

OZARKS TECHNICAL COMMUNITY COLLEGE



Medical Lab Technician

CLASS OF 2018-2019

STUDENT HANDBOOK OF ACADEMIC AND CLINICAL PROCEDURES*

***Additional information may be found in the current OTC College Catalog
and current OTC Student Handbook**

WELCOME

Dear MLT Student:

We would like to welcome you to the Medical Laboratory Technician (MLT) program at Ozarks Technical Community College. Today is the beginning of a very important year of your life. During the next year you will be given an opportunity to learn a tremendous amount of information about the medical laboratory, gain skills that will increase your employability, and build relationships with other students that will last a lifetime.

At times, you may become overwhelmed or discouraged and feel that your mind can't endure any more. During those times, we want you to remember that you are being educated to become a medical professional. This program may challenge you in ways that you have not been challenged previously. The instructors are here to help you succeed. It is important that the instructors and students in the program have an open communication policy. If you need any additional help, please do not hesitate to contact an instructor.

The Medical Laboratory Technician program has received accreditation from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Rd., Suite 720, Rosemont ILL. 60018. (773-714-8880). Upon completion of the MLT program, graduates need to apply for the Medical Laboratory Technician Board Certification Examination to become a certified MLT. Graduates will also graduate with an Associate of Applied Science in Medical Laboratory Technology.

The purpose of this handbook is to provide an overview of the rules and regulations for the MLT program provided by Ozarks Technical Community College, Springfield, Missouri. This handbook will serve as your guide and permit you to know, in advance, the school rules and regulations. You should bring this handbook to all classroom and laboratory settings.

MLT students are subject to the same policies as set forth in the OTC Student Handbook in regard to student load, dropping and adding courses, withdrawal from the college, refund on fees, student conduct, and recognition of achievement.

**Tony Evans, MT(ASCP), MA
Danyel Anderson, EdD, MT(ASCP), MPH**

TABLE OF CONTENTS

| | |
|--|-------------------------------------|
| TABLE OF CONTENTS | 5 |
| GENERAL INFORMATION | 9 |
| ACADEMIC FACILITIES | 9 |
| CONTACT INFORMATION | 9 |
| OZARKS TECHNICAL COMMUNITY COLLEGE MISSION STATEMENT | 11 |
| ALLIED HEALTH DIVISION MISSION STATEMENT | 11 |
| MLT PROGRAM PHILOSOPHY AND OBJECTIVES | 12 |
| ASCLS CODE OF ETHICS | 13 |
| PLEDGE TO THE PROFESSION | 13 |
| ADVISORY COMMITTEE | 14 |
| PROGRAM FACULTY | 14 |
| CURRICULUM | 17 |
| COURSE DESCRIPTIONS | ERROR! BOOKMARK NOT DEFINED. |
| PREFERRED COURSE SEQUENCE | ERROR! BOOKMARK NOT DEFINED. |
| STUDENT EXPECTATIONS | 21 |
| POST-PROVISIONAL ACCEPTANCE | 21 |
| ACADEMIC ADVISEMENT | 27 |
| WORK | 29 |
| ESSENTIAL REQUIREMENTS “TECHNICAL STANDARDS” | 29 |
| PROGAM POLICIES & PROCEDURES | 31 |
| SATISFACTORY PROGRESS | 31 |
| GRADING SCALE | 31 |
| GRADUATION | 31 |
| NATIONAL CERTIFICATION EXAMINATIONS | 31 |
| SUSPENSION | 32 |
| PROGRAM READMISSION | 32 |
| PROGRAM WITHDRAWAL | 33 |
| DROPPING A CLASS | 33 |
| ADDITIONAL COURSE REQUIREMENTS | 33 |
| CLINICAL ROTATIONS | 34 |
| CLASS CONDUCT | 34 |
| ETHICAL BEHAVIOR AND GUIDELINES | 36 |

| | |
|--|-----------|
| ATTENDANCE | 37 |
| CLASSROOM, LABORATORY AND CLINICAL DRESS CODE ATTIRE | 37 |
| CELL PHONE USE | 38 |
| STUDENT FILE | 39 |
| HEALTH CARE RISKS AND PREGNANCY GUIDELINES | 39 |
| AIDS/OTHER CONTAGIOUS DISEASES | 40 |
| SAFETY REGULATIONS FOR THE LABORATORY | 40 |
| CLINICAL PRACTICUM | 43 |
| ELIGIBILITY | 44 |
| SELECTION PROCESS..... | 44 |
| CLINICAL POLICIES & PROCEDURES | 44 |
| PHONE CALL POLICY..... | 46 |
| NON-WORK RELATED ACTIVITIES POLICY | 46 |
| DRESS POLICY | 47 |
| ILLNESS OR INJURY | 47 |
| EVALUATION..... | 47 |
| COMMUNICATION WITH OTC..... | 48 |
| OUTSIDE EMPLOYMENT POLICY | 48 |
| SERVICE WORK POLICY: WORK (AFTER HOURS) | 48 |
| PHLEBOTOMY POLICY: | 49 |
| CLINICAL PRACTICUM STUDENT CONTRACT | 49 |
| CONFIDENTIALITY AGREEMENT | 49 |
| COLLEGE POLICIES & PROCEDURES..... | 51 |
| RIGHTS OF PRIVACY | 51 |
| ALCOHOL AND DRUG POLICY | 51 |
| NONDISCRIMINATION STATEMENT | 51 |
| AMERICANS WITH DISABILITIES ACT | 52 |
| SEXUAL HARASSMENT | 52 |
| COMPUTER USE AGREEMENT | 52 |
| E-MAIL ACCESS..... | 53 |
| FOOD AND BEVERAGES..... | 53 |
| SALES ON CAMPUS | 53 |
| TOBACCO-FREE CAMPUS POLICY..... | 53 |
| BOOKSTORE..... | 53 |

| | |
|--|-----------|
| OTC WRITING CENTER..... | 53 |
| INCLEMENT WEATHER POLICY..... | 54 |
| DUE PROCESS AND APPEALS PROCEDURE..... | 54 |
| GRIEVANCE PROCEDURE..... | 54 |
| EMERGENCY PROCEDURES | 59 |
| FIRE | 59 |
| EARTHQUAKE..... | 59 |
| REPORTING OF ACCIDENTS, INJURIES, CRIMES AND OTHER EMERGENCIES..... | 60 |
| SAFETY AND SECURITY | 60 |
| APPENDIX A..... | 61 |
| REQUEST FOR ACCOMMODATION | 61 |
| ESSENTIAL REQUIREMENTS..... | 63 |
| ALCOHOL AND DRUG POLICY | 65 |
| AUTHORIZATION FOR RELEASE OF INFORMATION | 67 |
| URINE TESTING..... | 67 |
| CONSENT TO PARTICIPATEIN PHLEBOTOMY PROCEDURE | 69 |
| CONFIDENTIALITY AGREEMENT | 73 |
| PREGNANCY RISK FORM..... | 75 |
| CLINICAL PRACTICUM STUDENT CONTRACT | 77 |
| STUDENT CONSENT TO RELEASE EDUCATIONAL RECORDS | 79 |
| AUTHORIZATION TO USE OR DISCLOSE CRIMINAL BACKGROUND CHECK | 81 |
| STUDENT ORIENTATION TO PROGRAM POLICIES FORM..... | 83 |

GENERAL INFORMATION

ACADEMIC FACILITIES

Ozarks Technical Community College
Richwood Valley Campus
Main Building - Room 123

3369 W Jackson Street
Nixa, MO 65721

417-447-7700

CONTACT INFORMATION

| | |
|--|----------|
| Allied Health Office | 447-8954 |
| Allied Health Fax..... | 447-8806 |
| Sherry Taylor, Dean of Allied Health..... | 447-8802 |
| Tony Evans, MLT Program Director..... | 447-7419 |
| Danyel Anderson, MLT Program Clinical Coordinator..... | 447-7420 |
| Student Services (RV)..... | 447-7700 |
| Learning Resource Center (RV)..... | 447-7756 |
| Safety & Security (RV)..... | 447-7860 |
| Financial Aid..... | 447-6999 |
| Bookstore..... | 863-0610 |

OZARKS TECHNICAL COMMUNITY COLLEGE MISSION STATEMENT

Ozarks Technical Community College's Medical Laboratory Technician Program has a primary mission to deliver technical, high quality, and affordable clinical laboratory training that will open professional opportunities to our students and meet the workforce needs of our surrounding communities.

Ozarks Technical Community College's primary mission is to provide accessible, high quality, affordable technical and general education that is responsive to the educational needs of the community and its diverse constituencies.

OTC fulfills its mission through the following programs and services:

- Technical Educational Programs – Provide certificate, associate degree and short-term programs which enable students to pursue a career or advance their education.
- General Education – Provide courses which lead to accomplishment of certificates, AAS and AA degrees.
- Developmental Education – Provide courses which develop basic skills in areas such as adult basic education, reading, writing, mathematics and study skills.
- Customized Training – Provide training to address specific needs of business and industry and further economic development in the region.
- Continuing Education and Community Service – Provide a variety of non-credit courses and lifelong learning opportunities, which are responsive to the needs of the region.
- Student Services – Provide services to assist students in fulfilling their educational goals, including orientation, assessment, advisement, financial aid, personal and career counseling, job placement, accommodation services for students with disabilities, and a learning resources center.

The College will provide a personalized educational process, a caring and qualified staff, a supportive learning environment, personal and career planning, and job placement counseling.

ALLIED HEALTH DIVISION MISSION STATEMENT

The mission of the Allied Health Division is to provide programs that meet the highest standard of education in a variety of healthcare fields to prepare graduates who are proficient in technical skills, professional in demeanor, and compassionate in attitude.

MLT PROGRAM PHILOSOPHY AND OBJECTIVES

The faculty of the MLT program believes that the successful completion of lecture, labs, and hands-on curriculum will prepare a competent, skilled, entry-level Medical Laboratory Technician who is an asset to themselves, the medical team, and the community.

This institution believes that its function is to consistently and continually strive to aid each individual in acquiring the technical and personal skills necessary to acquire and maintain a successful and fulfilling career as a Medical Laboratory Technician while demonstrating the honest work ethic, pride in workmanship, respect of self and environment, value of acceptance, and tolerance of others.

The faculty believes the learning situations in the laboratory are essential in developing an understanding of the MLT's role on the medical health team. In keeping with that philosophy, the college believes the educational program must be designed to prepare the Medical Laboratory Technician to meet in three major goals:

1. The student will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as a MLT (Cognitive domain).
2. The student will demonstrate technical proficiency in all skills necessary to fulfill their role as a MLT (Psychomotor domain).
3. The student will demonstrate professional behavior consistent with employer expectations for the MLT (Affective domain).

The faculty also believes in the preparation of the student in the basic principles and skills of the clinical laboratory. To meet the ever-changing demands of the role, the Medical Laboratory Technicians are encouraged to continue their education by attending continuing education training classes and by participating in their professional organizational meetings.

The objectives to meet these goals are to:

1. Prepare a MLT who will be competent in knowledge of the medical laboratory.
2. Generate a desire for improvement of personal, emotional, and professional growth.
3. Demonstrate attitudes and behavior that indicate knowledge of desirable professionalism.

The following core values should be maintained:

Honesty Integrity Professionalism

ASCLS CODE OF ETHICS

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

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

II. Duty to Colleagues and the Profession: Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession. Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals 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, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community. Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

PLEDGE TO THE PROFESSION

As a clinical laboratory professional, I strive to:

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

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

ADVISORY COMMITTEE

To help ensure that the MLT program is structured to meet its mission and goals the program calls upon an advisory committee to provide advice on matters pertinent to educating individuals to assume the role and responsibilities of an MLT. The advisory committee is made up of medical technologists, laboratory specialists, laboratory administrators, physicians and laboratory educators. The purpose of the advisory committee is offer recommendations for the MLT program in areas such as performance expectations, instructional objectives, equipment selection, labor market needs, and health care trends. The current advisory committee members are:

David Stewart, MBA, MT(ASCP) SH
Doug Hubbard MT(ASCP)
Gail Wilson MS, MT(ASCP)
Melissa Leonardi MBA, MT (ASCP)
Renee Setina MLS(ASCP), CLS(NCA)
Julia Witt, MS MLS(ASCP) SH
Christy Murray, MLS(ASCP)

PROGRAM FACULTY

To guide students through the educational process OTC has retained the services of qualified individuals to administer the program and teach the educational components.



