

# Medical Laboratory Technician

## Student Handbook



2018-2019





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## Letter of Welcome from the Medical Laboratory Technician Program Director

Welcome to the Medical Laboratory Technician (MLT) program at Edison State Community College. We are pleased you have chosen to pursue your education with us. The MLT associate degree program at Edison State has a strong reputation for preparing technicians who are highly skilled and valued by employers. Through our employer surveys, graduate surveys, certification pass rates and feedback from our advisory committee members we know our graduates are well prepared to enter the workforce. Your graduation from our program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you as you fulfill your goal of becoming a Medical Laboratory Technician. The path ahead will be challenging and require you to be committed to meeting the rigors of the MLT program. We are committed to your success and encourage you to connect with your course faculty, advisor, and classmates as a strong support system can make the path from start to finish smoother and more enjoyable. Our MLT faculty members are exceptional educators and practitioners and bring a wealth of knowledge and experience to the classroom. I'm confident you'll enjoy learning from them.

This handbook provides easy access to the MLT program policies that may affect you during the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering with you when you walk across the stage at commencement and get your first job as a Medical Laboratory Technician!

Sincerely,



Vickie Kirk, MBA, MT (ASCP), PBT (ASCP)<sup>CM</sup>  
Director of Medical Laboratory Technology  
Assistant Professor of Allied Health

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# **EDISON STATE COMMUNITY COLLEGE**

## **Medical Laboratory Technician Program Handbook**

### **2018-2019**

#### **MLT PROGRAM MISSION STATEMENT:**

The mission of the Edison State Community College (ESCC) Medical Laboratory Technician (MLT) Program is to meet the demand for qualified laboratory professionals in the ESCC service area and surrounding counties by preparing homegrown, competent and well-prepared MLT students for employment and national certification.

#### **PROGRAM GOALS AND OUTCOMES**

##### **GOALS:**

The Medical Laboratory Technician (MLT) program at Edison State Community College (ESCC) has a primary goal to prepare competent entry-level MLT's in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The following program outcomes are met by the MLT curriculum which utilizes all three aforementioned learning domains and ultimately fulfills the primary goal.

##### **OUTCOMES:**

1. Perform routine hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging clinical laboratory tests according to established protocols and procedures
2. Evaluate, correlate, and assure accuracy, validity, and quality control of laboratory information
3. Make specimen oriented decisions on predetermined criteria, including a working knowledge of critical values
4. Assess, analyze, and make decisions related to clinical situations, information management, regulatory compliance, education, and quality assurance whenever laboratory testing is researched, developed, or performed
5. Demonstrate safe working habits and apply universal safety procedures in the handling of chemical, radiological, and biological materials and processes
6. Demonstrate professionalism in regards to ethical and responsible behavior leading to the gaining and maintaining of the confidence of patients, professional associates, and the community
7. Demonstrate effective interpersonal skills with patients, coworkers, and physicians
8. Apply experiences encountered in Edison State Community College's academic core values of written and oral communication, interpersonal/teamwork, critical thinking, ethics, human diversity, and inquiry/respect for learning in the clinical laboratory setting

9. Perform venipunctures and capillary punctures smoothly enough so as not to injure the patient

## **ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY TECHNICIAN (MLT)**

Students entering the MLT program should be able to perform the following functions which are essential to clinical laboratory work.

1. Read and write at the college level
2. Distinguish individual items when viewed through a microscope
3. Discriminate color reactions
4. Possess manual dexterity to handle scientific equipment
5. Effectively communicate with health care professionals

## **GENERAL SAFETY POLICIES**

- Students shall make it a habit to wash hands frequently. Students shall always wash hands after: patient contact, handling specimens, performing test procedures, removing gloves, lavatory use, and prior to leaving the lab.
- Students shall follow all safety training and procedures as to the correct timing and use of personal protective equipment.
- Students shall wear appropriate clothing. (See Dress Code section.)
- Students shall read, sign and abide by the Lab Safety Agreement, Exposure Control and Blood-borne Pathogen Safety Training policies. These policies are at the back of this handbook.
- Students shall never mouth pipette.
- Students shall not eat, drink or smoke in the student lab or clinical affiliate labs.
- Students shall read safety procedures and/or attend safety orientation at their clinical affiliate.
- Students shall adhere to fire and safety policies while at clinical affiliate labs. (See Facility Policy and Procedure Handbooks.)
- Students shall adhere to nursery and isolation policies while at clinical affiliate. (See Facility Policy and Procedure Handbooks.)

## **ACCREDITATION**

Edison State Community College (ESCC) is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Documentation and addresses are on file with the MLT Program Director.

The Medical Laboratory Technician Program contains traditional didactic classroom time, student lab exercises on the ESCC campus and also directed practice (clinical learning experiences) at affiliated clinical sites per accreditation standards.

## **PROGRAM ORGANIZATION**

The MLT program faculty consists of a Program Director responsible for the overall program administration and accreditation. The Program Director is responsible for facilitating rotations through affiliated sites, instructing MLT didactic courses, and advising students. Program faculty instructs MLT didactic courses and advises students.

