

Medical Laboratory Technology Program

Student Handbook

Dear Prospective MLT Student,

It is my pleasure to introduce you to the field of medical laboratory technology. Medical Laboratory Technician's (MLTs) perform a wide variety of clinical laboratory tests and are a vital component of the healthcare profession. The program here at Roane State follows an amended "one plus one" program of study. During the first year, students complete prerequisite and general education courses, including a three-credit Introduction to the Medical Laboratory course. This course will be offered in Fall of 2022, and every spring thereafter. Students may apply for the program in the spring of year one. Upon acceptance into the program, students complete their second year taking MLT program courses, including clinical rotations at program affiliated hospitals. After graduation, students are awarded an Associates of Applied Science (AAS), and are eligible for both Tennessee State professional licensure and to sit for the national certification examination.

If you have any questions, please contact me email me at hibbardm1@roanestate.edu.

Sincerely,

Madeline Hibbard, MPH, CLS (ASCP)
MLT Program Director
hibbardm1@roanestate.edu

The policies contained within this handbook may be revised at any time. In the event of a change or addition of a policy relating to the MLT program, students will be notified by an official Raidernet email, an official handout, and/or through the course management system.

Table of Contents

Mission Statement.....	5
Description of profession	
Philosophy of RSCC MLT Program	
Program Outcomes	
End of Program Student Learning Outcomes	6
Core Performance Standards for Admission and Progression.....	7
Curriculum	8
Additional Expenses.....	9
Course Policies and Requirements	
Classroom Information	10
General Course Information	
Classroom Behavior	
Academic Integrity	
Classroom Attendance	
Testing Policies	
Course Grading	
Lab Information	
Clinical Information	11
Requirements to Participate.....	12
Health Requirements	
Standard Blood and Body Fluid Precautions	
Attendance Requirements	
Professional Behavior Requirements	

Clinical Experience Guidelines	
Dress Code	
Clinical Evaluation	
Communications.....	21
Academic Advisement	22
Academic Counseling.....	22
Program Progression/Retention Policies.....	22
Readmission Guidelines and Procedures.....	22
Scholarships	23
Learning Resources.....	23
Class Advisors and Class Representatives.....	23
Faculty Meetings	23
Awards Day.....	24
Graduation.....	24
Legal Limitations for Licensure	24
Class Information During Bad Weather	25
MLT Program Drug and Alcohol Policy	26
To Report an Occurrence.....	26
Drug/Alcohol Testing Forms	28
Consent Forms.....	29
Confidentiality Policy	30
Background Check Release Form.....	31

PREFACE

The handbook for the Associate of Applied Science Degree in Medical Laboratory Technician (MLT) at Roane State Community College has been developed to assist the student in the RSCC MLT Program. **The student is responsible for reading, understanding, and abiding by the policies in this handbook.** Students are required to sign a copy of the consent forms included in this handbook and return the signed forms to the nursing division office.

MLT students are also responsible for abiding by the student policies of Roane State Community College. These policies are in the student handbook which is available on the Roane State Website www.roanestate.edu/catalog using the link to "Student Resources" on the homepage. The *RSCC Student Handbook* contains information about the Student Code of Conduct, due process, parking rules and fines, campus smoking policies, student complaint procedures, student organizations, and more. The current *RSCC Catalog*, which is available on the website, also contains the *RSCC Student Handbook*.

ACCREDITATION/APPROVAL

Institutional Accreditation:

Roane State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award the Associate of Arts degree, Associate of Fine Arts degree, Associate of Science Degree, Associate of Applied Science degree, Associate of Science in Teaching degree, and Technical Certificates. Contact information for SACS-COC is

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
(404) 679-4500

Program Accreditation :

The Roane State Community College MLT program has received initial accreditation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Contact information is

NAACLS
5600 N. River, Road, Suite 720
Rosemont, IL 60018-5119
(773) 714-8880
www.naacls.org

Program Approval:

The Roane State Community College MLT program is approved by the Tennessee Medical Laboratory Board. The contact information is

Tennessee Medical Laboratory Board
Metro Center Complex
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243
(615) 532-3202.

MISSION STATEMENT

The mission of the Roane State Community College Medical Laboratory Technician program is to prepare students for an entry-level position in the medical laboratory, as well as pass their national certification board exam and qualify for state licensure. The overall purpose and mission of the college is to provide a career-oriented educational program for Medical Laboratory Technicians which is responsive to community need, responsible to individuals and accountable to the constituencies which it serves.

Students will learn the theory and principles behind the tests they perform, while learning to correlate test results with a patient's condition and assist physicians in diagnoses and treatment. These courses, in addition to general education credits (including mathematics, science, humanities, composition, and communications) culminate in the Associate of Applied Science (AAS) degree.

DESCRIPTION OF PROFESSION

Medical Laboratory Technology (also known as Clinical or medical Laboratory Science) is a profession which combines the challenges and rewards of both medicine and science. The medical laboratory technician is a vital part of the health care team working under the direct supervision of a physician and/or medical technologist. MLTs perform a wide range of tests, including, but not limited to, microscopic examination of blood, identification of bacteria and viruses, typing blood to ensure safe transfusions, and measure the chemical content of blood. This testing helps monitor patient health, provides diagnostic evidence of disease (such as AIDS, diabetes, and cancer), and also aids in patient recovery. Medical laboratory technicians (MLTs) perform testing in diverse clinical settings such as a hospital, clinic, and/or a physician office. Medical laboratory science is a dynamic, specialized profession that continually changes as new medical knowledge is acquired.

PHILOSOPHY OF RSCC MEDICAL LABORATORY TECHNICIAN PROGRAM

The MLT program at RSCC builds upon the knowledge acquired in general education courses to prepare the graduate with the technical competencies and workforce skills required for entry-level practice.

PROGRAM OUTCOMES

- __70__% of students will successfully complete the MLT program (of the students that enter the final half of the program; i.e- students that begin the 2nd fall of the program).
- __75__% of graduates will pass on 1st attempt a nationally recognized laboratory exam resulting in certification.
- __70__% of graduates will be employed in a position as a Medical Laboratory technician.
- __80__% of graduates/graduating students [check about accreditation requirement] will express satisfaction with the educational program.
- __80__% of employers will express satisfaction with graduates as entry-level MLTs.

END OF PROGRAM STUDENT LEARNING OUTCOMES/ GOALS (CoSCC p. 9)

The student who successfully completes the Roane State Community College MLT program will earn an Associate of Applied Science degree. The associate degree along with the NAACLS certification of the RSCC MLT program enables the MLT graduate to qualify for testing with certifying bodies such as the American Society of Clinical Pathologists Board of Registry, thus giving the graduate the title of MLT (ASCP) and with the American Medical Technologists thus giving them an MLT (AMT).

