FLORENCE DARLINGTON
TECHNICAL COLLEGE

MEDICAL LABORATORY TECHNOLOGY
(MLT)

STUDENT HANDBOOK
Fall 2022

Policies within this Student Handbook are in compliance with College policies. All policies are subject to revision as necessary. Any changes or additions to this policy manual will be in writing and provided to the students.

General Program Policies:

MLT Student Policies:

Health Science Divisional Policies:

Program Contact Information

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Dean of Allied Health and Nursing
Vacant Position

Mission Statement

The mission of the Medical Laboratory Technology program is to provide a comprehensive technical education program that prepared quality graduates to work in the medical, clinical, and research laboratory industry.

Upon completion of the MLT program, students are awarded an Associate in Applied Science degree in Medical Laboratory Technology and are eligible to take The American Society for Clinical Pathology (ASCP), Board of Certification (BOC) examination. The ASCP-BOC will award the Medical Laboratory Technology (MLT) credential upon successful completion of the examination.

The Medical Laboratory Technology Program is accredited by:
National Accrediting Agency for Clinical Laboratory Science
5600 N River Rd,
Suite 720
Rosemont, IL 60018-5119   (773) 714-8880.

MLT Program Goals:

1. To provide a curriculum in medical technology that is valid and reflects current concepts and methods.
2. To provide students with a patterned program of learning that fulfills degree requirements, entry-level skills, knowledge and competence in the field of medical technology.
3. To produce graduates eligible to take nationally recognized certification examination.
4. To facilitate and foster the values necessary to practice laboratory medicine within the ethical and legal framework of the profession and the community.
5. To nurture and enhance the exercising of independent judgment regarding routine technical procedures, and taking responsibility for actions.
6. To provide unbiased evaluations of student performance by means of written, oral, and practical examinations which reflect achievement of course and program objectives.
7. To provide students with faculty advisement throughout the educational experience in order to ensure student awareness and understanding of the academic experience and behaviors.
8. To emphasize the use of effective communication skills in relating to patients and other members of the health care team.
9. To encourage continuing occupational competence and growth.

Medical Laboratory Technology (MLT) Program Outcomes:

1. Provide a comprehensive curriculum to prepare students to challenge the American Society of Clinical Pathology (ASCP) Board of Certification.
    i. NAACLS Benchmark: At least 75% pass rate on BOC exam for those who take the exam within the first year of graduation calculated by the most recent three-year period.

2. Calculate annual data for program retention and matriculation rates required for College and accreditation agencies. The following rates will be calculated:
    a. 1st year attrition
    b. 2nd year attrition
        i. NAACLS Benchmark: An average of at least 70% of students who have begun the final half of the program, go on to successfully complete the program.
    c. Annual graduation rate

3. Graduate Survey- 70% moderately satisfied or higher.

4. Employer Survey - 70% moderately satisfied or higher.

MLT Program Student Learning Outcomes (PSLO): The following outcomes are student centered in didactic, student labs and clinical settings. The depth and breadth of competencies focuses on the mastery of specific skills in student laboratory and clinical experiences.

Upon completion of the Medical Laboratory Technology Program the student will be able to demonstrate the following entry level outcomes in laboratory medicine.

- Integrate scientific reasoning and interpretation within clinical laboratory sciences body of knowledge. (Critical Thinking)

- Communicate information and ideas effectively. (Communication)

- Perform laboratory procedures from simple to complex, including specimen collection, processing, analysis, and interpretation. (Quality)

- Develop competency in the theoretical knowledge necessary to prepare for the national certification examination. (Applied Learning)

Admissions

Students who meet all MLT Program entrance requirements are accepted chronologically. Entrance requirements for the Program are published in the current college catalog and they include:

- High school diploma or equivalent
- SAT score of 900(480Verbal/420Math)
- ACT score of 37 (20Verbal/17Math)
- Accuplacer score AAF $\geq$ 250, $\geq$250 Reading, Writing $\geq$ 250
- Minimum GPA 2.0
- Current CPR Certification
- Technical Standards signed and current within one year
- Academic Standards signed and current within one year

All FDTC Allied Health Programs use a third-party vendor, CastleBranch to manage all documentation needed for student participation in the MLT program. This includes, but is not limited to, immunization records, Drug testing, Background checks, and CPR certification. After the student receives a conditional acceptance to the MLT program the directions for CastleBranch will be sent by email to the students along with a date for completion for full acceptance into the program. Applicant documentation not completed by the required date will result in the student forfeiting their seat, in the upcoming class. MLT applications is an online submission process.

Florence Darlington Technical College
Medical Laboratory Technology Program

**TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS FOR ADMISSION INTO THE
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

The following standards reflect reasonable expectations of a student in an FDTC Medical Laboratory Technology Program for the performance of common functions. In adopting these standards, the Program is mindful of the client's right to safe & quality health care by students. The student must be able to apply the knowledge & skills necessary to function in a broad variety of clinical situations. These standards do not reflect what may be required for employment of the Graduate. To verify the students' ability to perform these essential functions, students may be required to demonstrate the following standards:

	Categories of Essential Functions	Definition	Example of Technical Standard
1	Critical Thinking/Problem Solving Skills	Ability to collect, interpret and integrate information and make decisions.	Read and comprehend relevant information in textbooks, medical records and professional literature. Process information, evaluate outcomes, problem-solve, prioritize client goals and interventions, exercise independent judgment, and respond to emergencies. Know when to apply standard precautions. Use effective teaching, learning and test taking strategies. Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables. Includes the ability to recognize factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
2	Interpersonal Skills	Ability to collaboratively work with all nursing students, multidisciplinary health care team, and with program faculty in the classroom, lab and clinical setting.	Establish therapeutic interpersonal boundaries. Interact appropriately with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Employ basic conflict management skills, etc.

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3	Coping Skills	Ability to respond appropriately to stressful environments or during impending deadlines.	Manage heavy academic schedules and deadlines; perform in fast paced clinical situations. Cope with psychosocial issues involving catastrophic illness, disability and death.
4	Emotional Stability	Maintain emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	Provide clients with emotional support. Adapt to changing environment and stress. Deal with the unexpected. Focus attention on task. Perform multiple tasks concurrently. Handle strong emotions.
5	Communication Skills	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, families, and multidisciplinary team members.	Demonstrate therapeutic communication skills to include, but not limited, active listening, clarifying, responding to verbal and nonverbal behavior, respecting personal space, and using open-ended questions. Interpret and document client responses and health status using appropriate medical terminology and correct spelling.
6	Physical Abilities	Sufficient physical abilities to move from room to room and maneuver in small spaces and maintain physical tolerance for repetitive movements and demands of the work shift.	Using proper body mechanics, move, adjust, and position clients weighing 200 pounds or more with assistance. Push, pull, lift, or support 50 pounds. Move within confined spaces, stand and maintain balance, and walk for hours at a time. Reach above shoulders and below waist. Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies. Use upper body strength. Squeeze with hands and fingers. Ability to write with pen and type on computer keyboard.
7	Manual Dexterity/Motor coordination	Ability perform all duties found in the pre-analytical, analytical and post-analytical processes.	Requires the ability to use body members to start, stop, control, and adjust the progress of clinical instruments or equipment. Operating clinical instruments involves calibrating and adjusting the clinical instrument as the measurements progress. Controlling involves observing readouts, meters, etc. and adjusting via knobs and/or computer terminal keyboards. Requires manual dexterity in use of laboratory glassware and in performing phlebotomy.

8	Sensory Abilities	Sufficient auditory, visual and tactile ability to monitor and assess health needs.	Visual – Requires the visual acuity sufficient to allow for each of the following: • Differentiation of colors and color changes during the performance of laboratory procedures. Color blindness does not preclude admission. • Observation of patient conditions during phlebotomy procedures. • Differentiation and identification of specimens using microscopic techniques. Auditory – (corrected as necessary) recognize and respond to soft voices or voices under protective garb, auditory timers, equipment/emergency alarms. Tactile – palpate a vein and detect changes or abnormalities of surface texture, body segment contour, and muscle tone. Olfactory – ability to detect odor changes and work in environment with foul odors.
9	Behavioral Skills	Ability to demonstrate professional behaviors and a strong work ethic.	Demonstrate caring for others, initiative, flexibility, enthusiasm, honesty, cooperation and industrious behavior. Recognize personal limitations and request assistance as appropriate; demonstrate responsibility for personal development; demonstrate respect for client dignity. Perform duties efficiently, willingly and thoroughly. Manage time efficiently. Present professional appearance and maintain personal hygiene. Protect client confidentiality.
10	Numerical Abilities	Ability to solve math problems	Requires ability to determine time, weight, and to perform practical applications of fractions, percentages, ratio and proportion, as well as, basic addition, subtraction, multiplication and division operations commonly employed in clinical measurements, e.g., solute concentrations, titers, dilutions, pH, pO2, pK expressions, etc.
11	Safety	Ability to wear Personal Protective Equipment (PPE).	Wear Personal Protective Equipment (PPE) to include gloves, face masks, protective eyewear, gown, and shoe covers.

MLT PROGRAM ACADEMIC STANDARDS

Affective Behaviors: While in the MLT program, each student will be observed by MLT curriculum faculty as to attitude, behavior patterns, and interpersonal relationships with classmates and faculty. Students should strive to develop the following behaviors during the progression through the MLT program:

a. Good communications with classmates and instructors regarding required assignments, scheduled activities and schedule changes.

b. Neat, orderly and safe work habits in laboratory courses.

c. Ability to correctly follow written and verbal directions given for laboratory procedures.

d. Work effectively and cooperate with classmates in group activities in the laboratory and lecture segments of all required courses.

e. Pleasant and cooperative attitude towards faculty and classmates with no tendency to develop animosities or dissension in the group.

f. Lack of distractive or disruptive behaviors.

g. Good motor skills in handling clinical laboratory glassware and equipment.

h. Maintain work quantity and quality under stress.