## **CURRICULUM**

The MLT program is a combination of didactic theory courses and clinical skills experiences at an affiliated laboratory. Students wishing to pursue the Associate of Applied Science in Medical Laboratory Technician are considered pre-MLT majors until official acceptance into the program. The first year of the associate-degree consists mainly of general preparatory courses. Once accepted into the program, the MLT major is designated and students begin MLT technical courses the following fall and spring semesters. This includes 17 weeks of rotations (Directed Practice) at affiliated clinical sites.

Due to the unique delivery and lab practices, the second year of the program, semesters three and four, must be taken consecutively and full-time.

## **POLICY STATEMENTS**

The following are policies of the Edison State Community College MLT Program. Students in the MLT Program shall abide by these policies as well as those of affiliating agencies during Directed Practice. It is the student's responsibility to know affiliating agency policies. This handbook is subject to revision. Any changes will be posted and reviewed with each class.

### **Academic Advising**

Each semester students will meet with their assigned academic advisor to assess the courses for which the student will register during the next registration period.

Students shall take appropriate steps to declare pre-MLT as their major. Students needing to do so may meet with their academic advisor to obtain the appropriate form, or forms are also available in Student Services – Room 160. During the mandatory Orientation to the MLT program pre-MLT students will be assisted in changing their major to the MLT major.

### **Admission**

To be admitted as a pre-MLT major at ESCC a student shall apply to Edison State Community College and pay the fee, meet with an ARC advisor, take placement tests in Math and English (or review ACT/SAT scores), then register for courses with an Advisor.

### **Advisory Committee**

The MLT program strives to successfully serve its communities of interest. To do so, an advisory committee meets at least annually to discuss important points of the program and get feedback from local employers, graduates, students, and associated professionals.

### **Attendance**

Attendance in MLT classes is necessary to achieve the objectives for learning. If a student is unable to report to class due to an unforeseen emergency, he/she shall contact the instructor or clinical affiliate as soon as possible. Documentation for the reason of absence should be provided if appropriate. After 3 absences, students will be withdrawn from the program.

- **Classroom/Student Lab-** If the student is unable to attend class on the day of an announced test or competency due to an emergency situation, he/she is responsible for notifying the instructor prior to the class hour. Refer to specific course syllabus for instructor's policy on make-up work. Normally 10% is deducted. Students are expected to be present in MLT classes and student labs, and be prepared to actively participate in their own learning. Each student is responsible for meeting course objectives in a satisfactory manner.
- **Directed Practice -** If a severe illness/emergency prevents the student from attending Directed Practice time as scheduled, it is his/her responsibility to notify the Directed Practice (Clinical Affiliate) facility contact. Each student is responsible for meeting course objectives for Directed Practice in a satisfactory manner.
- **Student absences** shall not exceed 5 days total for all clinical rotations (Directed Practice I and Directed Practice II). Missed days will be made up at the time specified by the college and clinical affiliate faculty. Upon excessive absences, the student may choose to apply for a Leave of Absence by meeting with the Program Director. The request for a Leave of Absence must be submitted in writing. Excessive absences may also warrant dismissal from the program.
- **Tardiness** is not accepted. Tardy = late 5 minutes. Three tardies constitute one absence. Students who are excessively tardy may be excused from the program.
- An instructor may **require** a student to leave a student lab or Directed Practice experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. If the circumstances described constitute an absence, a physician's permission will be required to return.

### **Certification**

Graduates of the ESCC MLT program are eligible to sit for national certification exams. Certification is not mandatory, but highly recommended. The MLT faculty will provide information about different agencies and their certifying exams. Students are encouraged to learn about the different agencies, organizations, and certification exams available.

### **Class Cancellation**

When college classes are cancelled because of weather or other emergencies, all MLT classes will be canceled, but students are expected to participate at their internship site if at all possible. The cancellations are posted on the Edison State website home page at [edisonohio.edu](http://edisonohio.edu). You can also sign up to receive alerts via text or email by registering at [Rave Guardian Campus Safety](#).

### **Communication**

The student should regularly check Blackboard and email. Instructors may choose to post important information on individual course sites in Blackboard. The student should make checking Blackboard and email a habit. Important information may also be posted on the ESCC website.

### **Conduct**

- The highest level of professional conduct is required in class, as well as in the Directed Practice setting.
- A student shall accurately report errors to the clinical preceptor or practitioner.
- A student shall not falsify any client record or any other document prepared or used in the course of, or in conjunction with, MLT practice.
- A student shall implement measures to promote a safe environment for each client.
- At all times when a student is providing direct care to a client, the student shall provide privacy during examination or treatment, and treat each client with courtesy, respect, and with full recognition of the client's dignity and individuality.
- At all times, a student will hold in strictest confidence any and all information concerning a client and his/her family and will follow HIPAA (Health Information Portability and Accountability Act) guidelines to secure client information. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including social networks such as Facebook and Twitter.
- A student shall not engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client, or behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- If you are excused from an internship site due to any Conduct violations, you may be removed from the program pending a formal investigation and interview of all involved parties.
- If you are observed during the classroom portion of the course violating any of our Conduct standards, you will be issued an initial warning. Upon further observation of conduct violations, you will be dismissed from the program.

