a steadfast commitment to foster a culture of inclusion, diversity and mutual respect for all Virginians.

By virtue of this philosophy, the college is committed to diversity and equal opportunity and does not illegally discriminate on the basis of race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, pregnancy, political affiliation, age, a disability or caregiver status in violation of the Americans with Disabilities Act of 1990, including changes made by the ADA as amended, the Pregnancy Discrimination Act, the Family and Medical Leave Act, and Section 504 of the Rehabilitation Act of 1973, or other non-merit factors. The College complies with Title VII of the Civil Rights Act of 1964 as amended, Title 29 Labor, Chapter XIV Equal Employment Opportunity Commission, Part 1608, the Civil Rights Act of 1991, and other applicable federal and state laws. The college also complies with the Uniformed Services Employment & Re-employment Rights Act. Further, the College is committed to complying with the Governor's Executive Order Number One (2014) as declared by Governor Terence R. McAuliffe.

This policy shall be followed for recruitment, selection, promotion, transfer, demotion, role changes, compensation, benefits, layoff, training programs, accessibility and job accommodation without regard to the individual's status protected by law. The college will reasonably accommodate qualified individuals with disabilities whenever the individual is otherwise qualified to safely perform all essential functions of the position. Any person employed by Virginia Western Community College who fails to comply with this policy will be subject to disciplinary action. Virginia Western Community College is committed to Diversity and is an Equal Opportunity/Affirmative Action Institution.

Medical Laboratory Technology Program Essential Functions

Essential Function I: Observation

- Distinguish red, yellow, and blue colors, distinguish clear from cloudy, distinguish and discriminate objects in the range of 1 micron through the microscope; Observe demonstrations and exercises in which biological fluids are tested; Perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures, and widths and lengths of line; to comprehend forms in space and understand relationships of plane and solid objects; the ability to visualize objects of two or three dimensions.

Essential Function II: Communication

- Communicate effectively and sensitively with patients, their families, and members of the health care team.
- Communicate effectively with patients from different social and cultural backgrounds, as well as develop effective professional rapport with patients and co-workers, record diagnostic results clearly, accurately and efficiently.
- Communicate effectively in English with patients, family and other health care professionals in a variety of patient settings; Comprehend English when spoken in person or via the telephone.

Essential Function III: Motor

- Maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms. Movement includes utilizing shoulders, arms, and neck; bending; twisting the body; standing; reaching and grasping overhead, in front of the body, and down; manipulates small objects and control adaptive devices with gloved hands; manipulate instruments, perform manual procedures, and have sufficient eye/hand and eye/hand/foot coordination to perform required duties in a laboratory.

Essential Function IV: Intellectual-Conceptual, Integrative and Quantitative Abilities

- Demonstrate through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology.
- Assimilate a large amount of complex, technical and detailed information.
- Discern abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions; interpret instructions furnished in oral, written, diagrammatic, or schedule form.
- Perceive pertinent detail in verbal or tabular material; observe differences in copy, proofread words and numbers, and avoid perceptual errors in arithmetic computation.
- Synthesize, coordinate, analyze, compile, compute, copy, and compare data.

Essential Function V: Behavioral and Social Attributes

- Function effectively under stress and to adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways.
- Accept responsibility, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical standards of the medical profession.
- Work effectively, respectfully and professionally as part of the healthcare team, and interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner.
- Contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.
- Interact with individuals and/or groups from a range of social, cultural, emotional, and intellectual backgrounds.
- Comprehend and follow instructions; perform simple and repetitive tasks; maintain a work pace appropriate to a given work load; relate to other people beyond giving and receiving instructions, perform complex or varied tasks, make generalizations, evaluations or decisions without immediate supervision, accept and carry out responsibility for directions, control and planning, maintain own health and safety, and present a professional appearance.

Essential Function VI: Ethical and Legal Standards

- Comprehend and comply with the legal and ethical standards of the medical profession.

- Possess attributes that include compassion, empathy, altruism, integrity, responsibility, and tolerance, recognize limitations in their knowledge, skills and abilities and to seek appropriate assistance with their identified limitations.