Attendance/Make-Up Policy:

Class & Student Labs:
a. There will be no make-up examinations. If a student misses a scheduled exam because of a documented medical emergency, the student's final examination grade will be counted twice. Once the missed exam and once for the final. This can only occur one time during the semester. Subsequent missed exams will result in a zero for that exam.
   - Any exceptions to this policy will be made at the discretion of the Program Director.
   - .If the absence is not properly documented with a legitimate reason, the student will receive an "F" for the work missed.
b. Assigned written work must be turned in on or before the date due. Unless otherwise notified, a "0" will be recorded for any work not turned in at the assigned time.
c. If a student is absent on a due date for an assignment, the student must turn in the assignment on his/her first day back to campus after the absence.

Penalty for late assignment will be left at the discretion of the instructor. Refer to course specific syllabi.

d. In order to participate in lab, students must be wearing closed-toe shoes, fluid impermeable lab coat and gloves during most laboratory activities. No dangling jewelry (Hoops, dangle earrings, necklaces, piercings etc.) The improper attire will prevent the student from participating in lab. A lab missed due to improper attire may not be made-up.

e. The student is responsible for scheduling with the instructor to make-up homework assignments.

f. Laboratory Attendance/Absences: It is very difficult to reconstruct laboratory exercises. Therefore, every effort must be made to be present for each laboratory exercise.   The student will still be responsible for any information covered in the laboratory during the absence which may be included in the cumulative lab final at the end of the semester.

g. College Policy for withdrawal for lack of attendance is 10%.
  o Three lecture absences and one lab session (3hours) in a semester is 10%.
  o Absenteeism exceeding 10% is grounds for Withdrawal for lack of attendance.
  o Three tardy entrances into class or lab equals an absence. Entry into a class/lab greater than 10 minutes, after official start time, is considered tardy.

Clinical:
  a. Clinical rotation attendance and punctuality are **MANDATORY.**
  b. The student, at the convenience of the clinical site, must make up any absence during the clinical rotation.
  c. Students must notify the clinical affiliate if they are going to be absent. Secondly, the student must notify the program faculty by 0800 hours at 843-661-8105 or 661-8364.

Students who do not develop one or more of the above behaviors will be informed by their faculty advisor which one or more behaviors need(s) to be improved and notation of this will be made in the student's program file.
  o The signature of both the faculty and the student will be recorded after the entry.
  o After three advisement sessions indicating the required improvement has not occurred, the student will be required to exit the program at the discretion of the MLT Program Director. Refer to Division Behavioral policy for more information.

Grading Policies:
  a. A student who receives a grade of "D" or "F" or "W" for any required course listed in the college catalog for the MLT Curriculum (includes required general education course work) will not be eligible to register for any courses with the MLT prefix in subsequent semesters until the course for which a "D" or "F" or "W" grade was received is repeated and student obtains at least a "C": grade. A course in which a "D" or "F" was received may be repeated only once.
  b. The student must complete the "MLT Course Reinstatement" form to indicate his/her desire to repeat the course in which the "D" or "F" or "W" was received

and will be placed on the waiting list for re-entering into the MLT-prefix course sequence.

c. The student's position on the waiting list will be determined by the date on which the "MLT Course Reinstatement" form is completed.

  o Students for which a "D" or "F" or "W" during the **first** or **second** semester of MLT curriculum course work must start over with the first semester.

  o Students for which a "D" or "F" or "W" during 3rd, 4th, semester will be reinstated at the discretion of the MLT Program Director.

d. First time applicants entering a fall cohort will have priority for the 16 places in the MLT prefix courses.

e. A student who receives a grade of "D" or "F" for any two required curriculum courses will be dismissed from the program and will not be eligible to re-enter the program.

f. The prerequisite for registration in the Clinical Experience courses (MLT 251, MLT 252) is completion of all required courses, the First through the third semesters of the MLT curriculum with a minimum grade of "C" for each course. Refer to clinical Syllabi for detailed clinical grading.

g. Students caught cheating will be dropped from the course in question, by the instructor, and will be awarded a grade of "F" for that course.

Grading Scale and Grade Point Ratio Requirements

a. A minimum grade of "C" must be achieved in **all** courses in the curriculum in order to graduate.

b. Grading Scale for MLT courses:
   A   93-100
   B   85 – 92
   C   76 – 84
   D   70 – 75
   F   <69

c. Students must pass both the lecture and laboratory portions of every course. Should a student not receive a passing grade in either section, the lower of the two grades will be used to as the final grade.

   • Example: student has an 80 in lecture and a 72 in lab. They will be issued the 72 as the final grade. The reverse scenario applies as well.

   • Students must achieve a score of 76 in both lecture and lab components of all MLT course work.

Testing Procedure: During all test times, the following procedures will be followed:

    a. All book bags, handbags, etc. must be closed/zipped and placed below the desk, or the front of the classroom or designated area in labs.

    b. No papers may be present in or on the lab desks, floor surrounding the desks, etc.

    c. Cell phones must be turned "OFF" (not Vibrate) during test times. NOTE: Any student that takes out a cell phone during a test or graded exercise will automatically receive a grade of "0" for that test/graded exercise.

    d. If a calculator is required for the test, student must use the calculators provided by or approved by the instructor.

    e. Students are not allowed to talk or communicate with anyone but the instructor during the test.

    f. All tests will be timed. Students entering the class late on test day will only have the remaining time to complete their tests. Students entering late must enter quietly to prevent disturbing students who are already testing.

    g. There will be no make-up examinations. If a student misses a scheduled exam because of a documented medical emergency, the student's final examination grade will be counted twice. Once the missed exam and once for the final. This can only occur one time during the semester.

    h. Any exceptions to this policy will be made at the discretion of the Program Director.

    i. If the absence is not properly documented with a legitimate reason, the student will receive an "F" for the work missed.

Academic Dishonesty Policy

    a. Although you are encouraged to seek assistance in addition to that provided by your teacher (for example, from your classmates), it is assumed that all work submitted will be your own. Any proven case of deliberate plagiarism or other academic dishonesty may result in administrative withdrawal from the course. Additional sanctions, including academic probation or suspension, appropriate to the incident may be imposed. This action will be reviewed in accordance with the Student Code and Grievance Procedures, as stated in the college catalog. (www.fdtc.edu).

    b. Any work submitted by a student as part of Online College course requirements may be forwarded by the teacher to search organizations for verification of its authenticity, and may be retained as part of the search database.

    c. Students should know that civilities constitute dishonesty such as:

        ▪ **Cheating** is defined as wrongful giving, taking, altering or fabrication of any course work (examinations, written reports, laboratory experiments, etc) for the purpose of gain for self or others. For example, a student who supplies information regarding an exam, quiz, or evaluation to another student or students, possesses or passes

                    notes, signals exam/quiz or evaluation answers to another student, or changes answers after the exam/quiz or evaluation has been graded.

- **Plagiarism** is defined as the act of copying, stealing, or using another's ideas, words, or specific substances as one's own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original author; failure to use quotations for an idea which has not been assimilated in the writer's own language; or paraphrasing (rewarding) a passage so it is not grammatically changed.
- **Misrepresentation** is defined as work submitted improperly or falsely to meet course requirements. For example: falsifying information at clinical educational settings such as attendance, or presenting the same paper to different courses without prior approval of both faculty members.

d. Due to the nature of the medical profession where proper documentation is essential, if it is determined that a student participated in any form of academic dishonesty, he/she is subject to immediate dismissal from the program without a verbal or written warning. Additionally, students dismissed from the program due to such behavior are not eligible to recycle through the program.

Graduation:

South Carolina has no licensure requirements for employment. Graduates are able to work without passing certification exam. Clinical Partners give students one-year from employment to pass exam. Rural locations will allow them to work without certification.

Students are granted the AAS.MLT - Associate Degree in Applied Science upon completion of curriculum requirements and are not contingent upon passing certification exam.

Student Transportation:
o Students must have reliable transportation. The college has no dormitory facilities and students are responsible for their own transportation to their clinical training site during their second year.
o Students can expect to travel to at least one remote clinical location and possibly be assigned to a second shift rotation in the Florence area.

Clinical appointments & Supervision
- o The Program Director will determine all clinical appointments.
- o Appointments are based on geography, clinical availability, specialty and Student GPA.
- o Clinical hours may include second shift to accommodate the number of students, available faculty and clinical facilities.
- o All learning experiences are provided by credentialed faculty for Florence Darlington Technical College.
- o Clinical preceptors are credentialed laboratory professionals. Qualified preceptors monitor students while performing diagnostic procedures.

Service Work/Outside Employment: Students may be employed on weekends and/or weekdays at affiliated clinical sites at the discretion of the clinical site's Laboratory Director and the MLT Program Director. This employment must be for hours exceeding or outside of the student training schedule and voluntary. Students may work under supervision in the clinical areas where proficiency has been established and be compensated for their work.

Dress Code: While on campus and at the clinical sites, all student must abide by the following dress code.
1) Students shall maintain a professional appearance:
    a. Acceptable personal hygiene. Hair shall be neat and clean. Long hair must be pulled back away from the face. There shall be no dangling ribbons, bows, jewelry, or scarves in the hair.
    b. Nails should be neatly trimmed. Acrylic nails are not allowed. Only clear nail polish should be worn (Clinical only). For infection control, fingernails should be ¼ inch or less in length.
    c. No jewelry except name badge may be worn on the uniform. The FDTC name badge or Clinical Facility name badge must be worn at all times while at the clinical site. Students are provided one FDTC name badge, free of charge.
    d. Studs for pierced ears are permitted. Only two sets of earrings are permissible. No dangling earrings or hoops are permitted for safety reasons.
    e. No observable body piercing other than ears is allowed.
    f. Only natural hair coloring is permitted.

2) During clinical practice, a uniform will be worn at all times. The acceptable uniform consists of pants and top or dress and white or black uniform shoes. All leather tennis shoes with no obvious writing may be substituted for uniform shoes. Various colors must be worn based on the accepted dress code of the assigned clinical site.
    a. During lab and clinical practice, fluid impermeable lab coats must be worn over clothing or uniform.

b. Closed toe leather shoes must be worn during lab exercises on campus. Shoes must cover the entire foot. Leather tennis shoes are recommended.

Student Code of Conduct/Grievances

Student concerns should be addressed following proper channels. Academic issues/concerns should be handled through the course instructor. If the issues or concerns cannot be resolved, the student should see:

 Dawn Nelson, MLT Program Director, Office: F370, Phone: 843-661-8364

The student is referred to the Student Code of Conduct and Student Grievance Procedure Manual. Students must follow the chain of command. The complete document can be found on the FDTC website. Use the search box and type in "Student Code of Conduct". www.FDTC.edu

Cellular Phones and other Personal Electronic Devices:

The use of cell phones, pagers, and other personal electronic devices is allowed on all FDTC campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community.

Departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not conflict with FDTC Emergency Communication Plan.

This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violations. Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of class period.

MLT Addendum to Policy:

1. Classroom Cell phones must be in silent mode and not used during class unless instructed by faculty. Leaving to answer a call is disruptive and rude.
   Note: Any student that takes out a cell phone during a test will automatically receive a grade of "0" for that test/graded exercise.
2. Clinical sites Students must follow the cell phone policy of their clinical site. Cell phones must be in silent mode and remain in the "Clean areas" of the lab, if permitted by the clinical site.
3. Audio Taping Devices The use of audio taping devices is allowed at the discretion of the individual faculty member in classroom settings only.
4. The use of personal laptop computers/tablets is allowed at the discretion of the individual faculty member in classroom settings only. However, students should maintain printed copies of all lecture material for use in laboratory exercises; computers/tablets are not allowed in the laboratory area except in "clean areas".

Inclement Weather Policy:
Florence Darlington Technical College will follow the same schedule as Florence County School District One. Listen to radio or television for this announcement. College closure will also be posted at www.fdtc.edu. If the College is closed due to inclement weather, students are also excused from the clinical site.

The MLT program always believes Safety First! Many MLT students are travelling outside the service area. Anytime the potential for hazardous travel conditions exist the student must select safety first.

Student Responsibilities for Registration:
  A.   It is the student's responsibility to seek academic advisement prior to registering each semester.
  B. Completion of all required courses for the curriculum is ultimately the student's responsibility.

Withdrawal from the Program:
  If a student must withdraw from the program, the student must counsel with:
  A. Current instructor(s)
  B. MLT Program Director
  C. Financial Aid

Clinical Practicum Assignments
Our Clinical Partners represent hospital and physician office laboratories.

Clinical Affiliates	Accreditation
Hospital	
Carolina Pines Regional Medical Center	JCAHO/CAP
Medical University of South Carolina-Florence	JCAHO/CAP
SouthEastern Medical Center - Lumberton	JCAHO/CAP
Prisma Health-Sumter	JCAHO/CAP
Lake City Community Hospital	JCAHO
McLeod Health- 7 hospital System	
McLeod Health-Florence	DNV-GL/CAP
McLeod Health-Dillon	DNV-GL/CAP
McLeod Health-Manning	DNV-GL/CAP
Tidelands Health	
Tidelands Health-Georgetown	JCAHO/CAP/AABB
Tidelands Health-Wacamaw	JACHO/CAP
Physician Office	
Genesis Health Care	
Pee Dee Healthcare	COLA

Alternate Status Policy for Clinical Practicum
Under normal circumstances all eligible seniors will be placed into a clinical site for the last two semesters of the curriculum, however in some cases it may not be possible. These situations include but are not limited to:

- Incoming class has more students than available clinical sites
- Clinical sites refuse to take the normal volume of students due to internal issues

In the event that the number of students is greater than the available clinical sites the following procedure will be implemented.

1. Students will be ranked by the cumulative college GPA.
2. The top students equal to the number of clinical sites will be selected to attend clinic.
3. The other students will be waitlisted until clinical sites become available.
4. If none become available during the semester, these students will be given top priority during the next clinical year.

Re-entry for Medical Laboratory Technology Students

A student who has been out of MLT prefix courses for one year or more must complete the following:

1. Meet all current entrance requirements for the College and the MLT Associate in Applied Science Program.
2. Complete the MLT Program Reinstatement form.
3. The student's position on the re-entry roster will be determined by the date on which the MLT Program Reinstatement form was signed and witnessed.
4. The student will be readmitted to the program based on space availability.
5. **Competency validation**:
   a. MLT didactic competency validation- the student must pass with a grade of 76 or greater, the cumulative final exam for the last successful MLT course(s).
   b. MLT laboratory skills validation- achieve a grade of 76 or better on a cumulative laboratory practical examination for the last successful MLT course(s).

Teach Out Plan:
Florence Darlington Technical College takes very seriously the significance of a decision to close an educational program. Program closure requires thoughtful planning and careful consultation with all affected constituencies. Every effort will be devoted to informing each constituency as fully as possible about the conditions compelling the decision of such importance, and all available information will be shared. When possible, program closure will be made through a consultative process and only after all alternatives have been considered. The responsibility for the final decision to close a program rest with FDTC's Area Commission for Technical Education.

Faculty, students, present and future prospects, require especially sensitive and timely attention and involvement. FDTC will implement the following steps in the event of a program closure:

1. FDTC will teach out currently enrolled students who are classified as AAS:MLT.
2. The program will no longer admit students to the fall class.
3. Students classified as pre-curriculum students AS.AS MLT will be notified in writing about the program closure.
4. Academic Advising will be available for AS. AS MLT students to explore new career opportunities.
5. The MLT Program Director will notify NAACLS in writing with information and timeline of program closure.
6. FDTC will notify the Southern Association of Colleges and Schools (SACS) of the program closure.
7. In the event of a catastrophic event or natural disaster at the Health Science Campus classes will be moved to main campus.

Bloodborne Pathogens and Hazard Communication Standards.
The MLT student laboratory experiences will adhere to the general policies found in the FDTC's Exposure Control (ECP) and Hazard Communication (HCP) Plans. The MLT program will be more prescriptive for discipline specific laboratory experiences. Specifics will be outlined in course syllabi and laboratory assignment documents where applicable.
- OSHA Blood Borne Pathogen Classification:
   o All MLT students and faculty are classified as category I .
   o **Category I** – Activities in which required tasks routinely involve potential for exposure to blood, body fluids or other potentially infectious microorganisms.
   o MLT 102 students will sign OSHA Category disclaimer during 1st week of class.
   o Documents will be kept in student's personal file.

- MLT 102-Fundamentals (1st Semester) students must pass a proctored safety test with a minimum score of 85%.
- 4th semester- onboarding for clinical experiences requires students to complete safety requirements of clinical affiliate. All students must complete the Care Learning Modules for acceptance into a clinical site

MLT Student Laboratory Experiences:
MLT laboratory sessions are provided to enable the student to grasp certain concepts through the use of controlled experiments. Correct experimental results and laboratory safety are dependent on good laboratory technique. The following list outlines the basic requirements for every laboratory session. These requirements are the backbone of good laboratory technique and a safe environment.

Specimen Handling:
1. Students must follow the dress code during all on-campus class/laboratory sessions.
2. Students must wear a fluid impermeable laboratory coat, and gloves at all times when handling and processing specimens.
   a. The sleeves of the laboratory coat must cover the top of the gloves so that no skin is showing.
   b. Students are to work behind benchtop safety shield or individual face shields when a potential for splashing is anticipated.
   c. Aerosols are minimized by removing caps from tubes using gauze.
3. Specimens needing centrifugation should first be capped or covered with parafilm and then placed into a locked centrifuge.

Laboratory General:
1. Care should be used when operating all laboratory equipment. If the student is unsure or undecided in the operation of some equipment, ask the instructor for assistance.
2. There will be no pipetting by mouth. Suction bulbs and pipet pumps are provided in the laboratory. These devices prevent accidental aspiration of chemicals and harmful biological materials.
3. There will be no smoking or vaping any classroom or student lab laboratory.
4. Eating, drinking, and chewing gum will not be allowed in the laboratory. Contamination of chemicals or reagents might occur, and the food or drink might become contaminated with hazardous materials or biological organisms. All food and drinks must be left in the classroom or lab classroom.

Accidents:
1. Notify the instructor immediately of all injuries no matter how minor they may seem. The instructor will provide the appropriate Accident Report forms to the student.
2. During the first lab session, the student will become familiar with the location and use of available safety equipment. Should an accident occur, the first movements are critical to prevent further damage or injury. Knowledge of accessible safety equipment and its use will save valuable time in an emergency situation.
3. Broken glassware should be handled carefully to avoid physical injury. All broken glassware must be placed in the red sharps container. The student should also be aware of any solution which might have been contained in the broken flask or bottle and act accordingly.

4. The student will exercise care in the preparation, use, and transportation of chemicals and biological materials.
    a. If a chemical is accidentally spilled, it is to be cleaned up immediately using the appropriate **Emergency Clean-Up Kit**.
    b. Accidental spillage of a specimen should be promptly cleaned up with sodium hypochlorite (1:10 dilution of household bleach.) This solution should be prepared weekly.
        i. Spillage should be left standing with disinfecting solution for ten (10) minutes.
        ii. If accidental contamination occurs to an exposed area of skin, wash first with a good liquid antimicrobial detergent soap.
        iii. Rinse well with water, then apply isopropyl alcohol pad. Leave preparation on skin surface for at least one minute before final washing with liquid soap and water.

Waste Disposal:
1. All laboratory specimens and will be discarded in biohazard bags for disposal.
2. Disposable syringes with needles, scalpel blades, broken glassware and other sharp items capable of causing injury should be placed intact into puncture-resistance "Sharps" containers located in phlebotomy areas and each student bench.
3. To prevent needle-stick injuries, needles should not be recapped, purposely bent, broken, or otherwise manipulated by hand. The only acceptable method for recapping needles is the one-handed scoop method.

Close of Laboratory Period:
1. The student will implement all shutdown procedures and clean his/her area and all equipment used.
    a. General clean-up will be assigned by the instructor on a rotating basis.
    b. All work bench areas should be cleaned and sanitized with 10% bleach solution (sodium hypochlorite.)
    c. Centrifuge carriages should be sanitized when in use.
2. All PPE (Personal Protective Equipment) will be removed before leaving the laboratory,
3. Handwashing Procedure:
    a. Consider the sink, including the faucet controls, contaminated.
    b. Avoid touching the sink with bare hands.
    c. Turn water on using a paper towel and then wet your hands and wrists.
    d. Work soap into a lather.
    e. Vigorously rub together all surfaces of the lathered hands for 20 seconds. Friction helps remove dirt and microorganisms.
    f. Wash around and under rings, around cuticles, and under fingernails. f. Rinse hands thoroughly under a stream of water.
    g. Running water carries away dirt and debris.
    h. Point fingers down so water and contamination won't drip toward elb ows.

    i.   Dry hands completely with a clean dry paper towel. h. Use a dry paper towel to turn faucet off.

