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**WELCOME TO MEDICAL LABORATORY TECHNOLOGY
AND PHLEBOTOMY
AT WAYNE COMMUNITY COLLEGE**

The Medical Laboratory Technology and Phlebotomy faculty welcomes you to Wayne Community College. We are happy that you have chosen to begin your education at WCC. The faculty is committed to helping you to meet your educational goals. We wish you success as you begin your journey.

Wayne Community College Mission Statement

Wayne Community College (WCC) is a learning-centered, public, associate degree granting institution with an open door admissions policy. WCC is located in Goldsboro, North Carolina and is part of the North Carolina Community College System.

Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

ORGANIZATIONAL STRUCTURE

PRESIDENT

Dr. Kay Albertson

VICE PRESIDENT OF ACADEMIC AND STUDENT SERVICES

Dr. Gene Smith

**DIVISION HEAD
ALLIED HEALTH and PUBLIC SERVICES**

Dr. Patty Pfeiffer

**PROGRAM DIRECTOR
MEDICAL LABORATORY TECHNOLOGY**

Jan Bradley

**PROGRAM DIRECTOR
PHLEBOTOMY**

Jan Bradley

INTRODUCTION

The purpose of this student manual is to provide information that will be useful to you as a Wayne Community College Medical Laboratory Technology (MLT) or Phlebotomy (PBT) student. Keep it close by and refer to it often as you progress through the program. It includes important information about the program itself and regulations and policies that apply to students in the program. You will find other useful information in the Wayne Community College General Catalog and Student Handbook, and the WCC Website www.waynecc.edu.

The Medical Laboratory Sciences department is committed to the philosophy, mission, purpose, and objectives of Wayne Community College. We endorse the concept of open-door admissions to the college. However, we recognize the need for restrictions on the number of students admitted to the respective programs and for setting admission standards to ensure quality practitioners. The Medical Laboratory Sciences department is responsible for developing programs which will promote excellence within the medical profession by educating students at the vocational and technical levels to competently practice within their respective roles. In this matter, the Medical Laboratory Technology and Phlebotomy Department can serve the needs of both students and the community.

PURPOSE OF THE DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY AND PHLEBOTOMY

The Medical Laboratory Technology Department is committed to promoting excellence within the medical profession by educating students at the technical and vocational levels to competently practice as entry-level practitioners.

WAYNE COMMUNITY COLLEGE MEDICAL LABORATORY TECHNOLOGY MISSION

The mission of the Wayne Community College Medical Laboratory Technology Program is to prepare graduates for employment in the healthcare field by providing students with training and education in the technical skills and knowledge needed to perform routine clinical laboratory testing in all major areas of the laboratory, proper handling of biohazards, maintenance of patient data, critical thinking, and communication skills.

Program Learning Outcomes

Upon completion of the Medical Laboratory Technology program, a graduate should be able to:

- Demonstrate the written and oral communication skills required for safe and legal practice in the role of medical laboratory technician.
- Demonstrate the critical thinking skills necessary for practice in a modern clinical laboratory.

- Apply policies, procedures and methods of quality assessment in the clinical laboratory.
- Perform mathematical calculations needed to safely generate lab results.
- Use current technologies and information processing in collecting, processing and analyzing biological specimens.
- Demonstrate the knowledge and technical skills necessary for producing accurate laboratory results for use in diagnosis and treatment.
- Collaborate with members of the team to improve patient care and assure quality laboratory services, displaying sensitivity to cultural diversity.
- Practice in a legal, ethical and professional manner.

ENTRY LEVEL COMPETENCIES OF THE MLT

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

- Application of safety and governmental regulations compliance
- Principles and practices of professional conduct and the significance of continuing professional development
- Communications sufficient to serve the needs of patients, the public and members of the health care team

MEDICAL LABORATORY TECHNOLOGY

Degree Awarded

The associate in Applied Science Degree-Medical Laboratory Technology is awarded by the College upon completion of this program.

Program Accreditation

The Medical Laboratory Technology Program is currently seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Rd. Suite 720, Rosemont, IL 60018, Phone: (773) 714-8880, Fax: (773)714-8886
www.naacls.org.

Note

Students must earn a grade of C or better in all MLT courses in order to progress in the program. Information about the program and readmission policy is outlined in the Medical Laboratory Technology Admissions Policies and Procedures available online.

In addition to tuition and textbooks, costs of this program include a watch with a second hand, uniforms, shoes, lab coat, Health Care Provider CPR certification, physical examination and immunizations. Students must also have access to reliable transportation for attendance of clinical practicums at various off-site facilities.

For More Information

The Medical Laboratory Technology Program is in the Allied Health and Public Services Division. For more information, call (919) 739-6781, or visit our website at <http://www.waynecc.edu/medical-laboratory/>

Admissions

- Individuals desiring a career in Medical Laboratory Technology should take biology, chemistry, and math courses prior to entering the program.
- Individuals seeking admission to the program must follow the admissions procedures outlined on pages 9 and 10 of the Wayne Community College catalog and in the Medical Laboratory Technology Application Policies and Procedures packet available on the WCC website at www.waynecc.edu/wp-content/uploads/mlt.pdf
- Applicants must present evidence of good physical and mental health.
- Applicants must demonstrate competency in computer skills by attaining a minimally acceptable score (78) on the CIS 070 placement test or completion of CIS 070 or CTS 080 with a grade of "C" or better to apply to the Medical Laboratory Technology program

Criminal Background Check/ Drug Screen

Affiliating clinical agencies with which the College has contracted to provide clinical experiences require students to submit to criminal background checks and drug testing prior to and/or during participation in clinical experiences at the site. Students must be able to enter and/or remain in all clinical agencies within the program. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing in the program. The student will be dismissed from the Medical Laboratory Technology Program.

**Medical Laboratory Technology
Curriculum Model**

| | | <u>class</u> | <u>lab</u> | <u>clinical</u> | <u>SCH</u> |
|-----------------|----------------------------------|--------------|------------|-----------------|------------|
| Spring Semester | | | | | |
| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |
| BIO 163 | Basic Anat. & Phys. | 4 | 2 | 0 | 5 |
| CHM 130 | Gen, Org, & Biochemistry | 3 | 0 | 0 | 3 |
| CHM 130A | Gen, Org, & Biochem Lab | 0 | 2 | 0 | 1 |
| MED 121 | Med Terminology I | 3 | 0 | 0 | 3 |
| MLT 110 | Intro to MLT | <u>2</u> | <u>3</u> | <u>0</u> | <u>3</u> |
| | | 13 | 7 | 0 | 16 |
| Summer Semester | | | | | |
| ENG 111 | Writing and Inquiry | 3 | 0 | 0 | 3 |
| MLT 111 | UA & Body Fluids | 1 | 3 | 0 | 2 |
| MLT 120 | Hematology/Hemostasis I | <u>3</u> | <u>3</u> | <u>0</u> | <u>4</u> |
| | | 7 | 6 | 0 | 9 |
| Fall Semester | | | | | |
| MAT 110 | Mathematical Measurement | 2 | 2 | 0 | 3 |
| MLT 125 | Immunohematology | 4 | 3 | 0 | 5 |
| MLT 140 | Intro to Microbiology | 2 | 3 | 0 | 3 |
| MLT 220 | Hematology/Hemostasis II | <u>2</u> | <u>3</u> | <u>0</u> | <u>3</u> |
| | | 10 | 11 | 0 | 14 |
| Spring Semester | | | | | |
| MLT 130 | Clinical Chem I | 3 | 3 | 0 | 4 |
| MLT 240 | Special Clin Micro | 2 | 3 | 0 | 3 |
| MLT 255 | MLT Practicum I | <u>0</u> | <u>0</u> | <u>15</u> | <u>5</u> |
| | | 5 | 6 | 15 | 12 |
| Summer Semester | | | | | |
| MLT 264 | MLT Practicum II | <u>0</u> | <u>0</u> | <u>12</u> | <u>4</u> |
| | | 0 | 0 | 12 | 4 |
| Fall Semester | | | | | |
| ENG 114 | Prof Research & Reporting | 3 | 0 | 0 | 3 |
| MLT 215 | Professional Issues | 1 | 0 | 0 | 1 |
| MLT 275 | MLT Practicum III | 0 | 0 | 15 | 5 |
| PSY 150 | General Psychology | 3 | 0 | 0 | 3 |
| | *Humanities/Fine Arts – elective | <u>3</u> | <u>0</u> | <u>0</u> | <u>3</u> |
| | | 10 | 0 | 15 | 15 |

Total Semester Credit Hours

70

* See Appendix A for list of approved courses.

ADMISSION CRITERIA FOR MEDICAL LABORATORY TECHNOLOGY ADVANCED STANDING

Students applying for Advanced Standing must complete the admissions process as stated in the Medical Laboratory Technology Admissions Policy and Procedures packet. The following criteria will be used to select applicants for admission to the Wayne Community College Medical Laboratory Technology program for Advanced Standing.