Other Essential Functions:

- Sufficient olfactory (smell) sense to maintain patients' and environment safety.
- Ability to work indoors, be around moving machinery; fumes, gases, odors, irritating particles, possibly be exposed to toxic or caustic chemicals, blood and body fluids, noise, radiation or electrical energy, vibration; work in confined spaces, use a computer monitor; work alone, with others, and/or around others,
- Ability to wear safety glasses, face mask/shield, protective clothing, and protective gloves in the laboratory.

II. PROFESSIONALISM AND THE AFFECTIVE DOMAIN

A. American Society for Clinical Laboratory Science Code of Ethics

MLT Students should abide by the American Society for Clinical Laboratory Science (ASCLS) Code of Ethics (<http://www.ascls.org/about-us/code-of-ethics>).

B. 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 and interrelated, into which your learning may be categorized: Cognitive, Psychomotor, and 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 various skills sets to performing tasks (psychomotor).

The affective domain includes objectives that emphasize values, attitudes, and interest.

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

AFFECTIVE OBJECTIVES FOR LAB CLASSES

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 CLINICAL

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 high volume or stat pressures with organization and efficiency.

III. CURRICULUM

There are 66 required credits in the program. Eleven (11) credits must be completed prior to applying to the program. Didactic courses are held in the Fall and Spring semesters of the first and second year. The clinical course is held in the summer after all didactic courses are complete. The curriculum is available in the [Virginia Western College Catalog](#).

IV. PROGRAM POLICIES

A. 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 VWCC courses.

Students must obtain a grade of "C" or better in both the lecture and laboratory portions of medical laboratory 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: 0-59

All courses must be completed in the sequence outlined in the Virginia Western College Catalog. Withdrawal from, or failure in **any** MDL class will result in automatic dismissal from the program. Additional information on Withdrawals and Readmission is provided in sections [G](#) and [H](#) below.

Incomplete grades must be resolved prior to taking the next course in the sequence.

Clinical course grading uses a criteria-based rubric system for final clinical evaluation grading. Students are evaluated in technical and professional areas. All students will be expected to complete a specified list of skills for each clinical rotation. A sheet containing the list of skills as well as a comment area for the clinical specialists will be filled out by the clinical specialists in each area of the laboratory. The clinical grade will be based on the performance of the student in each area of the laboratory and will be assigned by the clinical instructor and Program Director. A failing grade in MDL 290 will result in the student being removed from the MLT 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. If the student is barred from the clinical site due to disciplinary infractions, it will also result in their removal from the MLT Program.

B. Attendance

- Students are expected to attend ALL scheduled lectures and labs and arrive on time. The instructor will record class attendance at the beginning of each session.
- There are no make-up labs. If a student must be absent due to illness or emergency, he/she must contact the instructor prior to class or risk an unexcused absence.
- Missed assignments and tests due to absenteeism will be made up at the discretion of the faculty according to the published guidelines in each course syllabus.
- More than one class missed due to illness will require documentation from a health care provider.
- Points will be deducted from the final grade for multiple tardiness and unexcused absences.

C. Appearance/Dress Code

On-Campus Labs

Students must wear a lab coat (it will remain in the lab for the duration of the course); closed toed and heeled shoes; hair tied back away from face; non-latex gloves and protective face shields as needed. Sandals/flip-flops and open toed shoes are strictly forbidden and students wearing these will be barred from entering the lab section without changing to closed toed shoes. Disposable lab coats will be supplied by the program for use on campus as per OSHA regulations.

Clinical

Clinical attire will consist of white pants, white shoes (tennis shoes are acceptable) and a scrub top with a white lab coat (tie-dyed or colored lab coats are not acceptable). The color of the scrub top will depend on the clinical rotation site. Lab coats worn on campus will be the disposable type, while the clinical sites will supply students with lab coats. Students should also wear a VWCC program badge on the left sleeve of their scrub top. Program badges are available in the VWCC Bookstore.

1. Appropriate dress must be professional looking and include the VWCC badge. The following may not be worn in any clinical setting at any time: denim of any color or style; clinging pants (leggings or stirrup pants); see-through fabrics (except on arms); T-shirts; sweatshirts or

sweatpants; shorts; skorts; cropped pants; capris pants; sundresses; low necklines; thin shoulder straps; backless shirts, baseball caps; tank tops; novelty clothing; short lengths on skirts or dresses; open-toed shoes or sandals.