Upon successful completion of the MLT program, the student will demonstrate the following end of program student learning outcomes.

SLO 1: Knowledge consistent with the pathology of the field.

- Recognize a pathology and the corresponding test results.
- Communicate test results to diverse healthcare team members.
- Apply knowledge to laboratory skills required in a clinical setting.

SLO 2: Competence in the field of Laboratory Medicine..

- Perform laboratory testing with precision and accuracy.
- Perform practice lab competency testing with precision and accuracy.
- Comply with safety and governmental regulations
- Possess basic entry-level skills of a MLT.

SLO 3: Follow the professional standards of the laboratory field.

- Abide by the ASCP Code of Professional Behavior
- Adhere to medical facility guidelines
- Adopt positive working attitudes aligned with facility's mission and goals
- Respond appropriately to healthcare team members with respect.

Location of the Program

All MLT courses, except the clinical rotations, are taught on Roane State's Oak Ridge campus. The program director has an office on the Oak Ridge campus. Clinical rotations take place in Covenant Health affiliated partner hospitals, East Tennessee Children's Hospital, and Blount Memorial Hospital.

Program Faculty

Madeline Hibbard, MPH, MLS (ASCP), Program director
Dawn Pelfrey, A.A.S. MLT (AMT), adjunct faculty
Miki Pugh, A.A.S. MLT (ASCP), adjunct faculty

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

CATEGORY	STANDARD
Vision	Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarify; read microscopic material and record results.
Speech and Hearing	Able to communicate effectively and sensitively in order to assess non-verbal communication adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
Motor Functions	Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment; perform phlebotomy safely and accurately; travel to a clinical site for clinical experience.
Behavioral Requirements	Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency situations and take appropriate action.
Physical Requirements	Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; lift 10 pounds; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
Critical Thinking	Able to appropriately and accurately perform complex interpretative testing.
Professionalism	Able to maintain a professional attitude and appearance as described in the MLT Student Handbook.

AAS MEDICAL LABORATORY TECHNICIAN DEGREE GENERAL EDUCATION REQUIREMENTS

BIOL 2010	Anatomy & Physiology I	4
BIOL 2020	Anatomy & Physiology II	4
BIOL 2230	Microbiology	4
ENGL 1010	Composition	3
MATH 1530	Probability & Statistics	3
PSYC 1030	General Psychology	3
COMM 2025	Fundamentals of Communication	3
CHEM 1010 or CHEM 1110	Chemistry requirement	4
	Humanities Elective from approved list	3
	Total General Requirements	31

MEDICAL LABORATORY TECHNICIAN PROGRAM REQUIREMENTS

MLAB 1301	Intro to Medical Laboratory	3
MLAB 2402	Hematology	4
MLAB 2403	Clinical Microbiology	4
MLAB 2202	Urinalysis/Body Fluids	2
MLAB 2201	Clinical Immunology	2
MLAB 2301	Blood Band	3
MLAB 1310	Practicum I	3
MLAB 1320	Practicum II	3
MLAB 2310	Practicum III	3
MLAB 2420	Practicum IV	4
MLAB 2130	Seminar I	1
MLAB 2401	Clinical Chemistry	4
	Total MLT Requirements	36
	Total Number of Hours	67

ESTIMATED ADDITIONAL EXPENSES FOR THE MLT PROGRAM 2021-2022

This does not include the cost of transportation, RSCC tuition, college fees, the physical exam, and any required immunizations. The college fee schedule is found at www.roanestate.edu/tuition.

FIRST SEMESTER

Books \$400

SECOND SEMESTER

Books \$400

THIRD SEMESTER

Books \$500
Background check and UDS \$120
Immunizations and Health Ins. Individual basis (titers are around \$80)

FOURTH SEMESTER

Liability Insurance \$15
Uniforms/supplies \$100-200*
Books \$300
Medialab subscription \$175
Clinical Costs Students assume the cost of meals, transportation, ect.

FIFTH SEMESTER

Books \$100
National Board Certification exam (only one of the following is required):
 ASCP BOC \$225
 AMT \$135
State Professional license \$60
State background Check \$50
Graduation Pin \$30

*May be more depending on style and quality chosen.

These **estimated** expenses should be anticipated. All costs are approximate and may change without notice. This does not include costs related to driving to clinical sites. These costs will vary depending upon student's place of residence and the location of the assigned clinical facility.

COURSE POLICIES AND REQUIREMENTS

Classroom Information

General Course Information:

- The MLT curriculum requires a total of 66-69 credit hours for the AAS degree in MLT. One clock hour in class equates to one credit hour. Three clock hours in clinical/lab equate to one credit hour.
- **Students must** meet all course requirements to successfully complete the course. Depending on the particular course, MLT courses may require classroom activities, classroom and lab activities, or practicum/clinical.
- If for any reason a student does not progress in a co-requisite course, the student must withdraw from both courses. Students deciding to withdraw from a MLT program or course should notify the program director.
- If modifications are needed due to a documented disability, **students must notify faculty** during the first week of class. Any student who has a disability that would like to request reasonable accommodations **must contact** Counseling, Career, and Disability Services to request such accommodations.
- The course syllabus is available on the course management system, which is called Momentum. In addition, course information will be distributed or made available on Momentum as indicated during the semester.

Classroom Behavior:

- Students are not to assume the privilege of recording (auditory and/or visual) either guest presenters or faculty members in the program since there are many legal and ethical considerations to be addressed. Students **must obtain permission** to record from both the instructor and guest presenter. If granted permission to record, the recording is for the **student's personal, educational use only** and is not to be reproduced and/or distributed in any media. In the event the instructor and/or guest presenter provides materials or pod casts, these are also intended for the student's personal educational use only and are not for reproduction and/or distribution in any media.
- RSCC MLT students are representatives of the college. They are required to demonstrate professional conduct and courtesy to RSCC MLT faculty, staff, fellow students, and to personnel/physicians at clinical agencies.
- RSCC MLT nurses are subject to disciplinary actions noted in the *RSCC Student Handbook*. (Refer to the section "Student Conduct and Disciplinary Sanctions.")
- RSCC policy allows faculty members to temporarily remove or exclude from the classroom or assigned clinical area any student engaged in disruptive conduct. Disruptive conduct may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment. Examples can include the use of offensive language, harassment of students or faculty,

outbursts from a student that disrupts the flow of instruction or prevents concentration on the subject taught, and failure to cooperate in maintaining decorum in the learning environment. Disruptive conduct also includes the use of any portable electronic or other noise- or light-emitting devices that disturbs others. **Cellular telephones and other portable electronic devices are not to be used during class for making or receiving calls, photographs, text-messaging, or playing games.**