Program Director/Instructor:
Tony Evans, MT(ASCP), MA
447-7419
evansa@otc.edu

Tony received his BA and MA degrees from Drake University and attended Lester E. Cox School of Medical Technology where he received his MT(ASCP) certification. He has worked in the clinical laboratory as a Generalist and as Department Head of Hematology/Coagulation. Mr. Evans' background also includes working for laboratory equipment and supply manufacturers, in technical support, sales, and management. Mr. Evans has been teaching biology classes at OTC for three years. His teaching experience includes laboratory technique at Lester E. Cox School of Medical Technology and high school biology.



Clinical Coordinator, Instructor
Danyel Anderson, MT(ASCP), MPH
447-7420
andersod@otc.edu

Danyel graduated from Missouri State University with a Bachelor of Science in Cell and Molecular Biology and Medical Technology and a minor in Chemistry. She completed her clinical internship in medical technology at St. John's Regional Medical Center in Joplin, Missouri, and achieved board certification from the American Society of Clinical Pathology. Prior to coming on board with OTC, she worked as a general Medical Technologist at Smith-Glynn-Callaway Laboratory in Springfield, Missouri. Dr. Anderson has also served as the Membership Committee Chairperson for the Missouri Organization for Clinical Laboratory Science (MOCLS). Dr. Anderson has completed a master of public health degree with an emphasis in epidemiology and administration from Missouri State University and a Doctorate in Education degree from North Central University in Phoenix, Arizona.



Clinical Microbiology Instructor
Sandy Vaughn, MT(ASCP)
vaughns@otc.edu

Sandy graduated from Benedictine College in Atchison, KS with a B.S. in Pre-Medicine. She went on to SMSU in Springfield, MO to complete a M.S. in Microbiology. She worked at Pfizer Pharmaceutical in Lee Summit, MO in 2000 as a bench microbiologist. She returned to Springfield, MO to complete her MT, ASCP at Cox School of Medical Technology in 2001. She worked at Cox South Hospital as a MT for the next 11 years until she moved to the Federal Medical Center where she is currently working as a MLS. She has also been teaching microbiology at OTC since 2005. She started teaching microbiology with the OTC MLT program in 2011.

CURRICULUM

The MLT program's curriculum is designed to help the student to progress from grasping basic or foundational information to demonstrating the ability to apply the physical therapy concepts principles when interacting with real patient cases within clinical settings. As such the curriculum is divided into three components.

General Education Courses: Courses required by Ozarks Technical Community College for the associate of applied science degree and those courses required as prerequisites for admission to and/or graduation from the MLT Program. The courses provide foundational content that is essential for the understanding and application of laboratory science.

Program Specific Courses: Coursework specific to the academic preparation for the MLT Program. The MLT content includes concepts and principles that support the development of behavioral and performance expectations necessary for the student to function in the role of an MLT. The coursework includes both didactic (lecture based) and laboratory experiences. Student performance in the program specific courses is evaluated using written examinations, laboratory practicals, and computer based assessment that pertains to objectives that are specific to the MLT Program courses.

Clinical Education: Assignment of students to clinical laboratory facilities for supervised clinical experiences in a various departments under the direction of qualified laboratory staff. The clinical education component of the curriculum is designed to provide the student with the opportunity to put into practice the behaviors and skills and to apply the knowledge they have developed within the academic (class and lab) component of the curriculum.

**Medical Laboratory Technician
AAS Degree**

Preferred Course Sequence

Program Director – Tony Evans, 447-7419, Richwood Valley
Clinical Coordinator – Danyel Anderson, 447-7420, Richwood Valley

| Preadmission Requirements | Preadmission Requirements | Summer | Fall | Spring |
|--|--|---|--|---|
| **Anatomy BCS 165 4 | **Physiology BCS 205 4 | Clinical Immunology MLT 205 2 | <i>Hematology MLT 200</i> 4 | Immuno-hematology MLT 220 4 |
| English Composition I ENG 101 3 | ¹ Contemporary Math MTH 128 3 | Phlebotomy Clinic PLB 101 1 | Clinical Chemistry MLT 210 4 | Clinical Microbiology MLT 230 4 |
| American Gov't & Politics PLS 101 3 | ² Social Science elective 3 | 3 Hours | Urinalysis & Body Fluids MLT 215 2 | Clinic Seminar & Review MLT 240 2 |
| ³ Chemistry CHM 101, or CHM 160/161 4 | Intro to the Medical Lab MLT 100 1 | | Clinical Practicum II MLT 260 (2nd 8 weeks) 8 | Clinical Practicum III MLT 270 (2nd 8 weeks) 8 |
| ⁴ Human Communications *COM 100 or higher 3 | Microbiology BCS 200 4 | | 18 Hours | 18 Hours |
| 17 Hours | Intro to Phlebotomy PLB 100 2 | | | |
| | 17 Hours | | | |

**AAS Degree
73 Semester Hours**

All courses must be completed with a grade of “C” or higher with an accumulative grade point average of ≥ 2.5 .

Pre-admission requirements must be completed or be in the process of being completed prior to the selective admission phase.

The courses within bold border represent the selective admission portion of the program and require a full time, daytime commitment.

¹Or higher level math course

² Social Science elective: includes AGR, ANT, ECO, GRY, HST, PLS, PSY, SOC

³CHM 160 is preferred for those planning to continue into a Bachelor’s program

⁴Or other Communication elective

* Students may take this course prior to admission.

**May take BCS 145 and BCS 146 –or– BCS 120 and BCS 205 in place of BCS 165 and BCS 205 although these are preferred.

This block diagram is provided to aid in advising students and tracking course completion.

OTC reserves the right to modify course titles, sequences and content in accordance with college procedures.

For more information, please refer to OTC’s website at www.otc.edu . Under Programs, click on Allied Health—Medical Laboratory Technician.

STUDENT EXPECTATIONS

The MLT program is an intensive 12-month program of study. The courses require a high level of problem solving/critical thinking and hands-on skills. The schedule is a full-time day program. A typical week consists of class and lab Mondays through Fridays from 8:00 until 3:30.

During the second semester of the program, you may have evening classes.

Considerable time must be spent outside class/lab to master the necessary content and skills.

There are three clinical experiences interspersed throughout the program. The first clinical experience is a 100 hour phlebotomy experience during the summer semester.

In the fall semester there is one eight week experience in the areas of urinalysis, hematology and chemistry. The final semester consists of one seven week clinical experience in the areas of microbiology and immunology.

POST-PROVISIONAL ACCEPTANCE

Once the student has attained provisional acceptance into the program through the application process the following requirements must be completed.

Attend a scheduled orientation and complete and return the following forms

- Request for accommodation
- MLT Essential requirements
- Alcohol and Drug Policy
- Authorization for Release of Information
- Consent to Participate in Phlebotomy Procedure
- Occupational Exposure Control Protocol
- Confidentiality Agreement
- Pregnancy Risk Form
- Clinical Practicum Student Contract
- Student Consent to Release Education Records
- Authorization to use or disclose criminal background check
- Receipt of MLT Student Handbook form

If the student is enrolled in any prerequisite coursework at the time of provisional acceptance, the student must complete the coursework with at least a C. A grade of less than C in any required courses or a total GPA of less than 2.5 in all prerequisite coursework will void the student's admission into the MLT program

IMMUNIZATION REQUIREMENTS

Once admitted to the MLT program and **prior** to the start of PLB 101, students must have completed or initiated the series of the mandatory requirements as listed below. **Proof of these immunizations must be submitted to the Allied Health office, Lincoln Hall, by the date designated on the acceptance letter. (No later than May 25th unless enrolled in PLB 101).**

A. Hepatitis B Vaccination

The Hepatitis B vaccination is strongly recommended for MLT students because of the potential for exposure to the virus in laboratory settings. The vaccination consists of three injections over a six-month period. The first two are administered one month apart; the third injection is administered five months later. All three injections are required to establish immunity.

The vaccinations may be obtained through personal physician, public health department, or place of employment. If the first two are used, the student may be required to pay for each injection at the time of service.

Students will present proof of vaccination series initiation, or vaccination completion before they will be permitted to begin PLB 101. Students who choose NOT to receive the vaccination must sign a waiver before they will be permitted to begin PLB 101.

B. Varicella Vaccine or Titer

Healthcare facilities are requiring students and faculty who enter a facility in any patient care areas (hands-on or observation) to provide documentation of varicella (chickenpox). If anyone has not had varicella, a varicella titer will be required. If the varicella titer is positive, the student is immune. If the varicella titer is negative, the student will need to have the varicella vaccine. The vaccine is given as an injection in two doses, four to eight weeks apart.

C. MMR (Measles, Mumps, Rubella) X 2

All students must present proof of immunity to measles, mumps, and rubella before they will be permitted to begin PLB 101. Physician documentation of rubella disease history is not sufficient. The proof of immunization will include the date from a physician's office that the student has received a MMR immunization after one year of age. No student is exempt from this requirement.

D. Two-Step PPD (Mantoux) Skin Test or TSpot

A two-step PPD (Mantoux) test with a negative reading is required annually. You will have the skin test injection done and read two times. If positive, a chest x-ray is required. All students must present a PPD test reading valid for the August to May

school year (including chest x-ray for all positive readings or history of positive readings) before they will be permitted to begin PLB 101.

E. Tdap (Tetanus, Diphtheria, Pertussis) Booster

Proof of a recent Tdap booster vaccine is required for all students before they will be permitted to begin PLB 101.

BACKGROUND CHECK AND

A single criminal background check must be done prior to beginning PLB 101 and will be at the student's expense. This requirement will suffice for the entire MLT program unless clinical agencies alter their requirements.

DRUG SCREENING

A single urine nine-panel drug screening will be required at the student's expense. This requirement will suffice for the entire MLT program unless clinical agencies alter their requirements.

POLICY ON STUDENT CRIMINAL BACKGROUND CHECKS & DRUG SCREENING

The OTC MLT program contracts with multiple clinical agencies for clinical laboratory experiences, which are an essential component of the MLT curriculum and required to meet the requirements for graduation. These clinical agencies require all students participating in activities involving direct client care to complete criminal background checks and drug screenings. This requirement is a direct reflection of the Joint Commission on Accreditation of Healthcare Organization Comprehensive Accreditation Manual for Hospitals (2004) that requires all students and instructors have criminal background checks and drug screening to participate in clinically related activities within an accredited hospital agency.

To meet the contractual obligations and provide high quality and essential clinical experiences, all MLT students are required to complete criminal background checks and drug screenings. The following guidelines apply:

- The timeframe for completion of the criminal background check and drug screening will be announced. Screening will be scheduled by the MLT Program Director and testing will be conducted by a certified/licensed agency with the **costs being paid by the individual student.**
- Documentation of the drug screening and criminal background check must be on file prior to participation in a clinical practicum. The student acknowledges and agrees that the information received from any screening and background check may be shared with any clinical agency considering the student for clinical experience. In the event of a positive drug screening, the student will not be allowed to begin or continue clinical practicum and the student may be dismissed from the OTC MLT program and referred to the OTC Counseling Services department.

- In the event that a student's criminal background check discloses a criminal conviction, such conviction shall be the basis of withdrawal from the program.
- Refusal by the student to complete a criminal background check or drug screening will result in dismissal from the MLT program.
- Any student to be dismissed from the MLT program as a result of this policy may appeal the decision through the Grievance Policy. The issue on appeal shall be limited solely to whether a screening or background check contains erroneous information, and the appellant must offer direct evidence to rebut the findings. The decision of the Grievance Policy Committee shall be final.

DRUG SCREENING – “FOR CAUSE” TESTING

This policy refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, on any OTC campus, clinical activity, institution or other work location as a representative of the MLT Program.

When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

1. The instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel.
2. Upon student's oral consent, the instructor will contact a transportation service and arrange for student transport for medical evaluation/testing.
3. The student is to have a picture ID in his/her possession.
4. After medical evaluation/testing, the student;8 may contact a transportation service.
5. If the student admits to alcohol or drug use, he/she will still require drug screening.

