



MEDICAL LABORATORY TECHNOLOGY

Student Handbook 2021-2022

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INTRODUCTION AND WELCOME

Welcome to the Medical Laboratory Technology Program at Flathead Valley Community College. The faculty and staff wish you success in the pursuit of your educational goals. We are glad to have you and will treat you with courtesy and respect. The student is our only product and consequently, our most important product. Therefore, we are here to assist you in gaining an education both within the classroom and in clinical activities scheduled for application of knowledge gained from the classroom.

FVCC is accredited by the Northwest Commission on Colleges and Universities.

The Medical Laboratory Technology program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS contact information: 5600 N. River Rd., Suite 720, Rosemont, IL. 60018-5119; (773) 714-8880. Accreditation by NAACLS assures students that they will be provided with a quality education in laboratory medicine.

Upon successful completion of the Associate of Applied Science degree in Medical Laboratory Technology, the graduate is eligible to sit for national certification exams. **Graduation from the program is not contingent upon passing an external certification exam.**

The FVCC Medical Laboratory Technology Student Handbook has been compiled by the program to provide information pertinent to students enrolled in the MLT program. The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the FVCC Student policies and procedures and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. FVCC Student Policies and Procedures can be found at <https://www.fvcc.edu/student-admissions/student-rights-and-responsibilities/> and at the bottom of this web page <https://www.fvcc.edu/current-student/>

The Division of Health Sciences is committed to providing quality educational programs for developing successful healthcare professionals. Developing caring, competent healthcare professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

DISABILITIES AND NON- DISCRIMINATION STATEMENT

In the FVCC Academic Catalog a statement: Accommodations for persons with disabilities can be provided upon request by calling (406)756-3376. Any student with a disability who believes that an auxiliary aid is necessary for participation in any course activity or degree program is strongly urged to indicate a need for services to the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the academic semester. This will provide sufficient time to assess student need and obtain any necessary auxiliary aid. For more information, please call (406) 756-3880 (voice or TTY).

In accordance with Mont. Code Ann. § 49-2-307, FVCC shall not: (1) exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical disability, or national origin or because of mental disability, unless based on reasonable grounds;

(2) make or use a written or oral inquiry or form of application for admission that elicits or attempts to elicit information or to make or keep a record concerning the race, color, sex, marital status, age, creed, religion, physical or mental disability, or national origin of an applicant for admission, except as permitted by regulations of the Montana Human Rights Commission;

(3) print, publish, or cause to be printed or published a catalog or other notice or advertisement indicating a limitation, specification, or discrimination based on the race, color, creed, religion, age, physical or mental disability, sex, marital status, or national origin of an applicant for admission; or

(4) announce or follow a policy of denial or limitation of educational opportunities of a group or its members, through a quota or otherwise, because of race, color, sex, marital status, age, creed, religion, physical or mental disability, or national origin.

Inquiries concerning Title VI, Title IX and Section 504 may be referred to: Dean of Students, Blake Hall, Rm 110, 777 Grandview Drive, Kalispell, MT 59901, (406)756-3812, TitleIXCoordinator@fvcc.edu; or the Montana Human Rights Commission, 1236 Sixth Avenue, P.O. Box 1728, Helena, MT 59624, (406) 444-2884/1-800-542-0807.

MEDICAL LABORATORY PROFESSION

The health of all Americans depends upon the educated minds and trained hands of the medical laboratory professional. The practice of modern medicine at the exacting standards currently required would be impossible without the scientific testing performed daily in the medical laboratory. Maintenance of these standards and progress toward improvement in the quality of laboratory services depends on the dedicated efforts of professional practitioners of medical laboratory science. Through their dedication, the medical laboratory professionals of the United States make a vital contribution to the quality of healthcare.

DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Professional Organizations

- American Society for Clinical Pathology (ASCP) - Students will be required to join ASCP. ASCP membership is free and applications are available at <https://www.ascp.org/content/my-role/student>
- American Society for Clinical Laboratory Science (ASCLS) - Information on becoming an ASCLS member, along with applications, can be obtained at: <https://www.ascls.org/membership/join>. The term used for student membership is "Developing Professional". The fee for joining ASCLS is \$24.00.

ASCLS CODE OF ETHICS

Preamble

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

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

MISSION AND GOALS

PROGRAM MISSION AND PHILOSOPHY

MISSION

The Medical Laboratory Technology program of FVCC will strive to be an exemplary program graduating highly qualified and competent individuals to fill the employment needs of clinical laboratories. Upon graduation from the college, students receive the Associate of Applied Science degree and are eligible to sit for the American Society for Clinical Pathology Board of Certification examination.