Academic Integrity:

- RSCC students have the responsibility to promote high standards of academic integrity. Given the responsibility and trust inherent in being a part of the health care team, any misconduct, including falsifying patient results and quality control results while on clinical rotation, as well as all acts of academic misconduct as noted in the Academic Misconduct Agreement, will be considered unacceptable. Examples of academic misconduct include but are not limited to plagiarism, giving or falsifying of academic documents or materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned school work. **Students may be dismissed from the program for acts of academic misconduct.**
- “Plagiarism” means the appropriation of any person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit. This includes purchased or borrowed papers.
- Cheating includes but is not limited to copying from another student’s test paper, using material during a test not authorized by the person administering the test, collaborating with any other person during a test, knowingly obtaining, using, buying, selling, transporting or soliciting in whole or part the contents of an unadministered test.
- In instances of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

Classroom Attendance:

- **Students are expected to attend each class meeting** and to arrive prior to the start of class as arriving late is disruptive. In the event that circumstances beyond his/her control prevent attendance, the student is responsible for notifying their instructor and/or program director in a timely manner.
- **Quizzes and short assignments may be given UNANNOUNCED during class times** . Attendance may also be taken. If a student is not present when attendance is taken, the instructor will record the student as absent. If a student misses an unannounced quiz or assignment, there will be no opportunity for make-up. See course syllabus for additional information regarding class attendance.
- Students who are unable to attend class are responsible for class materials and assignments.

Clinical Attendance (students are required to attend clinical courses each semester for all of the hours scheduled)

- **All students must assume responsibility** for travel arrangements to class and to the various clinical facilities during the entire program. The student is expected to adhere to the traffic and parking regulations of the college and the clinical facility.
- Each missed clinical session **must be made up before the end of the rotation.**
- ON TIME attendance is required at all scheduled clinical sessions.
- Students are required to attend clinical rotations for approximately 24 hours per week in the spring and summer semesters.
- Any absence must be **reported by phone** to the **clinical site** prior to the beginning of the scheduled clinical session **and to the program director by 9am.**
- Excessive absenteeism, which is 3 or more absences during the semester, may result in a lowering of the final clinical rotation grade and may result in dismissal from the program.
- Students may “bank” clinical hours in advance of missing clinical education. The banked hours may be used for students who know they will miss clinicals for reasons such as surgery or jury duty. Students must receive permission from the Program Director and clinical site for this option.

Testing Policies:

- Students are expected to notify their instructor or the program director before a scheduled test begins if they will be late or absent. Any student entering class late without notification may take the test but will not be allowed additional time. Any student who fails to notify the instructor of an absence prior to scheduled test is subject to receive a grade of zero for that test. **Only students with an excused absence will be tested at the discretion of the instructor(s).** Students with an excused absence must take the make-up test within 5 business days of the original test except in the event of approved extenuating circumstances.
- Students are not allowed to wear watches/wrist jewelry of any kind during testing. During **tests/exams/quizzes and any test review**, all personal items (for example - books, backpacks, hats, personal calculators, phones, purses, sunglasses, visors, and other electronic devices, etc.) will be placed at the front or rear of the classroom (instructor’s choice.) **Phones and pagers are to be turned off.** These personal items are to be retrieved only after the exam has been completed and the student is ready to exit the testing environment.
- Exam grades will be posted on the course management system. The instructor will inform the class when to anticipate posting of exam grades.
- There will be a scheduled time (within 2 weeks of taking the test) when all students will have be able to review their exam. If a student is unable to attend the scheduled test review, a private appointment may be made with an instructor to review the test. This review must take place within 2 weeks of the test dates. No further review of the test will be allowed.
- Faculty are the content experts in the courses they teach. Once a test has been administered and analyzed, the faculty will make determination as to the reliability and validity of the individual test questions. No further discussion of the reliability and/or validity of the test items will be entertained by the faculty. The grade earned by the student stands.

- In addition to attending the scheduled test review, students scoring 77 or lower on any unit exam are **strongly advised** to make an appointment with their classroom instructor(s) prior to the next exam for academic counseling.

Course Grading:

- In order to pass each MLT course, a **student must**:
 - a. obtain a final average of at least a “C” as defined in the course syllabus, and
 - b. achieve satisfactory evaluation for any lab and/or clinical component of the course.
- The grading scale for the MLT program is found on each course syllabus.
- A grade of Incomplete will be given only in extenuating circumstances with consent of the faculty and the Program Director. A grade of Incomplete in either Practicum I or II must be removed prior to the first clinical day of the following semester in order to progress to the next final semester of the MLT program.
- Any student who believes there are circumstances warranting a grade appeal (other than academic misconduct) may appeal the grade within 45 calendar days following the last day of the end of the semester in which the grade was posted. The appeal process must be initiated by the student. The grade appeal process begins by contacting the instructor in writing to ensure that there has not been an error in calculation or some other administrative error. If it is not possible to resolve the issue at this level, additional steps are available in the RSCC College Catalog available at www.roanestate.edu.

Other:

- As per the *RSCC College Catalog*, which is accessible on line at www.roanestate.edu, if a student perceives that he/she has not received fair treatment or has a complaint (other than a grade appeal), the student may address the complaint in writing using the student complaint form to the Dean of Students.

LABORATORY INFORMATION

- During labs, students will wear the assigned personal protective equipment (PPE). This includes a barrier proof lab coat that is buttoned, non-latex gloves, and a protective face shield when working with blood or potential aerosols in the lab. The instructor will enforce these guidelines in each class. The PPE will be provided by RSCC (with the exception of the lab coat).
- Biohazardous containers are used in every lab. Special containers (large puncture proof Sharp’s containers) are plentiful for broken glass and needles from venipunctures. Large floor biohazardous containers are available in the classroom to put biohazardous waste in. These will be properly sealed and transported by a licensed Biohazardous waste company. A safety shower is located in the adjacent classroom and eyewash stations are available in the MLT classroom.

- Students will be instructed in handling biohazardous specimens and cleaning of biohazardous and chemical spills in every MLT class.

CLINICAL INFORMATION

Requirements to be Eligible for Participation:

Students must fulfill the eligibility requirements to participate in clinical. Students must satisfactorily complete the clinical component of the program to successfully complete the program of study.