If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the MLT Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.

1. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
2. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
3. Based on the information provided in this meeting and further medical evaluations if warranted, the MLT Program Director will make a decision regarding return to the clinical setting.

If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the MLT Program Director will withdraw the student from all MLT courses for a period of one (1) year. **The student will pay for all costs associated with the for-cause drug screening test.** The student will follow the *Readmission Guidelines Related to Substance Abuse* for possible readmission into the MLT Program.

If a student refuses “for cause” testing:

1. The instructor will remove the student from the clinical setting pending a full investigation.
2. Failure to comply with any aspect of this policy will result in immediate termination from the MLT Program.

READMISSION GUIDELINES RELATED TO SUBSTANCE ABUSE

The student who is dismissed from the MLT Program for reasons related to substance abuse will:

1. Will not be eligible to reapply to the MLT Program for a period of one (1) year from the date of the positive drug screening.
2. Submit an application for admission to the MLT Program.
3. Include documentation of rehabilitation from an approved substance abuse program that meets licensure guidelines.
4. Repeat drug screen for alcohol/drugs immediately prior to readmission as a condition of enrollment in the MLT Program and random screenings thereafter. Failure to comply with testing when scheduled will prohibit continuance in the program.

If a student, after being readmitted to the MLT Program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the Ozarks Technical Community College’s MLT Program.

Confidentiality

The MLT Program Director will receive all test results which will be maintained under double locked security. Confidentiality of test results will be limited to the MLT Program Director, the course instructor, and the student with the exception of legal actions which may require access to test results.

ESTIMATED PROGRAM TUITION AND FEES

Medical Laboratory Technician

| Course Title | | | | |
|---|---------|--------------|--------------|-----------------|
| Semester One Summer | | | | |
| | Tuition | Program Fees | Student Fees | Total |
| MLT 205 Clinical Immunology (2) | \$ 234 | | \$ 50 | \$ 284 |
| PLB 101 Phlebotomy Clinic (1) | \$ 117 | \$ 265 | \$ 25 | \$ 407 |
| Other Fees | | | | |
| Infrastructure Fee | | | | \$ 30 |
| Payment Plan Fee | | | | \$ 35 |
| Total | | | | \$ 756 |
| Semester Two Fall | | | | |
| | Tuition | Program Fees | Student Fee | Total |
| MLT 200 Hematology (4) | \$ 468 | \$ 945 | \$ 100 | \$ 1,513 |
| MLT 210 Clinical Chemistry (4) | \$ 468 | | \$ 100 | \$ 568 |
| MLT 215 Urinalysis & Body Fluids (2) | \$ 234 | | \$ 50 | \$ 284 |
| MLT 260 Clinical Practicum II (8) | \$ 936 | | \$ 200 | \$ 1,136 |
| Other Fees | | | | |
| Infrastructure Fee | | | | \$ 50 |
| Payment Plan Fee | | | | \$ 35 |
| Total | | | | \$ 3,586 |
| Semester Three Spring | | | | |
| | Tuition | Program Fees | Student Fee | Total |
| MLT 220 Immunohematology (4) | \$ 468 | \$ 695 | \$ 100 | \$ 1,263 |
| MLT 230 Clinical Microbiology (4) | \$ 468 | | \$ 100 | \$ 568 |
| MLT 240 Clinic Seminar & Review (2) | \$ 234 | | \$ 50 | \$ 284 |
| MLT 270 Clinical Practicum III (8) | \$ 936 | | \$ 200 | \$ 1,136 |
| Other Fees | | | | |
| Infrastructure Fee | | | | \$ 50 |
| Payment Plan Fee | | | | \$ 35 |
| Total | | | | \$ 3,336 |
| Total Program Cost for Medical Laboratory Technician (MLT) | | | | \$ 7,678 |

** Costs outlined above are for seated classes. If any class is taken in a hybrid or online format, an additional \$65/class charge will apply. Above costs are effective as of July 1, 2017, however, please note that all tuition and fees are subject to change.*

**Tuition fees are based on in-district living status*

ACADEMIC ADVISEMENT

In an effort to facilitate the academic process while enrolled in the MLT Program at Ozarks Technical Community College (OTC), each student is assigned an academic advisor from the full-time MLT faculty. The faculty member advisor is available during his/her office hours to discuss non-course specific issues. Also, it will be the responsibility of the student to schedule an advisement visits to review academic and clinical performance and discuss general concerns related to attending the MLT program. Advising sessions are times for reflection and analysis, and will afford the opportunity for the faculty and each student to identify areas of concern related to academic and clinical performance and develop a plan for success. Advising sessions are not designed to address course specific issues. These issues need to be addressed with the course instructor.

WORK

Due to the intensity of the MLT program, students are discouraged from participating in outside employment while enrolled. If work is necessary, the hours should be limited to less than full-time. **Outside work must not interfere with classroom, lab, open lab or clinical activities. Schedules will not be adjusted to accommodate outside work schedules.**

ESSENTIAL REQUIREMENTS “TECHNICAL STANDARDS”

Faculty in the MLT program have a responsibility for the welfare of students enrolled in the program, for patients affected or treated by students in the program, and for staff working in the program. Therefore, admission and retention decisions for the MLT program are based not only on satisfactory academic achievement, but also on non-academic factors that serve to insure that candidates can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required of students at graduation.

The MLT program has established the following list of minimum essential (non-academic) requirements in compliance with the American Disabilities Act (PL 101-336), and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) that must be met, with or without reasonable accommodations, in order to participate in the program and graduate. CSCC will provide services and training without discrimination to academically qualified persons who meet these standards.

Vision/Observation Requirements: ability to read charts, graphs, instrument displays, and the printed word, on paper or a computer monitor; distinguish gradients of colors, interpret microscopic and macroscopic details. **NOTE:** Color blindness does not

necessarily preclude admission to the program.

Speech/Hearing/Communication Requirements: communicate effectively and sensitively in written and spoken Standard English in a manner that is understandable with instructors, fellow students, patients, and other members of the health care team in person and on the other end of the telephone; write and transmit information clearly, accurately, and efficiently.

Motor Function Requirements: sufficient motor function to perform a variety of routine laboratory testing, move freely and safely from one location to another in the clinical laboratory, patient care areas, corridors, and elevator; sufficient upper body muscle coordination to collect appropriate clinical specimens safely and accurately; dexterity to manipulate tools, instruments, and small equipment, including keyboards or other data input tools in a manner consistent with standards of clinical laboratory practice; ability to travel to assigned clinical experience sites; lift and move objects of at least 20 pounds.

Intellectual, Conceptual, Integrative and Quantitative Requirements: read and understand textbooks, professional journals, and instrument manuals; read and follow written and verbal instructions in Standard English; measure, calculate, reason, analyze, evaluate and synthesize laboratory information/data.

Behavioral and Social Requirements: possess the emotional stability required to be able to exercise good judgment in the lecture, laboratory, and clinical settings; work under time constraints to complete tasks on time in a mature, sensitive, and effective manner; work under both relaxed and stressful emergency situations, prioritize tasks, work on at least two different tasks at one time; make correct judgments with regards to patient results; be flexible with scheduling and able to adapt to changing environments in the laboratory; maintain alertness and concentration during a normal work period; work safely with potential chemical, radiological, and biological hazards using Universal Precautions; meet attendance requirements; possess the physical and psychological health requirements for full utilization of abilities; apply knowledge, skills, and values learned from coursework and life experience to new situations.

PROGAM POLICIES & PROCEDURES

SATISFACTORY PROGRESS

1. A "C" or above must be maintained in theory and practice of each subject area in order to be considered in good standing. Grades will be averaged periodically and student conferences will be held regarding strengths and weaknesses approximately every four weeks. Every effort will be made to work with the student between evaluations to help him/her as needed.
2. At the end of the first eight weeks, the MLT student must maintain a "C" or above in each required subject area move on to clinical rotations. Students must also maintain a "C" or above in clinical rotations to remain in the program and advance into the second semester of MLT classes.
3. Satisfactory performance level of technical skills must be maintained by the student in clinical rotations. If a request is made for a student to be removed from his/her clinical assignment(s), it will be necessary for the student to meet with the Faculty Committee and possibly the clinical supervisor to review the student's performance and conduct. If grounds are substantiated that the student is unemployable, dismissal from the program or leave of absence may be recommended.

GRADING SCALE

| | | |
|----------|---|---|
| 90 - 100 | = | A |
| 80 - 89 | = | B |
| 75 - 79 | = | C |
| 65 - 74 | = | D |
| Below 65 | = | F |

GRADUATION

Students who have successfully completed the full program of study and all other requirements of the school will be presented for graduation (See College Catalog).

There is a \$30 fee for graduation. Graduates are eligible to take the National Certification examination.

NATIONAL CERTIFICATION EXAMINATIONS

After the MLT student has graduated, they are eligible to take the national certification exams such as the MLT-ASCP. Successful completion of the exam is required by most medical laboratory employers, and allows a graduate to work in most states that do not have a licensure requirement. (Exceptions: California, New York City, Florida, Montana, Nevada, North Dakota, Rhode island, Hawaii and Tennessee).

It is the student's responsibility to contact the national certification offices to obtain application forms and to submit the forms with the required fees by the required deadlines (listed below). If the application form is submitted without the fee, the form will be returned. Both the application form and the required fee must be received by the deadline date or the application will be considered for the next examination period. Transcripts also must be sent to these examining bodies, however, this should not be done until after graduation, and then only after it has been noted on your transcript that you have received the MLT AAS degree.

AMERICAN SOCIETY FOR CLINICAL PATHOLOGY (ASCP)

ASCP Board of Registry
PO Box 12270
Chicago, Illinois 60612-027
1-312-738-1336 ext 364 or 368
www.ascp.org/bor

Examination Fees: \$240.00

SUSPENSION

Students who have not achieved satisfactory progress at the end of the semester will be suspended from the program. To continue in the program will require a reapplication the following year. A decision on readmission to the program will be based upon a review of the individual circumstances and will be at the discretion of the Program Coordinator in consultation with the Dean of Allied Health and appropriate college administrators.

PROGRAM READMISSION

Students failing or withdrawing before completion of a course must meet with the Program Coordinator to be advised of the procedure for withdrawal and the possibility of future readmission to the program, if any.

The student must retake the failed course within two years. In addition, the student will be required to prove their competency in prior classes before readmission. This competency verification will include passing a comprehensive examination over the MLT courses previously completed and passing a practical skills examination.

Upon readmission, all prior course credits must meet the following guidelines:

1. No science credits may be older than 5 years from the date of completion of the program.
2. No MLT course credits may be older than two years upon readmission.

All graduates from Ozarks Technical Community College must meet the 15 hour residency requirement of the College.

Students should notify the MLT program director of their desire to re-enter the program as soon as possible to allow their possible reentry on a timely basis. A student can not be re-admitted unless there is space available in the class but every effort will be made to accommodate the student's plan of re-entry. Upon exiting the program, a student must meet with the Program Coordinator to develop a readmission agreement that will include a plan of remediation to ensure that the student will be successful once they return to the program.

All students who have not been successful in two attempts to pass the MLT Program will be required to remain out of the program for one calendar year before applying for readmission. For readmission, the student must meet all of the above listed requirements and complete any required testing. The student must also provide evidence that they have corrected significant deficiencies that led to their previous unsuccessful performance in the program. Once readmitted, the student will be required to repeat any course for which current proof of competency has not been demonstrated. **A student is not guaranteed readmission to the program.**

PROGRAM WITHDRAWAL

Withdrawal from a required course and/or the program will terminate the student's participation in the program. Readmission to the program in the following year will require reapplication. A decision on readmission in the following year is based upon a review of the individual circumstances and will be at the discretion of the Program Coordinator in consultation with the Dean of Allied Health and appropriate college administrators.

DROPPING A CLASS

It is the student's responsibility to understand the college procedure for dropping a class. If the student stops attending class but does not follow proper procedure, a failing grade will be assigned. To drop a class, the student must go to the Registrar's Office to complete and turn in a drop slip. There is a \$10 fee for dropping a course. It does not need to be signed by your instructor, your advisor, or the Division Dean. However, you will need to discuss your situation with the Program Coordinator before withdrawing. The Registrar's Office will notify the Allied Health Department before withdrawing an Allied Health student from a class or a program. If you wish to withdraw from the college (i.e., drop all of your classes), contact the Registrar's Office in the Information Commons West. Failure to properly withdraw from classes can have a detrimental effect on your grade point average and your future educational goals.