Source: Stanford.edu/dept/ehs/prod/researchlab/lab/handwashing

When the accident occurs on campus:
1. Notify the instructor immediately.
2. A medical emergency during normal business hours (accidental injury or sudden illness), call Security at Ext. 8210 on the main campus, Ext. 8510 at the Health Science Campus, or Ext. 2810 at SiMT or dial "0" and request assistance in locating either the appropriate Security or Student Services personnel. After 4:30pm contact Security number(s) listed above.
3. Safety Information cards are located in everyone room on all campuses.
4. Stay with the individual until assistance arrives, collecting information for the Accident Report as needed.
5. Emergency medical services are available at McLeod Regional Medical Center and emergency transportation is provided by Florence County EMS.
6. Any student requiring treatment should be referred to his/her family physician or an Emergency Room facility.
7. See worker's Compensation section on the following page for details on Compendium procedure.

When the accident occurs at a clinical site:
1. Any accident occurring at a clinical site must be reported immediately to a supervisor at the clinical site, and later to the MLT Faculty and/or Program Director.
2. The supervisor will initiate the Health Science Division (HSD) "First Report of Injury" available from the HSD Administrative Assistant.

Worker's Compensation Worker/Student Injury Protocol:
In the event of an injury to a worker/student on a FDTC campus or at an FDTC clinical site during scheduled hours please refer to the information below.

<div align="center">

Call CompEndium @ 877-709-2667

</div>

What to expect when you call:
- If the injury is life threatening the student should seek immediate emergency treatment at the closest facility.
- If this is an exposure incident or a minor accident the student should call CompEndium.
- Give your name, School name (FDTC with the state of SC), and tell the operator that you have an injury to report.
- A medical Manager Nurse Consultant will take your call and ask the name of the injured worker/student and specific questions about the accident.

- CompEndium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker/student to the Emergency Room (ER).

CompEndium will notify the Physician or ER of the injury and the arrival of the injured worker.
- The physician or the ER will call **CompEndium** before the injured worker/student leaves the facility to receive authorization for treatment.
- Immediately following the Medical Manager Nurse Consultant will provide the College's Worker's Comp representative with a report on the status of the employee's/student's condition and work status.
- The Physician's report/case notes will be forwarded within 24 hours of receipt of treatment.

CompEndium Nurses are available 24 hours a day- 7 Days a week @ ***877-709-2667***
Fax: 877-710-2667

Liability Insurance
All Health Studies students and faculty are covered with Medical Professional Liability Insurance offered through the South Carolina State Budget and Control Board through the Office of Insurance Reserve Fund. Limits are 300,000-600,000 per occurrence.

The college also provides accident and accidental death coverage to students through National Union Fire Insurance Company of Pittsburgh, P.A., with a maximum benefit of $5,000.00 per injury.

The State Board for Tech & Comp Education (SBTCE) covers their employees and the student apprentice program with workers' compensation insurance through the State Accident Fund. This action is in compliance with Article 1, Chapter 7, Title 42 (workers' compensation law) of the South Carolina Code of Laws.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

PURPOSE: To satisfy the legal and moral obligations of our Clinical Affiliates and the College regarding the confidential nature of patient information to which students have access. These obligations are driven by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The privacy provisions of HIPAA went into effect April 14, 2003.

POLICY: HIPAA regulations deal with multiple healthcare issues, such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements. The critical component of this regulation is the protection of the patient's personal information.

Students participating in the clinical component of the Medical Laboratory Technology Program have access to information regarding the patients they come into contact with at the clinical affiliates. This information is typically obtained through verbal, written, and electronic means.
- Students who violate a patient's right to confidentiality may be subjected to immediate dismissal from the program without the option to recycle.
- Additionally, HIPAA establishes both civil and criminal penalties for privacy violations. Wrongful disclosures of any health information may result in sizeable fines and possibly prison time.
- The clinical partner may also receive a civil sanction and fine.

PROCEDURE:
- Patient information should only be released to those individuals or organizations on an official "need to know" basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor of the clinical affiliate.
- At no time should patient information be discussed with students, co-workers or other healthcare personnel, unless it affects the care of the patient or the procedure being performed.
- Patient information should never be discussed in public areas of the hospital or outside of the hospital. This includes areas such as elevators, cafeteria, etc. •
- Students will receive training on HIPAA requirements prior to beginning his/her clinical experience and annually thereafter.
- Students may also be required to complete training on HIPAA requirements at individual clinical affiliates.

Out-of-Pocket Costs:

This is a list of all of the major costs associated with the MLT program that are not part of normal tuition and books. These are the responsibility of the student to purchase if needed.

Item	Description	Estimated Cost
Measles	Vaccine/Titer	Vaccine≈$175 (each 2 are needed for MMR)
Mumps	Vaccine/Titer	
Rubella	Vaccine/Titer	Titer≈$60
Varicella (chickenpox)	Vaccine/Titer	Vaccine≈$225 (2 shots) Titer≈$29
PPD	TB skin test (2 step)	≈$28.00 per (≈$56 for two step)
Flu	Vaccine	≈$32.00
Hepatitis	Vaccine/Titer	Vaccine≈$175.00 (3 shots) Titer≈$34
TDAP	Vaccine	≈$40.92
Lab Coat	Fluid impermeable and needed for labs at FDTC	≈$45.00
CastleBranch	This is an online website that will manage and keep track of all major documentation for the program including background check and drug screen.	$114 for the original order for the background check and drug screen are cleared.
Uniforms	Most often scrubs. The color and style are up to the class to decide. All students must wear the chosen uniform. This uniform is subject to approval of the FDTC faculty and must meet the requirements of the clinical sites dress code.	≈$75 per set depending on the brand chosen and the style. Multiple sets are recommended since clinical is multiple days a week

Tuition and Fees: Students are charged per-credit hour for all enrolled hours
Tuition Costs
*Florence & Darlington residents - $185 per credit hour
*Eligible to students who establish residency for at least a year prior to the term start date.
Other South Carolina residents - $196 per credit hour
Out of State residents - $274 per credit hour
Out of country nonresidents - $363 per credit hour

Additional Fees
        Included in tables below:

Activity Fee - $50/term
Technology Fee - $4 per credit hour (capped at $50 per term)
        Excluded from tables below:

General Education Course Fee - $30 per credit hour
Technical Education Course Fee - $45 per credit hour
Health Sciences Education Course Fee - $50 per credit hour
Late Fee ($50)
-Charged to students who have not paid their tuition and fees by the published due date each term.

Medical Laboratory Technology Accelerated Program

PREREQUISITE COURSES: Completed with a "C" or better prior to program entry

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
BIO	112	Basic Anatomy and Physiology	3	3	4
MAT	110	College Algebra	3	0	3
		OR			
MAT	120	Probability and Statistics	3	0	3
		TOTALS:	6	3	7

SEMESTER 1 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENG	101	English Composition I	3	0	3
AHS	142	Phlebotomy	2	0	2
MLT	102	Medical Lab Fundamentals	2	3	3
MLT	104	Basic Medical Microbiology	1	3	2
MLT	115	Immunology	2	3	3
MLT	131	Clinical Chemistry	3	0	3
		TOTALS:	13	9	16

SEMESTER 2 (SPRING)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	105	Medical Microbiology	3	3	4
MLT	112	Introduction to Parasitology	2	0	2
MLT	120	Immunohematology	3	3	4
MLT	210	Advanced Hematology	3	3	4
		TOTALS:	11	9	14

SEMESTER 3 (SUMMER)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	108	Urinalysis and Body Fluids	2	3	3
MLT	230	Advanced Clinical Chemistry	3	3	4
PSY	201	General Psychology	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
		TOTALS	11	6	13

SEMESTER 4 (FALL)

Course Prefix	Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
MLT	251	Clinical Experience I	0	15	5
MLT	252	Clinical Experience II	0	15	5
MLT	240	Integrated Lab Concepts	4	0	4
		TOTALS	4	30	14
			Program Total Credits		**64**

Florence Darlington Technical College
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MLT Course Descriptions

Prefix	Title	Description	Credit Hours
AHS 142	Phlebotomy	This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.	**2-0-2**
MLT 102	Fundamental of MLT	This course will instruct the fundamental aspects of medical laboratory technology, and will demonstrate basic laboratory skills and knowledge needed in the medical laboratory. It will focus primarily on the basic principles related to hematology and blood production and function.	2-3-3
MLT 104	Basic Microbiology	This is a college level course in basic Medical Microbiology. It provides a survey of organisms encountered in the clinical microbiology laboratory. The following topics are studied: bacterial cell structure; host parasite interaction, Staphylococcus, Streptococcus, and Gram-positive rods.	1-3-2
MLT 105	Advanced Microbiology	This course is a continuation of MLT 104 Basic Medical Microbiology. This course will prepare MLT students for their clinical experiences and certification exam. The following topics are studied: Antimicrobial mechanisms of resistance and susceptibility testing; Neisseria, Haemophilus and other gram negative rods; Enterobacteriaceae; Vibrio and Campylobacter, non-fermenting gram negative rods; clinically significant anaerobes; and the Spirochetes; Chlamydia, Mycoplasma, Ureaplasma; Mycobacterium; and medically significant fungi and viruses.	3-3-4
MLT 108	Urinalysis & Body Fluids	This course will teach the basic principles of urinalysis and body fluids and how they relate to body processes and diseases. We will evaluate these fluids based off of physical, chemical, and microscopic aspects	2-3-3
MLT 115	Immunology	This course will teach the basic principles of immunology and how they relate to body processes and diseases. We will look into the body's defense systems and how many pathogens can elude them. We will also cover topics related to autoimmune disease and processes.	2-3-3
MLT 120	Immunohematology	This course will provide an in depth look into the world of Immunohematology (blood bank). We will begin with discussion the basic principles and apply those principles to solve complex problems faced in the blood banking world. These skills are essential to the job description of an MLT.	3-3-4
MLT 131	Clinical Chemistry	This course provides a study of the chemical elements in human blood and body fluids and their relationship to organ system function. Testing methods, interferences, quality control and clinical correlations will be emphasized.	3-0-3