### **Credits (Transfer and Experiential Learning)**

To receive credit in MLT courses from other accredited institutions, the grade received in the completed, transferred course must be a "C" or better and the MLT program must be NAACLS-accredited when those courses were completed. Students must also pass the Edison State MLT final exams for transferred course(s) with 75% or better to receive credit toward ESCC's MLT program requirements. No transfer credit will be given for Directed Practices. Please refer to the college catalog for general information pertaining to credits obtained in this manner

### **Criminal Record Background Check**

MLT students provide direct care to young children and older adults in a variety of settings. The Ohio Revised Code requires Criminal Record Background checks of all applicants under final consideration for employment in settings that provide care for these age groups. Students of the program will participate in the Bureau of Criminal Investigation background check and the FBI background check. This will take place at program entry, prior to the MLT 121S and MLT 135S courses. The fee is incorporated into the lab fee for the course.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Health Sciences Office in order to determine whether such action will negatively impact their ability to complete the program. A criminal background may exclude a student from obtaining required clinical experience (Directed Practice) and from completing the program.

### **Directed Practice**

To be eligible to participate in the required MLT Directed Practice & Seminar courses (MLT 291L/R and MLT 292L/R) the student must successfully complete the didactic coursework with a grade of “C” or better.

All Directed Practices are supervised and unpaid. Occasionally, students obtain employment at their assigned clinical affiliate or other lab. No paid employment time may be used toward Directed Practice rotation time. Paid employment may not interfere or overlap with Directed Practice scheduling. Such service work must be kept separate from educational practice time. At no time will the student be used in place of a paid employee.

The program has several affiliations in place to provide placements for students each year. It is anticipated that some sites will decline hosting students from time to time. The number of students accepted into the MLT program each year will be based on available placements at clinical affiliate sites for Directed Practice. If, for some reason, a site declines after the students have been notified of acceptance, then the program will check for other available placements with other affiliated sites, or the student may be asked to search for a comparable lab placement for himself/herself. Students released from a directed practice clinical site during the semester due to unforeseen circumstances will be placed at another clinical affiliate site if available. If not immediately available, the student will be placed at an alternate clinical affiliate site the following semester. Placement of students will be based on the student’s GPA and instructors’ recommendations. Student placement in an affiliated clinical site by faculty is final.

## **Dress Code & Hygiene**

Medical Laboratory Technicians are seen as professional examples. Students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about one's self and how peers and clients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet and getting enough rest and exercise.

While enrolled in MLT classes and at the Directed Practice sites, the following rules apply:

1. Fingernails should be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
2. Jewelry - No long necklaces; finger rings kept to a minimum; one pair small earrings.
3. Hair should be neat, well contained, and of a natural color.
4. Cosmetics should be used in moderation.
5. Colognes and perfumes are not acceptable in the internship setting.
6. No visible tattoos or piercings (including tongue piercings) are permitted except for single ear piercings with simple studs.
7. No gum.
8. Navy blue scrub pants & scrub shirt will be worn. They must be clean, neat and modest—midriff covered. White, full-coverage shoes will be worn. Uniform scrubs are required and can be purchased through the Edison bookstore or from any other source. One uniform is required; two is recommended.

## **Drug Screening**

In compliance with the “Drug Free Workplace”, several Directed Practice affiliates are implementing a drug screen profile as a part of the physical examination of all new employees. The student will be required to submit to a drug screen as a prerequisite for participation in the Directed Practice component of the ESCC MLT Program. The Drug Screen Policy is included in the appendix of this handbook.

## **Emergencies**

While on campus: the Student Health Nurse is available Mon-Thurs 9:30 – 3:30 for minor illness and injuries. If the Health Nurse is unavailable or the situation warrants immediate attention you may call 911. While in Directed Practice the student will follow the safety standards/emergency protocols of the agency.

## **Grading**

Refer to course syllabus for specific information about course-specific grading of didactic courses.

Evaluation of a student's performance in the Directed Practice setting is made by assessing whether or not the student meets the objectives/outcome criteria for the course including cognitive, affective and psychomotor domains. This is accomplished by evaluation of written work, laboratory practicals and assessment of the student's professional behaviors.

The MLT program grading scale is:

92.5-100% = A

83-92.49% = B

75-82.49% = C

65-74.49% = D

64.49% or lower is Failing

Students must complete MLT 121 with a “B” or better to progress in the program.

Students must maintain a “C” or better in each subsequent MLT course to remain in the program.

### **Grievances**

Policies are in place to help the student deal with concerns that may arise. Refer to the Edison State student handbook for specifics. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor (see Academic Advising). A concern related to class or clinical performance should be discussed with the instructor of that class.

The student who remains unsatisfied after taking a concern to the faculty advisor and class instructor should refer to the Student Grievance Procedure located on the website at [Student Complaint Form](#). The student wishing to pursue the matter further should then contact the Assistant Provost of Student Affairs.

## **HEALTH AND SAFETY POLICIES**

### **Accidental Exposure**

Refer to lab safety agreement and exposure control plan with incident report and sharps injury log (if necessary). A Lab Safety Agreement is signed by each student prior to participation in MLT Student Lab activities and the Directed Practices.