ADDITIONAL COURSE REQUIREMENTS

1. In addition to regularly scheduled courses in the curriculum, the student will be expected to complete externships (clinicals) in various medical facilities in the community.
2. In order to participate during the clinical rotations, the student is required to have Hepatitis B vaccinations or sign a waiver.
3. The student is encouraged to attend professional meetings, including the Missouri Organization for Clinical Laboratory Science.

4. The student may participate in several field trip activities.

CLINICAL ROTATIONS

Clinical rotations are assigned by the instructors. No changes are allowed with student rotation. Clinical rotations reserve the right to delay or refuse to schedule any rotation assignment if it is determined that a student will present a danger to a patient, supervisor, visitor, or other members of the community. This decision will be made in consultation with the Dean of Allied Health.

CLASS CONDUCT

Conduct is as important in the classroom as it is in the work place. In the OTC classroom, students treat others with respect and dignity at all times. Any behavior which is disruptive to the learning environment is strictly prohibited and will not be permitted. This includes disrespectful behavior or words directed toward any student or teacher. The classroom, laboratory, and clinical settings are environments that require sensitivity to others and a shared interest in learning. Disruptive behavior may result in action, including reduction in the final grade and/or dismissal from the program. It is the student's responsibility to read and fully understand OTC's Standards of Student Conduct found in the OTC Student Handbook.

CIVILITY POLICY

Definitions: Incivility is defined as any behavior that can be interpreted as impolite, discourteous, disrespectful or threatening. Civility is an ongoing respect for others even during a period of disagreement or controversy.

Guidelines: Incivil behavior will not be tolerated in the Ozarks Technical Community College MLT program in any interaction either on campus or in a clinical agency. Behavior that will be identified as incivil includes but is not limited to the following:

Student Behaviors

- Repeated tardiness and leaving class early
- Distracting conversations during lecture or while another student is speaking
- Acting bored or apathetic
- Rude comments, put-downs, slurs and rumors
- Cell phone, texting and inappropriate computer use during class
- Repeated interruptions during lecture or when someone else is speaking
- Consistently being unprepared for class or clinical
- Sleeping in class
- Creating tension by dominating discussions
- Aggressive intimidating or bullying behavior
- Rude nonverbal behavior (eye rolling, deep sighing or other behaviors)
- Anger or excessive excuses for poor performance

- Displaying sense of entitlement (student has always made good grades and based on that, thinks they deserve good grades without earning them)
- Blaming others for their inadequacies
- Demanding make-up examinations, extensions, or grade changes
- Shunning or isolating fellow students

Student Consequences:

The student who has been identified as exhibiting incivil behavior will receive a contract identifying behaviors that the student has exhibited. The student and faculty member will then develop a plan of action to remedy incivil behaviors. A time line will be established in which the student must have completed the plan of action. Failure to complete the plan of action within the time limit will result in a second contract regarding the repeated behavior. The student will then be placed on probation. If the student fails to complete the plan of action during the agreed upon probationary period the student will then be dismissed from the program. **Students will be allowed only 2 contracts for civility incidents throughout the program. A third incident will result in dismissal from the program. Any behavior that is physically harmful or threatens physical harm to another student, faculty member, or any other person on campus or at a clinical agency, will be grounds for immediate dismissal.**

SOCIAL MEDIA POLICY

As a student, you may encounter confidential information within the patient care environment during clinical practicum or in the classroom setting. It is your responsibility to refrain from any of the following:

- Using of patient's name (any identifier including initials, hospital name, type of procedure, etc.) and personal health information in any way
- Disclosing confidential information about the College, its employees, or its students
- Stating personal opinions as being endorsed by the College
- Using information and conducting activities that may violate OTC academic policies, or may violate local, state, or federal laws, and regulations

Any posting of information regarding patient(s), patient's families or clinical assignment on information social networking sites (examples—Facebook, Twitter, My Space) will result in immediate course failure or dismissal from the MLT program. Posting information of this nature is considered a breach of patient confidentiality and violation of the Health Information Privacy Accountability Act (HIPAA).

The OTC MLT Program adheres to the Privacy Policies and Procedures of the Clinical agency where the student is assigned. If a breach of HIPAA has occurred, the student

may not be allowed to return to the clinical agency. If the student is not allowed to return to the clinical agency, this will result in automatic dismissal from the MLT program.

Laptops, cell phones, and other devices employed for social media may only be used as authorized by faculty, while in the classroom or clinical setting. Be aware of your association with Ozarks Technical Community College in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.

OTC does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student behavior.

Be smart about protecting yourself and your privacy. What you publish is widely accessible and will be around for a long time, so consider the content carefully.

ETHICAL BEHAVIOR AND GUIDELINES

MLT students' behavior must exemplify the highest moral and ethical standards. The Ethical Guidelines represent conduct that is incompatible with these standards. Inappropriate and/or unprofessional behavior and/or language toward an instructor, patient, or other student are unacceptable. Failure to adhere to this rule will result in dismissal from class, lab, or the clinic setting.

Any behavior that tends to provide an unfair advantage for any student in an academic matter will result in dismissal. This includes, but is not necessarily limited to, the following:

- No student shall, during an examination, have, use, or solicit any unauthorized information or material (written or oral), copy from another student's paper, or discuss the examination with any other person
- No student shall, during an examination, knowingly give any unauthorized aid to another student
- No student shall acquire, by any means, knowledge of the contents of an examination yet to be given
- No student shall fraudulently claim for credit any classroom, clinical, laboratory, or other procedure or assignment performed by an unauthorized person, including a fellow student
- All patient information must be kept confidential per HIPAA guidelines

Any behavior in violation of the rights of any member of the Ozarks Technical Community College community or members or patients of your clinical facility clinic will result in dismissal. This includes, but is not limited to:

- Theft of property
- Physical or psychological abuse

- Purposeful damage to another's property
- Disclosing patient information other than to the supervising medical technologist and clinical instructors

ATTENDANCE

The MLT program is an intensive program of study with theory, lab, and clinical practice. **Students are expected to attend at all times.** At OTC, attendance is vital to success in the MLT program and to eventual success in a student's career as a Medical Laboratory Technician. Most employers calling for references inquire about a student's attendance record. Frequent absence for any reason is almost certain to adversely affect a student's work.

MLT students are only allowed 5 tardy periods for the entire program. The consequence of 6 tardy periods is dismissal from the MLT program.

Classroom Tardy Period is defined as arriving to class after the assigned start time, but less than 15 minutes late.

MLT students are only allowed 32 hours of absence for the entire program. The consequence of more than 32 hours absence will result in dismissal from the MLT program.

Classroom Absence is defined as not attending class on the assigned dates and times or arriving 15 minutes after the assigned start time. If the student arrives to class 15 minutes after the assigned start time, the student will be charged with the amount of time absent in 15 minute increments.

Community Service Policy: On occasion, the student may be called upon to perform community service.

"It is not the responsibility of your teachers to make it convenient for you to carry on with your life just like it was before you enrolled in school. It is your responsibility to modify your life so that you can successfully complete the requirements of your academic program." – Author Unknown

CLASSROOM, LABORATORY AND CLINICAL DRESS CODE ATTIRE

1. Scrubs must be worn during class and clinical rotations. The scrubs are available for purchase in the bookstore.
2. In the classroom and laboratory you must wear scrubs which can be purchased in the bookstore.
3. Clothing must be wrinkle-free and in good repair.
4. Fluid resistant lab coats must be worn. These may be provided by your facility or you

- may have to provide your own. Lab coats will be provided in the classroom.
5. Clothes toed shoes of impervious material with NO perforations, and in good condition must be worn. Jogging shoes are not allowed. Sandals are NOT acceptable in the classroom, laboratory, or clinical setting.
 6. Business attire is expected at professional meetings.

BODY PIERCING AND BODY ODORS

1. Body art and body piercings, other than a single earring in each ear, must not be visible during clinical rotations.
2. No strong offensive odors of any kind (i.e., cologne, hand/body lotion, tobacco, oral, or body odors) are allowed.
3. Personal hygiene should always be above reproach.
4. Students not in compliance will be dismissed from the lab at the discretion of the lab instructor and counted absent.

NAILS

1. Nails must be short and clean with smooth tips. (Not visible from palm side of hand.)
2. Artificial nails are not acceptable.
3. Nail polish is not acceptable.

JEWELRY AND COSMETICS

1. Wedding bands only are permitted for safety purposes.
2. A simple watchband is allowed.
3. No facial piercings or oral jewelry are permitted.
4. Earrings, necklaces, and bracelets must be removed prior to laboratory or clinicals.
5. Make up should be worn in a conservative manner.

HAIR

1. During all laboratory sessions and clinical rotations long hair must be pulled away from the face.
2. Hair must be clean and neatly groomed.

OTC NAME BADGE

Students must wear OTC name badges at all times during clinical rotations. It must be worn on the upper right chest area with the name showing.

Failure to adhere to the MLT dress code rules will result in: First time - dismissal from the classroom, laboratory, and/or clinical immediately. Second time - dismissal from the classroom, laboratory, and/or clinical and placed on probation. Third time - dismissal from the program

CELL PHONE USE

Students should not use cell phones, including sending or reading text messages while in class, laboratories, clinical environments during while performing clinical duties or while conducting any official business with the college. Personal business is to be conducted on the student's time, if at all possible, to avoid conflict with scheduled

classes. Only emergency messages will be delivered to students during scheduled class time. If you utilize a personal cell phone or pager these must be turned off during lecture and lab. Interruption with personal calls or pages during class is not tolerated and can lead to disciplinary action.

STUDENT FILE

The MLT program maintains a file for each student. The file contains basic personal information (e.g., name, address, phone number) and school and program related information such as copies of signed agreement forms, health information forms, criminal background check results, instructor comments and student complaints/grievances). The student file is an official record of the student's performance during the program. If a student wishes to review their file they should contact the MLT Program Director to arrange a time to review the file during the Director's normal office hours. The student may request a photocopy of any document in their file that contains their signature. Student files are the property of the college and, therefore, cannot be removed from college grounds. (See current OTC Student Handbook: Rights of Privacy FERPA)

All information in the student file is considered confidential and is only available to authorized individuals (e.g. instructors, the Dean of Allied Health, accreditation representatives, etc.) For successful progression in the program and to meet the needs of the student limited information may be provided to clinical sites when this is deemed necessary by the Clinical coordinator and the Program Director.

HEALTH CARE RISKS AND PREGNANCY GUIDELINES

Students in each of the college's health-related programs, where laboratory or clinical practice is part of the course, will be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care. Therefore, students may be exposed to various diseases, micro-organisms and pathogens. All students learn 'Standard Precautions' and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand that there is always a risk.

Examples of potential risks to students in clinical/laboratory placements include:

- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needlestick or instrument-related injuries.
- Risk of bloodborne pathogen exposure.

Statement Regarding Pregnancy

Student disclosure of her pregnancy status to program personnel is strictly voluntary. While the college does not require that a pregnant student disclose her pregnancy, the college encourages any student who is pregnant or may become pregnant to discuss with her advisor any potential risks and limitations.

Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their healthcare practitioner document any restrictions that may assist the college in providing reasonable accommodations when required (see Pregnancy Risk Form).

AIDS/OTHER CONTAGIOUS DISEASES

Students who may become infected with a contagious disease will not be automatically excluded from enrollment or restricted in their access to college services or facilities. Persons who know or have reasonable basis for believing that they are infected are expected to seek medical advice and are obligated ethically and legally to conduct themselves responsibly for the protection of others. Students with a transient, contagious illness will not participate in their clinical affiliation during the period of illness.

Persons who know they are infected are urged to share that information with an appropriate Ozarks Technical Community College administrator. Such information will be disclosed to responsible college officials only on a strictly limited need-to-know basis unless the student consents in writing to other releases of information. The college is obligated by law to disclose to public health officials information about all confirmed cases of active AIDS, hepatitis, rubella, or tuberculosis.