1. **APPROVED COLLEGE PLACEMENT TEST:** Must meet the current admission requirements as explained in the Medical Laboratory Technology Admission Policies and Procedures found at www.waynecc.edu/wp-content/uploads/mlt.pdf
2. **GRADES FROM COMPLETED COLLEGE COURSE WORK:** The following courses or equivalents will be considered. All course work must be completed with a grade of C or better.

| | |
|----------|--------------------------------------|
| ACA 111 | College Student Success |
| MLT 110 | Intro to MLT |
| BIO 163 | Basic Anatomy and Physiology |
| CHM 130 | General, Organic, & Biochemistry |
| CHM 130A | General, Organic, & Biochemistry Lab |
| ENG 111 | Writing and Inquiry |
| ENG 114 | Professional Research and Reporting |
| MAT 110 | Mathematical Measurement |
| MED 121 | Medical Terminology I |
| PSY 150 | General Psychology |

3. **SPACE AVAILABILITY**

**WAYNE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY
ESTIMATED COSTS**

TUITION: **PER SEMESTER**

| | | |
|--------------|---|-----------------|
| In-State | \$76.00/Semester Hour* (Full-time = 16 hours) | \$1,216.00 |
| | Student Activity Fee | \$ 30.00 |
| | Technology Fee | <u>\$ 16.00</u> |
| | | \$1,562.00 |
| Out-of-State | \$268.00/Semester Hour* (Full Time = 16 Hours) | \$4,288.00 |
| | Student Activity Fee | \$ 30.00 |
| | Technology Fee | <u>\$ 16.00</u> |
| | | \$ 4,334.00 |

Textbooks** \$500.00 - \$575.00 (1st year)
\$175.00 - \$250.00 (2nd year)

OTHER COSTS:

ONE TIME FEE

| | |
|---|------------------------|
| Health/Medical Requirements*** | |
| Physical Exam | \$35.00 - \$120.00 |
| Hepatitis B vaccine | \$90.00 - \$150.00 |
| Lab Coat | \$30.00 |
| Uniforms | \$150.00 (approximate) |
| Shoes | \$60.00 (approximate) |
| Equipment | |
| Watch (with second hand) | \$25.00 |
| Face Shield/Safety Glasses | \$30.00 |
| Criminal Background Check/ 13 panel Drug Screen (Cap and Gown) | \$64.00 \$39.00 |
| Certification Exam Fee | \$215.00 |

* Tuition is based on the 2016 – 2017 school year tuition rates. This is subject to change.

** Cost of books is constantly changing. Costs vary, according to number of courses taken each semester. This cost is for MLT courses only.

*** Costs vary, depending on health care provider and insurance coverage.

Note: Also consider the cost of gas and the need for reliable transportation as students may be assigned to out-of-county hospitals for clinical practice.

**WAYNE COMMUNITY COLLEGE
PHLEBOTOMY
PROGRAM LEARNING OUTCOMES**

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

- 1) Perform phlebotomy procedures while adhering to safety guidelines.
- 2) Demonstrate professional behavior during the practice of phlebotomy.

REV. 7/12

PHLEBOTOMY

Phlebotomy technician curriculum prepares the graduate to draw blood specimens from clients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with clients; the selection of venipuncture sites, the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

Phlebotomy Technology Curriculum Model

| <u>SEMESTER</u> | <u>CONTACT HRS.</u> | <u>CREDIT HRS.</u> |
|-------------------------------|---------------------|--------------------|
| <u>FIRST SEMESTER</u> | | |
| PBT 100 Phlebotomy Technology | 7 | 6 |
| PBT 101 Phlebotomy Practicum | 9 | 3 |
| PSY 101 Applied Psychology | <u>3</u> | <u>3</u> |
| TOTAL CREDIT HOURS | | 12 |

**WAYNE COMMUNITY COLLEGE
PHLEBOTOMY
ESTIMATED COSTS**

| <u>TUITION</u> | <u>PER SEMESTER</u> | |
|--|--------------------------------------|---------------------|
| In-State | \$76.00/Semester Hour* (12 hours) | \$ 912.00 |
| | Student Activity Fee | \$ 30.00 |
| | Technology Fee | <u>\$ 16.00</u> |
| | | \$ 958.00 |
| Out-of-State | \$268.00/Semester Hour* | \$ 3216.00 |
| | Student Activity Fee | \$ 30.00 |
| | Technology Fee | <u>\$ 16.00</u> |
| | | \$ 3,262.00 |
| Textbooks** | | \$ 300.00 |
| <u>OTHER COSTS</u> | | <u>ONE-TIME FEE</u> |
| Health/Medical Requirements *** | | |
| Physical Exam | | \$35.00 - \$120.00 |
| Hepatitis B Vaccine | | \$90.00 - \$150.00 |
| Uniforms | | \$150.00 |
| Shoes | | \$ 60.00 |
| Equipment | | |
| Watch (with Second Hand) | | \$ 25.00 |
| NameTag | | \$ 8.00 |
| Application for Certification Exam | | \$ 95.00 |
| Criminal Background Check/10 panel Drug Screen | | \$ 44.00 |

*Tuition is based on the 2016 – 2017 school year tuition rates. This is subject to change

**Cost of books is constantly changing Costs vary, according to number of courses taken each semester.

***Costs vary, depending on health care provider and insurance coverage.

POLICIES

ATTENDANCE POLICY

1. CLASS AND LABORATORY ATTENDANCE

The Medical Laboratory Sciences Department believes students demonstrate responsibility for and commitment to their educational goals through regular attendance; therefore students must attend 88% of the total hours of any class to receive a passing grade. Instructors will excuse no absences under this policy. When absences in MLT or PBT class exceed 12% of the total contact hours for any one course, the student will be given an automatic "W" if prior to the last day to drop a class or a "WP" or "WF" if after the last day to drop a class and must withdraw from the Medical Laboratory Technology or Phlebotomy program. Students are expected to attend all classes and labs. Attendance is checked at the beginning of each class/lab. It is the student's responsibility to obtain assignments and materials missed when absent from class or lab. The student should consult the instructor of the class/lab about missed work.

Students are expected to be in class and lab on time and should not leave early. Each time a student is late, it will be noted on the attendance roster. When a student has been tardy three times, this will constitute an hour of absence. Failure to turn in a written assignment on a specified date will result in a substantially lowered grade.

Students should make appointments (example: doctors, dentists, employer, etc) for hours outside of scheduled class time, unless an obvious emergency exists.

2. CLINICAL ATTENDANCE

Clinical experience is an integral part of the program. Students are expected to attend all clinical experiences. It is recognized that absence may be unavoidable (e.g. illness). Students who have been absent from clinical due to health problems may be required to produce a statement from his/her health care provider stating they may return to clinical. Students are expected to be in the clinical area on time. The number of clinical absences will be reflected on the student's clinical evaluation score and may influence references for employment. When a student is ill and unable to report to the clinical area, he/she must notify the assigned instructor and the clinical agency within fifteen (15) minutes of the time scheduled to report for clinical that he/she will be absent.

Students should make appointments (example: doctors, dentists, employer, etc) for hours outside of scheduled clinical time, unless an obvious emergency exists.

B. CODE OF CONDUCT AND ACADEMIC INTEGRITY

The Medical Laboratory Technology and Phlebotomy programs reserve the right to maintain a safe and orderly educational environment for students and staff. Students are expected to conduct themselves in accordance with generally accepted standards of behavior and scholarship as dictated in the Student Code of Conduct. See WCC Student Handbook for further explanation of the Student Code of Conduct. Any student caught violating the WCC Code of Student Academic Integrity, (i.e., cheating, plagiarizing, or other dishonorable acts) in academic work is subject to disciplinary action up to and including dismissal from the program.

- 1) Audio and Visual Recording is allowed at the discretion of the instructor. If allowed, a student may only use the recording for personal study.
- 2) Cell phones/beepers cause unnecessary disruption to the teaching/learning process. All systems of communication must be in quiet mode during instructional time. (WCC School Policy). Cell phones/beepers should **not** be on your person during scheduled clinical time.

C. TRANSFER CREDIT (in addition to WCC Policy: General Catalog)

Requests for Transfer Credit for courses are submitted to the Program Director. Course descriptions and Credit Hours of the applicant's coursework are compared with that of the WCC curriculum. Credit is recommended when the description and hours parallel.