PHILOSOPHY

The Program is committed to serving students and the medical laboratory community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals, maintaining a student-centered philosophy, striving to make wise use of community and educational resources and materials, continuing an ongoing process of self-evaluation and self-renewal, and maintaining an outstanding accreditation rating. The faculty and staff of the Medical Laboratory Technology program are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction. The Medical Laboratory Technology Program, with the assistance of its clinical affiliate laboratories, is committed to providing quality didactic and clinical instruction, encompassing the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent medical laboratory technicians in healthcare facilities. The program is committed to meeting the employment needs of medical laboratories and to providing quality continuing education to laboratory professionals in our service area.

PROGRAM GOALS

1. To provide students both academic instruction and professional training in the field of laboratory medicine to meet employment needs of Flathead and Lincoln counties, and surrounding communities.
2. Provide a climate conducive to stimulating interest in MLT education and participating in professional organizations and encouraging awareness in changing trends in medical laboratory technology.
3. Produce graduates who meet entry level competency in the profession.
4. To produce skilled clinical laboratory workers who:
 - a. through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories,
 - b. can collect, label, identify, and log in specimens accurately,
 - c. have a working knowledge of the principles of the tests they are performing,
 - d. keep accurate and legible records and can communicate reports clearly to fellow medical personnel,
 - e. can correlate test results in order to confirm them,
 - f. will strive for accuracy in the performance of tests and will make every effort to eliminate error through their ability to recognize irregularities in test results and procedures and make corrections according to preset strategies and criteria and refer them to more qualified personnel when appropriate,

- g. are skillful in the operation of laboratory instruments and can recognize instrument failures and take appropriate actions,
 - h. can demonstrate and explain routine procedures to others in the laboratory,
 - i. will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
 - j. will adapt well to various work situations,
 - k. maintain the confidentiality of patient results,
 - l. are constantly aware of patient welfare,
 - m. will co-operate with their co-workers and all members of the healthcare team.
 - n. can perform efficiently under stress,
 - o. will strive to keep their competence and knowledge current in relation to the changing work environment,
 - p. will have the qualities of honesty and intellectual integrity beyond reproach, and
 - q. will actively participate in professional organizations in their specialty.
5. To carry out the education of each student in a manner that encourages further education, participation in community service, participation in student organizations, and maintenance of special interests in the field.
 6. To maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
 7. To produce graduates eligible to take and pass a nationally recognized certification examination upon completion of the program.
 8. To maintain high academic and professional standards both in the program and in its students.
 9. To serve as a resource for the clinical laboratories in the Flathead Valley.

ENTRY LEVEL COMPETENCIES

At career entry, the Medical Laboratory Technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as clinical chemistry, hematology/hemostasis, immunology, immunohematology/transfusion medicine, clinical microbiology, urine and body fluid analysis, laboratory operations, and other emerging diagnostics as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. Communication skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education.

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The Medical Laboratory Technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The Medical Laboratory Technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. collecting and processing biological specimens and other substances for analysis;
2. performing analytical tests on body fluids, cells, and other substances;
3. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;

4. performing and monitoring quality control within predetermined limits;
5. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
6. applying principles of safety and governmental regulations compliance;
7. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public;
8. recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them with respect for their jobs and patient care;
9. applying basic scientific principles in learning new techniques and procedures;
10. relating laboratory findings to common disease processes; and
11. communication sufficient to serve the needs of patients, the public and members of the health care team.
12. establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

Reference:

1. *Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised 1995.
2. *Standards for Accredited and Approved Programs*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised November 2017.

ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

Health Sciences programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Medical Laboratory Technology program as indicated below. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLT Program Director.

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information require functional use of visual, auditory and somatic sensations.
 - a. Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
 - b. Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
 - c. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
 - d. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
2. **Movement** - Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.
 - a. Move freely and safely about a laboratory.
 - b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.

- c. Travel to numerous clinical laboratory sites for practical experience.
 - d. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
 - e. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
 - f. Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
 - g. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
3. **Communication** - Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.
- a. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
 - b. Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
 - c. Clearly instruct patients prior to specimen collection.
 - d. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
 - e. Communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
 - f. Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.
 - g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
4. **Intellectual** - Ability to collect, interpret and integrate information and make decisions.
- a. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
 - b. Be able to exercise sufficient judgment to recognize and correct performance deviations.
 - c. Apply knowledge to new situations and to problem solving scenarios.
5. **Behavioral** - Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive and effective relationships with faculty, fellow students, clinical instructors, patients, and other members of the healthcare team.
- a. Manage heavy academic schedules and deadlines.
 - b. Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
 - c. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
 - d. Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
 - e. Be flexible and creative, as well as, adapt to professional and technical change.
 - f. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.