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MLT 210	Advanced Hematology	Understand the process used by the body to create and mature white blood cells and platelets. Understand the normal functions of white blood cells and platelets Know and understand the abnormal processes and diseases associated with white blood cells and platelets Be able to perform the skills necessary in hematology to be an entry level worker in the laboratory	3-3-4
MLT 230	Advance Chemistry	Clinical chemistry has been one of the fastest-developing disciplines in the clinical laboratory. The largest advances have occurred in automation. Complex analyzers with sophisticated on-board computer systems have reduced or eliminated manual tasks required to perform analytical procedures. Laboratory testing requires technical skills and the ability to follow procedures. This course will provide the fundamental practices and principles in clinical chemistry while correlating abnormal chemistry results with disease states.	3-3-4
MLT 240	Integrated Lab Concepts	This course integrates theory and clinical skills with new developments and advanced technology in laboratory medicine.	4-0-4
MLT 251	Clinical Experience I	This course integrates theory and clinical skills with new developments and advanced technology in laboratory medicine. Students will attend Capstone review course work on Mondays with face-to-face instruction, web-based technology for certification review and case study analysis on D2L. Student clinical experiences will be TWTH with Fridays left available for make-up and/or remediation.	1-12-5
MLT 252	Clinical Experience II	This course integrates theory and clinical skills with new developments and advanced technology in laboratory medicine. Students will attend Capstone review course work on Mondays with face-to-face instruction, web-based technology for certification review and case study analysis on D2L. Student clinical experiences will be TWTH with Fridays left available for make-up and/or remediation.	1-12-5

Health Science Division Policies:

Immunizations

Students admitted into the health science programs must present proof of immunization or immunity to

    a. Tetanus-diphtheria-pertussis (dTaP) within last 10 years
    b. Measles, mumps, rubella (MMR) two vaccinations after 12 mos. of age or proof by titer of immunity. Copy of lab result required.
    c. Varicella (chickenpox) two vaccinations after 12 mos. or age of proof by titer of immunity. Copy of lab result required.
    d. Hepatitis B (Hep B) three vaccinations timed appropriately and proof by titer of immunity with booster if non-reactive. Copy of lab result required.
    e. 2-step PPD or Quantiferon non-reactive titer

Once these vaccinations or immunity have been established, they will not need to be repeated.

HOWEVER, students must maintain annual documentation of Tuberculosis status (1 Step PPD) and annual flu vaccine.

PPD/X-RAY and CPR Certification

Throughout the time you are participating in the health science curriculum the following are required to be on file in the Program Office:

    a. One step PPD (annually)
        i. Chest x-ray or Quantiferon non-reactive titer - if PPD positive
        ii. Semester completion of Tuberculosis Symptoms Checklist - if PPD positive and asymptomatic.
        iii. Chest x-ray must be done at any time the student develops respiratory symptoms indicative of TB (cough, weight loss, night sweats, fever).

    b. Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer).

Student will NOT be allowed to register for class or attend class or clinical (including orientation) if the PPD/TB Symptom Checklist and or CPR is not current through the end of the semester in which the student is registering.

Flu Vaccine

Students working in healthcare facilities are at a greater risk of acquiring and spreading communicable diseases, such as the influenza virus. Health science students are held to the same health requirements as health care providers. The Centers for Disease Control and Prevention (CDC) recommends annual influenza immunizations for all health care workers. The HSC Division recognizes the benefits of requiring students to become immunized annually with the influenza vaccine to protect themselves and to prevent transmission to patients and coworkers.

All HSC students are required to receive an annual flu vaccination within the time frame set forth by the CDC for the current academic year no earlier than September 1st and later than October 10th. Students can obtain an immunization through the healthcare provider of their choice and must submit a hard copy to the department and upload written documentation into Castlebranch when they received the influenza vaccination. Documentation submitted as evidence must be on agency letterhead and must include, at a minimum, the name of the student, the date the injection was administered, and the name, signature and credentials of the healthcare provider who administered the vaccination.

Tobacco Use Policy

The health dangers associated with smoking are clear. FDTC and all clinical affiliates have no smoking policies in place. HSC students are prohibited from smoking or chewing tobacco while in uniform or on academic time anywhere at clinical sites and on the HSC campus. Smoking is allowed in approved areas on the campus when the student is **not** in uniform.

Student Illness, Injury, and Hospitalization Policy

A signed *Release to Class* statement is required from a health care provider before a student can attend any HSC class, laboratory or clinical experience in the following situations:
   1. Student illness/injury lasting for more than 3 consecutive days
   2. Student with impaired behavior
   3. Treatment or hospitalization requiring medical intervention
   4. Delivery of a viable infant or nonviable fetus occurring during the semester or outside of the regularly scheduled clinical weeks (i.e. semester breaks).

The Release Statement is to be addressed to the program director and must state the student is able to perform all essential functions and HSC activities in a manner that will neither harm the student nor compromise patient safety. The Release Statement must also clearly state restrictions that are in place. E.g. Student is not to lift more than five pounds for the next month.

Elective, non-emergent surgeries that could interfere with performance and learning in the class or clinical site should be scheduled outside of the academic year.

The student is responsible for immediately reporting a personal injury that occurs in the college laboratory or clinical site. The student is responsible for seeking medical attention. If the injury is of such a nature that the student could not provide safe patient care, or might further aggravate the injury by returning to laboratory or the clinical area within 24 hours of the injury, a physician's Release Statement and approval of the faculty will be required before the student will be readmitted to class or the clinical area. Violation of the Student Illness, Injury, and Hospitalization Policy may result in the imposition of an academic sanction including dismissal from the HSC program.

Students should carefully review the attendance policy in light of any illness or hospitalization. Absences greater than allowed time frame for a course will result in a withdrawal from the course.

Student Drug/Background Screening Policy

Applicants are to be advised that due to specific contract requirements by the clinical agencies used for clinical by the HSC Program, background checks and drug screenings are part of the admission and retention process. The background check/drug screening will be completed once the applicant has been accepted to the HSC program.

Applicants with specific conviction histories or positive drug screenings may ultimately not be accepted into the HSC Program. Positive background checks will be sent to the clinical agencies, without identifying information, for their decision whether or not to allow the applicant to perform patient care in their institution. One agency denial is considered a denial from all agencies; therefore, the applicant cannot be admitted to the program.

A student with a positive drug screen is not eligible for admission to or continuation in the program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per HSC policy, including dismissal.

Castlebranch

All health science students must meet a number of requirements in order to be permitted to begin the health-related program, participate in clinical experiences, and to sit for the licensure exam. FDTC uses an online company called CastleBranch (https://www.castlebranch.com/) to manage most of these requirements.

Students are required to set up and maintain an account throughout their entire HSC education. Through this account student will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program.

Initial Drug Screening

In order to provide competent health care workers and be in compliance with clinical agency contracts, students will be required to submit to drug/background screening prior to taking any program courses. A variety of specimen collection methods for drug screening may be utilized some of which may include but are not limited to: blood, urine, hair, saliva and breath. Students are responsible for the costs involved with drug/background screening.

Procedure for Testing

The student will enter the data into the agency approved background screening company's computer data base and pay the fee, the company will then notify the student via email when to present for drug testing. The program director and authorized personnel will pull the student's data from the background screening company's data base. Information is kept confidential. Any student who does not submit the drug screen within the allotted time frame will not be allowed to enter into clinical courses for that semester. Any transfer student or a student out of HSC clinical courses for one semester will be required to have drug/background screening prior to entering clinical courses. Only drug/background screenings conducted through the college approved agency will be accepted.

Positive Background Screening Findings

A student in the HSC Program who is terminated from an agency and is considered ineligible for rehire by that agency will be considered as a clinical denial and will be dismissed from the program. Students who have positive findings on their background checks will be notified in writing by the Program Director. The student is encouraged to meet with the program director. The background information will be sent to the agencies, who decide if the student is allowed to conduct clinical rotations at the facility. If one agency denies clinical to a student, it is considered as a denial from all other clinical agencies and the student will be removed from the curriculum. In order to be eligible for graduation, the student must be able to complete **all** clinical rotations. The student will be notified of the agency's denial in writing by the Program Director.

Positive Drug Screening Findings

It is unacceptable for students to have detectable levels of illegal drugs in their system, to be under the influence of alcohol, to have detectable levels of legal drugs which are not disclosed and/or for which no prescription can be produced. Positive findings on a drug screen or refusal of drug screen will result in administrative withdrawal from the HSC program. Any student with a positive drug screen who desires to have the sample retested and confirmed must do so at their own expense.

Random Drug Screening

Random drug screening may be required at any time during the course of clinical study. Students are responsible for the costs involved with drug/background screening.

Report of Arrests and/or Criminal Charges or Convictions

Students must report to the Program Director any arrests and/or criminal charges or convictions filed subsequent to the completion of the initial Background Screening and within three business days during the program. Failure to report may result in dismissal from the program. The program will then notify health care agencies.

Reapplication after Removal from Program of Study

Students removed from the program for drug related issues/positive background screenings may not reapply to any HSC Program for 24 months and must provide documentation of substance abuse rehabilitation. The clinical agency will review all adverse findings and determine whether or not the findings disqualify the student from clinical practice. Should a student be disqualified from clinical practice in a clinical agency, the student must meet with the Program to review potential options. If one agency denies clinical to a student, it is considered as a denial from all other clinical agencies. In order to be eligible for graduation, the student must be able to complete **all** clinical rotations.

Violation/Suspected Violations of Alcohol/Drug Policies

No student under the influence of alcohol/drugs or impaired in any way will be allowed to attend class, clinical, lab or to remain on campus. Violations/suspected violations will be reported to the Registrar and to the proper law enforcement officials.

The HSC program policies require testing for any substance if there is reasonable evidence to suspect that a student in a clinical setting is impaired. Reasons to suspect violations of the Alcohol/Drug policy include but are not limited to:

1. Physiological characteristics of the substance abusing person including, but not limited to:

   - Smell of alcohol on breath, other unexplained body or breath odor
   - Flushed face, reddened eyes
   - Diaphoresis, pallor
   - Pupillary changes—abnormal constriction or dilation
   - Slurred speech
   - Weight loss
   - Sudden hyperactivity vacillating with lethargy or vice-versa
   - Blackouts, seizures
   - Memory lapses
   - Impaired coordination—psychomotor skills, gait
   - Fine hand tremor
   - Numerous injuries/accidents with vague or unusual explanations
   - Declining health.