D. TESTS AND FINAL EXAMS

1. Final Examinations are given during designated exam period at the end of each semester. Midterm exams may be given during the semester.
2. Conferences are held with students who have a midterm grade below a "C."
3. Students who are absent on the day of a scheduled test are required to make arrangements for taking the test in the Academic Testing Center before the next scheduled class. The instructor has the option of giving the student an alternate test. Bonus points, if applicable, are not available on make-up tests. After the next class day, any additional days late may result in a 10 point deduction for each day late unless other arrangements are made with instructor.
4. Students who have extended absences (two or more class days) immediately prior to the date of a test must contact the instructor to determine a make-up test date. The instructor has the option of giving an alternate test. After the arranged make-up test day, any additional days late may result in a 10 point deduction unless other arrangements are made with instructor. Bonus points, if applicable, are not available on make-up test.

E. REFERENCE MATERIALS

Students receive formal instruction during the course ACA 111: College Student Success, in library services, Directed Studies laboratory, and other resources available to facilitate their independent learning needs. During the program, references of a clinical nature with a copyright date that is more than five (5) years old should not be used without the faculty member's approval.

F. TEXTBOOKS

All students are expected to purchase textbooks as specified each semester. These textbooks are to be purchased prior to the second scheduled class meeting. Students should check with the instructor BEFORE purchasing used textbooks.

G. GRADING SCALE (7-point scale)

| | |
|-------------------|--------------|
| <u>CLASSROOM:</u> | A = 93-100 |
| | B = 85-92 |
| | C = 78-84 |
| | D = 70-77 |
| | F = Below 70 |

EXTERNSHIPS AND CLINICAL: All students must successfully complete (according to Performance Evaluations) all required skills. In all major practicum courses, students are graded on their performance in the clinical area using the 7-point scale.

H. PROGRESSION POLICIES

Students in the Medical Laboratory Technology and Phlebotomy programs are required to meet the college's academic standards. Additional standards are: (1) maintain a grade of "C" or better in each MLT and PBT course in the curriculum since this indicates the minimum grade for competency; (2) demonstrate achievement of clinical competencies; (3) meet the personnel policies for each participating health care facility; (4) students should be aware that if a clinical site denies a student placement or continued placement in their facility for any reason, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Medical Laboratory Technology or Phlebotomy program. The student will be dismissed from the program.

I. GRADUATION REQUIREMENTS

In addition to the institution's graduation requirements, in order to graduate, a student must have earned a grade of "C" or better for each required MLT and PBT course in the curriculum.

J. CERTIFICATION

All Medical Laboratory Technology and Phlebotomy graduates are highly encouraged to take the appropriate national certification exam. Certification demonstrates pride and commitment to your chosen profession to colleagues and employers. Instruction and required documentation will be provided at the conclusion of the program. The granting of the Associate in Applied Science degree is not contingent upon passing any type of external certification or licensure examination.

K. READMISSION POLICY

Because of the organization of the learning experiences in the Medical Laboratory Technology program, the course sequence may be offered only one time per year. In addition to the Wayne Community College "Readmission Policy," the student is subject to the following:

1. Complete the admission process and submit an updated Student Medical History.
2. Be prepared to follow a prescribed program of knowledge and skill development based upon identified deficiencies.
3. Admission is also on a space-available basis.
4. Readmission will be limited to a maximum of **one** time.

L. DISMISSAL

Students who demonstrate behavior which conflicts with safety essential to medical practice will be dismissed immediately. Repetitive errors in judgment or unsatisfactory performance of care are considered unsafe. In addition, unsafe practice includes the use of drugs to a degree that it interferes with standard practices, and the deliberate or negligent acts or omissions regardless of whether actual injury to the client is established. Any student whose behavior causes concern as to alcohol or drug abuse will be requested to submit to immediate drug screening and provide blood, hair, and/or urine samples at their own expense. Failure to comply OR evidence of drug or alcohol in screening test will result in immediate dismissal from the Medical Laboratory Technology and Phlebotomy program. The student may use the Grievance Procedure for WCC Students. During the appeal process, the student may attend class, but may not attend the clinical portion of the course. In addition if a student is denied placement to a clinical facility due to background check/drug screen the student will be dismissed from the program. This decision is not appealable.

M. GRIEVANCE PROCEDURE

A student who has an academic concern is expected to first confer with the involved classroom or clinical instructor. If the issue is not resolved, the student shall then confer with the lead instructor for the course and then the Program Director. If the issue is not resolved at this level, the Division Head of Allied Health and Public Services would be the next resource. A record of efforts to resolve an issue shall be maintained by all parties

involved. Formal grievance usually follows if an issue cannot be settled to the student's satisfaction in the Allied Health and Public Services Division. It is expected that students follow the appeal/grievance procedure as outlined in the Wayne Community College Student Handbook.

N. CRIMINAL BACKGROUND CHECKS and DRUG TESTING

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Medical Laboratory Technology/Phlebotomy students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Costs associated with the criminal record check/drug screen will be the responsibility of the student. Students should be aware that if a clinical site denies a student placement or continued placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Medical Laboratory Technology/Phlebotomy programs. The student will be dismissed from the program. This decision is not appealable.

O. CLINICAL INFORMATION

1. Enrollment in the MLT program is limited by the availability of clinical training space. If more students reach the clinical assignment phase of the program than there are clinical spaces available, the students will be ranked according to their GPA in the MLT courses. If necessary, overall college GPA will be considered as a tiebreaker. The students of the lowest rank will be considered to be alternates and will be assigned to a hospital when space becomes available.
2. Clinical rotations are distributed at the beginning of a semester. They are subject to change at the discretion of the faculty only. Students will be assigned a minimum number of hours for each clinical rotation. Any additional service work, outside of required academic hours, will be noncompulsory and unpaid. Students should never be substituted for regular staff during the assigned clinical rotations.
3. Students are expected to demonstrate increasing independence over the course of each clinical practicum rotation. It is expected that students will require direct one-on-one preceptor supervision at the beginning of each rotation. As the student gains experience they should also gain confidence. As they begin to show confidence and competence in specific tasks, the preceptor may exercise their discretion in allowing students to perform tasks with a greater degree of independence. Students may perform tasks independently as long as there is a qualified preceptor available for consultation. This would apply to tasks such as preventive maintenance. Interpretation of acceptability of quality control results and final release of patient results should always occur under direct supervision of preceptor.
4. Preceptors should also encourage students to use their "downtime" efficiently. Students have study questions and extensive subject exams for each rotation, with the exception of phlebotomy. They may use "downtime" to study. Students should be encouraged to take advantage of all opportunities. Their primary focus should always be their assigned clinical rotation. However, if their assigned department is "slow" they may seek out opportunities in other departments with the approval of both their preceptor and the staff in other departments. If students have previously completed a

rotation in the secondary department AND can demonstrate competence, they MAY be allowed to assist in the workflow under supervision. If they have not previously completed a rotation in the department OR can not demonstrate competence, they should be allowed to observe and discuss only.

3. When students are assigned to the health care facility, they are not to visit other areas. If assigned to a hospital, visiting hours and routines are to be observed when visiting relatives or friends.
4. Students are to park in the areas designated for student parking at Wayne Memorial Hospital and other health care facilities. Under no conditions are students to park by the Emergency Room entrance, out-client area, or Doctor's Parking.
5. At their own expense, students may eat in the hospital cafeteria on days assigned to the hospital. A snack area is also provided for those who prefer to bring their lunch.
6. Students are allowed breaks according to the schedules and policies of the health care facility.
7. Students may not leave their assigned facility without permission from the preceptor.
8. If a student becomes ill while in the clinical facility, she/he should report immediately to the preceptor. Should it become necessary to receive emergency treatment or be admitted to the hospital, all costs involved are the responsibility of the student. **All students must have hospitalization or school accident insurance.**
9. Students are not to make or receive personal phone calls while in a clinical area. Please notify friends and family members of this policy. In case of emergency, students should advise family to call the instructor and give the message to the instructor.

P. CLINICAL BEHAVIORS SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY PROGRAM.

1. Inappropriate or unprofessional behavior including but not limited to violations of the Code of Ethics for MLT and Phlebotomy (See Appendix B).
2. Impaired thinking and clinical judgment that impacts on ability to make appropriate clinical decisions and provide safe care for assigned clients. Any student whose behavior demonstrates an inability to think clearly and render safe care will be asked to leave the clinical area and meet with the Program Director.
3. Unsafe clinical behaviors such as but not limited to:
 - a. Lack of accountability
 - b. Falsification of client record.
 - c. Errors that threaten client safety.
 - d. Performing procedures without appropriate supervision.
 - e. Breach of confidentiality. To ensure confidentiality, students may not remove copies of the client record, either duplicated or downloaded from the clinical site.
 - f. Failure to comply with established policy or procedure at assigned clinical site.
 - g. Repetitive errors in judgment.
 - h. Poor or inconsistent skills in assessment and client care.