- g. Adapt to working with unpleasant biologicals.
- h. Support and promote the activities of fellow students and of healthcare professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- i. Be honest, compassionate, ethical and responsible. Accept responsibility and accountability for one's own actions. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- j. Works within environments of cultural diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. CLS 1996. Vol. 9, pp 40-43

PROGRAM POLICIES

Admission to FVCC does not automatically qualify a student for admission to the Medical Laboratory Technology program.

ADMISSION REQUIREMENTS

The following admission requirements must be met to submit an application to the Medical Laboratory Technology program:

1. FVCC Application for Admission (degree seeking) <https://www.fvcc.edu/student-admissions/apply-for-admission/>.
2. Completed or currently enrolled in required prerequisite courses:
 - a. Earn a grade of C (2.0) or higher in all MLT pre-requisite classes.
 - b. Credits are accepted for prerequisites only if a letter grade appears on the official college transcript. If a college grade is not assigned to the course, the course needs to be completed to complete the prerequisite unless otherwise approved by the program director (e.g. AP courses)
 - c. The FVCC MLT program assumes that students applying for the program have had experience with basic computer skills and keyboarding. Students are responsible for obtaining these skills independently if they do not meet this technical requirement.
 - d. Phlebotomy requirement may be met by FVCC AHMA 220 and 221 courses; current certification as a Phlebotomist by the ASCP or equivalent nationally recognized organization; completion of a NAACLS approved Phlebotomy program; completion of a formal two-part training program in phlebotomy which contains a minimum of 40 clock hours of classroom training and 100 clock hours of clinical training including: anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, laboratory operations, minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures; completion of at least one year of full time (32 hours per week) work experience as a phlebotomist within the last five years, including venipunctures and skin punctures as part of their regular duties.
3. Provide transcripts for evaluation of transfer courses.

4. Submit an application for the Medical Laboratory Technology Program by the published deadline. Applications are available at: <https://www.fvcc.edu/programs/health-care/medical-laboratory-technology/>. Application includes recommendations, GPA calculator, essay, and all steps as listed in packet.
5. Immunizations will be due prior to the fall semester and must be submitted through CastleBranch Services. Health Science students must comply with clinical facility requirements related to immunizations. Healthcare professions include inherent health and safety risks. All health sciences students are required to be compliant with immunizations for the protection of themselves and patients. Failure to have the immunization will result in denied clinical rotation clearance. Clinical rotations are an essential part of the MLT program. Students who cannot participate in clinical rotations are unable to fulfill requirements of the program. Immunization requirements are made solely by the healthcare facility partner and not FVCC as they are required to ensure the safety of their patients. Details are included in the MLT application and the following will be required:
 - a. Two (2) MMR's or Positive titer results for each measles, mumps, and rubella,
 - b. Two (2) varicella vaccines, or positive titer results proving immunity, or physician documented history of Chickenpox,
 - c. Hep B Titer (series of 3 vaccines is needed before a titer can be done) or signed declination form,
 - d. Tdap required within the last ten years (cannot be TD, Dtap, or other combinations),
 - e. Yearly flu shot during flu season (due in October), and
 - f. Record of two (2) negative TB's readings within 7-21 days of each other in the last twelve months or a Quantiferon blood test within the last twelve months.
6. Completed criminal background check, step-by-step detailed instructions are included in Medical Laboratory Technology application packet <https://www.fvcc.edu/programs/health-care/medical-laboratory-technology/>. Students who cannot participate in clinical rotation due to criminal or other adverse activities that are revealed in background check are unable to fulfill program requirements. This decision is made solely by the healthcare facility partner and not by FVCC. Additionally, licensing agencies may require individuals to pass a criminal background check as a condition of licensure. Discrepancies may result in students being denied final acceptance into the program. Background check processing fee and the immunization compliance tracker is a \$102 cost that is the responsibility of the applicant to pay. Students will receive instructions for setting up a CastleBranch account.

Once accepted into the program, it is the student's responsibility to immediately notify the Program Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate dismissal from the program. Additionally,

- a. Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- b. Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- c. Clinical agencies can conduct additional background checks at their discretion.
- d. If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be temporarily withdrawn pending resolution of the situation.

7. CastleBranch - Upon acceptance, and prior to the fall semester, each student must create a CastleBranch account to upload required documents. You will be provided with instructions on how to do this.
8. All applicants who submit their FVCC Medical Laboratory Technology application by the published deadline will be screened. After screening, candidates who meet all admissions requirements will be invited for an interview. Once interviews are completed the candidates will be ranked and the top candidates will be offered positions in the program.