- Criminal background checks and urine drug screens are a requirement at affiliated clinical sites. These background checks are at the student's expense. Based on the results of these checks, an affiliated clinical site may determine to not allow the student's presence at their facility. This could result in the inability of the student to successfully complete the requirements of the nursing program.
 - Background Investigation: Each student, at his/ her expense
- **Students must** complete the required background check and urine drug screen by the due date as announced by the program director/clinical coordinator to ensure a clinical placement. Lack of clinical placement will result in unsuccessful completion of the clinical practicum courses as required in the program of study.
- Professional liability insurance coverage **is required** during clinical courses. The liability coverage applies only to Roane State assignments. The group liability insurance fee is attached to course fees.
- Select clinical affiliates are requiring students participating in clinical experiences to have personal health insurance. Lack of health insurance can affect your ability to meet clinical requirements for graduation. Should an injury or illness occur to a student during a scheduled clinical or class activity, the student is responsible for all expenses incurred for treatment of the injury or illness.
- **Students must provide the program director/clinical coordinator** with **all** current health and clinical information - for example completed physical form, CPR, required immunizations or titers, TB skin tests, flu and Covid vaccination, and proof of health insurance. Students need to make copies of the health information for their own clinical portfolio. The MLT program office is not responsible for providing students a copy.
- Faculty will assign students to clinical rotations according to availability and the student's learning needs. The rotations may be held at various times during the week. This may include weekdays, weekends, or various times during the day (morning, afternoon, evening and/or nights). **HOWEVER**, most clinical affiliates train students Monday through Friday during mornings and afternoons. Priority for clinical assignments will be based upon the student's class schedule. Other factors may be considered but will not be the primary consideration in determining clinical rotations.

- **Students must complete** the clinical orientation activities required by their assigned clinical agency by the date specified by the program director and/or clinical coordinator. This is generally done through the TCPS website and assigned after Thanksgiving break. It must be completed prior to the end of fall semester. The clinical orientation may also include documentation training and other activities unique to the assigned area. These orientations will be arranged by the program director/clinical coordinator.

Health Requirements:

The MLT Program requires that students meet the following requirements related to health and infectious disease to be eligible to participate in clinical. Students failing to submit this information to the program director/clinical coordinator by the first day of class (with the exception of the flu vaccine which may not be available at this time) will be withdrawn from the program. The **student must make a copy of these documents for their personal records prior to submitting this information to the nursing.**

- **Students must meet all health guidelines** required by the affiliating agencies. Students will be required, during the program, to demonstrate their physical and/or suitable emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases that put the patient at risk, the ability to perform certain tasks, and appropriate behaviors and communication skills.
- Completion of a physical examination the summer prior to beginning practicum including documentation of the following:
 - a. MMR – as required by college admission policy or titer. The program director/clinical coordinator needs documentation for the MLT student record.
 - b. Documentation of 2 doses of varicella vaccine or varicella titer.
 - c. Documentation of tetanus, diphtheria, pertussis (Tdap) per CDC guidelines.
 - d. TB – evidence of an **annual** negative TB skin test with date of testing not to exceed one year from inclusive dates for the clinical experience; **students with positive TB skin test must receive follow-up assessment and treatment** as recommended by the Tennessee Department of Health and affiliating agency before the student will be allowed to participate in clinical activities.
 - e. Hepatitis B – evidence that the 1st two of a series of three (3) HBV immunization has been completed beginning of Summer Semester of the 1st year in the program and evidence that the third immunizations have been completed at the recommended intervals. The Hepatitis B vaccination consists of three injections with the second injection being administered thirty days after the first injection, and the third one being administered five (5) to six (6) months after the first injection. **It is the student's responsibility to submit proof of vaccination after the first injection and following completion of the series.** The student should retain a copy of their records as they will be needed to provide evidence of hepatitis B protection when working in health care facilities following graduation.

- f. Flu and Covid Vaccination is required by clinical affiliates. Any student declining the flu and/ or Covid vaccine must sign a declination statement. Declination statements may or may not be accepted by the clinical affiliate for legitimate health reasons. If a student declines the flu/ covid vaccine, the facility may either not allow the student to participate in clinical or may require the student to wear a mask during the clinical experience.
- Students should not participate in any class/clinical activities if they are experiencing a condition that may compromise patient and/or personal safety. Faculty will dismiss any student from clinical when there is reasonable suspicion that the student has a communicable illness or any condition that may compromise patient and/or personal safety. A physician's statement that the student may safely continue in class/clinical may be required. If any restrictions are identified on the physician's statement, they will be reviewed on a case by case basis.

Standard Blood and Body Fluid Precautions:

- **Precautions**
 - a. When handling blood and/or body fluids, students are to follow the established policies within the agencies where clinical shifts are scheduled.
 - b. All students involved in clinical experience which are not covered by specific agency policy and who are handling blood and/or body fluids must follow standard precautions to protect themselves, clients, classmates.
 - c. Students must report any cuts, scrapes, wounds, skin rashes, dermatitis to the clinical instructor before performing any tasks that may involve exposure to blood or body fluids.
 - d. Students must restrict direct contact if there is a lesion with drainage.
 - e. Students must wear appropriate protective equipment when performing any task(s) that may involve exposure to blood or body fluids.
 - f. All blood or body fluids should be considered infectious.
- **Definition of Significant Exposure to Blood/Body Fluid**
Should a significant exposure to blood or body fluids occur the following policy will be implemented. High risk body fluids are defined by the CDC as blood, semen, vaginal secretions, cerebrospinal fluid, pleural fluid, peritoneal fluid, pericardial fluid, synovial fluid and amniotic fluid.
Significant exposures include:
 - a. Any puncture of the skin by a needle or other sharp object that has had contact with a patient's blood or body fluids.
 - b. Mucous membrane exposure (splash to eye or mouth) of blood or other body fluids.
 - c. Cutaneous exposure involving large amounts of blood or prolonged contact with blood or body fluids, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis. Bite wounds are included in this category.
- **Management of Blood/Body Fluid Exposures**
 - a. Immediately following a significant exposure, the student shall inform the instructor.
 - b. If the exposure occurs in a healthcare facility with established guidelines for blood and body fluid exposure, those guidelines will be followed.