### **Health Insurance**

Students **must** carry and furnish their own health care insurance. Proof of health insurance must be on file at Edison State for placement at certain internship sites.

Edison State Community College offers access to health insurance at [Health and Wellness Services | Edison State Community College](#). (**Note:** Click on Student Health Insurance expandable bar below). The college assumes no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures.

While Directed Practice facilities will provide emergency care for the MLT student when necessary, the student is responsible for payment of care provided and any transportation required. Students are not insured by the Workman’s Compensation Act.

### **Health Record**

Upon entry into the MLT program, the student is responsible for providing completed medical forms which must be on file in the Health Sciences office. Each student will enroll in the Student Immunization Tracker & Review through CastleBranch. This system will track and store all the student's immunization/health requirements. The student will have the ability to provide these requirements to CastleBranch online and the MLT program will have access to this documentation.

1. Immunization/Physical Form filled out by a physician, and required documentation of the following:
  - a. MMR immunization
  - b. Tdap or Td with the last 10 years
  - c. Hepatitis B vaccination series or declination form
  - d. Varicella two-step immunization, physician documentation of chicken pox, or blood titer to indicate immunity
  - e. Proof of negative two-step tuberculin screen (PPD's) or negative chest x-ray. All health requirements must be current. Should health status change, the student must provide a record of such change.
  - f. Influenza vaccine. All students enrolled in the MLT program will be required to provide documentation of influenza vaccination by October 31<sup>st</sup> each year.

### **Lab Safety Agreements/Blood-Borne Pathogens Training (BBP) Training**

A lab safety agreement, exposure control plan training, and BBP training sheets will be signed upon entry into the MLT program for participation in Student Lab activities and Directed Practices. The forms are at the back of this handbook; the signed documentation will be kept in each student's file.

### **Leave of Absence**

Students who leave the program in good academic standing and wish to re-enter at a later date may do so only if space is available. The student must complete the program within 3 years of starting the MLT technical year. The student must notify the MLT Program Coordinator of his/her intent to re-enter the program in writing, by December 31<sup>st</sup> of the year prior to intended re-entry. The student must pass both a written exam and lab skills practical with a 74.5% or better to start into Directed Practice Rotations. If the student does not pass **both** sections of the exam he/she will not be readmitted; the student will be required to retake MLT 121S and reapply to the program. In all circumstances of re-entry, the student's medical records will be reviewed and must be updated to re-enter the program.

### **Liability Insurance**

All students are required to have liability insurance before performing invasive procedures. This coverage is held by the college and payment for coverage is included in lab fees. Liability insurance provides protection to the student in the event of malpractice initiated by a client or another student. This liability policy provides \$1,000,000 per claim (\$500 deductible).

**Needlesticks** (see "Lab Safety Agreement and Exposure Control Plan")

### **Personal Health Risks**

MLT students have learning experiences in health care facilities and provide MLT care for clients who are ill. It is possible that Directed Practice experiences will include caring for clients with infectious diseases. It is the responsibility of the student medical laboratory technician to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the MLT program, the student acknowledges these risks.

A pregnant student should realize that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The MLT faculty, especially the clinical instructor, should be notified as soon as pregnancy is suspected. Separate documentation from a physician regarding a pregnant student's participation in the program is required.

### **Program Costs and Tuition (costs are approximate, and lab fees are not included. Tuition is based on in-state figure)**

Navy blue scrubs	30.00	CastleBranch	35.00
Shoes	75.00	Cap and Gown	30.00
Books	583.25	Tuition (5 semesters)	9383.68
<b>Total</b>	<b>\$10,136.93</b>		

### **Records Retention**

Student records from Blackboard are retained by Edison State Community College permanently.

Student records not retained in Blackboard will be retained in the respective program offices for a minimum of 5 years.

### **Retention and Progression (Final half of the program is defined as progression past the last date to drop courses with a withdraw within the third semester of the program as outlined in the program map)**

To remain and progress in the MLT program, a student must:

- Comply with college policies on academic standing and graduation requirements;
- Furnish required medical documentation and immunization records;
- Maintain personal health insurance coverage;
- Pass MLT 121 with a "B" or better;
- Maintain no less than a "C" in each subsequent MLT campus and Directed Practice course;
- Maintain the sequence of courses as listed in the MLT program;
- Display professional, ethical behavior on campus and at affiliated sites;
- Dismissal from a clinical site may result in dismissal from the MLT program upon results of an investigation into causes.

A student may be dismissed from the MLT program as a result of failing to provide or maintain any one or more of the following:

- Satisfactory criminal background check
- A complete health record
- At least a “C”, satisfactory practice, in each MLT course
- Satisfactory completion of each clinical rotation (75% or better)
- An overall 2.0 GPA
- Safe laboratory practices
- Satisfactory drug screen
- Dismissal from a clinical site

### **Student Fees**

Please make sure you keep your payments and fines/fees paid. If not fully paid by graduation, the student cannot receive his/her certificate and/or degree.

### **Student Services**

Edison State Community College has several services available to students including Financial Aid, Career Services, Child Care, Counseling, and Disability, Learning Assistance/Tutoring and a Student Health Nurse.