2. Students may wear a plain wedding band and one pair of small, plain, post earrings (one per earlobe); no exceptions. Dangling or hoop earrings are not acceptable. No other jewelry is permissible. Other visible, pierced body parts are not allowed in clinical.
3. Tattoos are to be covered whenever feasible.
4. Makeup must be light and unobtrusive.
5. Hair must be clean, off the collar, and styled conservatively. Very long hair should be pulled back.
6. No hair ornaments are to be worn with the uniform. Plain barrettes and clips that match hair color may be worn.
7. White shoes and laces must be clean. Full white socks must be worn with the pants uniform.
8. Nails must be cut short. Nail polish and artificial nails are not permitted.
9. Perfume, cologne, or aftershave lotion must not be worn in the clinical area.
10. No smoking, consumption of alcoholic beverages, or use of smokeless tobacco is permitted while wearing student uniform, or lab coat in any location. Students are not allowed to wear the VWCC uniform into any establishment that could be viewed as unacceptable (bars, clubs, etc.).
11. Students should be clean and well-groomed at all times. Male students must be clean shaven. A clean neatly trimmed beard or mustache is permitted.

D. Email

All Virginia Western students are assigned an email address by the Virginia Community College System (VCCS). Students and faculty are required to use this email account for any course-related email communication. Faculty will not accept or respond to email sent from any other email account. Please remember to check your student email daily and regularly delete unwanted messages so you are able to receive messages.

E. Student Conduct Policy

Students in the MLT Program must abide by the Virginia Western [Student Conduct Policy \(I-21\)](#). In addition to this policy, the following misconduct sanctions and administrative responses are specific to the restricted admissions MLT Program.

Plagiarism

Plagiarism is defined in the Student Conduct Policy as “the intentional or accidental presentation of another's words or ideas as your own. Students should familiarize themselves with the description of plagiarism found in their English handbooks, their English class syllabi, or in writing manuals available in the library. **Ignorance of what constitutes plagiarism is not a defense for such a serious infraction.**”

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 [Student Conduct Policy](#). 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.

Electronic Devices in the Classroom and Clinical Environment

Technology use in the classroom is intended to enhance the learning environment for all students. Any use of technology that degrades the learning environment, promotes academic misconduct or illegal activities is prohibited. Failure to adhere to these requirements 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. Cell phones and other electronic devices should be turned off or on silent in the classroom and in labs.
2. Laptops/Tablets/iPads: In the classroom, these devices 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. Use of cell phones in the clinical setting is strictly forbidden in the laboratory areas or patient areas of the facility. Students violating this will face disciplinary action.
4. Text Messaging/E-mailing/Gaming/Accessing Social Media is not permitted in the classroom or in a clinical setting. Students guilty of these infractions in a clinical setting will be asked to leave the clinical site and will face disciplinary action.
5. Photography is not permitted in the classroom without permission of the instructor. Photography in the clinical setting is strictly forbidden.

6. Video/Audio Recording: Students are permitted to video classroom laboratory sessions with consent of the instructor. Students may audio record a lecture with the permission of the instructor. No recording or videos will be allowed in the clinical sites.

Dismissal from MLT Program

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

GROUNDS FOR DISMISSAL FROM MLT PROGRAM			
Infraction	Maximum Penalty 1st Offense	Maximum Penalty 2nd Offense	Maximum Penalty 3rd Offense
Unexcused Absence	Verbal Warning	Written Warning	Dismissal
Unexcused Tardiness	Verbal Warning	Written Warning	Dismissal
Eating/smoking in unauthorized areas	Verbal Warning	Written Warning	Dismissal
Non-compliance of policy for appearance/dress code/personal hygiene	Verbal Warning	Written Warning	Dismissal
Failure to follow chain of command	Verbal Warning	Written Warning	Dismissal
Use of cell phones, iPads or similar devices at the clinical site	Written Warning	Dismissal	
Use of abusive or obscene language	Dismissal		
Rudeness to patients/staff/faculty	Dismissal		
Threatening or fighting with faculty/employees, patients, or visitors	Dismissal		
Falsifying records and/or non-disclosure of criminal background	Dismissal		
Insubordination or refusal to comply with reasonable instructions from an authorized supervisor/faculty	Dismissal		
Leaks of privileged information and confidentiality (HIPAA violations)	Dismissal		
Report of being in clinical while intoxicated	Dismissal		
Consuming intoxicants or non-prescribed drugs on clinical premises and/or positive random drug screen	Dismissal		
Acting in a manner that endangers patients/staff/faculty	Dismissal		
Incorrect identification of patients or labeling of specimens at clinical sites	Dismissal		
Unethical use of clinical affiliate supplies or equipment	Dismissal		
Failure to comply with OSHA regulations	Dismissal		

F. Student Grievance Policy

The student grievance policy is clearly delineated in the [Student Grievance Policy & Procedures \(I-19\)](http://www.virginiawestern.edu/about/policies/l-19.php) (<http://www.virginiawestern.edu/about/policies/l-19.php>).