Q. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Respect for the dignity and confidentiality of others is required. Students in the Medical

Laboratory Technology and Phlebotomy programs will be given instruction on the Health Insurance Portability and Accountability Act guidelines during new student orientation. Students must comply with HIPAA guidelines. (See Appendix C)

R. DRESS CODE

Students are requested to use good judgment in the selection of clothes, hairstyles, and appearance for the classroom. Students are to dress in a professional manner any time they are representing the school. Chewing gum, smoking, eating, or drinking is not permitted in the classroom or clinical area except in designated areas.

The student uniform must be worn for all clinical experiences. At the discretion of the instructor, uniforms may also be required for some on-site labs. (See Appendix D for uniform requirements.)

UNIFORM: Must be clean and neat at all times. The uniform skirt should be no shorter than the bottom of the knee.

SHOES: Must be clean, black or white, closed-toe approved clinical shoe.

HOSE: White without runs. Support hose are recommended.

LAB COAT: The lab coat is to be worn for clinical assignments.

ID BADGE: WCC Student Photo ID badge or facility specific photo ID badge is required to be displayed at all times during clinical practicums.

COSMETICS: No perfume, after-shave, or excessive makeup is permitted. Finger nails should be neatly trimmed and short enough to prevent scratching clients. **No artificial/acrylic nails are permitted.**

JEWELRY: Restricted to watch, wedding ring sets, and small stud, pierced earrings. (1 set only in the earlobe). **No other visible body piercing is allowed.**

TATTOOS: No visible tattoos are allowed at any clinical site. If present, they must be covered at all times.

HAIR: Hair styles must be professional in appearance and should not interfere with student duties. Hair must be clean, neat, and off the collar. Long hair must be

pulled back away from the face. Mustaches and beards must be worn short and neat.

PERSONAL

HYGIENE: Good personal hygiene is expected.

*** *Violations of the Dress Code should be corrected at once. This may result in the student being dismissed from the clinical area to correct the situation.***

S. PHYSICAL AND EMOTIONAL HEALTH

It is required that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe medical care to the public. Evaluation of health and overall behavior of the student will continue throughout the program. This will be the responsibility of the MLS faculty. At any time throughout the program, a student who presents problems in physical or emotional health which have not responded to appropriate treatment within a reasonable time may be asked to withdraw. The student is asked to withdraw to protect his/her own health and that of the client.

Evaluation of Physical and Emotional Health:

Physical Health is defined as being free of disabling or communicable disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Assessment of the physical health of the applicant is made through the use of a physical examination, performed by the applicant's health care provider within six months prior to entering the program. Tests and immunizations required include: yearly tuberculin skin test, or if a positive converter, completion of the NC Department of Health and Human Services Record of Tuberculosis Screening Form; Measles, Mumps, Rubella; Varicella (Chicken Pox); Tetanus booster within last 10 years; and other tests and immunizations as required by associated clinical agencies.

A physician's certification that the student is in good physical and mental health will be required for those students completing the program.

If a physical condition threatens to prevent or prevents satisfactory classroom or clinical performance, the individual in question is counseled and referred to an appropriate professional. The recommendation of the professional is utilized in advising the student in regard to continued enrollment in the program. A person may be denied admission to or continued enrollment in the program until the identified condition is satisfactorily corrected.

Emotional health is defined as reacting appropriately to stressful situations, withstanding everyday environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of emotional health of applicants is made through the use of physical examination, interviews, references, letters from psychiatrists or therapists if intensive therapy is in progress or has occurred, and psychological evaluations, if necessary.

Throughout the curriculum, assessments of the emotional health of students are made by the use of observations of student behavior and by instructor-student conferences. When emotional conditions prevent satisfactory classroom or clinical performance recommendations are made on an individual basis, for consultation with the appropriate professional(s). The recommendations of the professional(s) are utilized in advising students with regard to continued enrollment in the program. A person may be denied admission to or continued enrollment in the program until the identified condition is satisfactorily corrected.

T. TECHNICAL STANDARDS

All students in the Medical Laboratory Technology and Phlebotomy Programs are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations. It is the responsibility of the applicant/student to read the technical standards carefully and to ask for clarification of any standard that is not understood.

Wayne Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, any disability affecting an applicant's ability to comply with these technical standards must be evaluated by the Disability Services Counselor, the MLT/Phlebotomy faculty, and health care provider(s) (if appropriate) for an applicant/student with a disability who is otherwise qualified. Demonstration of one or more technical standards may be required.

The following skills/abilities include those cognitive, physical, and behavioral standards required for successful completion of the curriculum.

**WAYNE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY
TECHNICAL STANDARDS**

| Standard | Examples of Necessary Behaviors (not all inclusive) |
|--|---|
| Interpersonal Abilities sufficient to interact with co-workers, patients, families, and individuals from a variety of social, emotional, cultural and intellectual backgrounds. | Establish rapport with clients, families and colleagues. |
| Communication Abilities sufficient for interaction with others in verbal and written form. | Collect and document data. Explain treatment procedures. Obtain and disseminate information relevant to laboratory testing, patient care and work duties. Transmit information clearly, accurately, and efficiently. |
| Critical Thinking Ability sufficient for clinical judgment. | Identify cause and effect relationship in actual and simulated clinical situations and analyze data. Apply knowledge from class, laboratory and clinical areas. Utilize basic mathematical skills. |
| Physical Abilities sufficient to maneuver in small spaces, and reach or lift needed equipment/supplies. | Move around and within a patient's room, treatment area or lab. Administer CPR. Be able to reach laboratory benchtops and shelves. Be able to access patients in beds or seated in specimen collection chairs. |
| Gross and Fine Motor Abilities sufficient to provide safe and effective patient care and perform laboratory analysis. | Move, calibrate, manipulate equipment and supplies including sharp instruments. Position mobile and immobile clients. Perform a variety of laboratory techniques to include (but not limited to): Manipulation of a variety of types of pipettes, microscopes, specimen inoculation techniques, phlebotomy equipment, instrumentation, glass slides, and computer keyboard. |
| Auditory Ability sufficient to monitor and assess health needs. | Hear patients' cries of distress, sound of instruments and equipment being properly |

| Standard | Examples of Necessary Behaviors (not all inclusive) |
|---|--|
| | utilized, recognize alarms, and monitor vital signs. |
| Visual Ability sufficient for physical assessment, performance of medical laboratory procedures and maintenance of environmental safety. | Observe client responses such as skin color and facial expression. Monitor vital signs. Read records. Observe color involved in specimen testing. Competently utilize a microscope to discern fine differences in structure, color, and agglutination. Possess depth perception sufficient to perform precise laboratory procedures involving small volumes and small objects. |
| Tactile Ability sufficient for assessment, and performance of medical laboratory tech. procedures | Perform palpation techniques (venipuncture). Manipulate small objects. Sense changes in temperature. |
| Emotional Stability and Mental Alertness in performing in the medical laboratory role. | Maintain a clam and efficient manner in high stress/pressure situations with patients, staff, supervisors and colleagues. |
| Olfactory Ability sufficient to perform medical laboratory procedures. | Distinguish liquids and chemicals. |

I have read and understand the technical standards required for Medical Laboratory Technology. I hereby declare that I am able to meet the above listed essential technical standards.

Name of Applicant (Print or type)

Signature of Applicant Date

Witness Date

**WAYNE COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM
TECHNICAL STANDARDS**

| Standard | Examples of Necessary Behaviors (not all inclusive) |
|--|--|
| Interpersonal abilities sufficient to interact with co-workers, clients, families, and individuals from a variety of social emotional, cultural and intellectual backgrounds. | Establish rapport with clients, families and colleagues. |
| Communication abilities sufficient for interaction with others in verbal and written form. | Collect and document data. Explain procedures. Obtain and disseminate information relevant to client care and work duties. Transmit information clearly, accurately, and efficiently |
| Critical thinking ability sufficient for clinical judgment and decision making. | Identify cause and effect relationship in actual and simulated clinical situations. Apply knowledge from lecture, laboratory and clinical areas. |
| Physical abilities sufficient to maneuver in small spaces and reach needed supplies. | Move around and within an exam room. Administer CPR. Be able to reach laboratory benches and shelves. Be able to access patients in beds or seated in specimen collection chairs. |
| Gross and fine motor abilities sufficient to provide safe and effective client care. | Move, calibrate, manipulate equipment and supplies including sharp instruments, manipulate collection tubes and equipment. |
| Auditory ability sufficient to monitor and assess health needs. | Hears client's cries of distress, sound of instruments and equipment being properly utilized and recognize alarms. Possess depth perception sufficient to perform precise laboratory procedures involving small volumes and small objects. |
| Visual ability sufficient for Phlebotomy, performance of procedures, and maintenance of environmental safety. | Observes client responses such as skin color and facial expression. Read records. Observes color involved in specimen testing. |
| Tactile ability sufficient for performance of phlebotomy procedures. | Perform palpation techniques (venipuncture). Manipulate small objects. Sense changes in temperature. |
| Emotional stability and mental alertness in performing in the role of a phlebotomist. | Maintaining a calm and efficient manner in high stress/pressure situations with clients, staff, supervisors and colleagues. |

Declaration:

I have read and understand the technical standards required for Phlebotomy. I hereby declare that I am able to meet the above listed essential technical standards.