### **Unsafe Practices**

Unsafe practices include, **but are not limited to**: improper patient identification; mislabeling of tubes; carelessness with test procedures, including documentation; performance and handling of invasive procedures and equipment; and failure to practice standard precautions.

If a student displays unsafe practices in the classroom or the internship which may potentially harm another person, the student will be counseled and an action plan for remediation will be developed. If unsafe practices are observed in class or reported by the internship clinical preceptor a second time, the student will be removed from the program and receive the grade of “F” for either the course or the internship. Internship sites have the right to deny continued participation at their facilities for any reason at any time.

### **MLT Program Faculty**

Vickie Kirk MBA, MT (ASCP), PBT (ASCP)<sup>CM</sup>  
Director of Medical Laboratory Technology, Health Sciences Faculty

### **MLT Program List of Clinical Affiliates**

Atrium Medical Center

Children’s Medical Center of Dayton

Community Mercy Health Partners (Springfield)

CompuNet Clinical Laboratories

Joint Township District Memorial Hospital

Kettering Health Network

Kindred Hospital

Mercer Health

New Vision Medical Laboratories

Reid Hospital

Upper Valley Medical Center (Premier Health Partners)

Van Wert Hospital

Wayne Hospital

Wilson Memorial Hospital

WPAFB

**NAACLS**

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Road

Suite 720

Rosemont, IL 60018

Phone: 773-714-8880

Fax: 773-714-8886

[info@naaccls.org](mailto:info@naaccls.org)

<http://www.naaccls.org>

**Termination Clause**

In the instance where it has been determined that the program will be terminated or extenuating circumstances evolve that the instructor or college are unable to meet the students' needs to complete their certificate; the College has several resources available for the students to complete the program. The program director would remain an employee of the college and would acquire other teaching duties and continue to instruct, advise and monitor students through the completion of their certificate. There are additional faculty members qualified to instruct, monitor and advise the students until they have completed their certificate requirements; and there are two other Community Colleges where the students' credits can be transferred and the program completed.



**MEDICAL LABORATORY TECHNICIAN (MLT) HANDBOOK  
ACKNOWLEDGMENT FORM WITH CONTACT INFORMATION**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell: \_\_\_\_\_

I have read and understand the program handbook for Edison State Community College's MLT Program. I have asked questions necessary regarding the handbook.

***Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program.*** I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## EXPOSURE CONTROL PLAN

Facility name: Edison State Community College

Date of preparation: 12/05, 8/06, 11/07, 8/08, 3/11, 4/12, 5/13, 3/14, 6/15

We, the management staff of Edison State Community College, are committed to the prevention of incidents or happenings which result in employee/student injury and illness and to compliance with OSHA blood borne pathogens standard. Through this written exposure control plan, we share assigned responsibility and hereby adopt this exposure control plan as an element of the Edison State Community College Medical Assistant (MED), Phlebotomy (PLB) and Medical Laboratory Technician (MLT) programs.

### A. *Purpose*

The purpose of this exposure control plan:

1. To eliminate or minimize occupational exposure to blood or other body fluids.
2. To identify employees/students occupationally exposed to blood or other potentially infectious materials (OPIM) in the performance of their regular job duties.
3. To provide employees/students exposed to blood and OPIM information and training. A copy of this plan is available to all employees during the work shift at Edison State Community College.
4. To comply with Occupational Safety & Health Administration (OSHA) blood borne pathogen standards.

### A. *Exposure Determination*

The Employer has determined common job classifications/students that may be expected to incur occupational exposures to blood or other potentially infectious materials. This exposure determination is made without regard to use of Personal Protective Equipment (PPE).

The following job classifications may expect the possibility to incur occupational exposures to blood or other potentially infectious materials.

- Instructors of PLB and MLT clinical courses
- Environmental service technicians assigned to clean room 314 (clinical lab) and/or room 344.

The following students may expect the possibility to incur exposures to blood.

- Students taking courses in the allied health programs

The following is a list of job classifications in which some employees may have occupational exposures to blood or OPIM:

- Instructor of clinical courses in PLB and MLT.

- Task: Training invasive procedures, classroom Labs and clean-up.
- Environmental Services Technician
  - Task: Cleaning room 314 and 344

The following students may have exposure to blood.

- Students taking courses in the Allied Health Programs

### C. Compliance Methods

#### 1. Standard Precautions

This organization embraces “standard precautions,” which is a method of infection control that requires the employee/student to assume that all human blood and specified body fluids are infected with blood borne pathogens. Where it is difficult or impossible to identify body fluids, all are considered to be potentially infectious.

#### 2. Engineering Controls and Work Practices

All sharps (needles, tubes, slides) shall be disposed into puncture-proof, biohazard labeled, sharps containers provided in each laboratory setting. Place fully closed sharps containers into the main biohazard box. Do not throw any tubes directly into the main biohazard box.

The following engineering and work practice controls will be used by employees/students to eliminate or minimize occupational exposures at this facility.

- a. Engineering controls
  - i. Safety needles, transfer devices, plexiglass, shields, eye wash stations, Sharps containers.
- b. Work practice controls
  - i. Wash hands with soap and water before and after practicing clinical procedure.
  - ii. Flush eyes and mucous membranes with water immediately after any exposure
  - iii. Eating, drinking, and applying cosmetics is not allowed in the lab.
  - iv. Dispose of sharps into sharps containers. When sharps containers are nearly full close the lid securely and place the entire sharps container in the main biohazard box.