G. Withdrawal

If a student must voluntarily withdraw from an MDL course due to personal circumstances, he/she must meet with the Program Director for an Exit Interview. If the student wishes to apply for readmission at a later date, a return plan must be created with the Program Director. The student will have to apply for readmission and readmission to the program is not guaranteed. The Program Director and faculty will ultimately decide if the student will be readmitted to the program.

H. Readmission Requirements

1. Any student who has received a grade of less than “C” in a MDL major course may reapply for readmission to the program. Readmission is not guaranteed, however.
2. Any student who has voluntarily withdrawn from a major MDL course due to personal circumstances may return the following year provided he/she has the approval of the Program Head and a return program plan on file. A delay of more than one year will require a reapplication to the program.
3. Students, who withdraw from, or fail in (grade of less than “C”), two (2) MDL major courses, are ineligible for readmission to the Medical Laboratory Technology program.
4. Students who have been dismissed in writing from a clinical education site in consult with the Program Head and Division Dean, or who have been administratively withdrawn for ethical or behavioral problems are ineligible for readmission to the Medical Laboratory Technology program.
5. If readmission to the program is granted, an interview and repeat and/or updated immunization records, criminal background check, and drug screen may be required.

V. SAFETY

Students will be exposed to potentially hazardous materials in the MLT program. Specimens with potential to spread infectious diseases and potentially toxic chemicals will be handled throughout the program. Students will be informed of these hazards and the proper method for safely handling them. Exposure to potential biohazards such as blood and body fluids can be minimized with the proper precautions. Every patient sample in the hospital/clinic should be treated as a potential biohazard.

1. Most accidents can be prevented by careful adherence to the rules of laboratory safety. Following OSHA Guidelines is mandatory. Students are expected to become thoroughly familiar with all safety regulations presented to them and to follow these rules at the college and the affiliates.

2. Any accident occurring while you are a student assigned to a clinical affiliate **MUST** be reported to the laboratory supervisor immediately and to the Program Director by the end of the day.
3. Students are strongly encouraged to carry personal health insurance. Information on low-cost/free health care and short-term medical insurance is available at the [Student Activities Office](#). Hospitals can provide emergency treatment for any incident occurring while you are scheduled in a clinical rotation; however, please be reminded that you will be charged for this service as you are not an employee of the hospital.
4. In addition to documentation of your immunization records, we also highly recommend that you have a baseline HIV test for your own personal records.

A. Laboratory Safety

All students must read and understand the information in this document with regard to laboratory safety and emergency procedures prior to the first laboratory session. **Your personal laboratory safety depends mostly on YOU.** Effort has been made to address situations that may pose a hazard in the lab but the information and instructions provided cannot be considered all-inclusive.

Students must adhere to written and verbal safety instructions throughout the academic term. Since additional instructions may be given at the beginning of laboratory sessions, it is important that all students arrive at each session on time.

With good judgement, the chance of an accident in this course is very small. Nevertheless, research and teaching workplaces (labs, shops, etc.) are full of potential hazards that can cause serious injury and or damage to the equipment. Working alone and unsupervised in laboratories is forbidden if you are working with hazardous substances or equipment. With prior approval, at least two people should be present so that one can shut down equipment and call for help in the event of an emergency.

Safety training and/or information should be provided by a faculty member, teaching assistant, lab safety contact, or staff member at the beginning of a new assignment or when a new hazard is introduced into the workplace.

Emergency Response

1. It is your responsibility to read safety and fire alarm posters and follow the instructions during an emergency.
2. Know the location of the fire extinguisher, eye wash, and safety shower in your lab and know how to use them.
3. Notify your instructor immediately after any injury, fire or explosion, or spill.
4. Know the building evacuation procedures.