PROGRAM LENGTH

The FVCC Medical Laboratory Technology Program is a full time, five semester, degree program which culminates in an Associate of Applied Science (AAS) degree.

During the last three semesters of the program, students should prepare themselves as well as their family members to make the commitment for the length of the program. Each student is expected to be in class and/or clinical Monday through Friday.

Students should visit “Hints on How to Succeed in College Classes”

https://www.jeffreybennett.com/pdf/How_to_Succeed_general.pdf and formalize a plan of time management during the last 3 semesters of the program. A general rule of thumb for college classes is that you should expect to study about 2 to 3 hours per week outside class for each unit of credit. Each student’s level of preparedness will determine the amount of time required to complete the program.

PROGRAM PROGRESSION

To successfully progress through the MLT program, the student must:

1. Complete pre-requisite courses with a minimum grade of “C” before the third semester of the program. AHMA 220 must be completed with a “B” or better to be eligible to take AHMA 221.
2. Be accepted into the third semester of the program.
3. Be enrolled in co-requisite courses at the same time.
4. Failure of or withdrawal from courses in semesters 3-5:
 - a. Failure of or withdrawal from any co-requisite course prior to the college official withdrawal date **will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.**
 - b. Students who fail a co-requisite course are required **to retake all co-requisite courses upon readmission.**
5. Achieve a minimum grade of “C” in all AHMT courses.
6. Successfully PASS competency assessments in the AHMT 295 Clinical I, II, and III courses. Students will be given a total of three (3) opportunities to demonstrate competence. If a student fails a competency, they will be remediated and allowed additional practice prior to the next competency assessment. In addition, the Corrective Actions/Disciplinary Measures Policy will be initiated. If the student fails a competency three (3) times they will be withdrawn from the respective course and will be withdrawn from all other co-requisite courses.
7. Satisfactorily meet course objectives and comply with all policies in the MLT Student Handbook and course syllabi.

8. Successfully PASS the fall and spring capstone exams and the summer exit exam.

FAILURE OF AN AHMT COURSE

Failure of any AHMT course will result in the student's dismissal from the program. If interested in reapplication to the program, the student must follow the "Program Readmission Policy" stated in this handbook.

CERTIFICATION ELIGIBILITY

Upon completion of program and college requirements for the Associate of Applied Science Degree in Medical Laboratory Technology, the graduate is eligible for the national examination for MLT by ASCP. Passing of a national certification exam is not required for awarding the AAS degree in Medical Laboratory Technology.

DEGREE PLAN

A current degree plan with course descriptions can be found in the FVCC Catalog or online at the Medical Laboratory Technology home page: <https://www.fvcc.edu/programs/health-care/medical-laboratory-technology/>

Course #	Course Title	Credits
Prerequisite Courses Fall Semester		
AHMT 101	Introduction to Medical Laboratory Technology	2
AHMA 220	Phlebotomy	3
BIOB 160NL	Principles of Living Systems	4
CHMY 121NL	Introduction to General Chemistry	4
WRIT 101W	College Writing I	3
Semester Credit Total		16
Prerequisite Courses Spring Semester		
AHMA 221	Phlebotomy Clinical Training	2
BIOM 250NL	Microbiology for Health Sciences	4
CHMY 123NL	Introduction to Organic Biochemistry	4
COMX 111C Or COMX 115C	Introduction to Public Speaking Introduction to Interpersonal Communication	3 3
M 115M Or M 140M OR M 152M	Probability and Linear Mathematics College Math for Healthcare Precalculus Algebra	3 3 3
Semester Credit Total		16
Fall Semester- Semester 3		
AHMT 201	Hematology and Coagulation	6
AHMT 205	Urinalysis and Body Fluids	3
AHMT 210	Immunology and Serology	3
AHMT 295v	Clinical I: Medical Laboratory Clinical	5
Semester Credit Total		17
Spring Semester- Semester 4		
AHMT 230	Immunoematology	3
AHMT 240	Clinical Chemistry	3
AHMT 295x	Clinical II: Medical Laboratory Clinical	8
Semester Credit Total		14
Summer Semester- Semester 5		
AHMT 235	Clinical Microbiology	4
AHMT 295y	Clinical III: Medical Laboratory Clinical	5
Semester Credit Total		9
Total Credits for Degree		72

TRANSFER OF COLLEGE CREDIT

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Registration office of FVCC as part of the MLT application process.

Please request a transcript evaluation through the Admissions and Registration office as soon as possible.

Students may transfer credit from other NAACLS accredited MLT/CLT programs to FVCC. The student must submit a letter of withdrawal in good standing from the previous Program Director.