#### 3. Personal Protective Equipment (PPE)

Gloves, lab coats, face shields/mask/goggles, heavy duty gloves

- a. Body protections: (List items and when used.)
  - MLT – gloves, lab coat
  - PLB - gloves
- b. Gloves, masks, goggles or face shields and lab coat if splash is likely to occur.

- c. Special PPE:  
Heavy duty gloves if cleaning up a spill containing glass.
- d. The instructor is responsible for ensuring and issuing appropriate, readily accessible PPE to students. Non-latex gloves shall be readily accessible to employees/students. Students are responsible for identifying a need for necessary PPE.
- e. All PPE will be removed prior to leaving the work area/lab.
- f. All PPE will be disposed of by the employer at no cost to the employee.
- g. PPE, when removed, will be placed in the designated area for disposal.

4. Housekeeping

This facility will be cleaned and decontaminated according to the following schedule:

Area	Schedule	Cleaner
Lab/countertops	After each class	Students/instructor
Desks in lab area	After each class	Students/instructor
Floors/sinks	As scheduled by Envir. Services	Maintenance.Envir. Services

This facility will use Cavicide to clean surfaces. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as; a brush and dust pan, tongs or forceps.

5. Contaminated laundry

N/A

6. Regulated waste

The following procedures will be followed:

- a. Instructors will notify the Program Coordinator if the main biohazard box is nearly full.
- b. Program Coordinator will notify the Academic Project Specialist.
- c. Academic Project Specialist will call Enviro-Medical Waste Services to schedule a pick-up to remove or biohazard waste.

7. Hepatitis B vaccine

Hepatitis B vaccination is recommended for instructors and students prior to practicing invasive procedures in the MED, PLB, MLT programs. The employer will offer HepB vaccine to clinical instructors and Environmental Services Technicians cleaning 314 and 344 at no cost to employee at the time of hire. The HepB vaccine will be provided at UVMC Occupational Health to employees who choose to have it. If an employee declines the HepB vaccine, a declination form must be signed and kept in the employee file. Employee has the right to change his/her mind at any time. HepB vaccination records are kept in employee files in HR.

## 8. Post Exposure Evaluation and Follow-up

### Employees:

- The company will offer post-exposure follow up at no cost to the employee.
- All employees who incur an exposure incident shall submit to post- exposure evaluation and follow up in accordance with the standard. All post-exposure follow-ups will be performed by UVMC Occupational Care Center South.
- Edison State Community College will cover the cost of required testing and follow up. The Exposure Incident Report Form is to be completed and kept in HR.

### Students:

- All students who incur an exposure incident shall submit to a post-exposure evaluation and follow-up in accordance with the standard.
- If a student has an exposure, it will be reported to the instructor and the instructor will initiate the Exposure Incident Report Form.
- The student exposed is to report to the Emergency Department at UVMC. Student is responsible for payment of all needed testing and counseling.
- The source student is to report to UVMC Occupational Care Center South.

## 9. Labels and signs

The instructor will ensure biohazard labels are on each container of regulated waste: sharps containers, biohazard trash containers, lab refrigerator.

## 10. Information and training

### Employees:

- a. The employer will ensure that maintenance/environmental staff are trained prior to initial assignment to tasks in which exposure may occur, and that training shall be repeated within 12 months. Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created. The training program will be tailored to the educational level and language of the employees and will be offered during the normal work shift. The training will be interactive and will contain the following information:
  - An accessible copy of the regulatory text of this standard and an explanation of its contents;
  - A general explanation of the epidemiology and symptoms of bloodborne diseases;
  - An explanation of the modes of transmission of bloodborne pathogens;
  - An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and
- An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

- b. The Dean will ensure that instructors are trained prior to initial assignment to tasks in which exposure may occur.

**Students:**

The instructors will ensure that students are trained prior to initial assignment to tasks in which exposure may occur. The training program will be tailored to the education level and language of the students and will be offered during the normal class times. The training will be interactive and will contain the following information:

- a. ECP
- b. Lab Safety Agreements - signed by students in each clinical course
- c. Standard Precautions Program
- d. Additional training will be given to students when changes of tasks or procedures affect students' occupational exposure.

## 11. Recordkeeping - Medical

Employees: The Employer (HR) is responsible for maintaining the following records:

- a. Exposure Incident Report Form
- b. Sharps Injury Log
- c. Medical Records/records generated if exposure occurs.
- d. HepB vaccination records.

Exposure incident records will be kept for the length of employment plus 30 years.

Students: The APS for Health Sciences is responsible for maintaining the following records:

- a. Physical form/vaccination records
- b. TB screen
- c. Medical History questionnaire
- d. Hepatitis B waiver (if necessary)

## 12. Training records

The APS for Health Sciences is responsible for maintaining and keeping on file the following records:

Employees:

- a. Exposure Control Plan
- b. Standard Precautions Program
- c. Documentation of annual training

Training records are kept for 3 years.