Personal and General laboratory safety

1. Never eat, drink, or smoke while working in the laboratory.
2. Read labels carefully.
3. Do not use any equipment unless you are trained and approved as a user by your supervisor.
4. Wear safety glasses or face shields when working with hazardous materials and/or equipment.
5. Wear gloves when using any hazardous or toxic agent.
6. Clothing: When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses. Shorts and sandals should not be worn in the lab at any time. Shoes are required when working in the machine shops.
7. If you have long hair or loose clothes, make sure it is tied back or confined.
8. Keep the work area clear of all materials except those needed for your work. Coats should be hung in the hall or placed in a locker. Extra books, purses, etc. should be kept away from equipment, that requires air flow or ventilation to prevent overheating.
9. Disposal - Students are responsible for the proper disposal of used material in appropriate containers.
10. Equipment Failure - If a piece of equipment fails while being used, report it immediately to your lab assistant or tutor. Never try to fix the problem yourself because you could harm yourself and others.
11. If leaving a lab unattended, turn off all ignition sources and lock the doors.
12. Never pipette anything by mouth.
13. Clean up your work area before leaving.
14. Wash hands before leaving the lab and before eating.

Chemical safety

1. Treat every chemical as if it were hazardous.
2. Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible.
3. Never return chemicals to reagent bottles. (Try for the correct amount and share any excess.)
4. Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the building coordinator.
5. Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
6. Never allow a solvent to come in contact with your skin. Always use gloves.
7. Never "smell" a solvent!! Read the label on the solvent bottle to identify its contents.
8. Dispose of waste and broken glassware in proper containers.
9. Clean up spills immediately.
10. Do not store food in laboratories.

Additional Safety Guidelines

- Never do unauthorized experiments.
- Never work alone in laboratory.

- Keep your lab space clean and organized.
- Do not leave an on-going experiment unattended.
- Always inform your instructor if you break a thermometer. Do not clean mercury yourself!!
- Never taste anything. Never pipette by mouth; use a bulb.
- Never use open flames in laboratory unless instructed by TA.
- Check your glassware for cracks and chips each time you use it. Cracks could cause the glassware to fail during use and cause serious injury to you or lab mates.
- Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eye washes.
- Do not use corridors for storage or work areas.
- Do not store heavy items above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only. Also, remember that a 36" diameter area around all fire sprinkler heads must be kept clear at all times.
- Areas containing lasers, biohazards, radioisotopes, and carcinogens should be posted accordingly. However, do not post areas unnecessarily and be sure that the labels are removed when the hazards are no longer present.
- Be careful when lifting heavy objects.
- Clean your lab bench and equipment, and lock the door before you leave the laboratory.

Standard Precautions

Hand Hygiene

Hand hygiene refers to both washing with plain or anti-bacterial soap and water and to the use of alcohol gel to decontaminate hands. When hands are not visibly soiled, alcohol gel is the preferred method of hand hygiene when providing health care to clients.

Hand hygiene should be performed before and after contact with a client, immediately after touching blood, body fluids, non-intact skin, mucous membranes, or contaminated items (even when gloves are worn during contact), immediately after removing gloves, when moving from contaminated body sites to clean body sites during client care, after touching objects and medical equipment in the immediate client-care vicinity, before eating, after using the restroom, and after coughing or sneezing into a tissue as part of respiratory hygiene.

Personal Protective Equipment (PPE)

PPE includes items such as gloves, gowns, masks, respirators, and eyewear used to create barriers that protect skin, clothing, mucous membranes, and the respiratory tract from infectious agents. PPE is used as a last resort when work practices and engineering controls alone cannot eliminate worker exposure. The items selected for use depend on the type of interaction a public health worker will have with a client and the likely modes of disease transmission.

Wear gloves when touching blood, body fluids, non-intact skin, mucous membranes, and contaminated items. Gloves must always be worn during activities involving vascular access, such as performing phlebotomies.

Wear a surgical mask and goggles or face shield if there is a reasonable chance that a splash or spray of blood or body fluids may occur to the eyes, mouth, or nose.

Wear a gown if skin or clothing is likely to be exposed to blood or body fluids.

Remove PPE immediately after use and wash hands. It is important to remove PPE in the proper order to prevent contamination of skin or clothing. The CDC has suggested steps for correctly.