The criteria used to assess a transfer student's work shall be:

1. Course description and grade received. A grade of "C-" or less will not be accepted for transfer.
2. Course(s) must have been completed no more than 1 year prior to acceptance to the FVCC MLT program.

The MLT Program officials will authorize approval of credit after reviewing transcripts and course descriptions. In any instance, however, an additional assessment may be required in the form of an FVCC final course exam in that AHMT course and a laboratory practical exam or the student may be required to audit all courses transferred.

ADVANCED PLACEMENT/PHLEBOTOMY WAIVER

Students requesting credit through the College Board Advanced Placement Program (AP) must be enrolled at FVCC before appropriate credit is posted on their FVCC academic record.

For more information, students should review the current College Catalog.

Students who have successfully completed a formal phlebotomy training program may request a waiver the phlebotomy requirement. The student must provide documentation of the completion of a NAACLS accredited or equivalent training program. The documentation must include the number of classroom and clinical hours, a course syllabus is preferred. The program must be equivalent to that offered at FVCC.

Students with one or more years of full-time employment as a phlebotomist may request to waive the phlebotomy requirement. Documentation from the employer on institution letterhead must be provided.

PROGRAM READMISSION POLICY

A student who withdraws from the program or fails to achieve the minimum course grade for progression may be re-admitted **one time only** to the MLT Program upon the recommendation of the MLT Program Director and according to the criteria outlined below.

READMISSION CRITERIA AND CONDITIONS

A student who withdraws or is withdrawn from the program for any reason is required to complete an exit interview with the MLT Program Director to outline specific steps regarding the re-entry process.

Readmission is based on space availability.

1. The student must meet the current admission criteria including current negative TB tests within 12 months and 7-21 days of each other, flu shot, and a clear criminal background check as well as any other admissions requirements currently in effect.

2. The student will fall under the current MLT Student Handbook and current FVCC catalog for completion of the degree.
3. The student must submit a letter requesting readmission/re-entry to the MLT Program Director at least 30 days prior to the application deadline for the year of requested entry into the program. If the student does not meet the 30-day deadline, the student is no longer eligible for readmission. The letter should outline what factors have changed which will enable the student successful completion of the program on the second attempt. This letter serves as a re-entry request and does NOT guarantee readmission to the program.
4. Once a re-entry request has been received by the deadline stated in the exit interview paperwork, the student will meet with the MLT Program Director. This meeting will be to discuss a plan of action, address any concerns, and expectations. The plan of action may require follow up appointments with the MLT advisor, or remediation with MLT faculty, or any other activities or advising that would assist the student. The meeting must be scheduled prior to scheduling the re-entry exam.
5. Re-entry requests will be evaluated for student compliance with suggestions provided by faculty, department, and/or counselor during the review period.
6. Any student offered re-entry to the program must arrange with the MLT Program Director to take a written re-entry exam, by a specific date, to verify knowledge of all AHMT topics covered prior to the semester of withdrawal. The written exam will be evaluated on a pass/fail basis (70 % success) and can only be attempted once.
7. If the student does **not** score a minimum of 70%, the student will be required to enroll in all AHMT corequisite courses, based on the semester of withdrawal:
 - a. If the student withdraws or is withdrawn during the fall semester, the student will be required to enroll in all fall AHMT corequisite courses, regardless of prior grade(s) received.
 - b. If the student withdraws or is withdrawn during the spring semester, the student will be required to enroll in all fall and spring AHMT corequisite courses, for the semester those courses are offered, regardless of prior grade(s) received.
 - c. If the student withdraws or is withdrawn during the summer semester, the student will be required to enroll in all fall, spring, and summer AHMT corequisite courses, for the semester those courses are offered, regardless of prior grade(s) received.
 - d. The student will not be required to repeat Phlebotomy or Introduction to MLT.
8. If the student scores a 70% or better on the re-entry exam, the student can reenter at the semester of withdrawal if space is available. The student must enroll in all AHMT corequisite courses required for the semester of re-entry, regardless of prior grade(s) received.
9. If granted readmission to the program and the student has passed the re-entry exam, a student must reenter the program at the next semester in which the appropriate courses are offered, once they pass the re-entry exam. Any exceptions will be made in writing by the MLT Program Director.
10. A student may be denied readmission to the MLT Program according to the readmission priority for failing to meet with MLT Program Director and the MLT advisor.
11. A student may be denied readmission to the MLT Program according to the readmission priority for failure to demonstrate safe, professional, and satisfactory clinical behaviors.

Please note that a request for readmission may be **DENIED** by previous academic or clinical behavior identified as unprofessional or unsafe by the faculty and/or MLT Program Director.