- c. If the exposure occurs in a clinical lab setting or in a setting where guidelines have not been established, the student shall,
- Be referred to the student's physician or healthcare provider. It is recommended that the student seek referral within a few hours as chemoprophylaxis may be needed.
 - If patient source testing is recommended by the healthcare provider, RSCC MLT program director, as well as the Dean of the College of Health Sciences, will be notified.
 - All expenses incurred because of the management of and follow-up of blood and body exposure **will be at the exposed student's expense.**

Clinical Placements

- Local hospitals extend the privilege of gaining clinical experience in their setting. Students are to behave accordingly.
- Students may request their clinical site, and a reasonable effort will be made to honor requests. A request in no way guarantees assignment to any particular rotation site.
- The Medical Laboratory program reserves the right to assign students to clinical sites where there is available space for clinical experience.
- **Clinical sites may be 1.5 hours of travel time from the college.** (Most are less than 40 minutes.)
- **Students are responsible for transportation to and from the clinical sites.**

Current Clinical Sites include:

Cumberland Medical Center
Fort Sanders Regional Medical Center
Leconte Medical Center
Methodist Medical Center
Morristown-Hamblen Medical Center
Parkwest Medical Center
Roane Medical Center
Fort Loudon Medical Center

Student Work/ Conditions of Student Activity

The clinical component of the program is to enable students to complete assignments designed to enable them to acquire clinical competencies to complete the program as well as prepare them for entry into practice. Students participating in the program shall not be deemed employees of the clinical affiliate for the purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the Program. In addition, because students participating in the program are not employees of the clinical affiliate, students are not protected by Workers' Compensation and clinical affiliates do not assume any liability for injury or illness in the absence of a showing of actual negligence on the part of the clinical affiliate.

Attendance Requirements:

- **Attendance and punctuality** in the clinical setting **are mandatory**. If a student expects to arrive late or is absent from clinical, the student is responsible for notifying the clinical affiliate and the clinical instructor in advance of the scheduled time of the clinical experience. Students arriving on the clinical unit more than 30 minutes late, even with prior notice, are subject to be sent home as determined by the assigned preceptor.
- In the event of a clinical absence, the student is responsible for contacting the program director/clinical coordinator within 24 hours to discuss any clinical absence. Make-up

assignments will be determined by the clinical affiliate/preceptor and the program director/clinical coordinator. Documentation of absences will be placed in the student's file in the nursing office. Excessive clinical absences may prevent the student from satisfactorily completing the clinical component of the course.

Professional Behavior Requirements:

- Each student is expected to maintain professional standards at all times including dress and behavior. Professional behaviors include maintaining confidentiality; respect for patients, faculty, peers, and affiliate personnel; accountability for personal and professional behavior; valuing diversity; safe clinical practice; and adherence to Roane State Community College Policies and policies contained in the *RSCC Student Nurse Handbook*. Any type of unprofessional behavior to a patient, personnel at the assigned clinical facility and/or faculty may result in a clinical failure.
- Smoking, parking, and guest relations policies of Roane State and affiliating agencies will be observed at all times. All area health systems are considered smoke-free and smoking, use of tobacco products, and vaping will not be allowed at their facilities.
- Electronic devices such as cell phones or beepers are not to be used at the clinical affiliate. These devices **must** be left in your vehicle or with your belongings. Faculty/preceptor will provide contact information for use in emergency situations. Students are not allowed to use unit hospital telephones to make personal calls.
- **Students must comply** with federal laws regarding patient privacy, HIPAA. This mandates not sharing information about patients and their families. No information concerning a patient is to be given over the phone. **Copying of patient records, printing information from the electronic record, or taking a picture of patient records using cell phones is prohibited and is a violation of HIPAA.**

Clinical Experience Guidelines:

Dress Code:

Students are to wear well-fitting, single color scrubs in all clinical settings unless setting or agency requires other clinical attire. **Failure to adhere to the uniform policy may result in dismissal from the clinical area.**

- **Personal Hygiene and Grooming**
 - Good hygiene is essential, including bathing and use of effective deodorant or antiperspirant. Teeth and hair must be clean. Breath mints or freshener should be used as needed.
 - Uniform should fit loose enough to allow free movement. Excessive looseness or tightness is prohibited.

- Chewing gum is not allowed.
- Scents/perfumes and heavy make-up should not be worn. The odor of cigarette smoke should not be present on the uniform.
- **Tattoos must be covered** during clinical.
- Wedding bands only and no more than one pair of small stud earrings may be worn. With the exception of watch and medical alert necklace or bracelet, no other visible jewelry is allowed. Tongue or facial jewelry are considered visible jewelry.
- Hair which is shoulder length or longer **must** be worn up or tied back. Hair must be conservatively styled and color must be a natural hair color.
- Cosmetics, if utilized, should be applied conservatively striving for a “natural look.”
- Facial hair **must** be clean and conservatively trimmed.
- Nails **must** be short, clean and well-manicured. Artificial nails will not be worn. This includes bonding, tips, wrapping and tapes. If nail polish is worn, it must be clear in color and free of cracks, chips or peeling. Hand washing will follow established hospital protocols.

Dress Code (cont):

- **Uniform for Clinical Experience**
 - g. **Scrubs**
 - **Females** –(Solid colored scrubs-not orange). Pants or dress **must** have pockets. Pants may not have gathered cuffs. The dress **must** cover the knees. A plain white shirt may be worn under the tunic. Must have full soled, closed toed leather shoes and socks or stockings (stockings must be worn with a dress/ skirt).
 - **Males** -Solid colored scrubs (not orange) and full soled, close toed leather shoes with socks. Pants may not have gathered cuffs and must have pockets. A plain white t-shirt **must** be worn under the tunic.
 - h. The **name badge must be worn so that it is visible at all times.**
 - i. A **white tailored lab coat** (no longer than mid-thigh) is required for all students in selected rotations. The lab coat may be worn over the uniform when needed for comfort but should not be worn when providing direct patient care in the clinical setting.
 - j. **Shoes must be clean** fully soled standard shoes. Nonporous athletic shoes are permitted if clean with inconspicuous brand emblem. Sling backs, clogs or canvas shoes are not permitted.
 - k. Proper undergarments should be worn and not visible.
 - l. Special dress code policies of affiliating agencies will apply.
 - m. Clinical uniform or school ID name badge should not be worn in a public place.

Clinical Evaluation

- Clinical evaluation will be based on the clinical objectives as stated on the “Evaluation of Clinical Objectives” for the course. Grading will be on a satisfactory/unsatisfactory basis.
 - a. The instructor will conduct both formative and summative clinical evaluation conferences. Students also have the option of requesting an evaluation conference at any time during the semester. **Students must sign** their clinical evaluation forms following each clinical conference. At the end of the semester, the student’s clinical evaluation form is filed in the student’s file in the nursing office.
 - b. Any student performing at an unsatisfactory level on any given day is to be so notified on that day, if possible. If not possible, the student is to be notified within one week.
 - c. Unsatisfactory performance in clinicals will be documented in writing. The student will verify by signature that they have been informed that the grade for the day is unsatisfactory. If the student disagrees with the faculty documentation, the student may submit their own signed documentation.