Name of Applicant (Print or type)

Signature of Applicant Date

Witness Date

U. INFECTIOUS/COMMUNICABLE DISEASE POLICY

PURPOSE:

To contribute to the delivery of safe care to the public by establishing measures to:

1. Protect clients from exposure to students with infectious diseases.
2. Protect students from exposure to clients with infectious diseases.

DEFINITION:

Infectious diseases, for the purposes of these guidelines, are defined as those diseases which are considered transmittable in a social environment. Such diseases include, but are not limited to: Diphtheria, Tetanus, Pertussis, Hepatitis B, HIV Positive Serology, Acquired Immunodeficiency Syndrome (AIDS), Chickenpox, Red Measles (Rubeola), German Measles (Rubella), Mumps, Tuberculosis, and Herpes.

PROCEDURE:

This policy addresses procedures to be followed when a student has or is exposed to an infectious disease, has significant exposure to blood, body fluid, or secretions of a client, or is assigned to an HIV-positive client.

1. PROCEDURES FOR SCREENING STUDENTS REGARDING THEIR EXPOSURE TO INFECTIOUS DISEASE

- a. **TUBERCULOSIS:** Screening with **TWO-STEP** PPD Skin Test annually is required (second PPD test should be within 1-3 weeks from 1st test to be considered 2 step). Those who historically have a positive skin test must have documentation of one negative chest x-ray and must complete a questionnaire annually regarding

current health status (DEHNR #3405 form may be obtained from the Health Department or the Nursing Department).

Students converting from negative to positive, or if radiological findings are positive, will have follow-up with their personal physician or the Health Department with documentation of such to the Medical Laboratory Technology Department.

- b. **RUBELLA (GERMAN MEASLES) AND RUBEOLA (RED MEASLES) IMMUNITY:** Anyone born before January 1957 must have proof of immunization for rubella, rubeola and mumps according to NC State Policy or lab titer may be used to verify immunity. Individuals born in 1957 or later without **serologic evidence** of immunity to rubella, rubeola, and mumps need to have documentation of two (2) doses of MMR, 4 weeks apart.
- c. **VARICELLA IMMUNITY:** Varicella immunity must be demonstrated by a positive varicella zoster titer or documentation of two (2) varicella vaccinations.
- d. **TETANUS:** Booster up-to-date (required every 10 years) or Tdap if no tetanus within last ten years.
- e. **HEPATITIS B VACCINE:** Hepatitis B series of three (3) vaccines **AND** proof of positive (or reactive) HBsAb test is required. If the vaccine is contraindicated or if the student refuses to take the vaccine, she/he must sign the declination (waiver) form.
- f. **INFLUENZA:** To ensure a safe environment for patients and students, consistent with the recommendations of the Center for Disease Control and Prevention, all eligible students are required to be immunized for influenza (flu) as a condition of participation in their educational program. The mandatory annual seasonal influenza vaccine is due by specified date to be provided based upon annual clinical contracts.
Students may request an exemption from the vaccination based on a medical condition or religious belief. All exemption requests must state the specific reason for the exemption and must coincide with the CDC reasons for medical exemption. The Exemption must be signed by the student's Physician or Clergy Leader. A request for medical exemption will be subject to approval by the Employee Health Medical Director of specific clinical sites. Religious exemption requests will be subject to approval by the Human Resources Department of specific clinical sites.

***THE STUDENT MUST MAKE SURE HE/SHE HAS THE PROPER DOCUMENTATION FROM THESE TESTS ATTACHED TO THE HEALTH/PHYSICAL FORM. THE STUDENT WILL NOT BE ALLOWED TO ENTER CLASSES IF HEALTH/IMMUNIZATION REQUIREMENTS ARE NOT MET.**

Any applicant who has an infectious disease will be evaluated by a physician in keeping with the standards, requirements, and recommendations of the Centers for Disease Control, NC Infection Control Laws (10A NCAC 41A.0201); facility policies, and in keeping with the provisions of this policy.

Once admitted to the program, enrollment decisions concerning the individual shall be based upon a consideration of the following factors:

- a. the potential harm that the individual poses to other people
- b. the ability of the individual to accomplish the objectives of the Medical Laboratory Technology/Phlebotomy program, and
- c. whether or not a reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the objectives and or tasks of the curriculum in question without significantly exposing the individual or other persons to the risk of infection.

Re-entering students must meet all requirements of this Health Policy.

2. PROCEDURES FOR STUDENTS WHO HAVE INFECTIOUS DISEASE

Any student who develops symptoms of an infectious disease must report this to a faculty member. The faculty member and Program Director will consult with infection control personnel in the clinical facility to determine the student's eligibility to participate in clinical experiences when it has been determined that a significant risk of transmission exists. Students are encouraged to report a positive HIV status to the Program Director as soon as this result is known. Confidentiality shall be maintained by a case number system.

According to 10A NCAC 41A.0206, students who have exudative lesions or weeping dermatitis shall refrain from handling client care equipment and devices used in performing invasive procedures and from all direct client care that involves the potential for contact of the client, equipment, or devices with the lesion or dermatitis until the condition resolves.

The evaluation of an applicant or currently enrolled student with a known bloodborne disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely meet the objectives of the curriculum.

A currently enrolled student with a known bloodborne disease will have an ongoing medical evaluation throughout the program, especially as it relates to Standard Precautions.

If it is determined that the individual student's performance in clinical areas does not reflect their ability to safely and adequately meet the objectives of the curriculum, the student shall be terminated from the program.

In each instance, a determination must be made as to an appropriate and limited confidential release of the student's positive bloodborne disease status to the student's instructors in order that the performance may be adequately reviewed and supervised on an ongoing basis. When a student is known to be HIV positive, the student's college-approved physician and the Program Director will carefully evaluate whether or not a

designated person at the clinical agency needs to be told of the student's positive bloodborne disease status. The student will be advised of, and must consent to, the release of information.

If the student with a negative TB skin test is exposed to a client with tuberculosis, a baseline PPD must be done immediately, unless a baseline has been done within the last ten weeks. If the student converts from negative to positive, he/she will be referred to his/her private physician or the health department (unless medically contraindicated). Students with prior positive PPD's who are exposed will be given a chest x-ray 10 weeks from the time of exposure.

3. **PROCEDURE TO FOLLOW WHEN A STUDENT HAS EXPOSURE TO BLOOD OR BODY FLUIDS.**

IMMEDIATELY TAKE THE FOLLOWING STEPS:

- A. The victim of exposure should **immediately** take appropriate precautionary measures. For eye, mouth, and other mucous membrane exposures, flush/rinse the exposed area thoroughly with running water for fifteen minutes. For needle sticks, other puncture wounds, or contamination of any body part with blood, scrub with soap and water for a minimum of five minutes.
- B. **Report the incident** to the appropriate person immediately following first aid measure.
 1. Instructor
 2. Department Chair
 3. Division Chair
 4. Exposure Control Plan Coordinator
 5. If the exposure victim is an employee, notify the Human Resources Director
 6. If the exposure victim is a student, notify the Student Activities Coordinator
 7. If the exposure victim is a guest of the college, notify the Chief Financial Officer
- C. **Source Individual:** If the source individual is known and present, counsel the individual regarding the incident and the need for medical consultation, follow-up and testing to determine if HBV and HIV infectivity is indicated. Testing of the source individual must be done at no cost to him/her. The college medical provider information will be provided by the appropriate Exposure Control Plan Coordinator. If the source of the individual is known but unavailable, contact him/her as soon as feasible to inform him/her of the incident and the need for counseling, follow-up, and testing. If legal consent for testing cannot be obtained, this should be established in the records. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. If the source individual refuses to be tested or does not report for testing within a reasonable time, the source individual's physician should be contacted; or if the physician is not known, contact the County Health Department Director. When the source individual is already known to be infected with HBV or HIV, testing need not be repeated.