READMISSION PRIORITY

The MLT Program Director will review the files of all students requesting reapplication or readmission to the MLT Program. The following guidelines will determine priority and points allotted during the application selection and ranking process.

First Priority:

Students that applied to the program but have not been enrolled in the MLT Program or who were not accepted into that academic year's cohort.

Second Priority:

Students who withdrew for personal/health reasons with passing grades in the didactic/laboratory and clinical courses at the time of withdrawal.

Third Priority:

Students who withdrew or are withdrawn from one or more didactic/laboratory courses.

Note: Students who are unsuccessful during their second admission to the program and those students who are withdrawn for unsafe clinical practice are ineligible for readmission and may not re-apply to the MLT Program.

PROGRAM CLOSURE-TEACHOUT PLAN

NAACLS requires the MLT program to have a "teach out" plan in case the program closes. Intentional closure of the FVCC MLT program will be communicated to all students immediately.

Prospective students:

1. Students will be informed that the program will not take a new cohort due to program closure.
2. Students will be counseled regarding alternative FVCC majors/Areas of Study.
3. Students will be counseled in applying to other local MLT programs.
4. Program closure information will be posted on college website.
5. Students will be assisted in applying to other local MLT programs.

Current students:

1. Students will be informed of program closure.
2. If closure is announced mid-academic year students will be allowed to complete AHMT courses.
3. If closure is due to a disaster in which classes can no longer be held the MLT faculty will work with clinical sites and other community colleges to facilitate completion of the program.
4. A college official will be designated to clear students applying for the certification exam.

In case of disaster the college will inform students of a plan for continuation of their education as soon as that information is available.

A teach out plan appropriate for the specific situation which caused program closure will be developed and submitted to NAACLS within 30 days of the official announcement of program closure.

CLINICAL POLICIES

INTRODUCTION

Clinical course work allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to real life experience in a clinical laboratory. The clinical courses are to provide students with clinical experience in and around the Flathead Valley hospitals and clinic laboratories. Students may also be provided with real or computer simulated learning activities.

Clinical rotations must be viewed as a privilege, not a right. Training students is a very time-consuming endeavor due to the nature of the one-on-one training required at the bench. Training students slows down the work process in the department during the days that a student is on-site.

Students must have dependable transportation and may be required to travel outside the Flathead Valley for some clinical rotations. Rotations on evenings, nights or weekends may be required. Non-traditional shifts may be created to accommodate the clinical sites. All student rotations are designed such that students attain entry-level competency in specific laboratory skills. Due to the many factors considered in creating the schedule students are not allowed to make changes.

Rotation schedules are created at the beginning of the program for the entire clinical year (3 semesters). The goal of the rotations are to allow students to practice under the guidance of qualified clinical staff to achieve entry-level competency in specific laboratory skills. Students will be placed in a variety of sites to expose them to large and small facilities. The rotations are equivalent as all students must be checked off on all skills on their competency check lists.

Should a clinical rotation become unavailable the program will, if possible, look at alternative dates for placement or place the student at an alternate clinical site. If these options do not work and the student is unable to complete the rotation during the semester the rotation is scheduled, the program will make arrangements for the students to complete the rotation in the following semester.

Students will be held to the highest level of work ethics. Excellent attendance, following the policies of the clinical site assigned, reviewing of lecture notes, laboratory procedures, textbooks and attentiveness to instruction provided are high among the expectations. The goal of each rotation is that the student is able to perform entry-level work at the bench with minimum supervision in most areas, regardless of the time or location of the rotation. Personal relationships with clinical personnel are strictly forbidden.

Failure to comply will result in implementation of the Corrective Actions/Disciplinary Measures policy.

LIST OF CLINICAL AFFILIATES

The program places students at the following locations for clinical rotations.

1. Family Health Care, Kalispell, MT
2. Glacier Medical Associates, Whitefish, MT
3. Kalispell Regional Medical Center, Kalispell, MT
4. North Valley Hospital, Whitefish, MT

SERVICE WORK POLICY

Medical Laboratory Technician students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified

supervision, may be permitted to perform procedures. All test results reported by students must be verified by a qualified staff member.

A clinical institution which employs a currently enrolled MLT student will schedule the student for work during **non-instructional** hours. These paid hours may not count as clinical time as the student is performing the duties of an employee not a student in training.

CLINICAL VISITATION

Students are permitted in the hospital in the role of “MLT Student” only during the designated clinical rotation and clinical preparation times. Additional time in the clinical laboratory must be arranged with the clinical instructor. When not in the role of “MLT Student,” students assume the role of visitor and abide by hospital and clinic regulations. Uniforms, lab coats, or name tags should not be worn while the student is in the role of visitor.