- d. The Program Director will be given a copy of the student notification and documentation of unsatisfactory clinical performance.
- e. A final clinical grade of “fail” for a rotation will be assigned only after the Program Director’s review of the student’s performance and accompanying documentation related to the clinical experience.
- Behaviors which may warrant an unsatisfactory rating include but are not limited to:
 - Refusal to provide care for assigned patient.
 - Behavior that endangers safety of self and/or others.
 - Being impaired by alcohol or any other mind-altering substance.
 - Misuse of documents or ID cards.
 - Being unprepared for clinicals.
 - Violating confidentiality.
 - Failure to seek supervision when individual competence warrants consultation.
 - Performing skills outside the student’s level of expertise or without faculty/preceptor supervision.
 - Violation of policies of clinical agencies.
- Any student who does not pass the clinical requirements will be assigned no higher than a “D” at the end of the semester. A “W” may be given to any student who withdraws by the official college-wide withdrawal date.

Program Closure

In the unlikely event of the need to close the MLT program, the college will notify students immediately and will institute a pre-determined teach out plan to enable current students to complete the program.

RSCC has a teach out plan policy, which is required by our accreditation with SAC-COC. As part of that plan (if MLT program were to close), RSCC would stop admitting new students immediately upon making a decision to close the program and submit our plan to SACSCOC for approval. The length of the phase out period would provide ample time for any student that had already begun to complete the program. Furthermore, all clinical affiliate agreements state that all practicums will be fulfilled in the event of a phase out plan.

COMMUNICATONS

The college course management system is utilized for communications concerning a course. Students are expected to check their course sites on a regular basis.

Raidernet is the official email server for students and is used for important communications. Students are expected to check their Raidernet email on a regular basis.

Students are encouraged to sign up for Raidernet alert text messages for information about weather-related closings and other safety announcements. To read more and/or sign up, go to www.roanestate.edu/raideralert.

When student contact information changes (name, address, phone numbers) the student **must** make the change through the Office of Records and Registration. Forms may be accessed online by going to program director in writing or by email of these changes.

ACADEMIC ADVISEMENT

Academic advising is a shared responsibility of the student and the faculty advisor. MLT faculty advisors provide academic advisement for assigned advisees as well as for those students admitted into the program. Each student in the MLT program is assigned a faculty advisor and is encouraged to communicate with their advisor to help ensure completion of required courses. Faculty members have office hours posted on their office doors.

ACADEMIC COUNSELING

Students have assigned instructors. Students experiencing difficulties in any aspect of the course are expected to contact their assigned instructor for the respective area as soon as possible for information about resources to promote success. In addition, faculty may initiate a formal student conference related to the student's lack of progress on achieving the identified learning outcomes. When referral is made to the RSCC Counseling Department students are encouraged to follow up with these recommendations.

Students who wish to drop classes or withdraw from the MLT program should follow official procedures and should contact their course instructor to discuss the impact of this decision. Failure to officially withdraw from a course along with failure to meet course requirements will result in the assignment of a failing grade for the course.

PROGRAM PROGRESSION/RETENTION

1. Each student **must maintain a GPA of 2.5 or better. A "C" or better must be achieved in all required general education courses in order to progress.**
2. Courses designated in the college catalog as **prerequisites** to a MLT course **must be completed prior** to enrollment in that MLT course.
3. The student **must attain a "C" or better** as defined by the grading scale in the syllabus for each MLT course required. Failure of a clinical rotation will result in a "D" or "F" for the course.
4. The **student must satisfactorily complete each clinical rotation** in order to continue in the program. A grade of "incomplete" must be removed prior to the first clinical day of the following semester in order to progress to the next MLT course.
5. The student **must abide by the course policies and requirements** as outlined in this *RSCC MLT Student Handbook*. Failure to do so may result in dismissal from the program.

READMISSION GUIDELINES AND PROCEDURES

1. **Only one readmission to the MLT program is permitted.** Requirements for initial admission to the MLT program **must** be met in order for a student to be considered for

readmission. The MLT program director and faculty recommend readmission contingent upon the availability of space and the student's performance while in the program. Students with previous unsatisfactory clinical performance **must** be recommended for readmission by consensus of the MLT faculty.

2. Students seeking readmission to the MLT program **must** have an exit interview and state their intention in writing to the MLT Program Director.
3. If two "D" grades or below are received in MLT courses, the student will be dismissed from the program and is not eligible for readmission.
4. Those students who fail to maintain a cumulative GPA of 2.5 may be considered for readmission to the MLT program only after removing all grades of less than "C" in required general education courses.
5. **Students repeating MLT courses must repeat all aspects** of the course.
6. Students may be notified of readmission by letter or Raidernet email.
7. Students readmitted who have not been continuously enrolled **must** submit a new criminal background check, drug screen and physical exam form. Forms will be sent to the student when readmitted.
8. Readmitted students **must** complete all graduation requirements in effect for the program at the time of readmission.

SCHOLARSHIPS

There are a variety of scholarships available through the Roane State Foundation. To be considered for scholarships, the student must complete the Foundation scholarship application which may be obtained at any Roane State location or printed from the Roane State website www.roanestate.edu/financialaid.

LEARNING RESOURCES

Current audio-visual materials, textbooks, computer-assisted instruction and periodicals pertaining to the field of medical lab are available from the library for student and faculty use. Instructional resources have been chosen to provide supplemental information to the basic units of learning. The student should independently refer to current audio-visual materials, medical lab textbooks and periodicals for clarification as well as additional information concerning related class and clinical topics. Through its collection of books, online databases, periodicals, and other material, the library system supports the curriculum. Courier service is provided between campuses to deliver requested material. For more information, visit the library website at www.roanestate.edu/library.

Selected technology-based instruction will be utilized. The student will be required to use other resources on his/her own time. Resources are also available for remedial work.

Roane State students have access to free online tutoring from Smarthinking.com. Look for the Smarthinking posters on your home campus, or call the Learning Center for log-in information.

RSCC Learning Centers: www.roanestate.edu/learningcenter

RSCC Online Writing Lab (OWL): <http://www.roanestate.edu/owl>

Roane County Campus Learning Center

Tutoring in math, science, social science, foreign languages and writing.

Location: 2nd floor of the Library, Roane Co. Campus Phone: (865) 882-4677

Oak Ridge Campus Learning Center

Tutoring in math, science, social science, foreign languages and writing.

Location: Coffey Library, Oak Ridge Campus Phone: (865) 481-2026

Cumberland Campus Learning Center

Tutoring in math and writing.

Location: Campus Room 152, Cumberland Co. Campus (931) 456-9880

Tutoring in various subjects is available at other RSCC campuses.

AWARDS DAY

Awards Day is held each year during the spring semester. During this college-wide ceremony, outstanding students in various disciplines are recognized.