2. Behavioral characteristics of the substance abusing person including, but not limited to:

- Extreme and rapid mood changes, irritability, loss of orientation
- Excessive absenteeism, tardiness, frequently leaves unit/class
- Unusual /frequent excuses or apologies for failure to meet deadlines
- Isolation /withdrawal from group—professionally and socially
- Decreased classroom and clinical productivity, fluctuating performance
- Inappropriate physical appearance, unkempt appearance
- Excessive use of mouthwash, mints, etc.
- Arriving early and staying late at work (clinical, class) for no apparent reason
- Overly solicitous to administer meds (especially narcotics) for own or others' patients
- Greater discrepancies in documentation of controlled substances administration
- Uses PRN medications more frequently with maximum PRN dosage given
- Alone in medication room more than others
- May have many somatic complaints requiring more prescriptions for self

Violations/suspected violations will be handled according to the policies of the clinical agencies and/or the school's policies and procedures. In the absence of an appropriate clinical agency policy requiring a blood test for suspected violations of the Alcohol/Drug Policy, a clinical instructor who has reasonable evidence to suspect a policy violation will request that the student submit to the appropriate test.

The student will be responsible for any expenses incurred in complying with agency/ school requirements. Refusal to comply with or evidence of violation of the clinical agency's and/or the school's nursing policies and procedures will result in the student being required to leave clinical and may result in disciplinary action including, but not limited to, failure of the course and termination from the HSC curriculum.

Students with Discipline due to Physical, Psychiatric or Substance Abuse

Any student with a physical, psychiatric or substance abuse disorder that has resulted in disciplinary action by an employer, school, or by legal charges must report the disorder on the Health Sciences Division admission physical and on the application for licensure.

Student Informed Consent on the Prevention and Transmission of Transmittable Disease-Standard Precautions:

Health care students are at risk of contracting transmittable diseases during client care. Upon admission into the student's respective program, all students are required to abide by the Center of Disease Control's (CDC) Standard Precautions in order to decrease transmission of disease. It is the student's responsibility to become thoroughly familiar with CDC's Guidelines and to practice Standard Precautions in all clinical/laboratory settings.

Health Sciences Division students who perform exposure-prone procedures should know their HIV Antibody status. Health Sciences Division students who perform exposure-prone procedures and who do not have serologic evidence of immunity to HBV from vaccination or from previous infection should know their HbsAg status, and if that is positive, should also know their HBeAg status.

Health Science Division students who are infected with HIV or HBV (and are HbeAg positive) should not perform exposure-prone procedures unless they have sought counsel from an expert review panel (provider) and been advised under what circumstances, if any, they may continue to perform these procedures.

Definition of Invasive Procedures:
Invasive procedures are the procedures which pose a significant risk of transmission of HIV or HBV. CDC defines such procedures as surgical entry into tissues, cavities or organs, or repair of major traumatic injuries associated with any of the following:
1. An operating or delivery room, emergency department or outpatient setting, including both physicians' and dentists' offices;
2. Cardiac catherization and angiographic procedures;
3. A vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur;
4. The manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists.
5. Phlebotomy: Laboratory Testing and Therapeutic Phlebotomies.

The CDC recommends that all Health Sciences Division students who may be exposed to blood in an occupational setting should receive Hepatitis B vaccine, preferably during their period of professional training and before occupational exposure should occur. The Health Sciences Division supports this recommendation, but does not require this immunization.

Evacuation and Fire Safety Policies

Fire

1. The signal for an emergency evacuation of certain designated areas or of all buildings will be given by the alarm system as follows:
   a. One (1) long, continuous ringing of the alarm
2. At the sound of the evacuation alarm all persons should exit the building(s) following the route posted in each classroom. All persons should assemble in the designated area for their building. It is important that each person report to their assembly area, that they are safely clear of the, minimum 50 feet from the building, and that they do not obstruct emergency vehicle traffic.
3. Persons should remain in the assembly area until the "all clear" signal is given.
4. The "all clear" signal for returning to class and/or to work shall be given by security personnel, maintenance personnel, certain designated faculty or staff, or by a PA system.
5. Normally, the President's approval is required for dismissal of classes. In the absence of the President, the Vice President of Business Affairs, Vice President for Academic Affairs, or the Vice President for College and Student Services in that order will make the decision. After 5:00 p.m. the Assistant Dean of Continuing Education will make the decision.

Fire Procedures:

1. Personnel safety is the first consideration when a fire is discovered. Attempt to extinguish the fire before sounding the alarm only if you are positive that the fire can be extinguished within seconds.
2. Upon discovering a fire, locate and pull the nearest alarm station.
3. Call the fire department at 669-1110.
4. Call the switchboard at 0.
5. Call Security at Ext. 8510. Advise the guard where you can meet to determine or verify the location of the fire.
6. The switchboard should contact the sheriff's department at 911 for assistance with crowd and traffic control.
7. The switchboard should contact security via radio to confirm that they know about the fire.
8. The switchboard should contact Physical Facilities via radio, and then telephone, Ext. 8230, so maintenance and custodial personnel can assist as required.
9. Security personnel should verify the fire location then call the fire department again to confirm the fire and give additional information. Security should advise the fire department of the entrance to campus that the fire truck should take and should meet the fire truck at the entrance to escort the firemen to the fire.
10. If the fire occurs during weekends or when the college is closed, the person discovering the fire should pull the alarm, contact the fire department at 669-1110 contact the security guard, and then report to the security booth to give instructions to the fire department upon its arrival.

Security and Vehicle Safety

1.   Security Officers at Florence-Darlington Technical College will:
   a. Prevent unauthorized persons from entering buildings
   b. Reduce theft and vandalism potential
   c. Protect facilities from damage due to fire, water or malfunctioning equipment
   d. Maintain order on the campus roads and in the parking lots
   e. Advise College management of any hazardous or unusual situations
   f. Serve as ambassadors of Florence-Darlington Technical College by offering and rendering assistance as required to students, faculty and visitors

2. Security officer coverage is provided seven days a week, 24 hours per day, including holidays.

3. Automobile Jump-start & Unlocking Special Assistance:
   Security officers are to assist in jump-starting or unlocking vehicles when requested by the vehicle operator. Before accomplishing a jump-start or vehicle unlocking, security officers are to obtain a written wavier from the operator relieving Florence-Darlington Technical College and Security from liability.

4. Reporting Lost or Missing Items:
   a. Upon receipt of lost or missing items on the campus, Security will obtain and report all pertinent facts to the Physical Facilities Department.
   b. During normal business hours, Security will stand by and render assistance as requested by Physical Facilities.
   c. If the report is received during non-business hours, Security will investigate to the extent possible and, if needed, request assistance from the appropriate law enforcement agency.

5. Afternoon Parking Lot Patrol:
   Security is required to assume a high visibility posture in the parking lots at the rear of the campus during the late afternoon when students are walking to cars in dusk or dark lighting conditions. High visibility can include walking patrol in the rear lots or cart patrol with the yellow flashing light on.

6. Vehicle Accidents:
   a. In the event of a vehicle mishap on campus, the first priority is to render assistance to the people involved and to obtain any medical or law enforcement support dictated by the situation.
   b. The primary concern is attention to any injured parties and direction of traffic to avert other involvements.

c. Once appropriate law enforcement and/or medical support arrives,
    security officers will offer assistance to the operators and/or passengers of
    the technical college students or staff involved.

Student Advisement & Change of Major Policy-

Students who intend to apply to any program within the Health Science Division are
required to complete a supplemental admissions process prior to beginning a program.
All Associate Degree and Diploma Programs require a program specific application and
Career Talk Attendance. Certificate programs require Career Talk Attendance.

1. Once accepted to the College, the student who applied as one of the above
    Health Science Division (HSD) programs is considered a pre-curriculum student
    in that major and will be coded as AS. AS_____ (appropriate program prefix).
2. Once accepted into the student's intended major, the program director will submit
    a list to the Division Administrative Assistant a list of students whose status
    needs to be changed to the specific program code AAS_____.   NOTE:
    This change CANNOT be made in any Student Affairs department. This process
    is handled by HSD program officials only.
3. If a student falls out of progression from a program of study, a change of
    curriculum form must be completed to change the student's major. Students out
    of progression will be coded as an Undecided Student or in a major of his/her
    choice.
4. This process is also handled by the Program Directors or designee. Students out
    of progression should consult with his/her advisor for further discussion and with
    Financial Aid Office to understand how his/her financial aid may be impacted.
5. A change of curriculum form may be completed by the program officials without
    the student's signature if a student falls out of progression.

Health Science Division Behavioral Policies

Professionalism

The health profession demands that the individual be not just responsible and
accountable, but also mature and reasonable in behavior. The process of becoming a
professional person begins upon entering a professional education program. Students
demonstrate professionalism in many ways including by attending classes and clinical
experiences, by exhibiting courteous behavior, by being prepared for class/clinical
assignments, and by being punctual for class/clinical.

The faculty at FDTC believe that standards of professional conduct are an integral
aspect of professional education and expect HSC students to adhere to professional
standards. HSC students must adhere to the FDTC code of conduct specified in the

Student Handbook. Additionally, the HSC faculty hold students enrolled in the HSC program accountable to the individual discipline's Code of Ethics,

Behavior inconsistent with these standards is inappropriate for students aspiring to a healthcare provider. Any student who violates the FDTC Code of Student Conduct will be counseled, referred appropriately according to the Student Policy and may be subject to dismissal from the HSC program.