SAFETY REGULATIONS FOR THE LABORATORY

MLT students are expected to follow all laboratory safety regulations in the campus lab and clinical affiliates. Adhere to the following precautions to prevent the spread of infection to yourself, coworkers, or family:

1. All biological specimens are considered potentially infective and must be treated utilizing Standard Precautions.
2. Gloves must be worn when there is risk of contact with blood, body fluids or other potentially infectious materials.
3. Students who have open cuts or lesions on their hands and arms must completely cover the area with a fluid resistant bandage and glove.
4. Protective face shields that cover the eyes, nose and mouth must be worn during procedures that are likely to generate droplets/aerosols of blood or body fluids.
5. A protective lab coat must be worn during procedures that are likely to generate splashes of blood, body fluids and chemicals. Lab coats must remain in the lab, at the completion of lab remove coat in the proper manner and place in a biohazard bag labeled with your name. Place bag in designated lab cupboard. If coat becomes

contaminated, it must be removed immediately and disposed of in the appropriate biohazardous container.

6. Decontaminate work surfaces and instrument used in procedures with a chemical germicide before beginning work, after spills, and when work is completed. A fresh 1:10 dilution of household bleach is effective.
7. Wash hands thoroughly with antimicrobial soap when contaminated, before touching uncontaminated articles, after removing gloves and before leaving the laboratory. Remove personal protective equipment first before washing hands at the completion of lab.
8. Use Universal Precautions when handling clinical specimens or performing biohazardous procedures. Wear facial barrier protection if splashing or aerosolization is anticipated.
9. Dispose of contaminated culture plates and tubes as well as all contaminated trash in appropriate biohazardous containers as directed by your instructor. Always wear gloves when handling biohazardous bags.
10. Dispose of pipettes, microscope slides, and other sharp items in a puncture resistant biohazardous container as directed by the instructor.
11. Safety needles must be used for specimen collection. Use precautions when handling needles. No bending, breaking, recapping, or removing needles from disposable syringes. Place in puncture resistant biohazardous sharps containers as directed by the instructor.
12. Broken glass must be discarded in the special containers provided and not placed in regular trash. Do not pick up broken glass with your hands. Use forceps, scoop, or rigid cardboard.
13. Do not eat, drink, or smoke in the laboratory. No food, gum, or drink is allowed in the lab. Do not discard wrappers from food or containers from drinks consumed outside of the lab in trash cans in the lab. This is considered evidence of food or drink being present in the lab by safety inspectors.
14. Long hair must be pulled back and tied to prevent contact with contaminated materials. Closed toes shoes must be worn at all times.
15. If you spill a culture or other biologic specimen, cover the contaminated area with a paper towel, tissue paper wipes, or absorbent powder. Pour disinfectant on top, and notify an instructor. Note: Students are not to clean up classroom spills.
16. Students are responsible for knowing the location and proper operation of safety equipment including eye wash station, safety shower, fire extinguisher and fire blanket

Any students' use of unsafe infection control practices or other actions jeopardizing the safety of themselves or their patients may result in immediate dismissal from the program.

CLINICAL PRACTICUM

During the summer semester and the second year of the program, each MLT student who has successfully completed all previous curriculum courses will qualify for assignment to an affiliate laboratory for a clinical practicum. The MLT affiliate laboratories are valuable partners in health care education. NAACLS approved clinical sites include but are not limited to:

| | |
|--|-----------------------|
| Adult Medicine and Endocrinology, Cox | Springfield, Missouri |
| Citizens Memorial Hospital | Bolivar, Missouri |
| Cox Hospital Monett | Monett, MO |
| Cox Medical Center Branson | Branson, Missouri |
| Cox North Hospital | Springfield, Missouri |
| Freeman Hospital | Joplin, Missouri |
| Lake Regional Health System | Osage Beach |
| Mercy Clinic Branson | Branson, Missouri |
| Mercy Clinic Internal Medicine (Fremont) | Springfield, Missouri |
| Mercy Clinic Nixa | Nixa, Missouri |
| Mercy Clinic Smith Glynn Callaway | Springfield, Missouri |
| Mercy Clinic Whiteside | Springfield, Missouri |
| Mercy Hospital Aurora | Aurora, Missouri |
| Mercy Hospital Cassville | Cassville, Missouri |
| Mercy Hospital Lebanon | Lebanon, Missouri |
| Mercy Hospital Springfield | Springfield, Missouri |
| Missouri Rehabilitation Center | Mt. Vernon, Missouri |
| Ozarks Community Hospital | Springfield, Missouri |
| Phelps County Regional Hospital | Rolla, Missouri |
| Texas County Regional Hospital | Houston, Missouri |
| United States Medical Center for Federal Prisoners | Springfield, Missouri |

Each laboratory offers a wide menu of laboratory testing and uses up to date instrumentation. Experienced technologists teach student interns how to organize a workload, assess specimen quality, operate and maintain instrumentation, and validate test results as he/she rotates through the departments of the clinical laboratory. Although no two sites are identical, each provides a high-quality clinical experience.

Once the student gains entry-level competency of analytical tasks, repetition is limited to periodic review to maintain proficiency. Students will be supervised at all times, and will not take the place of qualified staff. These laboratories donate employee time, supplies and patient specimens to help educate new members of the profession. In return, the college agrees to assign to the affiliates only those students who meet academic and ethical standards. The college agrees to dismiss any student from the affiliate hospital if the student is unacceptable to the hospital for reasons of health, performance, criminal record or other reasonable cause.

ELIGIBILITY

Requirements for enrollment in MLT 260 and MLT 270 Clinical Practicum:

- Successful completion and/or credit for all prerequisite courses
- Liability Insurance: purchased by the College with lab fees
- Completed and up-to-date Physical Health Statement
- Completed criminal background check
- Satisfactory attitudinal evaluations indicating ability to perform program competencies.

SELECTION PROCESS

As long as we remain in good standing with our clinical affiliates, we will always have enough clinical sites for the students eligible for clinical experience. However, the MLT program cannot guarantee the availability of sites. In the event that insufficient clinical sites are available for students in the standard sequence of the program, students will be ranked according to GPA. The clinical assignments will be made according to the student's GPA and if insufficient sites are available, the remaining students will be placed on an alternate waiting list.

Every attempt will be made to place students in clinical affiliates where they will most likely be successful and every effort will be made to place every eligible student in a clinical site when he/she is prepared to go.

The faculty of the clinical affiliate, as an extension of the OTC faculty, has the right to review the student's academic record that includes professional attitudes evaluations. The clinical affiliates also have the right to refuse a student's placement in their clinical facility based upon the content of these records.

Students will be notified of their clinical placement by the seventh week of the semester preceding the clinical practicum.

CLINICAL POLICIES & PROCEDURES

Students must comply with all policies and procedures of the facility with which they are affiliating. It is the responsibility of the students to become familiar with the policies and procedures of the clinical. It is the responsibility of the clinical affiliate to orient the students to all applicable procedures and policies. Failure to comply with the policies and procedures of the facility or failure to respect the authority and responsibility of the facility and staff may result in removal of a student from a facility. This will result in an unsatisfactory grade for the course.

Transportation: The *student is responsible for providing their own transportation* to and from the clinical facilities and any special clinical assignments, such as lectures

at various hospitals. Students should be ***prepared to travel out-of-town for clinical experience, if necessary.***

Attendance Policies: Typically, the student trains at the clinical affiliate approximately eight hours a day, **40 hour/week total, Monday through Friday**. The exact times of starting and ending your shift will vary and may change depending on each clinical affiliate as well as each section of the laboratory you are in.

Daily attendance and punctuality are of utmost importance in the successful completion of each rotation. We expect you to have **NO** absences. Every day at the clinical site is important. Certain activities are scheduled each day within each section. If you miss time, you interrupt the schedule. The technologists at each clinical affiliate are performing both patient work services and teaching you. If you are absent, this puts even more pressure on the teaching technologist to schedule make up time for you.

Under no circumstances is a student permitted to request permission from the clinical instructor (s) for time off during the 8-week experiences. You should not ask for time off for job interviews, medical or dental appointments, or other personal business. In case of absence or tardiness the student must:

Notify the clinical affiliate at least **one half hour before** expected arrival time leaving a message that includes:

- Students name
- School
- Name & department of clinical faculty
- Reason for absence
- Date of return

Notify one of the MLT department faculty members at OTC at least one half hour before:

- Tony Evans 417-447-7419 evansa@otc.edu
- Danyel Anderson 417-447-7420 andersod@otc.edu

If, for some reason, you cannot be present, or will be more than 15 minutes late (tardy), (i.e. illness or emergency), please notify the clinical instructor 30 minutes before your scheduled arrival. It will be your responsibility to complete all missed work. You can only make up the time under supervision, which may limit your opportunity to progress on schedule. Depending on the clinical site, you may make up time after your regular hours, on weekends, or after the end of your scheduled clinical experience. When you make up the time is the decision of the clinical supervisor. Failure to make up ‘missed time’ or a pattern of unexcused absences, or tardiness may result in a failing grade.

The student is expected to arrive and begin work promptly and to stay until the scheduled rotation is complete. Any tardiness or early departure should be logged in the student file.

Tardiness and early departure on more than three occasions may result in the removal of the student and a failing grade for the course. Absences will be made up at the convenience of the clinical site. Excessive absences (2 days or more) or failure to notify the clinical facility and OTC on the day of the absence will result in removal of the student from the clinical site and a failing grade will be assigned to the course.

Clinical affiliates also have the option of extending the clinical practicum due to tardiness or poor performance in a given department. This could result in the postponement of the student's expected graduation date and registry examination eligibility until the following semester.

Students will be entitled to a 30-minute lunch break during the 8-hour rotation. The lunch break should be arranged with the clinical instructor. Prospective employers always inquire about attendance and punctuality. These factors will be part of your clinical evaluation and included in your reference for future employment.

PHONE CALL POLICY

- All personnel are requested to restrict personal phone calls, either incoming or outgoing, to only those which are absolutely essential.
- Telephone lines are to be kept free for the essential business of the laboratory.
- Urgent and essential incoming calls for personnel will be accepted.
- Each person should inform friends and relatives that personal calls must be restricted to very essential matters.
- It is acceptable to make brief phone calls during breaks, but please use a phone that does not interfere with department workflow.
- When answering the lab phone, proper telephone etiquette should be used at all times. Identify your location ("chemistry laboratory") and your name ("Jane speaking").

NON-WORK RELATED ACTIVITIES POLICY

- The activities of personnel employed within any physical space delegated to the laboratory responsibility and function should be directed to the objectives of the laboratory.
- Activities, which cannot be directly related to the work and knowledge of laboratory personnel, are not permitted in the areas designated to carry out the laboratory services or functions. For example, sewing or knitting in laboratory or outpatient areas, are not activities proper for these areas.
- No games may be played within the physical space delegated to the laboratory department.
- You are not permitted to have personal visitors during assigned clinical hours. You may meet your visitors during your break and meal periods.
- Please do not visit with other students during clinical training. Although **you** may be on your break time, the other student may be interrupted from his/her instruction or training. (It is acceptable to ask your fellow student a quick question, e.g. "When are you going to lunch?" etc.)

DRESS POLICY

Students must comply with the dress code policy and personal hygiene standards of the clinical affiliate to which they are assigned. They must dress and act in a professional manner at all times. At the discretion of the clinical facility, a student whose appearance is deemed inappropriate will be asked to leave the clinical area. Jeans, denim material, stretch pants, canvas or open-toed shoes as well as hats are unacceptable attire. Hair must be clean, neat, and away from the face at all times. Students must wear their OTC name tag at all times.

ILLNESS OR INJURY

Students are required to report any illness or injury occurring within the affiliate to their clinical instructor immediately. Necessary immediate medical care will be provided by the affiliate at the **student's expense**.

Exposure incidents must also be reported to the Allied Health Office at 447-8801 as soon as possible.

EVALUATION

Students are expected to enter each rotation with the minimal competencies you possessed when you left the MLT program. The clinical instructors do not have time for remedial work. Students are expected to demonstrate preparation for clinical experience by reviewing principles and procedures prior to each rotation. Students are expected to review self-assessment materials, slide series, videos, PC programs, and articles made available by the clinical sites and attend CE seminars presented during clinical rotations.