GRADUATION AND PINNING CEREMONY

MLT students participate in RSCC's college-wide graduation ceremony at the end of the spring semester (even though the program ends in late July). Information concerning degree requirements, forms and fees pertaining to graduation is available on the college website and is communicated to students through Raidernet email. A pinning ceremony will take place in late July, around the end of clinical placements.

LEGAL LIMITATIONS FOR LICENSURE

A graduate of an approved MLT program who has been convicted of a violation of the law other than a minor traffic violation may be denied a MLT license by the regulatory board. A graduate's eligibility for licensure is determined on an individual basis. **Applicants for initial licensure in Tennessee must verify citizenship and obtain a criminal background check no more than 6 months prior to making application.** Information about this process is supplied to all students in the final semester of the program. Further information about this requirement is available at www.state.tn.us/sos/rules/1000/1000-01.pdf. Students applying for initial licensure in states other than Tennessee must obtain licensure information from that state.

CLASS INFORMATION DURING BAD WEATHER

Inclement weather may affect classes at RSCC. These guidelines will be followed when bad weather occurs.

When classes are cancelled on the Roane State campuses due to inclement weather, clinical education courses are STILL SCHEDULED. This is due to the fact that inclement weather may not affect all clinical affiliate locations, or all students. However, if a student is unable to safely attend clinicals, the clinical site and program director should still be notified according to policy (Absences due to weather in which campuses are closed will not count against the student as an occurrence, but must still be made up) .

Daytime vs. Evening Classes

A clear distinction will be made between day and evening classes in any announcements that are broadcast, and they will be treated separately. An evening class is defined as a class which begins at or after 4:30 p.m.

Daytime Classes

When bad weather occurs, one of the three following decisions will be made:

1. Classes will be held as scheduled, or
2. Classes will start at 9:30 a.m., or
3. Classes will be canceled.

Definition of 9:30 a.m. Late Start Schedule

If an announcement is made that RSCC will open at 9:30 a.m., this means that 8:00 a.m. and 9:00 a.m. *classes will not* be held, and all classes starting at 9:30 a.m. or later *will* be held.

Classes that begin before 9:30 a.m. and run until sometime after 9:30 a.m. will start at 9:30 a.m. on such days and will then end at the regularly scheduled time.

To eliminate any confusion, at the beginning of each semester, instructors of early morning classes, morning labs, and morning clinicals will give instructions for that class in the event of a 9:30 a.m. LATE START SCHEDULE.

When the LATE START SCHEDULE goes into effect, early morning classes that are not held will be made up later; arrangements for make-ups will be made and announced by the course instructor.

The 9:30 a.m. LATE START SCHEDULE applies to classes on Eastern Standard Time and Central Standard Time. Therefore, classes at the Cumberland County Center will begin at 9:30 a.m. CST which is 10:30 a.m. EST. Interactive classes that start at 9:30 a.m. EST will not be on-line with Cumberland County until 10:30 a.m. EST that day, and 9:30 a.m. classes will be rebroadcast to them at a later time.

Evening Classes

Evening classes (those beginning at or after 4:30 p.m.) will either be canceled or held at the regular time. Generally, a decision about evening classes will be made by noon that day so that an announcement can be made on mid-day news shows.

Different Weather at Different Campuses

In general, when decisions about school closings are made, one decision will be made for all Roane State campuses. In the event that one campus experiences extreme weather that the other campuses do not (likely to happen in Cumberland or Scott counties), a decision to close or start that campus late will be made. On those occasions, an announcement about the one closing may not be made on Knoxville radio and TV stations so as not to confuse the public. At those times, students should tune in to the local radio station for current information.

Class Make-ups

Instructors of classes that do not meet or start late due to winter weather will announce arrangements for making up work as soon as the class resumes. Announcements may also be posted on the course Momentum site.

Announcement of Closings and Late-starts Due to Winter Weather

Official information about weather-related closings or delays may be obtained in a variety of ways: text messages for students signed up for Raideralert, local radio or television statements, RSCC homepage announcements, or recorded announcements through the college switchboard. Decisions about closing are made early enough so that announcements can be made on the 6:00 a.m. local news shows. In addition, tape-recorded messages about the status of Roane State can be heard by calling the main number at all Roane State campuses. Students with internet access may also get current announcements by going to www.roanestate.edu.

MLT PROGRAM DRUG AND ALCOHOL POLICY

If a faculty member, clinical instructor/preceptor, or member of staff at a clinical facility observes a student exhibiting suspicious behaviors indicative of drug or alcohol consumption which might impair his or her ability to perform in a safe manner in the clinical setting, the faculty or staff member should immediately report the occurrence.

The professional(s) observing the student's behavior must immediately document their observations of the student's behavior as well as any incidents observed including interaction with patients and or facility staff. This signed statement should be given to the supervising faculty member, and a copy of the statement will be placed in the student's record. If the professional observing the student is not a RSCC faculty member, the statement should also include information about the person's position at the facility.

TO REPORT AN OCCURRENCE (REASONABLE SUSPICION)

All incidents of reasonable suspicion must be immediately reported to the MLT Program Director and/or the Dean of Students. Adjunct faculty and clinical facility personnel may contact the Nursing Program Director or Clinical Coordinator to report the incident. The MLT Program Director and/or Clinical Coordinator will then be responsible for notifying Dean of Students. The reporting of the incident must happen at the time of the incident. All witness statements should be documented.

FURTHER ACTION TO BE TAKEN (IN ACCORDANCE WITH DUE PROCESS FOR THE STUDENT)

1. A student cannot be suspended from class/clinical without due process:

Therefore, the Dean of Students will contact the student by phone as soon as possible and make the student aware of the specific violation. The professional who determined reasonable suspicion **must** be present as well. If not present, that professional **must** fax a written account of the occurrence to the Dean of Students. The Dean of Students **must** have this information before talking to the student, so the student can respond to the specific accusation/charge of suspicious behavior.

If it is the Dean of Students' position that there is reasonable suspicion to believe the student is in violation, the student can be summarily suspended until the results of the drug or alcohol testing are received. If the results are positive, the Dean of Students will hold a hearing on the merits. If negative, the student will be allowed back to class/clinical.

It is appropriate to alert security on site to stand by in case a student becomes violent or to call the police if necessary. If you have a strong feeling that the student could become violent, you may ask security to remain in the same room with you and the student.

The student will be notified by the Dean of Students of his/her right to appeal the suspension via a disciplinary hearing as outlined in the RSCC Student Disciplinary Policy #SA-06-01. The student's refusal to submit to drug or alcohol testing will greatly affect his/her probability of return to the program. The student signed a contract to submit to testing when he/she entered the program if reasonable suspicion was established.