These standards include:
1. Respect the dignity and worth of all individuals, regardless of the nature of health problems, social or economic status or personal attributes.
2. Respect patients' right to self-determination.
3. Provide safe, humane care, puts the needs of patients ahead of those of self.
4. Deliver patient care without prejudice.
5. Take into account the values of others.
6. Demonstrate respect for all individuals with whom the student interacts including colleagues, students, preceptors, faculty, and families.
7. Provide opportunities for patients to participate in planning of care.
8. Maintain professional boundaries.
9. Maintain confidentiality, including privacy of patients.
10. Advocate for patients.
11. Maintains accountability and does not harass or threaten others-ever.
12. Collaborate through the use of open dialogue, expresses one's self clearly and accurately.
13. Take responsibility for one's own actions, offers assistance to others instead of waiting to be asked.
14. Maintain emotional stability in class and clinical.
15. Treat clinical areas and college environment with respect.
16. Exhibit dependability by attending class and clinical in an unimpaired state including but not limited to the use of drugs and alcohol.
17. Demonstrate reliability by fulfilling all program obligations.
18. Display honesty. Does not lie or provide false information, does not falsify patient records, or falsely represent oneself.
19. Demonstrate personal and professional integrity. Does not cheat on tests or check-offs. Does not borrow or use work that has been completed by others and does not allow others to use work they have completed. Does not copy material word for word, acknowledges through appropriate citations any words or ideas authored by someone else.
20. Does not use profanity or participate in indecent or lewd behavior. Is not insubordinate and does not assault others either verbally or physically. Treats HSC peers with respect in class and clinical.
21. Accept responsibility for professional growth. This includes preparing well for clinical so that patients may be cared for safely. Reflects on own behaviors, identifies areas for self-improvement and accepts and reflects on constructive feedback from HSC faculty and institutional staff.

22. Is responsible for articulating HSC values and maintaining the integrity of the profession including reporting acts of dishonesty and professional misconduct.
23. Understand role as a student and accepts ability to function as a student:
    - Courteous-please, thank you, you're welcome.
    - Respectful- Mrs. Doe, not "Jane".
    - Willingly accept direction and assistance including physical touch as necessary to complete the clinical skill appropriately.
    - Recognize and report errors.
    - Normal voice level; not elevated.
    - Accept the authority of the position.
    - State opinion/fact without being argumentative.
    - Accept rules/guidelines even if you don't always agree with them.
    - Arrive on time to class or clinical as expected.
    - Be ready to work with the appropriate tools and attitude.
    - Follow the chain of command-attempt to resolve an issue with clinical or class instructor first.
24. Act in an ethical manner. Adheres to the established dress code in all professional and clinical activities

Learning Environment and Professional Behaviors

The Health Sciences Division expects a warm, positive, professional and mutually respectful learning environment within the classroom and departmental meetings. The classroom or meeting room is not the place to voice concerns and complaints. Concerns or complaints are an individual and not a group matter.

1. There is to be no negativity within a HSD classroom, clinical or meeting room. Class, clinical and/or meetings are to follow a prescribed schedule/agenda determined by faculty. Appropriate discussion includes asking a question, seeking clarification, exploring other options, or making suggestions for improvement. The facilitator should not allow course discussion nor meeting discussions to trail off into an open complaint session.
2. Courses and Clinical and/or meetings follow a set schedule/agenda. If discussion veers from the agenda, the facilitator should redirect the group back to the agenda.
3. Positive group behaviors include idea/concept sharing, idea/concept clarification, and idea/concept building.
4. If concerns or issues arise in discussions, the facilitator needs to redirect the individual to address those concerns one-to-one with the appropriate party.
5. Should an individual proceed with negativity during a class or meeting, the facilitator needs to dismiss that individual from the class or meeting and direct them to see the Program Director

Students are given sufficient breaks during the class session to allow for students' needs to be met. Students are to remain in their seats during the entire class session.

The disruption of students entering and exiting the classroom during the classroom session hinders the classroom learning environment. Students who disrupt the class room learning environment will be disciplined by course faculty, Department Chair, AVP, and/or Registrar.

Behavior which FDTC personnel may declare disruptive includes, but is not limited, to the following:
- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault
- Side conversations

Instructors will call Public Safety and the HSC Division AVP immediately if any or the following situations occur.
- A student threatens or intimidates faculty, staff or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting

Classroom Atmosphere

Classrooms are places for serious academic inquiry and for the practice of college-level thinking. In order to create a positive learning atmosphere for all students, please abide by the following classroom rules:
- Cell phones/pagers: Turn cell phones/pagers off during class and lab. Receiving or making a call during class will not be permitted. Students may give the number of the security office to emergency contacts, and an officer will come and notify the student in class if there is an emergency. Cell phones are not permitted in the clinical area without prior instructor approval.
- Students who are expecting emergency telephone calls may leave their cell phones and pagers turned on provided (This can't be a usual occurrence)
  - The instructor is notified prior to the beginning of class, and
  - The student exits the classroom to accept the call, and the ringer is silenced.
- Side conversations: Questions are expected and welcome. However, please do not hold side conversations while the instructor or classmates are explaining

something. Please ask the instructor first, not a neighbor, if there are any questions.

- Language/respect: Vulgar language is not allowed in the classroom. Also, students are expected to show tolerance and respect to faculty and all members of the class.
- Dominating the class conversation: Many subjects in the class will be open to group discussion. If the instructor feels anyone is dominating the conversation, he or she may ask that individual to allow others to voice their opinions so the class can address more perspectives. The best way to understand new concepts is to talk about them from different points of view, and allowing everyone the chance to participate is the best way to accomplish this goal.
- Attendance: Once students enter the room, they are expected to remain present for the full class period and not to leave without permission and only under extreme circumstances. It is distracting to the instructor and to classmates if students wander in and out of the classroom.
- Children: Students are not permitted to attend class with a child or to leave a child unattended on campus while attending class.

Consequences
Students who violate parameters of behavior set by this policy are subject to the FDTC Code of Conduct process which can include probation, dismissal from class, dismissal from program or other actions.

Bullying or Lateral Acts of Violence

Bullying or other lateral acts of violence will not be tolerated in the Health Science Division. Bullying is the demeaning, and downgrading of an individual through vicious words and cruel acts that undermine confidence, limit response and lower self-esteem. Bullying can involve both psychological and physical actions that can include, but is not limited to, social media, written, and verbal material that results in psychological or physical harm.

Consequences
Students who violate parameters of behavior set by this policy are subject to the FDTC Code of Conduct process which can include probation, dismissal from class, dismissal from program or other actions.

Communication

Email
All e-communication with students will be by official FDTC email address.

Formal Lines of Communication
The faculty is interested in students; however, formal lines of communication are important.

Therefore, when it becomes necessary to discuss a concern, please follow the FDTC student concern process. The following channels of communication are:
- APPROPRIATE FACULTY MEMBER. If problem is not resolved at this level then make an appointment with the,
- COURSE COORDINATOR (if assigned) If problem is not resolved at this level then make an appointment with the,
- PROGRAM DIRECTOR
- DEPT. CHAIR
- AVP for HEALTH SCIENCES

Office Hours/Phones
Faculty will post office hours for each semester. Students interested in meeting with an instructor should make an appointment during office hours. Faculty will explain their email and cell phone communication procedures for individual classes

Change of Address/Phone Numbers
To facilitate communication and ensure receipt of grades and important notifications, students should notify instructor and student services immediately upon change of address, name, or phone number.

Classroom Appearance/ Dress Code

You are entering a health science profession. As a profession, there are distinct differences from non-professions, including expectations of dress. The manner in which you dress reflects the pride you have in yourself, your school and your profession. The manner in which you dress also reflects the importance of the experience and is an indication of your self-discipline, not only in dress, but in other areas. The purpose of this policy is to set a guideline for providing a safe and comfortable environment in which the patients and other members of the health care team are insured that professional and competent care will be provided.

In order to prepare our future health professions graduates, it is necessary to maintain a professional environment. A student may be excluded from class if the student's appearance is offensive, presents a distraction, or is not in keeping with this policy. Students are responsible for all teaching/learning experiences missed (see attendance policy).

GENERAL GUIDELINES
- Standards of cleanliness, personal hygiene and appearance must be maintained.
- No offensive body odor
- No odor of smoke or cologne/perfume/powder
- Clothing must be clean, non-revealing, properly fitting, and in good repair (not torn, ripped, or frayed)
- Bare midriffs, low necklines, "short-shorts" and sheer or revealing garments are not permitted
- Dresses and skirts should be no shorter than mid-thigh

- Clothing or body art must not convey messages or symbols that are: crude, vulgar/profane, violent/death oriented, gang related, sexually suggestive, endorse intolerance, or promote illegal activity.
- No hats/caps allowed
- Shoes must be worn at all times

Social and Electronic Media Policy
Adapted from TCTC, UoHi and University of Pennsylvania Social media policies

The use of social media provides the ability for students to communicate with their peers in an expedient and even real-time basis. However, students should understand that publishing information on a social media site may be public, can be shared by others and is searchable in order to trace activity back to them as individuals for long periods of time. If a student provides identification that he/she is a FDTC student, public perception expands beyond the individual student to the program, HSC Division and the College. Examples of social media include, *but are not limited to*,

- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Postcasting - Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Instagram
- Social news sharing – Digg, Reddit, Buzzfeed
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube

Often students do not realize that items posted in various electronic media can be accessed even if they have been deleted and even if the student uses various privacy settings. These documents are discoverable in a court of law. Privacy settings are not sufficient to ensure privacy and will not keep a student from being legally responsible for the information that they post.

Nursing and Allied Health students are held to a higher standard than the general public due to their positions of public trust and their potential ability to damage the reputation of a clinical facility with irresponsible postings. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

<u>Responsible use of Computer Technology and Social Media</u>

<u>Your Online Reputation</u>

The information you post and share online is NOT confidential. Assume anything you post — or, are tagged by — is visible to the world-at-large, and may affect your professional reputation for years to come. Today, many employers and academic institutions routinely search potential candidate's online reputations.

<u>Use of Social Media</u>

"Health professionals have been disciplined by boards, fired by employers, and criminally charged by authorities for the inappropriate or unprofessional use of social media.

All Florence area facilities have social media policies that govern expected behavior of employees. This policy reflects the same guidelines as these clinical sites.

The FDTC Health Science Division recognizes that social media is used more and more for communicating. Social media even can be an educational tool. When someone identifies them-self as an FDTC HSD student or discusses FDTC HSD program issues, that person is expected to act in a way that does not reflect poorly on FDTC or the program.