Clinical Evaluation: Students will be evaluated by clinical faculty on their knowledge, skills and attitude in each major rotation. Students will receive a copy of these evaluation instruments in their clinical practicum packet prior to interning.

Knowledge: Some clinical affiliates will give the students quizzes. These questions are likely to be directed toward their instrumentation and procedures. It is a good idea to ask at the beginning of each clinical rotation whether the instructor will be giving quizzes beyond the ones at OTC. Some labs will also assign "homework" which is designed to help the student review theoretical knowledge. If the instructor wants the student to hand in this material, they will be expected to do so, on time, just as they would on campus. Students may or may not have time during their lab shift to work on these assignments. The more review the student does, the better prepared they will be for the certification examination.

Skills: The College provides specific objectives and checklists for each laboratory section. The student will have a copy of these so that they can easily track their progress. The student will be evaluated on their ability to perform accurate and precise testing.

Professional Attitudes: The clinical faculty will complete the evaluation forms that will be provided by the college. Students will have the opportunity to review and discuss evaluations and completed forms will be placed in the student's file. A satisfactory evaluation must be obtained in each major rotation for successful completion of the clinical experience. The final course grade will be assigned as "S" satisfactory or "U" unsatisfactory. Clinical performance or behavior that causes any disruption in patient care or within the clinical facility will result in the student's dismissal from the affiliate. A grade of "U" will then be assigned to the course. All pertinent facts will be documented and discussed with the student and specific recommendations made to the department chairperson by the MLT faculty.

Student Evaluation of Clinical Experience: Each student will have the opportunity to evaluate each rotation and are encouraged to discuss the clinical experience and make suggestions which may be of value to future interns.

Log Sheets: Students will also keep accurate log sheets of all work performed in the clinical experience that should be submitted to the clinical seminar instructor and/or their faculty liaison at the completion of the clinical experience.

COMMUNICATION WITH OTC

A faculty member will visit each student during the clinical experience. The Clinical Coordinator will talk to the student and the instructor(s) the students are working with to obtain information of how the student is doing from several perspectives. The MLT facility will also communicate via email and phone calls with the clinical affiliates and will also post announcements and assignments on Blackboard. Students should check the site at least twice a week.

OUTSIDE EMPLOYMENT POLICY

Students are encouraged to consider all other commitments when making a decision about the number of hours, which they work. Work hours must be scheduled around clinical hours and all other course activities. If the student is an employee of the clinical site in some other capacity, work performed during paid hours cannot be used toward meeting clinical practicum academic objectives.

SERVICE WORK POLICY: WORK (AFTER HOURS)

Students who wish to work after regular hours of training (weekends/nights) in the laboratory can be hired as jobs become available. Students are eligible to work in a

given department upon successful completion of their rotation in that department. They are required to notify the Clinical Coordinator in order to ensure that the afterhours work will not interfere with the student's academic performance. Students who commit themselves to after-hours work are expected to maintain a C (75%) average or higher as stated in Academic Standards of the student handbook. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting clinical/practicum academic objectives.

PHLEBOTOMY POLICY:

Students will be responsible for performing venipunctures (blood drawing) with a minimum level of proficiency. This skill is taught during the summer in MLT 250 and practiced occasionally thereafter.

CLINICAL PRACTICUM STUDENT CONTRACT

Clinical experiences in the Medical Laboratory Technology program at Ozarks Technical Community College are held at health care agencies with which the college has formed clinical agreements. These agreements provide the student with clinical instruction and practice to prepare them for employment. At the same time, these agreements provide for the protection of the clinical affiliate and their clients. The college therefore requires that you agree to follow guidelines that conform to these agreements by signing the "Clinical Practicum Student Agreement".

The clinical affiliate and/or the college has the right to terminate the clinical experience at any time for lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of students to meet their performance standards or failure to follow their policies. The academic faculty and chairperson will meet with everyone involved, including you to determine if a second clinical placement in a subsequent quarter would be appropriate, or if the student should be dismissed from the MLT program. The student's rights will be protected, but bear in mind that your performance is likely to have caused the problems we are addressing.

If any conflicts or problems arise while the student is in a section, he/she is encouraged to bring them to the attention of the OTC faculty immediately so they can be resolved. Demonstrating professional behavior at all times will contribute to a positive clinical experience.

CONFIDENTIALITY AGREEMENT

Students enrolled in the clinical practicum will receive and be required to sign an Agreement to Respect Patient Confidentiality form.

COLLEGE POLICIES & PROCEDURES

RIGHTS OF PRIVACY

Under the Family Educational Rights and Privacy Act of 1974, Ozarks Technical Community College will maintain the confidentiality of student education records. No one outside the institution shall have access to such records without the written consent of the student except:

1. Personnel with Ozarks Technical Community College
2. Officials of other institutions in which the student seeks to enroll
3. Persons/organizations providing student financial aid
4. Accrediting agencies
5. Persons in compliance with a judicial order
6. Persons in an emergency for protection of health and safety of the student or others

The institution may provide directory information to include; Name, Address, Phone Number, Date/Place of Birth, Major Field of Study, Dates of Attendance, Degrees/Awards Received. Students may withhold directory information by notifying the Registrar on an annual basis.

ALCOHOL AND DRUG POLICY

The unlawful manufacture, distribution, possession or use of alcohol or illegal drugs by Ozarks Technical Community College students on college property is prohibited. (*Refer to current OTC Student Handbook*).

Use of alcohol and/or illegal drugs during class or clinical time is forbidden. A mandatory drug screen is a program criterion upon acceptance. In addition, if the instructor has reason to suspect that a student is under the influence, an additional drug screen will be requested at the cost of the student. If the student refuses the drug screen, dismissal from the program will occur. If the student agrees to the drug screen and the screen is positive, a drug intervention policy will be initiated to determine the student's ability to continue in the program. Students may also face legal sanctions from local, state, and federal law.

NONDISCRIMINATION STATEMENT

Ozarks Technical Community College complies with all local, state and federal laws and regulations concerning civil and human rights. Educational programs, admissions, and employment practices of the College are free of any discrimination based on race, sex, color, religion, national origin, handicap or veterans of the Vietnam era military service. The policy of the College not to discriminate on the basis of sex or handicap is in compliance with Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973, respectively.

AMERICANS WITH DISABILITIES ACT

If you have special needs as addressed by Section 504 of the Rehabilitation Act of 1973, notify the MLT Program Coordinator. Reasonable efforts will be made to accommodate special needs. A variety of special services are available in the Learning Resource Center. Contact the Disability Support Services at 447-8189 to request academic accommodation. If special needs are not disclosed and are not documented appropriately accommodations cannot be provided. Every effort will be made to assist the student in gaining appropriate documentation and accommodation when assistance is requested. (*Appendix A*)

COMPLIANCE OFFICER FOR STUDENTS

Julia Edwards
Ozarks Technical Community College
1001 East Chestnut Expressway
Springfield, MO 65802
(417) 447-8188

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that is in violation of Title VII of the Civil Rights Act of 1964. It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. Harassment should be reported to a counselor or any Ozarks Technical Community College staff member.

COMPUTER USE AGREEMENT

Ozarks Technical Community College provides students, faculty, staff, and members of the public with access to campus and global information resources through networked computing technology to enhance its educational, social, cultural, and economic missions and in service to its many constituencies. The primary function of information technology resources at OTC is to support instruction and administration; other activities are secondary and may be subject to limitations. The OTC Computer Use Agreement for all information technology resources at OTC is based on common sense, common decency, and civility applied to a networked computing environment. Use of OTC information technology resources is a privilege, and assumes responsible, ethical, and legal conduct by the user.

Users are required to use computers in compliance with proper course assignments/activities. Any fraudulent use of college owned or operated computers will result in appropriate disciplinary action, and in flagrant cases could result in dismissal. Students accept the terms of the Computer Use Agreement online upon their initial login. Contact the Help Desk at (417) 447-7548 for more information.

E-MAIL ACCESS

Students are required to utilize OTC e-mail. There are free e-mail services available on the Internet. Computer access can be obtained through public libraries and on the OTC campus.

FOOD AND BEVERAGES

(College Policies and Procedures, Article IV, 4.02(d)) Food and beverages are prohibited in all classrooms, shops, and labs for all students, faculty, and staff. Food and beverages are permitted only in snack shops and lounge areas unless permission from faculty has been given.

SALES ON CAMPUS

Nothing may be sold on campus by any individual or organization unless through regularly approved distribution channels, i.e., bookstore, or unless approved by the Vice Chancellor of Student Development. Students are prohibited from canvassing students or staff members for the purpose of the sale.

TOBACCO-FREE CAMPUS POLICY

In December 1999, the OTC Board of Trustees unanimously approved a policy making the campus tobacco free effective August 1, 2003. The purpose of the tobacco-free campus policy is to prohibit the use of tobacco anywhere on the OTC campus. All students, staff, faculty, administration, and visitors to campus are requested to comply with the policy. Failure to comply may result in a \$15 or two hours of labor fine. For information about the tobacco-free policy, individuals are encouraged to contact Student Services. Information about tobacco cessation and the effects of tobacco use is available in the tobacco-free Resource Room in ICW-219 in the Student Services area.

BOOKSTORE

The bookstore is located at 903 East Brower, across from Lincoln Hall. The phone number is (417) 863-0610. The bookstore has textbooks, reference books, manuals, and supplies for sale to students. A used book purchase and resale program is available to students and faculty.

OTC WRITING CENTER

The OTC Writing Center offers free, friendly tutoring for any aspect of any writing project for any course you are taking. The student tutors can help you with choosing a topic, prewriting, organizing, drafting, revising, editing, and documenting. The Writing Center is located in IC 200. Walk-ins are welcome, but you are encouraged to call (417) 447-8235 for an appointment.

INCLEMENT WEATHER POLICY

Extreme weather conditions during the winter months may require Ozarks Technical Community College to cancel or delay classes. That decision will be announced by 6:00 a.m. on Springfield radio and television stations and will be posted on the OTC web page. If no announcement is made, classes will operate on a regular schedule. Please do not call the college, radio/television stations, or college officials for information on class schedules.

DUE PROCESS AND APPEALS PROCEDURE

No student should expect to automatically receive either the minimum or maximum disciplinary action when he/she is involved in a problem. This will be determined on an individual basis based on a wide range of variables, such as, but not limited to, the past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular professional judgment in these decisions.

GRIEVANCE PROCEDURE

If a student receives a course grade while attending Ozarks Technical Community College which the student feels is inaccurate, the student has four weeks into the next term in which to appeal the grade. Before filing an appeal, the student must first discuss the situation with the course instructor. A grade of "F" received due to improper course withdrawal is not subject to this procedure.

The following method is provided to assist in the process of resolving grievances that occur during the course of enrollment in an Allied Health program of study.

Most grievances in Allied Health programs fall within one of three basic categories: academic course grade appeals, administrative or disciplinary action appeals and lab/clinical failure appeals. This procedure is set in motion when a student perceives just cause to grieve a decision or outcome that impacts the student in a negative manner.

- I) Academic Course Grade Appeal
 - A) Passing Grade (ex. Student receives "B" but is appealing for "A")
 - 1) Follow the basic procedure outlined in OTC Policy 5.08
 - (a) Appeal in writing within four weeks into the next term to the instructor who awarded the grade. (The instructor has ten working days to respond in writing). If issue not resolved, go to next step:
 - (b) Appeal in writing within ten working days of the date of the instructor's response to the Dean of Allied Health. (The dean has ten working days to respond in writing.) If issue still not resolved, go to next step:
 - (c) Appeal in writing within ten working days of the date of the dean's response to the Vice Chancellor for Academic Affairs. (The Vice

Chancellor of Academic Affairs has ten working days to make a decision and respond in writing.) The decision of the Vice Chancellor of Academic Affairs is final.