If PPE or other disposable items are saturated with blood or body fluids such that fluid may be poured, squeezed, or dripped from the item, discard into a biohazard bag. PPE that is not saturated may be placed directly in the trash. Saturated waste generated from the home should be placed in sealable leak-proof plastic bags before placing in regular trash bags for disposal.

The OSHA PPE Standards and require employers to provide PPE for employees with hazard exposure in the workplace, train employees on the proper use of PPE, and properly maintain, store, and dispose of PPE.

Needlestick and Sharps Injury Prevention

Safe handling of needles and other sharp devices are components of standard precautions that are implemented to prevent health care worker exposure to blood borne pathogens. This mandates the use of sharps with engineered safety devices when suitable devices exist.

- The safety devices on needles and other sharps should be activated immediately after use.
- Used needles should be discarded immediately after use and not recapped, bent, cut, removed from the syringe or tube holder, or otherwise manipulated.
- Any used needles, lancets, or other contaminated sharps should be placed in a leak-proof, puncture-resistant sharps container that is either red in color or labeled with a biohazard label.
- Do not overfill sharps containers. Discard after 2/3 full or when contents are at the full line indicated on the containers.
- Used sharps containers may be taken to a collection facility such as an area pharmacy, hospital, or clinic that provides this service.

Cleaning and Disinfection

Benchtops in the laboratory should be wiped down with a proper disinfectant before and after use. Any blood or body fluid spills should be cleaned with a solution of 10% bleach. If spills or spraying of walls in a centrifuge occurs, clean with 10% bleach. All lab equipment can also be cleaned with disinfectant on an as-needed basis.

Housekeeping surfaces such as floors and walls do not need to be disinfected unless visibly soiled with blood or body fluids. They may be routinely cleaned with a detergent only or a detergent/disinfectant product.

Most disinfectants are not effective in the presence of dirt and organic matter, therefore cleaning must occur first before disinfection. Wet a cloth with the disinfectant, wipe away dirt and organic material, then with a clean cloth apply the disinfectant to the item and allow to air dry for the time specified by the product manufacturer.

Some pathogens such as norovirus and *Clostridium difficile* are not inactivated by commercial disinfectants routinely used in local public health settings. In situations where contamination with these pathogens is suspected, a bleach solution (10%) is recommended for disinfecting contaminated surfaces and items.

Some laboratory items may be damaged or destroyed by certain disinfectants. Consult with the manufacturer of the items before applying disinfectants.

Waste Disposal

Sharp items should be disposed of in containers that are puncture resistant, leak-proof, closable, and labeled with the biohazard symbol or are red in color. Sharps containers should be replaced when filled up to the indicated full line. Items generated by local public health agencies that should be discarded into sharps containers include contaminated items that may easily cause cuts or punctures in the skin (used needles, lancets, broken glass or rigid plastic vials) and unused needles and lancets that are being discarded. Syringes or blood collection tube holders attached to needles must also be discarded still attached to the needles.

Non-sharp disposable items saturated with blood or body fluids (i.e., fluid can be poured or squeezed from the item or fluid is flaking or dripping from the item) should be discarded into biohazard bags that are puncture-resistant, leak-proof, and labeled with a biohazard symbol or red in color. Such items may include used PPE and disposable rags or cloths.

The following practices can break the “link of infection” in the clinical site:

- Proper hand hygiene
- Disinfection
- Use of standard precautions
- Proper use of PPEs
- Sealed sample containers
- Sealed biohazard waste containers
- Immunizations
- Patient isolation

VI. SUPPORT SERVICES

Students who do not achieve a score of at least 70 on any unit test are required to make an appointment with the instructor for test review.

In addition to faculty office hours, the following support services are available to students:

- [Academic Link](#)
- [Brown Library](#)
- [Intervention Counselor](#)
- [Office of Disability Services](#)

Additional resources are available on the [Student Services](#) website.

VII. CAREER ENTRY COMPETENCIES

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Standards

Core Module

1. Define the role of the clinical assistant in the healthcare delivery system as it relates to the point-of-care or clinical laboratory environment.
2. Use common medical terminology.
3. Demonstrate knowledge of infection control and safety practices.
4. Follow standard operating procedures to collect specimens.
5. Prepare blood and body fluid specimens for analysis according to standard operating procedures.
6. Prepare/reconstitute reagents, standards and controls according to standard operating procedure.
7. Perform appropriate tests at the clinical assistant level, according to standard operating procedures.
8. Perform and record vital sign measurements.
9. Follow established quality control protocols to include maintenance and calibration of equipment.
10. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

Chemistry Module

1. Use common clinical chemistry terminology as it relates to the point-of-care or clinical laboratory environment.
2. Prepare, store and dispose of specimens for chemistry analysis according to standard operating procedures.
3. Determine suitability of specimens for chemistry procedures according to: the test requested; appropriate patient preparation/method of collection; time of collection/processing; storage; Specimen rejection criteria.
4. Assemble/prepare reagents, standards and controls for chemistry tests.