- D. **Exposure Victim:** Counsel the individual exposed regarding the need for medical consultation, follow-up and testing. This is at no cost to the exposure victim, and at a convenient time and location, preferably immediately after reporting the incident and completing appropriate reports.
- E. Complete the **Incident Report Form** (Appendix E) Additional information should be obtained if the source of the individual is known. It is necessary to report the incident to the appropriate insurance company within forty-eight (48) hours. Employees may be required to complete Worker's Compensation forms, students will need to obtain the student accident insurance policy number and brochure, and all others may be required to file a claim against the college's liability policy.
- F. The College will provide the medical provider(s) with documentation regarding the exposure, the route of exposure and circumstances under which the incident occurred, and the identity of the source individual, unless such identification is not feasible or is prohibited by state or local law. (Recorded on Incident Report Form, Appendix E) A description of the duties of the exposure victim if an employee will also be provided as well as copies of any relevant records required to be maintained by the employer, such as vaccination records. The college will also provide the OSHA regulations regarding blood-borne pathogens if the medical provider does not possess a copy of the current regulations.
- G. **Baseline blood samples and blood tests should be conducted on both parties on the day of exposure.** If known, the source individual's blood will be tested by a physician for HBV and HIV within two (2) hours, or as soon as feasible. If the source individual cannot be identified, the exposure victim's blood will be tested for HBV and HIV within two hours. Blood sample collection and testing is done with the individual's consent. A responsible College employee should request a College vehicle as soon as possible and should transport both parties to the College's medical provider for these tests. Ideally, this should be someone who can provide as much information as possible about the incident to the medical provider, stay with the exposure victim as long as possible if desired, and answer any insurance questions that may be requested. If the exposure victim consents to baseline blood collection, but does not consent to HIV serologic testing at the time of the incident, the sample shall be preserved for at least 90 days. If within 90 days the victim elects to have the baseline sample tested, such testing shall be done as soon as feasible.
- H. The College will obtain a copy of the healthcare professional's written opinion regarding the incident and results of the testing. The College will provide the exposure victim a copy of the healthcare provider's written opinion within 15 days of the completion of the evaluation. The written opinion for Hepatitis B vaccination shall be limited to whether the vaccination is indicated and if the victim has received the vaccination. It shall note that the exposure victim has

been informed of the results of the evaluation, that the exposure victim has been informed about any medical conditions resulting from the exposure to blood or other potentially infectious materials, which require further evaluation or treatment. All other findings or diagnoses shall remain confidential and shall not be included in the written opinion.

- I. Each case will be evaluated individually and test results reviewed. Results of the source individual's tests shall be made available to the exposure victim and the exposure victim shall be informed of the applicable laws and regulations concerning disclosure of identity and infectious status of the source individual.
- J. If tests are negative (especially for HIV) they should be repeated at six (6) weeks, twelve (12) weeks, and six (6) months after exposure. Consent for re-testing should be obtained on each occasion. Counseling on the process of the future follow-up and testing should be provided and follow-up testing appointments should be made at the time of the initial testing if possible.
- K. Follow-up of the exposure victim will include counseling, medical evaluation of any acute febrile illness that occurs within twelve (12) weeks post-exposure, and use of safe and effective post-exposure measures according to recommendations for standard medical practices.
- L. All parties involved will treat the results of the investigation of the exposure confidentially.

The Exposure Control Plan Coordinator maintains all documentation of the incident and medical follow-up.

References:

North Carolina Office of Administrative Hearings (2005). Control Measures-General (10A NCAC 41A .0201). Retrieved from <http://ncrules.state.nc.us/ncac/title%2010a%20%20health%20and%20human%20services/chapter%2041%20%20epidemiology%20health/subchapter%20a/10a%20ncac%2041a%20.0201.html>

North Carolina Office of Administrative Hearing (2010). Infection Prevention-Health Care Settings (10A NCAC 41A .0206). Retrieved from <http://reports.oah.state.nc.us/ncac/title%2010a%20%20health%20and%20human%20services/chapter%2041%20%20epidemiology%20health/subchapter%20a/10a%20ncac%2041a%20.0206.pdf>

Wayne Community College Occupational Safety and Health Plan, Chapter 4: Biohazard Exposure Control Plan, 5/28/13

4. **STANDARD PRECAUTIONS**

All students will utilize standard precautions as recommended by the Center for Disease Control when providing care to all clients.

- a. All clients, their blood and other body fluids, will be considered to be infectious at all times.
- b. Whether or not the client is known to have an infectious disease, the faculty and student shall:
 1. Wear gloves, masks, and eye covering when handling client's blood, body fluids, and/or items soiled with blood or other body fluids.
 2. Wash hands thoroughly with soap and water before and immediately after contact with clients, their blood, and other body fluids.
 3. Consider sharp items as being potentially infective and handle with extreme care to prevent accidental injury.
 4. Dispose of sharp items in puncture resistant containers immediately after use.
 5. Follow infection control procedures at all times.

V. **CRITICAL INCIDENT REPORT**

The students and faculty of the Medical Laboratory Technology and Phlebotomy Program will be expected to follow the following protocol in the event of the occurrence of a "critical incident" while in the clinical or laboratory portion of a college course or activity.

A "critical incident" is defined as any occurrence in which there is an accident involving a student, client, or faculty member, or where there is unusual exposure to a communicable disease.

NOTE: Nothing in this protocol is intended to delay emergency treatment deemed necessary in such an incident.

When occurrence is on campus or in an off-campus clinical site:

- A. Incident must be reported immediately to the instructor in charge.
- B. Instructor in charge will determine if an official accident report is warranted.
- C. If the accident involves either an injury to the student or faculty member, or an unusual exposure to a communicable disease, or a hazardous material, the appropriate person of the clinical site and the instructor in charge must be notified so that treatment can be arranged and appropriate paperwork completed.
- D. Students are urged to carry personal health insurance to cover accidents or illness other than that available through the school accidental injury policy.
- E. All critical incidents must be reported to the Medical Laboratory Technology and Phlebotomy Program Director on the Wayne Community College Incident Report Form (Appendix F).
- F. If the incident involves direct body fluid contamination (i.e., cuts with a contaminated instrument, needle-stick, etc.) student or faculty member should be tested for HBV and HIV. The student is responsible for cost incurred.
- G. All steps taken in the event of a critical incident occurrence will follow the guidelines established by CDC and North Carolina Department of Health and Human Services.

W. MISCELLANEOUS

1. ADVISEMENT / COUNSELING

Each student is assigned a faculty member as his/her advisor. Faculty assist students with registration, pre-registration, course changes, and any other academic needs students may have. Faculty post a minimum of five hours per week at their respective offices during which time students may make appointments for conferences. Students who are performing unsatisfactorily will be counseled by their advisor and/or the program director.

Counselors in Student Development Services are available to all students for personal guidance and help in all areas. Students are encouraged to seek help when needed. WCC staff are available in the Career Assessment and Training Center to aid students in completing resumes, applications, and job referrals. Staff in the Financial Aid Office are available to assist students who are in need of financial assistance. Applications for loans, scholarships, and work-study assistance are available.

Confidentiality and impartiality are maintained throughout all Advisement/Counseling services provided to students.

2. DISABILITY SUPPORT SERVICES

WCC is committed to seeing that students with disabilities have equal access to and participation in all programs of study. Disability support services is available for students who require academic accommodations. To determine eligibility, contact the Disability Services Counselor in Counseling Services, Room WLC 182 or at 919-739-6729, or lbcowan@waynecc.edu.

3. ADVERSE WEATHER

When weather conditions are such that it is not advisable to open the college, announcements are made on all radio stations in the surrounding area. Announcements are made in the early morning, and students should not report for **EITHER CLASS OR CLINICAL** assignments if the college is closed because of inclement weather. The college opens at 8:00 a.m. Any delays will be timed from 8 a.m. For example, if the college is on a two-hour delay, the opening time will be 10 a.m., unless a specific opening time is reported in the announcement.

4. CHANGE OF ADDRESS

Students must notify the Office and Admissions and Records, and the Medical Laboratory Technology and Phlebotomy Department as soon as there is a change of address, phone number, or name.

5. PARKING

1. CAMPUS: WCC parking decals must be displayed according to school policy to park on campus. Park in designated student parking areas.
2. CLINICAL: Park in designated areas at all clinical sites.

6. Wayne Community College is a tobacco-free and drug free institution. Tobacco products and drugs are not to be utilized at any time while on any part of the college campus including but not limited to parking lots, walkways, stairwells, or inside buildings.