Students:

- a. Lab Safety Agreement(s)
- b. Standard Precautions Program
- c. Student records will be made available to the instructor, if necessary
- d. ECP

## 13. Evaluation and review

The Dean of Nursing and Health Sciences is responsible for reviewing this plan annually to determine its effectiveness and updating it as needed.

Adopted:	<u>8/1/2006</u>	by:	<u>Elizabeth Baltes-Spring, Interim MA Prog Director</u>
Reviewed:	<u>11/7/2007</u>	by:	<u>Sharon Brown, Dean of Health &amp; Public Service</u>
Reviewed:	<u>8/20/2008</u>	by:	<u>Sharon Brown, Dean of Health &amp; Public Service</u>
Reviewed:	<u>3/9/2011</u>	by:	<u>Gwen Stevenson, Dean of Health and Public Service</u>
Reviewed:	<u>4/27/2012</u>	by:	<u>Gwen Stevenson, Dean of Health and Public Service</u>
Reviewed:	<u>5/3/2013</u>	by:	<u>Gwen Stevenson, Dean of Nursing and Health Sciences</u>
Reviewed:	<u>3/3/2014</u>	by:	<u>Gwen Stevenson, Dean of Nursing and Health Sciences</u>
Reviewed:	<u>6/1/15</u>	by:	<u>Gwen Stevenson, Dean of Nursing and Health Sciences</u>

**Student Conduct Violation Form**

Student Name:	Student ID:
Faculty Name:	
Date of Violation:	
<input type="checkbox"/> First Warning	
<input type="checkbox"/> Second Warning, this will lead to dismissal from program	
Student Violation: See handbook for list of Appropriate Conduct	
Explain complaints in box below:	
<input type="checkbox"/> Unprofessional Behavior	
<input type="checkbox"/> Did not report error	
<input type="checkbox"/> Falsified record	
<input type="checkbox"/> Created unsafe environment	
<input type="checkbox"/> Violated the privacy of a classmate or patient	
<input type="checkbox"/> Engaged in behavior interpreted as abuse or creating a hostile environment	
<input type="checkbox"/> Excessive absenteeism/tardiness	
Explanation of Violation (attach related documents if available)	
Remediation	
Signature of Instructor/Date:	
Signature of Student:	



**EDISON STATE COMMUNITY COLLEGE HEALTH SCIENCES- LAB SAFETY AGREEMENT**

- **No** lab procedures shall be done without an instructor in the room.
- **No** injections or venipuncture shall be done without an instructor actively observing.
- **No** tests or procedures shall be performed by a student who has missed the introductory lecture and instructions until approved by the instructor, and the package insert has been read (if applicable).
- **No** supplies shall leave the building and/or lab room without permission from the instructor.
- **All** instructions for procedures and use of equipment are to be followed precisely.
- **All** equipment is to be properly cleaned and cared for.
- **All** electrical plugs shall be unplugged at the conclusion of each lab day, unless otherwise instructed.
- Appropriate personal protective equipment (PPE) will be utilized during lab activities.
- **Any** and all mishaps, injuries, and/or errors are to be reported to the instructor immediately. The student shall pursue follow up care outlined in the Accidental Exposure Follow-up Plan and be responsible for payment of such treatment.

**Unsafe practices can lead to termination from the program. (See Handbook.)**

I have read the Standard Precautions Program, the Exposure Control Plan and the Lab Safety Agreement. These policies will be strictly followed.

I, \_\_\_\_\_, have read the above stated laboratory policies. They have been explained and any questions have been answered to my satisfaction. I agree to abide by these laboratory rules and fully understand the possible consequences of my failure to do so. I intend to participate in all laboratory activities, with the understanding and agreement that I am responsible for assuming the roles of health care provider and patient during the laboratory sessions. Activities in these sessions include but are not limited to: venipuncture, finger puncture, electrocardiograms, vital signs, visual acuities, urinalysis, injections, and provision of clinical specimens.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

Per my physician's orders I request the **following exceptions to participation in laboratory activities:**

\_\_\_\_\_

\_\_\_\_\_ *(Please provide a written statement from your physician with your specific limitations.)*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# STANDARD PRECAUTIONS PROGRAM

## Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

### Standard Precautions

Standard Precautions are a method of infection control in which all human blood and human body fluids are treated as if known to be infectious and harmful to you. In this way, you can protect yourself from being unknowingly infected simply by being informed and following the proper guidelines.

You need to be concerned with Standard Precautions because you could needlessly expose yourself to an infectious, and possibly even fatal, disease.

Remember: Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients.

### Steps for Prevention

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used.

### Protective Barriers/Personal Protective Equipment (PPE)

- **Wear Gloves:**
  - When touching blood or body fluids, mucous membranes, or non-intact skin of any individual.
  - When handling items of surfaces soiled with blood or body fluids.
  - During invasive (body-entering) procedures
- **Wear Gowns:**
  - During procedures or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.
- **Wear Masks and Protective Eyewear:**
  - During procedures or clean-up processes that are likely to generate droplets or splashes of blood or body fluids.

## **Disposal of Biohazard Material**

- Any item that has been contaminated with blood or body fluids is considered biohazardous and shall be disposed of into appropriate biohazard containers. PPE must be worn when handling biohazard materials.
- Needles, broken glass, capillary tubes, etc., shall be disposed of into puncture-proof “sharps” containers.
- Tubes shall be disposed of into “sharps” or other puncture-proof biohazard containers.