<u>Policy Statements</u>

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the college and department
- Do not use FDTC marks, such as logos and graphics, on personal social media sites.
- Use of non-FDTC affiliated social media is prohibited in all capacities related to your health program experience.
- Posting pictures, comments or discussions addressing any classroom or clinical experiences, faculty or staff, or other aspect of the FDTC health program on any of these sites could result in discipline or dismissal from the program.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- If you discover you have been "tagged" on an unauthorized Facebook site, notify the individual responsible for the posting to remove the posting immediately.

Follow up on this request with documentation from the individual who posted the comment/picture that it has been removed.

- No derogatory, libelous, or negative postings should ever be related to faculty, staff, or students
- Be aware of your association with FDTC in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.
- Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on FDTC behalf, unless you are authorized to do so in writing.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedure/Considerations

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a FDTC health professions student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- HSC students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable college privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

- You are responsible for regularly reviewing the terms of this policy.

Consequences

1. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Violations can result in dismissal from the program
2. Students who share confidential, defamatory or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
3. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Smart Phones and Computers
Making and/or receiving non-emergency phone calls (including text messages) during class and clinical is considered unethical practice. Phone calls and texts from family or friends are not allowed when class and clinical are in session. No cell phones, beepers, or other electronic devices (IPad, lap tops) are allowed in clinical. Emergency calls to a student during clinical time must be directed to the student's clinical instructor. Emergency calls to a student on campus must be directed to the HSC Security Office.

Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

Consequence: Students who violate this policy do so at the risk of disciplinary action including probation, failure in a course and/or dismissal from the program.

FDTC E-mail Accounts
FDTC uses email as one of several means of communication with students. An official FDTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official email address does not absolve the student from knowing and complying with the content of those communications.

Each student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their FDTC account email to another email address risk not receiving important official emails from the College. The HSC program will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

APPENDIX

<u>Internal Student</u> <u>Accident Reporting Form</u>

Date: _____**Student:** _____

Location: FDTC Campus:_____

Clinical Site: _____

Other: _____

Time of accident: _____

Description of Accident:

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Who did the student report accident:

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CompEndium Called: *877-709-2667*

Date/Time called:

CompEndium Representative Reported to:

Directions:

MLT Course Reinstatement:

Student Name:_____ Date:_____

1. The student must complete the "MLT Course Reinstatement" form to indicate his/her desire to repeat the course in which the "D" or "F" or "W" was received and will be placed on the waiting list for re-entering into the MLT-prefix course sequence.
2. Students for which a "D" or "F" or "W" during the first or second semester of MLT curriculum course work must start over with the first semester.
3. Students for which a "D" or "F" or "W" during 3rd, 4th, 5th, or 6th semester will be reinstated at the discretion of the MLT Program Director.
4. Reinstatement depends on space availability. First time entering students have priority over re-entry students.
5. Competency validation: Students who enter during 3rd, 4th, 5th, or 6th semester.
    c. MLT didactic competency validation- the student must pass with a grade of 76 or greater, the cumulative final exam for the last successful MLT course(s).
    d. MLT laboratory skills validation- achieve a grade of 76 or better on a cumulative laboratory practical examination for the last successful MLT course(s).
    e. If the student is unsuccessful in meeting any of the above requirements he /she will repeat the last successful MLT course(s) attempted.

Re-entry Plan:

I _____understand the requirements of the MLT course reinstatement procedure.

Student
Signature:_____Date:_____

Florence Darlington Technical College
Medical Laboratory Technology Program

Program Director: _____Date:_____

FLORENCE-DARLINGTON TECHNICAL COLLEGE
HEALTH HISTORY
(This Page to be Completed by Student)

Name: _____ DOB _____

Address: _____
City/State/Zip

Cell phone: _____Alternate phone _____ Email _____

Gender _____ Physician: _____ Hospital of Choice: _____

Should any condition change during enrollment, it is your responsibility to notify the department.
Answer each of the following questions truthfully. Falsification of information will result in dismissal.

Have you now, or ever had:	Yes	No	Have you now, or ever had:	Yes	No
Frequent Headaches/Migraines			Varicose Veins		
Eye, Ear, Nose, Throat Trouble			Kidney/Bladder Trouble		
Difficulty in Hearing			Menstrual Trouble		
Wear Contacts/Glasses			Foot Trouble		
Sinus Trouble/Frequent Colds			Sprained/Strained Back/Ruptured Disc		
Asthma/Difficulty Breathing			Arthritis/Painful/Swollen Joints		
Lung Trouble/Pneumonia			Back Trouble/Injury/Unable to life 50 lbs		
Chest Pains			Epilepsy/Fits/Seizures		
Rheumatic Fever			Frequent Dizziness/Fainting		
Heart Disease/Murmur			Nervous Breakdown/Memory Loss		
Hepatitis/Jaundice			Eating Disorder/Bulimia/Anorexia		
Hernia/Rupture			High/Low Blood Sugar/Diabetes		
Excessive Bleeding from Cuts			Take any Prescribed Medication Regularly		
Thyroid Disease			*Allergies/Reactions to Medications/Drugs		

List All Medications Taken Regularly: _____

*Please Specify Any Drug Allergies: _____

Do you have any serious illness/injury not listed above, or do you have any present concern pertaining to your health which may interfere with activities of the health care program to which you are applying? Yes _____ No _____

In Case of Emergency, Please Notify: Home Phone: _____

_____ Work Phone: _____
Name   Relationship

I certify that all of the above information is true and correct to the best of my knowledge.

Date: _____   Signature: _____

1

FLORENCE-DARLINGTON TECHNICAL COLLEGE
PHYSICAL EXAMINATION

Name _____ DOB _____

Height _____   Weight _____   B/P _____/_____   Pulse _____

Vision R 20/_____   L 20/_____ Corrected: Yes No Pupils _____

	Normal	Abnormal Findings	Initials
Cardiopulmonary			
Pulses			
Heart			
Lungs			
Skin			
Abdominal			
Genitalia			
Musculoskeletal			
Neck			
Shoulders			
Elbow			
Wrist			
Hand			
Back			
Knee			
Ankle			
Foot			
Other			

Clearance:
    A.   ___ Cleared (SEE FUNCTIONAL ABILITIES)
    B.   ___ Cleared after completing evaluation/rehabilitation for: _____
    C.   Not cleared for:
               ___ Lifting /Transferring 50 lbs / Carrying 25 lbs   ____ Reaching / Stretching / Bending
               ___ Pushing 100 lbs   ____ Standing/Walking for 8- 12 hours

Due to: _____

Recommendations: I certify that I have examined this individual and have found no condition(s) that would appear to prevent him/her for participating in all activities of the health sciences program (see last page for functional abilities), *with the exceptions listed* above.

Further, I have found no condition, which might represent a potential hazard to the health of other students or to that of clients/employees in clinical facilities.

_____   _____   _____
Date   Phone #   Health Care Provider Signature

_____
PRINT NAME OF HEALTH CARE PROVIDER AND ADDRESS

Florence Darlington Technical College
Medical Laboratory Technology Program

FDTC HEALTH OCCUPATIONS PROGRAMS
DOCUMENTATION OF REQUIRED IMMUNIZATIONS

Name: _____ **DOB:** _____ **Student ID:** _____

MMR (Measles/Mumps/Rubella) and Varicella: Healthcare Provider **signature** verifying two **(2) DOSES** on or after first birthday, and at least 30 days apart, **OR** a laboratory report of immune serum antibody **TITER**. If titer is questionable/equivocal, vaccine is required. ***Submit proof of TDap vaccine, NOT TD***

Vaccine	Date of 1st and 2nd Immunization		Date of TITER Immune/not immune	Lab Reports Attached
Measles				Y N
Mumps				Y N
Rubella				Y N
Varicella (Chickenpox)				Y N
TDap (Last 10 years)			--------------------------------------	--------------------------------------
Flu vaccine				

Hepatitis B: Series **MUST** be started or waiver/refusal on file **BEFORE** entering the program. A Healthcare Provider's **signature** is required to verify dates or a laboratory report of immune serum antibody **TITER**.

	Date of Immunization	Titer IMMUNE/Not IMMUNE (Attach Lab report copy)
Hepatitis B Vaccination #1		
Hepatitis B Vaccination #2		
Hepatitis B Vaccination # 3		
TITER		Y N
Hepatitis B Booster		

TB/PPD/Chest X-Ray

TB (PPD):2-step PPD Skin Test is required upon admission and a single PPD yearly thereafter. Students with a **positive** PPD test should obtain a chest **X-ray (attach radiology report) or Quantiferon test.** If a chest X-ray is obtained after a positive test, the screening questionnaire should be completed prior to the second year of the program. TB tests must be current thru the end of each semester.(i.e. December for Fall)

	Date PPD Given	Date Read	Reaction	Date of Chest X-ray	Report Attached/ Other comments
1st Step PPD				Y N	
2nd Step PPD				Y N	
PPD				Y N	
PPD				Y N	
PPD				Y N	

IMMUNIZATIONS

_____   _____
Healthcare Provider (Print Name)*   Healthcare Provider Signature*   Date

*Validates all information above
**Pregnancy is a contraindication to many vaccines. Seek your physician's advice if you are pregnant. Women should be counseled not to become pregnant for three months after vaccination or until properly advised by a physician. (updated 05/1/2016)

OSHA CATEGORY CLASSIFICATION DISCLAIMER FORM

Name   **Department**   **Faculty/Staff/ Student**

CATEGORY I:

I _____understand that the duties that are required of me in my position places me in Category I. I have a thorough knowledge of the proper use of personal protective equipment and where supplies are maintained. I have received education and training in Standard Precautions, barrier protection techniques and modes of transmission of blood-borne viruses.

Signature:

_____

Date:_____

CATEGORY II:

I _____understand that the duties that are required of me in my position places me in Category II, but I may be required to perform unplanned Category I duties. If I have to perform unplanned Category I duties I have a thorough knowledge of the proper use of personal protective equipment and where supplies are maintained. I have received education and training in Standard Precautions, barrier protection techniques and modes of transmission of blood-borne viruses.

Signature:

_____

Date:_____

CATEGORY III:

I _____understand that the duties that are required of me in my position places me in Category III and I will not have to perform duties that will require the use of personal protective equipment. I have received education and training in Standard Precautions, and modes of transmission of blood-borne viruses.

Signature:

_____

Date:_____

I have reviewed the tasks of this educational experience or job position with

_____ and verify this classification is correct.

Name:

_____Date:_____

Title:

_____