APPENDIX A

OPTIONAL GENERAL EDUCATION COURSES FOR AAS PROGRAMS

The following courses may be used to meet the General Education course requirements in Humanities/Fine Arts

Humanities / Fine Arts Electives

| | |
|---------|-------------------------------|
| ART 111 | Art Appreciation |
| ART 114 | Art History Survey I |
| ART 115 | Art History Survey II |
| DRA 111 | Theatre Appreciation |
| DRA 126 | Storytelling |
| DRA 211 | Theatre Appreciation I |
| ENG 231 | American Literature I |
| ENG 232 | American Literature II |
| ENG 241 | British Literature I |
| ENG 242 | British Literature II |
| ENG 261 | World Literature I |
| ENG 262 | World Literature II |
| ENG 273 | African-American Literature |
| HUM 110 | Technology and Society |
| HUM 115 | Critical Thinking |
| HUM 120 | Cultural Studies |
| HUM 121 | The Nature of America |
| HUM 130 | Myth in Human Culture |
| HUM 211 | Humanities I |
| MUS 110 | Music Appreciation |
| PHI 215 | Philosophical Issues |
| PHI 240 | Introduction to Ethics |
| REL 110 | World Religions |
| REL 211 | Introduction to Old Testament |
| REL 212 | Introduction to New Testament |
| REL 221 | Religion in America |

APPENDIX B

CODE OF ETHICS FOR MLT AND PHLEBOTOMY

AMERICAN SOCIETY FOR CLINICAL PATHOLOGY

Code of Ethics

“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;
- Contribute to the general well-being of the community;
- Uphold and maintain the dignity and respect of our profession;
- Seek to establish cooperative and respectful working relationships with other health professionals;
- I will actively demonstrate my commitment to these responsibilities throughout my professional life.”

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

Code of Ethics

“I acknowledge my professional responsibility to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession;
- Safeguard the dignity and privacy of clients;
- Hold my colleagues and my profession in high esteem and regard;
- Contribute to the general well being of the community; and
- Actively demonstrate my commitment to these responsibilities throughout my professional life.”

APPENDIX C

HIPAA PRIVACY ACT

The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 and went into effect April, 2003. The act includes several provisions. The one we are concerned with here is the Privacy Rule.

HIPAA's privacy rule is designed to ensure "that individuals' health information is properly protected while allowing the flow of health information needed" to provide good care. HIPAA concerns all personal client information, referred to as Protected Health Information (PHI). Protected health information:

1. is any information that can identify an individual which is used or held by a health care provider.
2. covers information stored on paper, in electronic records and oral communications.
3. protects clients from having their personal information disclosed to others without their consent.

What does this Act mean to you as medical laboratory technology/phlebotomy student?

Privacy in the context of medical care holds that no one should have access to private health care information without the client's consent and that clients should have access to records containing his or her own information. Confidentiality relates primarily to the protection of information. Protecting clients' privacy and maintaining the confidentiality of client information have always been core health care professional values and are discussed in the American Society of Clinical Pathology Code of Ethics. Medical Laboratory Technologists and Phlebotomists have a "duty of confidentiality", which means they must protect their clients' privacy. When Medical Laboratory Technologists or phlebotomists learn personal information about a client, they are ethically and legally required not to disclose it to any person or any agency other than those involved in the client's care or other designated person or agency.

Examples of breaches of confidentiality and privacy include, but are not limited to, the following:

1. Discussing client information in any public area where those who have no need to know the information can overhear. Find a private room or area when discussing treatments and administering procedures. Do not discuss clients in elevators, cafeteria, or hallways.
2. Improperly accessing, reviewing, and/or releasing client identifiable information:
 - a. Name
 - b. Address
 - c. All Dates (DOB, Admission/Discharge Dates)
 - d. Telephone numbers
 - e. Fax numbers
 - f. Electronic mail addresses
 - g. Social Security Numbers
 - h. Medical Records Numbers

- i. Health Plan Beneficiary Numbers
 - j. Medical Status or diagnosis
3. Improperly accessing, reviewing, and/or releasing client medical information. Access to client information must be limited to what you as a student needs to know to care for assigned clients. It should be obvious that you don't need information about clients you are not caring for. The basic rule to follow when determining appropriate use of PHI is "what is the least amount of information I need in order to do my job?"
 4. Discussing client information with people not entitled to the information. If asked about personal client information by a friend, another student or staff member who is not involved in that client's care, you must not share that information.
 5. Pressing the client for information not necessary for care planning.
 6. Leaving client medical information in a public area.
 7. Discarding copies of client information in non-secured trash cans. Dispose of PHI in the proper bins or shred it.
 8. Displaying information on a screen (handheld computers etc) that is viewed by unauthorized users.
 9. Leaving a computer unattended in an accessible area with medical record information unsecured.
 10. Failing to log off computer terminal.
 11. Sharing or exposing password.
 12. Preparing written or oral class assignments about clients without concealing their identity.
 13. Interacting with the client's family in ways not authorized by the client.

Concerns about the Privacy Act

1. Concern about violating confidentiality during emergency situations by calling out information about a client when others might hear. The privacy act does not prohibit this.
2. Concerns have been raised about providers (doctors, nurses, other health care provider) sharing client information when asking for consults, or transferring care from one provider to another. Written permission is not required to do this.
3. Discussing clients with physicians, nurses, or family members by telephone is allowed (provided, of course, the client wants family to know of their condition).
4. Health care facilities that use sign-in sheets can continue to do so. Calling a client's name in the waiting room is also allowed.

Penalties for Non-Compliance.

Civil Money Penalties:

\$100 per failure to comply with a Privacy Rule requirement.

Criminal Penalties:

1. \$50,000 and up to one-year imprisonment for knowingly obtaining and disclosing individual HPI.
2. \$100,000 and up to five years imprisonment if wrongful conduct involves false pretenses.

3. \$250,000 and up to ten years imprisonment if the wrongful conduct involves the intent to sell, transfer, or use individual HPI for commercial advantage, personal gain, or malicious harm.

Scenario

Consider the example of a male client in the waiting room. He's the only male in the room. His health care provider is discussing his condition-medications he's on for the treatment of testicular cancer-with another provider. Everyone in the waiting room can hear the conversation.

What could be done differently to protect this client's privacy?

The caregivers should have tried to find a private room or area where details could not be overheard. Even when the client's name is not specifically used in conversation, remember that details about his or her case or condition can be identifying factors in certain circumstances.

Reference:

1. United States Department of Health & Human Services (2003). Office for Civil Rights. Summary of the HIPAA Privacy Rule.
2. Anderson, F. (2007). Finding HIPAA in Your Soup, Decoding the Privacy Rule. 107 (2). American Journal of Nursing. 66-71.

7/07

APPENDIX D

UNIFORM REQUIREMENTS

Each student is required to have, at a minimum, 2 complete uniforms.

Female: 2 Designated Uniform skirts or Uniform pants
 2 Designated Uniform tops
 White closed-toe approved clinical shoes
 1 Lab Coat

Men: 2 Designated Uniform pants
 2 Designated Uniform tops
 White closed-toe approved clinical shoes
 1 Lab Coat

Approved Colors by Program:

MLT- Black Uniform skirt/pants
 Black or White Uniform top

PBT- White Uniform skirt/pants
 Solid Color Uniform top

Additional Requirements:

 Watch (for Phlebotomy students)
 Watch with second hand (for MLT students)

APPENDIX E

Wayne Community College Incident Report Form

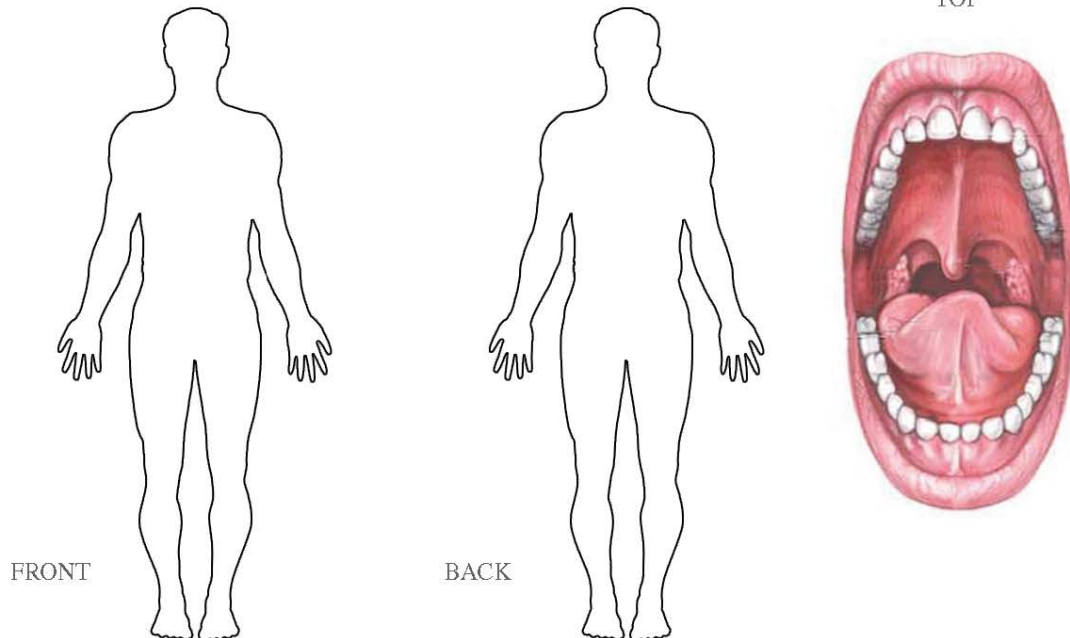
Complete all pages front and back.