5. Perform appropriate tests at the clinical assistant level.
6. Recognize technical testing errors for each test performed.
7. Report results of procedures using pre-determined criteria.
8. Follow established quality control procedures specific to chemistry tests, including maintenance and instrument calibration.

Donor Room Collection/Screening and Component Processing Module

Performance may be done in a clinical setting or in a simulated lab.

1. Use common donor room, collection, processing, and component preparation terminology as it relates to the point-of-care or clinical laboratory environment.
2. According to standard operating procedures, demonstrate the ability to perform donor screening.
3. Demonstrate the ability to perform unit collection procedures as defined by established regulations.
4. Describe the procedures for the component preparation system
5. Follow established quality control procedures specific to donor room collection/component screening, including maintenance and instrument calibration.
6. Follow pre-determined criteria for unit suitability and lot release.

Hematology Module

1. Use common hematology terminology as it relates to the point-of-care or clinical laboratory environment.
2. Prepare, store and dispose of specimens for hematology analysis according to standard operating procedures.
3. Determine suitability of specimens for hematology procedures related to: the test requested; appropriate patient preparation/method of collection; time of collection/processing; storage; specimen rejection criteria.
4. Assemble/prepare reagents, standards and controls for hematology tests.
5. Prepare and stain slides for further analysis.
6. Perform hematology procedures at the clinical assistant level.
7. Report results of tests using pre-determined criteria.
8. Recognize technical testing errors for each test performed.
9. Follow established quality control procedures specific to hematology tests, including maintenance and instrument calibration.

Immunology Module

1. Use common immunology terminology as it relates to the point-of-care or clinical laboratory environment.
2. Prepare, store and dispose of specimens for immunology testing according to standard operating procedures.
3. Determine suitability of specimens for immunology procedures related to: the test requested; appropriate patient preparation/method of collection; time of collection/processing; storage; specimen rejection criteria.

4. Assemble/prepare reagents, standards and controls for immunology tests.
5. Perform immunology tests at the clinical assistant level.
6. Recognize technical testing errors for each test performed.
7. Report results of tests using pre-determined criteria.
8. Follow established quality control procedures specific to immunology tests, including maintenance and instrument calibration.

Microbiology Module

1. Use common immunology terminology as it relates to the point-of-care or clinical laboratory environment.
2. Follow special safety procedures and aseptic technique required for processing microbiology specimens.
3. Prepare, store, dispose of and properly transport specimens for microbiology testing according to standard operating procedure.
4. Determine suitability of specimens for microbiology procedures related to: the test requested; appropriate patient preparation/method of collection; time of collection/processing; storage; specimen rejection criteria.
5. Assemble/prepare reagents, standards and controls for microbiology procedures.
6. Prepare and stain slides for further analysis.
7. Perform microbiology testing at the clinical assistant level.
8. Recognize technical errors for each test performed.
9. Report results of procedures using pre-determined criteria.
10. Perform pre-determined quality control procedures specific to microbiology testing, including maintenance and instrument calibration.

Urinalysis Module

1. Use common immunology terminology as it relates to the point-of-care or clinical laboratory environment.
2. Prepare, store, dispose of and properly transport specimens for urinalysis testing according to standard operating procedure.
3. Instruct patients in the proper collection and preservation for various urine samples, including: mid-stream; random clean catch; timed collections; collections for drug screening; urine pregnancy tests.
4. Determine suitability of specimens for urinalysis procedures related to: the test requested; appropriate patient preparation/method of collection; time of collection/processing; storage; specimen rejection criteria.
5. Assemble/prepare reagents, standards and controls for urinalysis testing.
6. Prepare slides for microscopic examination.
7. Perform urinalysis tests at the clinical assistant level.
8. Recognize technical errors for each test performed.
9. Report results of tests using pre-determined criteria.
10. Perform pre-determined quality control procedures for urinalysis tests, including maintenance and instrument calibration.