GENERAL POLICIES

TEXTBOOK AND SUPPLIES

Medical Laboratory Technology textbooks are available for purchase at the FVCC Campus Bookstore. One publisher has offered exceptional pricing for bundling a textbook order. Please visit the bookstore site for more information at: <https://www.fvccbookstore.com/>. The purchase or rental of the required textbooks for each course is **mandatory**. The course syllabus will list the required textbooks.

Students are responsible for providing the following:

1. Royal blue scrubs purchased through the bookstore.
2. Sharpie or other type of permanent, black or blue, waterproof marker
3. Two-inch three ring binder with dividers for each course
4. Spiral notebook for journal
5. Black or blue ink pen

It is strongly advisable that students have a dependable home personal computer with Internet access. The college provides student access to Internet accessible computers located in each FVCC building.

Students will be required to print out all materials for their courses, unless otherwise instructed by faculty. This can be done at home, at an FVCC computer lab <https://cams1.fvcc.edu/Schedules/labIndex.asp> or saving files to a flash drive and taking to a printing company.

ATTENDANCE POLICY

Students are expected to come to class and clinical prepared for each day’s activities. This includes bringing the correct textbook, submission of any assignments which are due, materials for note taking, calculators and supplies to be used in lab or clinical. A student may be dismissed from class or clinical if not prepared. The student may return once the situation is remedied.

GENERAL ATTENDANCE EXPECTATIONS

Punctual attendance is expected for scheduled lecture, laboratory and clinical days for each AHMT course. Absences for reasons other than illness or emergency will be closely scrutinized. Routine medical or dental appointments, well child check-ups, etc., should be scheduled outside of course

time. Specific attendance policies are found in the syllabus of each AHMT course. According to each course's syllabus, excessive absences will result in implementation of the Corrective Actions/Disciplinary Measures Policy possibly resulting in dismissal from the course or program.

1. **Classroom**

Students must review the lecture materials and may be required to submit an admission ticket before coming to class.

2. **Laboratory**

Absences from student laboratory sessions are unacceptable. Laboratory schedules require a "building block" approach in which skills learned in one lab are utilized as the "building block" of another. The skills learned in student laboratory are essential for entry into the rotations in a clinical laboratory to develop competency. Missed laboratory sessions are very difficult, and sometimes impossible, to recreate due to the nature of the samples or supplies required. Make-up labs to assess critical lab skills will be arranged at the discretion of the instructor. The amount of credit achieved for the activity will vary according to each course's syllabus.

3. **Clinical**

Absences from clinical are unacceptable. Regular and punctual attendance on all clinical days is required. Students should carefully review the attendance policies stated within the clinical courses syllabi. Absences or tardiness from clinical, whether on campus or offsite, for reasons other than health or emergencies will not be tolerated and the student will be subject to the Corrective Actions/Disciplinary Measures policy which may result in withdrawal from the program.

GRADING AND ACADEMIC REQUIREMENTS

This is a competency-based program. Each student is expected to successfully demonstrate competency in classroom work, laboratory clinical skills and clinical rotation competencies. The syllabus for each course is published in the Eagle Online class on or before the first day of class and contains broad course objectives, course guidelines and the specific criteria for grade calculations. Grading criteria for each course is outlined in the course syllabi. All second year AHMT courses require a minimum of 75% in **both** the lecture and the laboratory components, even though the average of the two components may be 75% or greater.

The second year AHMT courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 75-79%

D = 60-74%

F = 59% and below

It is expected that all prerequisite course work is completed prior to registering for the designated course. Program officials reserve the right to make exceptions.

The student must achieve a minimum grade of “C” in all academic course work of the degree plan (English, Speech, etc.), and must meet all requirements established by the college for the Associate of Applied Science (AAS) degree.

Early in the last semester of the program, students must request application for graduation. Please visit <https://www.fvcc.edu/student-admissions/graduation/> for complete information on graduation.

EXAMS

All AHMT major course exams will be given through Eagle Online and will be timed. It is recommended that students take exams on a personal computer. Students are strongly advised NOT to use iPads, tablets or cell phones to take course examinations. These devices may not be able to properly display the questions, graphics or photographs in the exam, as Eagle Online may not be fully functional on these devices.

Course practical(s) and final exams will be conducted in class, at a Testing Center, or with an assigned proctor.

Unless otherwise stated, no unauthorized study materials or outside resources are allowed during an examination. Students must complete an examination in one sitting AND within the posted time limit. Specific protocols and expectations for taking course examinations will be outlined in each course syllabus. The Program’s Corrective Actions/Disciplinary Measures policy will be implemented at the appropriate level if examination policies are violated.