2. The student will be directed to the appropriate facility for drug and/or alcohol testing. **Note:** The student will be directed to contact a family member for transportation to a clinical site if drug testing is not available in the facility where the suspicious behavior has been observed. If necessary, the faculty member or clinical facility staff member may call the local police to transport the student. Faculty should not restrain nor transport the student.
3. The student will incur all costs of transportation and testing.
4. The student will not be allowed to return to the class/clinical until the Dean of Students has met with the student, investigated the incident, received test results, and made a decision based upon test results.
5. Student may review the avenues for appeal outlined in the *RSCC Catalog* and *RSCC Student Handbook* publications, in the section designated "Student Conduct and Disciplinary Sanctions." These documents are available at www.roanestate.edu/catalog.

The following pages must be signed and submitted to the program director upon initial admission into the MLT program.



**CONSENT TO DRUG/ALCOHOL TESTING
STATEMENT OF ACKNOWLEDGEMENT OF UNDERSTANDING
RELEASE OF LIABILITY**

I, _____, am enrolled in the MLT Program at Roane State Community College. I acknowledge receipt and understand the MLT Program policy with regard to drug and alcohol testing, and the potential disciplinary sanctions, which may be imposed for violation of such policy.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff, and property. Accordingly, I understand that prior to participating in the clinical experience, I may be required to undergo drug/alcohol testing of my blood or urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing may result in disciplinary action up to and including dismissal from the MLT Program. If I am a licensed health professional, I understand that the state-licensing agency will be contacted if I refuse to submit to testing or if my test result is positive. Full reinstatement of my license would be required for unrestricted return to the MLT Program.

My signature below indicates that:

1. I consent to drug/alcohol testing as required by clinical agencies or as directed by the office of the Dean of Students.
2. I authorize the release of all information and records, including test results relating to the screening or testing of my blood/urine specimen, to the office of the Dean of Students and the MLT Program Director and other RSCC officials deemed appropriate.
3. I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of the Roane State MLT Program Drug and Alcohol Policy.
4. I hereby release and agree to hold harmless Roane State Community College, and the Tennessee Board of Regents, their officers, employees and agents from any and all actions, claims, demands, damages, or costs arising from such test(s), in connection with, but not limited to, the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration of enrollment in the MLT Program.

Signature

Date

Print Name

**ROANE STATE COMMUNITY COLLEGE
MLT PROGRAM
CONSENT FORM**

- I. I have received a copy of the Student Handbook for the RSCC MLT Program. I agree by my signature to abide by the contents within. Failure to abide with the requirements stated herein will result in appropriate action by the MLT faculty.

STUDENT INITIALS _____ DATE _____

- II. I hereby give permission by my signature for the RSCC MLT Program to release information regarding my liability insurance and my CPR certification to the clinical agency where I am assigned for required clinical experiences. I also grant permission for RSCC MLT Program to release information from my physical form and background check and urine drug screen to the clinical agency as required by the agency's policy. I also consent to the release of information regarding the above to the clinical agency via the Tennessee Clinical Placement Partnership PlacementPro Online System.

STUDENT INITIALS _____ DATE _____

- III. I hereby give my permission for photocopying of my written work. I understand that this material is to be utilized by the faculty for curriculum evaluation and development. I understand that my name will not appear on the copy.

STUDENT INITIALS _____ DATE _____

- IV. I hereby give permission for the RSCC MLT Program to release my name and address for professional purposes (for example employment.)

STUDENT INITIALS _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

PRINTED NAME _____

ROANE STATE COMMUNITY COLLEGE
MLT Program Confidentiality Policy

Purpose:

MLT students are frequently privileged to confidential information during clinical and classroom experiences. Students have access to medical records and obtain personal information from patients and families. Privacy regulations of the Health Insurance Portability and Accountability ACT (HIPAA) ensure minimum privacy protections for patients by limiting the ways that covered entities can use patients' personal medical information. The regulations protect medical records and other individually identifiable health information, whether it is on paper, in computers, or communicated orally. Because confidentiality is a legal and ethical expectation of students, the MLT Program at Roane State Community College has developed the following policy to clarify the scope and significance of maintaining confidentiality.

Guidelines:

All students in the MLT program are expected to abide by the following guidelines:

1. All written and verbal information regarding a patient or institution **must be** kept in strict confidence. Patient records or copies of patient records may not be taken from the agency.
2. Discussion of clinical experience on social media is prohibited.
3. Verbal or written disclosure of information about patients or agencies to any unauthorized person is prohibited.
4. Any written information about a patient **must not** contain the patient's name or other patient identifiers and should be secured and shared only with students and faculty participating in the care of the patient.
5. Any audio taping, videotaping, or still photography **including pictures taken via cell phones** in the clinical setting is prohibited.
6. Any verbal or written communication about clinical situations whether in the classroom, lab, or clinical settings is for the sole purpose of learning and **must be** considered under this confidentiality policy.
7. Students should continue to keep all privileged information obtained during enrollment or employment at Roane State Community College confidential, even after graduation or termination.
8. Students in violation of this policy will be reviewed by the MLT Program Director/faculty and may receive a failing course grade.
9. Students **must** abide by the confidentiality requirements of the clinical affiliate.

SIGNATURE _____ DATE _____

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION AND ACKNOWLEDGEMENT

I, _____ hereby authorize Roane State Community College (“Institution”) including all employees, agents, and other persons professionally affiliated with Institution having information related to the results of my background check/urine drug screen and credential check(s) as these terms are generically used by background agencies, hospitals, clinics and similar medical treatment facilities, to disclose the same to such facilities and the appropriate Institutional administrators and faculty providing clinical instruction at such facilities, waiving all legal rights to confidentiality and privacy.

I expressly authorize disclosure of this information, and expressly release the Institution, its agents, employees, and representatives from any and all liability in connection with any statement made, documents produced, or information disclosed concerning the same.

I understand that a hospital, clinic or similar medical treatment facility may exclude me from clinical placement on the basis of a background check and/or urine drug screen. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements for graduation. I release Institution and its agents and employees from any and all liability in connection with any exclusion that results from information contained in a background check and/or urine drug screen.

Any hospital, clinical, or similar medical treatment facility to which I am assigned may be required by the Joint Commission’s policy to conduct an annual compliance audit of five percent (5%) or a minimum of thirty (30) background investigation files. I agree that, upon request from a hospital, clinic, or similar medical treatment facility to which I am assigned, I will provide the results of my background check and/or urine drug screen to be used for audit purposes only.

Student Signature

Print Name

Date