VIII. SIGNATURE PAGES

Signature pages must be signed, detached from the MLT Student Handbook and given to the Program Director.

**MEDICAL LABORATORY TECHNOLOGY
STUDENT HANDBOOK**

**RECEIPT AND ACCEPTANCE OF RESPONSIBILITY
PROGRAM LIABILITY DISCLAIMER**

Student Handbooks for Medical Laboratory Technology have been developed to assist you in successful completion of the MLT AAS degree program. You are expected to become thoroughly familiar with the respective program handbook and keep it available for ready reference. If you have any difficulty understanding anything in this document, please consult the Program Director.

The Handbook is provided as a guide to ensure you understand the academic and conduct expectations the MLT AAS degree program has for you during your enrollment in the program.

There is no mutuality between you and the Program concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the program. The program reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

1. Virginia Western Community College and its faculty assume no responsibility for accidents involving property damage, loss or theft, or bodily injury sustained or caused by students in pursuit of the Medical Laboratory Technology Program curriculum requirements.
2. Medical Laboratory Technology Students have responsibility for their personal actions when in contact with patients, even though they are not yet registered. Students are legally and financially responsible if another person is injured or suffers loss as a result of their negligence.

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

Student Printed Name

Date

Student Signature

MEDICAL LABORATORY TECHNOLOGY

HONOR CODE

To prepare students for the high ethical standards of the Health Professions, the College expects absolute academic integrity both in the classroom and in clinical practice. Therefore, any act of misconduct will subject you to the disciplinary procedures outlined in the Virginia Western Student Conduct Policy. In addition, misconduct at the clinical site may result in dismissal from the restricted admissions MLT Program as defined in the MLT Student Handbook.

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

Student Printed Name

Date

Student Signature

**Virginia Western Community College
ASSUMPTION OF RISK FORM**

I agree that as a participant in the Medical Laboratory A.A.S. degree program, and any courses with the MDL prefix associated with Virginia Western Community College (the "College") scheduled for: Start Date _____ to End Date: _____, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to: exposure to blood and body fluids, exposure to infectious disease including bacteria, viruses, and parasites, and exposure to potentially hazardous chemical substances by inhalation or skin exposure.

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

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

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College. I understand that this Assumption of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with Carole Graham, Dean, School of Health Professions at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact _____ (name)
at _____ (Phone number).

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

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

Participant's Signature

Date

Address

Medical Laboratory Technology Student Direct Supervision Verification

The Medical Laboratory Technology Program at Virginia Western Community College is committed to ensuring a strong educational experience at each clinical site for the student. The learning experience for the student is never to take precedence over patient care and safety. For that reason, students must be directly supervised by a qualified instructor at all times during any procedure where a patient is involved.

As stated by the NAACCLS, Standard VIII-B, 2, "After demonstrating competency, students, with qualified supervision, may be permitted to perform procedures."

Direct supervision is defined as student supervision by a qualified practitioner who:

- is physically present during the conduct of the procedure, and
- reviews and approves the procedure

By signing below, the student agrees to abide by the Direct Supervision policy above:

Student Printed Name

Date

Student Signature

SAFETY

1. Students will be exposed to potentially hazardous materials in these courses. Specimens with potential to spread infectious diseases and potentially toxic chemicals will be handled. Students will be informed of these hazards and the proper methods for safely handling them.
2. Most accidents can be prevented by careful adherence to the rules of laboratory safety. Following OSHA guidelines is mandatory. Students are expected to become thoroughly familiar with all safety regulations presented to them and to follow these rules at the college and at the clinical practice.
3. Any accident or injury occurring while you are a student assigned to a clinical affiliate must be reported to the laboratory supervisor immediately, and to the Program Head, Dr. Gillette (540) 857-6293. If he is not available, leave a message and a phone number where you can be reached. A college incident form needs to be initiated for documentation. The affiliate can provide medical care, however, please be reminded, you will have to pay the costs as you are not an employee.
4. Hospitals can provide emergency treatment for any incident occurring while you are scheduled in a rotation, however, please be reminded that you will be charged for this service, as you are not an employee of the hospital.
5. In addition to documentation of your immunization records, we also highly recommend that you have a baseline HIV test for your own personal records.

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

Student Printed Name

Date

Student Signature