B) Failing Grade (ex. Student grade is below a “C” and results in failure of course and dismissal from Allied Health program)

- 1) If time is not of the essence to the student, the student may choose to follow the above outlined procedure, and if successful on the appeal, will be readmitted into the program with the next available opening. However, readmission is on a space available basis.
- 2) If time IS of the essence to the student, the student may choose this “expedited” process.
 - (a) Appeal to instructor and program coordinator in writing (one writing will suffice) within one working day of receipt or knowledge of failing grade. (Instructor and program coordinator have one working day to respond in writing.) If issue not resolved, go to next step.
 - (b) Appeal in writing to Dean of Allied Health within one working day of receipt of instructor/coordinator response. (Dean of Allied Health has one working day to respond in writing.) If issue not resolved, go to next step.
 - (c) Appeal result in writing to Dean of Allied Health within one working day of receipt of the dean’s response. The Dean of Allied Health has two working days to convene a grievance task force and hold a hearing. The grievance task force will consist of two Allied Health department faculty members who are not in the program in question, two faculty members from other departments within the college and one administrative member (asst dean, division chair etc) who will chair the task force and the hearing. The administrative member will not be a voting member of the task force unless his/her vote is required to break a tie.
 - (i) The decision of the task force must be made within one working day of the hearing and the task force’s decision is **final** for the expedited process.
 - (ii) If a student wishes to appeal further, the student must revert to the final steps in OTC policy 5.08, whereby the student appeals to the Vice Chancellor of Academic Affairs. At this time the student is no longer eligible for the expedited process.
 - (d) Every effort will be made by the dean and the faculty to expedite this process. However, this will also require the student’s cooperation and availability (for the hearing). Failure of the student to comply with the timeline does not preclude the student’s ability to appeal, but the student will be removed from the expedited process.

II) Administrative and/or disciplinary action appeal

- A) Student placed on probationary status. (Not all disciplinary actions will allow for probation. Probation should not be considered a mandatory first step prior to further action to include dismissal)
- 1) Appeal to the instructor(s) who placed student on probation in writing. Instructor(s) have five (5) working days to respond in writing. If issue not resolved go to next step.
 - 2) Appeal in writing within five (5) working days of the instructor response to the Dean of Allied Health. The dean has five(5 working days to respond in writing. If the issue is still not resolved go to next step.
 - 3) Appeal in writing within five (5) days to the Vice Chancellor for Student Services. The Vice Chancellor of Student Services will have five (5) days to respond in writing. Decision of Vice Chancellor of Academic Affairs is final.
- B) Student Dismissal from Allied Health Program.
- 1) If time is not of the essence to the student, the student may choose to follow the procedure outlined above under probation. If student is successful on appeal student will be readmitted to the program of study with the next available opening. However, readmission is on a space available basis.
 - 2) If time IS of the essence to the student, the student may choose this “expedited” process.
 - (a) Appeal to instructor and program coordinator in writing (one writing will suffice) within one working day of notification of dismissal. (Instructor and program coordinator have one working day to respond in writing.) If issue not resolved, go to next step.
 - (b) Appeal in writing to Dean of Allied Health within one working day of receipt of instructor/coordinator response. (Dean of Allied Health has one working day to respond in writing.) If issue not resolved, go to next step.
 - (c) Appeal result in writing to Dean of Allied Health within one working day of receipt of the dean’s response. The Dean of Allied Health has two working days to convene a grievance task force and hold a hearing. The grievance task force will consist of two Allied Health department faculty members who are not in the program in question, two faculty members from other departments within the college and one administrative member (asst dean, division chair etc) who will chair the task force and the hearing. The administrative member will not be a voting member of the task force unless his/her vote is required to break a tie.
 - (i) The decision of the task force must be made within one working day of the hearing and the task force’s decision is **final** for the expedited process.
 - (ii) If a student wishes to appeal further, the student must revert to the steps in OTC policy 5.17, whereby the student appeals to the Vice

Chancellor of Student Services. At this time the student is no longer eligible for the expedited process.

- (d) Every effort will be made by the dean and the faculty to expedite this process. However, this will also require the student's cooperation and availability (for the hearing). Failure of the student to comply with the timeline does not preclude the student's ability to appeal, but the student will be removed from the expedited process.

III) Lab/Clinical Dismissal Appeal

A) Student failure in lab or clinical setting which results in dismissal.

- 1) If time is not of the essence to the student, the student may choose to follow the procedure outlined in OTC policy 5.08, and if successful on the appeal, will be readmitted into the program with the next available opening. However, readmission is on a space available basis.
- 2) If time IS of the essence to the student, the student may choose this "expedited" process.
 - (a) Appeal to instructor, program coordinator and Dean of Allied Health in writing (one writing will suffice) within one working day of notification of dismissal. (Instructor, program coordinator and Dean of Allied Health have one working day to respond in writing.) If issue not resolved, go to next step.
 - (b) Appeal result in writing to Dean of Allied Health within one working day of receipt of the dean's response. The Dean of Allied Health has one working days to convene a grievance task force and hold a hearing. The grievance task force will consist of two Allied Health department faculty members who are not in the program in question, two faculty members from other departments within the college and one administrative member (asst dean, division chair etc) who will chair the task force and the hearing. The administrative member will not be a voting member of the task force unless his/her vote is required to break a tie.
 - (i) The decision of the task force must be made within one working day of the hearing and the task force's decision is **final** for the expedited process.
 - (ii) If a student wishes to appeal further, the student must revert to the final steps in OTC policy 5.08, whereby the student appeals to the Vice Chancellor of Academic Affairs. At this time the student is no longer eligible for the expedited process.
 - (c) Every effort will be made by the dean and the faculty to expedite this process. However, this will also require the student's cooperation and availability (for the hearing). Failure of the student to comply with the

timeline does not preclude the student's ability to appeal, but the student will be removed from the expedited process.

IV) Continued participation in classes, labs and clinical during a pending grievance process.

- A) The decision on whether a student may continue participation in class/lecture, lab and/or clinical during a pending appeal process is discretionary and rests with the program coordinator.
- B) These decisions are program specific and are based on principles of safety and ethical conduct.

EMERGENCY PROCEDURES

EMERGENCIES

Ozarks Technical Community College enforces protocol for the management of medical emergencies. General orientation for handling emergencies:

- Students are shown where the Ozarks Technical Community College policy and procedures for emergencies are located on the wall closest to each door of every room. These procedures are discussed at the beginning of each semester.
- Specific emergency protocol, as stated in the rules and regulations handbook, is introduced at the first of each semester and reviewed periodically.

Procedure for emergencies for the MLT is as follows:

1. Notify a MLT Program instructor.
2. One instructor will remain with the student or person involved in the emergency.
3. The second instructor will:
 - a. Call (9) 911, if warranted
 - b. Call Ozarks Technical Community College Public Safety Office at 6911
 - c. Notify Dean of Allied Health and complete accident report

The following are procedures as developed by OTC's security department.

FIRE

- A. Transmit alarm by pulling a fire alarm box. If you do not know where one is, or it is too far away and a telephone is close by, dial 9911. Give location and extent of fire. If you can use a pull box, you need not call 9911. Regardless of what you do, it is important that you pull a fire alarm box, as this activates all emergency systems.
- B. Close windows and doors in fire area. Maintenance will shut off air conditioning system in fire area.
- C. Use proper extinguisher to contain fire until fire brigade arrives. If no extinguisher is available, use blanket, coat, or similar item.

EARTHQUAKE

There is no advance warning for an earthquake. The first concern for each person is their own safety. Damage from a major quake includes: broken windows, falling ceilings and light fixtures, overturning of cabinets and racks,

shifting of furniture, complete disruption of electrical, gas, water, sewage, communication systems, and fuel.

When the earthquake initially occurs, personnel can protect themselves by getting under desks and counters, on the floor next to a couch or chair back to get some protection from falling objects, if the shock is severe enough. If possible, move to the interior wall. Turn away from windows, kneel alongside the wall, bend head close to knees, cover side of head with elbows, and clasp hands firmly behind neck.

Each department supervisor will be responsible to check personnel for injury. Evacuation and facility damage assessment will be coordinated by the Command Center in conjunction with the director of engineering or designee.

REPORTING OF ACCIDENTS, INJURIES, CRIMES AND OTHER EMERGENCIES

Students are required to report immediately all criminal actions, accidents, injuries, or other emergencies occurring on college property to college faculty or to the Vice Chancellor of Administration and Business at the Information Commons location (417) 447-4851. An incident report may need to be filed at the time of reporting.

SAFETY AND SECURITY

Security officers are available for assistance and information in emergencies. Call (417) 447-6911 at the Springfield campus and (417) 447-7860 at the RVC campus.

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

REQUEST FOR ACCOMMODATION

In accordance with the Americans with Disabilities Act, I _____
need the following special accommodations to complete the MLT Program:

Check here if no special accommodations to complete the program are needed.

I understand that it is my responsibility to disclose any special needs. Without appropriate disclosure and documentation of need accommodations cannot be provided.

Student Signature

Date

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
ESSENTIAL REQUIREMENTS**

Faculty in the MLT program have a responsibility for the welfare of students enrolled in the program, for patients affected or treated by students in the program, and for staff working in the program. Therefore, admission and retention decisions for the MLT program are based not only on satisfactory academic achievement, but also on non-academic factors that serve to insure that candidates can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum.

The MLT program has established the following list of minimum essential (non-academic) requirements in compliance with the American Disabilities Act (PL 101-336), and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) that must be met, with or without reasonable accommodations, in order to participate in the program and graduate.

Vision/Observation Requirements: ability to read charts, graphs, instrument displays, and the printed word, on paper or a computer monitor; distinguish gradients of colors, interpret microscopic and macroscopic details. **NOTE:** Color blindness does not necessarily preclude admission to the program.

Speech/Hearing/Communication Requirements: communicate effectively and sensitively in written and spoken Standard English in a manner that is understandable with instructors, fellow students, patients, and other members of the health care team in person and on the other end of the telephone; write and transmit information clearly, accurately, and efficiently.

Motor Function Requirements: sufficient motor function to perform a variety of routine laboratory testing, move freely and safely from one location to another in the clinical laboratory, patient care areas, corridors, and elevator; sufficient upper body muscle coordination to collect appropriate clinical specimens safely and accurately; dexterity to manipulate tools, instruments, and small equipment, including keyboards or other data input tools in a manner consistent with standards of clinical laboratory practice; ability to travel to assigned clinical experience sites; lift and move objects of at least 20 pounds.

Intellectual, Conceptual, Integrative and Quantitative Requirements: read and understand textbooks, professional journals, and instrument manuals; read and follow written and verbal instructions in Standard English; measure, calculate, reason, analyze, evaluate and synthesize laboratory information/data.

Behavioral and Social Requirements: possess the emotional stability required to be able to exercise good judgment in the lecture, laboratory, and clinical settings; work under time constraints to complete tasks on time in a mature, sensitive, and effective manner; work under both relaxed and stressful emergency situations, prioritize tasks, work on at least two different tasks at one time; make correct judgments with regards to patient results; be flexible with scheduling and able to adapt to changing environments in the laboratory; maintain alertness and concentration during a normal work period; work safely with potential chemical, radiological, and biological hazards using Universal Precautions; meet attendance requirements; possess the physical and psychological health requirements for full utilization of abilities; apply knowledge, skills, and values learned from coursework and life experience to new situations.

I certify that I have read and understand the Ozarks Technical Community College MLT Program's Essential Requirements for admission and that I expect to be able to perform these functions, with or without reasonable accommodations.

_____ I am capable of meeting each of the Essential Requirements for admission with no accommodations.

_____ I am capable of meeting the Essential Requirements with reasonable accommodations.

_____ I am not capable of meeting the Essential Requirements.

Signature _____ Printed Name _____ Date _____

NOTE: The MLT program does not discriminate on the basis of race, religion, color, national origin, marital status, sex, sexual orientation, age, or disability.

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
ALCOHOL AND DRUG POLICY**

Drugs

Taking any drug or medication that may alter the student's mood and/or thought process must be reported to the program coordinator before class and/or clinical. This allows staff to identify a potential safety problem for the student and/or patient. Failure to report drug usage indicates a lack of basic judgment skills and results in disciplinary intervention to determine the student's ability to continue in the program.

Alcohol and Illegal Drugs

Use of alcohol and/or illegal drugs during class or clinical time is strictly forbidden. If an instructor has reason to suspect that a student has used either, they may request that a student undergo a drug screen at that time. Refusal by the student to undergo a drug screen at that time results in automatic dismissal from the program. If the student agrees, and the screen is positive or suspicious, a drug intervention policy will be initiated to determine that student's ability to continue in the program.