| | | | |
|----|-------------------|-------------------|---|
| 1. | Date of Incident: | Time of Incident: | <input type="radio"/> A.M. <input type="radio"/> P.M. |
|----|-------------------|-------------------|---|

| | | | | |
|------------------|------------------------------------|-------------------------------|--------------------------------|-----------------------------|
| 2. | Identification of Person Involved: | <input type="radio"/> Student | <input type="radio"/> Employee | <input type="radio"/> Guest |
| Name: | | Date of Birth: | Datatel # | |
| Street Address: | | City: | State: | Zip: |
| Mailing Address: | | City: | State: | Zip: |
| Home Phone: | | Home e-mail: | | |
| Cell Phone: | | Work e-mail: | | |
| Work Phone: | | Other e-mail: | | |

| | | | | |
|-------------------|-----------------------------------|--|--------------------------------|---|
| 3. | <input type="radio"/> Chest Pains | <input type="radio"/> Diabetes-related | <input type="radio"/> Seizures | <input type="radio"/> Exposure Reaction |
| Known Allergies: | | | | |
| | | | | |
| Other Complaints: | | | | |
| | | | | |
| | | | | |
| | | | | |

Please mark the areas of injury on the illustrations below.



| | | | | |
|----|--|---|-------------------------|--------------|
| 4. | Area Injured: | | | |
| | How did the injury occur? | | | |
| | Describe all first aid administered: | | | |
| | Who administered first aid? List names. | | | |
| | Who was the instructor or supervisor? | | | |
| | Where did the incident occur? | <input type="radio"/> Lab <input type="radio"/> Classroom <input type="radio"/> Grounds <input type="radio"/> Other _____ | | |
| | <input type="radio"/> On Campus | Location: | Building: | Room Number: |
| | <input type="radio"/> Off Campus | Location: | Building: | Room Number: |
| | Was the person transported for medical care? | <input type="radio"/> Yes <input type="radio"/> No | Mode of Transportation: | |
| | Where was the person transported for medical care? | <input type="radio"/> Hospital <input type="radio"/> Immedicate Care <input type="radio"/> Health Dept. | | |
| | The person injured declined: | <input type="radio"/> First Aid <input type="radio"/> Medical Services <input type="radio"/> Transportation <input type="radio"/> Baseline Blood Sampling* <input type="radio"/> Blood Testing* <input type="radio"/> Follow-up Services | | |

**Note: If bio-hazard exposure occurs, testing is required to safeguard all parties. If a source individual refuses to be tested, a court order may be obtained by the Wayne County Health Department. If an exposure victim declines testing, they do so at their own risk. We strongly recommend baseline blood sampling, even if blood tests are not performed at the time of exposure. This baseline sample helps to determine if the source was infectious and if the exposure victim was indeed infected.*

All initial testing is done at WCC expense.

Signature of Injured Person or Representative: _____
 Relation to Injured Person: _____ Date: _____

| | | |
|----|---------------------|---|
| 5. | Nature of Incident: | <input type="radio"/> Burn(s) <input type="radio"/> Bite <input type="radio"/> Bio-hazard Exposure* <input type="radio"/> Sharps <input type="radio"/> Fracture <input type="radio"/> Needle Stick <input type="radio"/> Laceration <input type="radio"/> Abrasion <input type="radio"/> Allergic Reaction <input type="radio"/> Chemical Exposure <input type="radio"/> Other _____ _____ _____ |
|----|---------------------|---|

| | | |
|----|---|--|
| 6. | Incident-related issues or complaints: | |
| | Known Allergies: | |
| | <input type="radio"/> Chest Pains <input type="radio"/> Diabetes-related <input type="radio"/> Seizures <input type="radio"/> Exposure Reaction | |
| | Other Complaints: | |
| | Provide Details: | |

By signing this form, the injured person agrees to follow WCC Procedures unless they have specifically declined services as noted above.

| | | |
|----|--|-------|
| 7. | Signature of Injured Person: | Date: |
| | Signature of Representative: | Date: |
| | Signature of Source Person: | Date: |
| | Signature of Person Initiating Report: | Date: |
| | Signature of Supervisor or Department Chair: | Date: |

Procedure Summary - What to do, who to notify, where to go after filling out this form:

| 8. | Injured Person | Procedure |
|----|-----------------|---|
| | Employee | <ol style="list-style-type: none"> 1. Notify all appropriate people on the "Emergency Levels" page of the Emergency Response Plan or red emergency cards located across campus. 2. All employee injuries will be filed against Worker's Compensation Insurance. If Worker's Comp claim is denied, the employee's personal health insurance plan may be charged, subject to deductibles and co-pays. Be sure Human Resources gets notified so they can begin this important paperwork. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Human Resource Department. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to treat the injured person and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC or its insurance carrier. |
| | Student | <ol style="list-style-type: none"> 1. Notify all appropriate people on the "Emergency Levels" page of the Emergency Response Plan or red emergency cards located across campus. 2. All student injuries will be filed against the Student Accident Insurance Plan as long as the student is covered. The Plan brochure and policy number is available in the Student Activities office. Obtain a copy of the brochure to take to the medical provider. The college's medical provider will accept the Student Accident Insurance Plan. WCC cannot guarantee that any other medical provider will accept this insurance. If not, the student may need to pay for medical treatment and submit a claim to the Student Accident Insurance Plan after the fact. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Student Activities Office. If the injury involves bio-hazard exposure, a copy of this form will be forwarded to Human Resources for bio-hazard record keeping. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to treat the injured person and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC or its insurance carrier. |

continued...

| | Injured Person | Procedure |
|--|-----------------------------------|--|
| | Bio-hazard Exposure Source | <ol style="list-style-type: none"> 1. Notify all appropriate people on the “Emergency Levels” page of the Emergency Response Plan or red emergency cards located across campus. 2. All baseline blood sampling and subsequent blood testing conducted with appropriate authorization will be billed directly to Wayne Community College. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Human Resources Department bio-hazard record keeping files. The HR Department will approve payment requests made by the medical provider as received in the Business Office. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to test the bio-hazard exposure source person and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC. |
| | Campus Guest | <ol style="list-style-type: none"> 1. Notify all appropriate people on the “Emergency Levels” page of the Emergency Response Plan or red emergency cards located across campus. 2. All guest injuries will be filed against the College’s liability Insurance Plan. The Plan details, claims forms and claims process are available in the Business Office. These claims will be handled on a reimbursement basis and will only cover out-of-pocket costs. In the event that a campus guest is involved in a bio-hazard exposure incident, the initial testing will be done by the College’s medical provider at no cost to the guest and will be billed directly to WCC. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Business Office with a copy in the Human Resources Department if related to a bio-hazard exposure. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to test the bio-hazard exposure source person’s blood and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC. |

**WAYNE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY AND PHLEBOTOMY**

I, _____, have been given a copy of the Medical Laboratory Technology and Phlebotomy program policies and information as set forth in the Medical Laboratory Technology and Phlebotomy Student Manual, 2016-2017 for Wayne Community College. I have read these policies and information myself in their entirety and have had my questions answered. I understand and agree that, as a student in the Medical Laboratory Technology or Phlebotomy program of Wayne Community College, I am bound and responsible to comply with all these policies. I also understand and agree that I am subject to all requirements, provisions, and procedures contained in these polices.

Student Signature

Program Director Signature

Date

Date

**WAYNE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY AND PHLEBOTOMY**

I, _____, have received oral and written instruction in the Health Insurance Portability and Accountability Act. I have read and agree to comply with the guidelines as set forth in the Health Insurance Portability and Accountability Act.

Student Signature

Program Director Signature

Date

Date

**WAYNE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY**

I, _____, have been given a copy of the Medical Laboratory Technology Technical Standards as set forth in the Medical Laboratory Technology and Phlebotomy Student Manual, 2016-2017 for Wayne Community College. I have read these standards myself in their entirety and have had my questions answered. I understand and agree that all students in the Medical Laboratory Technology program of Wayne Community College are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations.

I hereby declare that I am able to meet the listed essential technical standards.

Name of Applicant (Print or type)

Signature of Applicant Date

Witness Date

**WAYNE COMMUNITY COLLEGE
PHLEBOTOMY**

I, _____, have been given a copy of the Phlebotomy Technical Standards as set forth in the Medical Laboratory Technology and Phlebotomy Student Manual, 2016-2017 for Wayne Community College. I have read these standards myself in their entirety and have had my questions answered. I understand and agree that all students in the Phlebotomy program of Wayne Community College are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations.

I hereby declare that I am able to meet the listed essential technical standards.

Name of Applicant (Print or type)

Signature of Applicant Date

Witness Date