## **Prevention**

- **Hand Washing:**
  - Wash hands routinely.
  - Use antiseptic soap or cleansers.
- **Injury Prevention:**
  - Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in Sharps Management System container.
  - To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
  - Use extra caution when working in, around or with sharp objects, instruments or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

### **ON CAMPUS—If an accident or any spill/mess of blood or body fluid occurs:**

1. Immediately notify your instructor.
2. Complete and file Exposure Incident Report Form.
3. When required to clean up a spill, only do so with a spill kit following the instructions provided.

### **OFF CAMPUS (At Clinical Site)—If an accident or any spill/mess of blood or body fluid occurs:**

1. Immediately notify the Clinical Preceptor/ Clinical Instructors/ or other Clinical Personnel.
2. Complete and file Exposure Incident Report Form (EDISON STATE COMMUNITY COLLEGE) and any other necessary paperwork required by the clinical site.
3. Provide copy of the incident report to your instructor.

**Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.**

**Edison State Community College  
Medical Laboratory Technician Program  
Drug Screen Policy**

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies in order to provide quality clinical experiences and many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting. Therefore, it is the policy of Edison State Community College that students enrolled in the MLT program submit to drug testing.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personnel.

Students enrolled in the MLT program at Edison State Community College must abide by the program’s drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first MLT course. MLT students are subject to drug screening as follows:

- As part of the mandatory health requirements for enrollment in the first MLT course MLT 121S. Upon readmission to the program students may be required to take another drug test as part of updating health requirements.
- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the MLT program.

**I. HEALTH REQUIREMENTS**

1. Prior to entry into the first MLT course students must provide documentation of meeting health requirements as specified in the MLT Student Handbook. Drug screen testing is part of the health requirements.
2. Drug Screens are to be completed at Upper Valley Medical Center Occupational Health and the cost of the test is the student’s responsibility. Instructions for completion of the test will be provided to students at the initial orientation meeting.
3. If a student has a positive test result or fails to complete a drug screen by the specified deadline he/she will not be permitted to begin the MLT program and will forfeit their placement in the program. If the student chooses to reapply to the program, documentation of a negative drug screen within the previous month must accompany the application.

## **II. PRE-CLINICAL SCREENING**

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by course faculty who will notify students of when to report to Upper Valley Medical Center Occupational Health for the drug screen.
3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.
4. Any student failing to report for screening at the designated time must complete testing with UVMC Occupational Health within 24 hours of that date or submit documentation of extenuating circumstances to the Vice President of Academic Affairs. The Vice President of Academic Affairs will make a determination as to acceptance of the documentation and approval for rescheduling.

## **III. REASONABLE SUSPICION SCREENING**

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the MLT program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
  - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
  - b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
  - c. Evidence of tampering with a drug test;
  - d. Information that the individual has caused or contributed to an incident in the clinical agency;
  - e. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the MLT program.
  - f. Odor of Alcohol:
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Vice President of Academic Affairs who will determine if there is reasonable suspicion to screen the student. If the Vice President of Academic Affairs is not available the faculty member will contact the Sr. Vice President for Academic Affairs who will determine if there is reasonable suspicion to screen the student. If the decision is made to screen the student the Vice President of Academic Affairs or Sr. Vice President for Academic Affairs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate dismissal from the MLT programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.

- a. Students will be informed of the screening results by the Vice President of Academic Affairs.
- b. The drug screen fee will be the responsibility of the college.

**IV. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE.**

Definition of a positive test: A positive drug test is defined as “The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription” at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test.

1. Failure to complete drug screening, a report of 2 dilute specimens, or confirmation of a positive result as specified in sections II and III above will result in immediate dismissal from the MLT program and a grade of “F” will be reported for the currently enrolled course. A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program. Documentation of successful completion must be sent directly to the Vice President of Academic Affairs by the substance abuse program. Results of a drug screen completed one month prior to the petition for readmission must also be received by the Vice President of Academic Affairs from Upper Valley Medical Center.
2. If a positive drug test result is confirmed, the Vice President of Academic Affairs will submit a report of the student’s violation of Edison State Community College’s Student Code of Conduct. To be considered for readmission to the MLT program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.

**V. STUDENT DRUG SCREEN PROCEDURES**

1. Policies and procedures related to drug screen testing at UVMC will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre-employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Vice President of Academic Affairs is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing. If a second “dilute” is reported, the drug screen will be considered positive.
5. Positive screens will be confirmed by the Medical Review Officer at UVMC.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to

confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.

7. All drug screen results will be sent to the Vice President of Academic Affairs.

**VI. CONFIDENTIALITY**

The Vice President of Academic Affairs of the MLT Program will receive all test results. Confidentiality of the test results will be maintained with only the Vice President of Academic Affairs, the MLT Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

**VII. CONSENT**

Each MLT student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the MLT student is under eighteen (18) years of age, the MLT student's parent or legal guardian must sign the drug testing consent form in addition to the MLT student. The original signed consent form will be maintained in the student's file in the Health Sciences Office.