A consultation will occur between the Dean of Allied Health, a counselor of a drug abuse program, and the student. The student will be advised of findings from the drug screen and/or other indications of concern by the staff. The student is given a choice of two (2) facilities to have a psychological evaluation for substance abuse. If the student agrees, time is not deducted for that absence. The final outcome is dependent upon the results of the psychological evaluation and its recommendations. If the student refuses evaluation, he/she is automatically dismissed from the program.

Signature of Student

Date

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
AUTHORIZATION FOR RELEASE OF INFORMATION
URINE TESTING**

Please Print Very Clearly

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Program: _____

I hereby consent to provide a urine sample, as required by clinical affiliates, to a designated testing facility upon request. I also consent to release the results of this urine test to Ozarks Technical Community College (OTC). I further authorize OTC to provide any necessary documentation to individual clinical affiliates to verify my eligibility to participate in clinical practice. I understand that this testing must be completed prior to entering clinical, but may also be performed randomly or as a result of reasonable suspicion. The current fee for the aforementioned testing is \$50.00. I understand that I am financially responsible for this fee and any additional fees required to verify my eligibility for clinical. I also understand that positive results and/or results that cannot be reconciled by a Medical Officer may prevent me from attending clinical and therefore would result in dismissal from the MLT program.

Signature: _____ Date: _____

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

CONSENT TO PARTICIPATE IN PHLEBOTOMY PROCEDURE

I hereby release the MLT program and Ozarks Technical Community College from any responsibility or liability associated with the practice of the following procedures as part of my curriculum at Ozarks Technical Community College:

Venipuncture
Skin Puncture

I understand that I will be performing these skills on another consenting student according to procedure and only under direct supervision of a faculty member.

I also understand that by signing this I have given consent to allow other students to practice venipuncture on me.

I fully understand the forgoing and have voluntarily signed my name.

Student Name (Printed)

Student Signature

Date

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
Occupational Exposure/Injury Protocol**

Students are advised that working in a health profession does expose them to the risk of coming into contact with hazardous substances and the potential for injury. The college complies with all standards, rules, and regulations issued by the Occupational Safety & Health Administration (OSHA) and the recommendations of the Center for Disease Control (CDC). Students are required to consistently follow all safe work place practices. The following practices are designed to reduce your exposure to blood borne pathogens, hazardous material and other injuries.

1. Students are required to either obtain the Hepatitis B vaccination series or sign a declination statement.
2. Students will be required to pass a test covering universal and standard precautions for dealing with blood and other potentially infectious material (OPIM).
3. Personal Protective Equipment (PPE) must be worn when engaged in all activities where exposure is possible.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharps containers and biohazard disposal containers are located in laboratory and clinical areas.
6. First aid stations are available in each laboratory.

Any Allied Health student who sustains a needle stick or other occupational injury resulting in exposure to blood, bodily fluids, or other hazardous substance should follow the following protocol:

1. Immediately wash the affected area with soap and water, if applicable.
2. Cover the area with a dressing, if possible.
3. For an ocular exposure, flush thoroughly with water or the eye wash that is available in the first aid station.
4. Inform the instructor immediately.
5. Complete an incident report to be forwarded to the Allied Health Department.
6. It is *highly* recommended that the student see a healthcare provider who is trained in assessing the risk of the exposure immediately, but certainly within 24 hours.

Any Allied Health student who sustains any other type of occupational injury, including, but not limited to, back injuries, slip & fall injuries, sprains, strains etc. should:

1. Follow basic first aid for the injury sustained.
2. Inform the instructor as soon as possible.
3. Complete an incident report to be forwarded to the Allied Health Department.
4. It is highly recommended that the student seek medical attention & treatment.

Information on locating appropriate healthcare providers can be obtained from the Allied Health Department. **All expenses** related to testing and treatment incurred as a result of a needle stick, or other occupational exposures or injuries will be the responsibility of the student. Therefore, it is highly recommended that the student acquire and/or maintain a health insurance policy to help cover these expenses.

My signature below affirms that I have read this protocol and have been presented with this information prior to entering the clinical/laboratory setting.

Signature: _____ Date: _____

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
CONFIDENTIALITY AGREEMENT**

Confidential information includes but is not limited to: patient information, medical records, hospital information, physician information, and employee records that may be encountered in the course of the clinical practicum. Maintaining confidentiality means to share information only with healthcare professionals who have the “need to know” the information.

State and federal laws prohibit the unauthorized use and/or dissemination of patient medical information by health care personnel. Health care workers are entrusted to protect medical information about patients and obligated to not seek out information their job does not require. Civil and criminal penalties may be imposed to protect the patients right to privacy.

Below is a list, while not all-inclusive, of actions that may be considered breaches of patient confidentiality:

- Reading a patient’s chart for the sake of curiosity or other personal reasons.
- Conversations with other personnel, who do not have a need-to-know, about patients.
- Conversations with family and friends about patients.
- Attempting to seek out electronic or hard copy information (e.g. for a friend or family member) not required by my position.
- Virtually any disclosure of patient information to a third party without proper authorization or statutory right or obligation to do so.

I hereby reaffirm my pledge that I will not disclose, to anyone, any medical information about patients that I may acquire as a result of my clinical education, without patient to do so or as otherwise allowed by law. In addition, I will not seek out information about patients that I do not require to perform my assigned duties. I understand that any attempt to seek out information, hard copy, electronic or verbal, not required by my position or any unauthorized disclosure or information, shall be cause for immediate discipline, including discharge. I will limit conversations regarding patient information to non-public areas to avoid visitors and/or patients from overhearing employee discussions.

I understand that all questions of release of information are to be referred to a medical laboratory employee. Any time I am not sure of the proper action, I will withhold information until the release or question is resolved.

Further, I agree to hold harmless and protect Ozarks Technical Community College, the clinical education facility and its shareholders against any and all claims for damages resulting from my unauthorized disclosure of patient information as herein-above provided.

Student name (Printed)

Student Signature

Date

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
PREGNANCY RISK FORM**

Student Section:

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and understand the potential risks that may exist to me and my unborn child should I decide to continue in health program laboratory and clinical placements for the remainder of my pregnancy.

Student Signature

Date

Health Care Provider Section:

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and am identifying the following laboratory/clinical practice restrictions that my patient is to adhere to for the remainder of the pregnancy.

Student Name: _____

Laboratory/Clinical Restrictions:

Physician Name

Date

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
CLINICAL PRACTICUM STUDENT CONTRACT**

Your role as a student is to do your best to learn all you can by actively participating in the clinical practicum and to correlate classroom knowledge with real world clinical experience. You are expected to develop and/or strengthen your entry-level competencies. Due to the involvement of health care agencies and their clients in your training, you must observe rules developed to maintain standards of service provided by those agencies. You must not behave in a manner that might disrupt patient care or the orderly conduct of business within the health care agency.

I understand that in the clinical rotation I am a student of Ozarks Technical Community College and will project a positive image of the clinical affiliate, the MLT program, and Ozarks Technical Community College. As a condition of participating at the clinical facility, I hereby agree to:

- Adhere to the clinical affiliate policies while on its premises
- Read and follow procedure manuals and policies of the clinical affiliate.
- Adhere to the dress code of the clinical affiliate and the OTC MLT Program.
- Adhere to the attendance policy of the clinical affiliate and the OTC MLT Program.
- Inform the clinical affiliate and the MLT program faculty at least one half hour before my scheduled rotation time if I am absent.
- Make-up any material missed, if absent, at the convenience and discretion of the clinical affiliate. I understand that this may include extension of my clinical practicum.
- Arrive prepared to begin clinical responsibilities on or before the time required by the clinical affiliate. **I understand that tardiness and absences will not be tolerated.**
- Read and take responsibility for completing the clinical objectives in each rotation.
- Respect and preserve the confidential nature of all medical and personal information related to patients of the clinical facility. (Signed agreement)
- Adhere to professional standards as outlined in the ASCLS Code of Ethics.
- Cooperate with clinical faculty and other health care workers to provide quality patient care in a timely manner.
- Acquaint myself with the location of reference materials, reagents and supplies in each area of clinical rotation.
- Ask appropriate questions, when necessary.
- Review course materials while in each corresponding clinical rotation to prepare for each rotation.
- Bear financial responsibility of any cost for required medical treatment during the clinical experience due to illness, injury, or exposure. Report any exposure incidents to the Allied Health Office ASAP.
- Adhere to this contract and also the regulations of OTC as outlined in the Student handbook.

I have read, and understand the above information and agree to comply with the terms of this contract. I understand that the clinical affiliate and/or the college has the right to terminate the clinical experience at anytime for lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of student to meet their performance standards or failure to follow their policies.

Signature: _____ **Date:** _____

NOTE: If a student is an employee of the clinical affiliate, work performed during paid hours cannot be used towards meeting academic objectives.

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
STUDENT CONSENT TO RELEASE EDUCATIONAL RECORDS**

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Ozarks Technical Community College must obtain written consent from a student before releasing the educational records of that student to a third party. Such written consent must be signed and dated by the student.

I hereby consent to disclosure of any information from my educational and financial aid records to the following individual(s) for the purpose of facilitating discussion with College officials while I am enrolled as a student at Ozarks Technical Community College.

| _____ Name | _____ Address (City, state, zip) | _____ Phone Number |
|--------------------------------|--|-------------------------------------|
| <u>Danyel Anderson</u> Name | <u>MLT Clinical Coordinator</u> Title | <u>417-447-7420</u> Phone Number |
| <u>Tony Evans</u> Name | <u>MLT Program Director</u> Title | <u>417-447-7419</u> Phone Number |

I understand that my written consent will remain in effect until I notify the MLT program director in writing, to cancel or revoke the consent.

Student Printed Name

Student Signature

Date

**OZARKS TECHNICAL COMMUNITY COLLEGE
AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION
AUTHORIZATION TO USE OR DISCLOSE CRIMINAL BACKGROUND CHECK**

Please Print Very Clearly

Full Name _____ Student ID _____ Program _____

Address _____

City _____ State _____ Zip _____

1. I authorize the use or disclosure of the above named individual's health information or criminal background check as described below.
2. The following individual(s) or organization(s) are authorized to make the disclosure:

Ozarks Technical Community College
1001 East Chestnut Expressway
Springfield, MO 65802

3. The type of information to be used or disclosed is as follows (check the appropriate boxes and include other information where indicated).
 - Immunity Lab Results/Immunization Records
 - TB Test Results or Chest X-ray Results
 - Urine Drug Screen Lab Results
 - Criminal Background Check Results
 - Other (please describe) _____
4. The information identified above may be used by or disclosed by Ozarks Technical Community College to individual clinical affiliates to verify my eligibility to participate in clinical practice.
5. I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to Ozarks Technical Community College. I understand that the revocation will not apply to information that has already been released in response to this authorization.
6. This authorization will expire 12 months from the date on which it was signed unless otherwise stated here _____(insert date).
7. I understand that once the above information is disclosed, it may be redisclosed by the recipient and the information may not be protected by federal privacy laws or regulations.
8. I understand that authorizing the use or disclosure of the information identified above is voluntary. However, my participation in clinical practice may be compromised if clinical affiliates are not able to obtain the information necessary to verify my eligibility.

Signature of Student or Legal Representative (if minor) Date _____

**OZARKS TECHNICAL COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM
STUDENT ORIENTATION TO PROGRAM POLICIES FORM**

I have received a copy of the MLT Student Handbook and understand that I am responsible for knowing the contents.

- I understand the grading policies and the requirements that must be met to progress in the program.
- I agree to abide by the policies and Code of Ethics, Civility Policy and Social Media Policy of the MLT program.
- I am aware of the clinical placement policies and procedures.
- I understand that neither OTC nor the affiliate clinical agency will assume the cost of treatment or care for injury or medical conditions occurring during my clinical or student laboratory experiences and it is recommended that I carry medical insurance.
- I certify that I have read and understand the MLT Program's Essential Functions and that I meet each, with or without reasonable accommodations.
- I understand the tardy and attendance policy and that lack of attendance will result in dismissal from the program.
- I understand that failure to abide by the policies will be grounds for disciplinary action and possible dismissal from the MLT program.

My signature below indicates my acceptance and understanding of the program policies.

Student Name: _____
(Please Print)

Student Signature _____ Date _____