COMPETENCY ASSESSMENT, SKILLS MASTERY, AND PROGRAM PROGRESSION

Competency assessment is used to determine that the student has the necessary knowledge and skills to perform a basic laboratory test accurately. Each competency assessment has a written set of specific criteria which must be performed without error to demonstrate that competency has been achieved. The student will be provided with the assessment criteria and will receive feedback from the instructor during the skills practice sessions.

Clinical competencies are pass/fail and **must be completed successfully to pass the course**. If the student has an unsuccessful competency assessment, an action plan will be developed which will include remediation.

Remediation for a failed competency will include: demonstration of skills by the instructor, discussion of specific errors the student made and how to correct them, and additional practice opportunities. A failed competency will result in initiation of the Corrective Actions/Disciplinary Measures policy. The student will be allowed a total of three competency assessment attempts per procedure. If a student is unable to demonstrate competency after three attempts the student will be withdrawn from the respective course and will be withdrawn from all other co-requisite courses. If the withdrawal date has passed the student will be awarded a grade of “D” regardless of the course average.

FIRST UNSUCCESSFUL COMPETENCY ASSESSMENT

The student meets with the instructor for a documented verbal warning to review the procedure for performing the specific skill. During the conference, remediation and an action plan for improvement will be developed. The student will provide input as to what they will do to be successful. This will be

documented on the Progressive Discipline form. The student will be allowed to repeat the competency assessment at a specified time.

SECOND UNSUCCESSFUL COMPETENCY ASSESSMENT

The student meets with the instructor for a written conference to review the procedure for performing the specific skill. During the formal conference, remediation and an action plan for improvement will be developed. The student will provide input as to what they will do to be successful. This will be documented on the Progressive Discipline form.

THIRD UNSUCCESSFUL COMPETENCY ASSESSMENT

The student will be placed on "Probation" and will meet with the instructor for additional remediation and to review and modify the original action plan for improvement as needed. The student will provide input as to what is needed to be successful in the third and final attempt. This will be documented on the Student Probation Report form.

WITHDRAWAL

If the student fails the third attempt they will be dismissed from the program and withdrawn from the course. The student will meet with the Program Director for an exit interview. The instructor withdraws the student from the course. A grade of "D" will be awarded for the course regardless of the course average.

DRESS CODE

Students not conforming to the dress code may be sent from class or clinical at the instructor's discretion and may not return until properly attired. All class or clinical time missed will need to be made-up.

1. The following dress code is required for *lecture, laboratory and clinical*. During clinical rotations, the student must also adhere to the dress code of the facility assigned to.
 - a. **Clothing:** Properly fitting, clean royal blue scrubs must be worn during all lecture laboratory, and clinical activities. Appropriate undergarments should be worn and be undetectable through clothing. Fit of scrubs should allow for required movement of job performance without exposure of abdomen, chest, cleavage, or low back. Students may wear a solid color, light weight top under their scrub tops if weather or lab temperatures are lower than the student finds comfortable. The top can be long or short sleeved.
 - b. **Shoes:** Shoes must be closed-toed and soft-soled, non-marking. Leather-type tennis or similar shoes are strongly recommended. Shoes with canvas or porous mesh material, clogs, crocs or other types of shoes with no back or holes in the top are not allowed.
 - c. **Hair:** Hair must be clean, neat and of a *normal* hair color. If the hair's length is at or below the shoulder, or if it has tendency to hang in the face, it must be drawn back; such as in a clip or band.
 - d. **Head coverings:** Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the scrub top or lab coat to prevent contamination by blood and/or body fluids.
 - e. **Beards:** Male students must either shave regularly or if they choose to wear a mustache and/or beard, must keep them clean and well groomed.

- f. **Hygiene:** Students must bathe regularly (i.e. daily) to avoid offensive odor. Conservatively applied makeup is permitted. Students must maintain good oral hygiene.
- g. **Fragrances:** DO NOT use perfume, body spray, cologne, or aftershave lotion. Some individuals may have allergies to fragrances, or the odor may make them nauseous.
- h. **Body Piercing/Tattoos:** No visible body piercings are allowed. Tattoos will always be covered in the clinical setting.
- i. **Fingernails:** Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as 1/8" above the fingertips. Artificial nails and nail jewelry are *not* to be worn. Clear or light pink nail polish may be worn. Chipped nail polish is not permitted.
- j. **Jewelry:** Jewelry should be limited to wedding rings and a wristwatch. A necklace that is kept close to the skin (not dangling) and earlobe earrings (no more than one per ear) that do not extend more than ½ inch below the earlobe are acceptable.
- k. **Identification:** During clinical assignments students must wear their KRH student photo ID badge identifying them as an FVCC student. *The badge is to be clipped onto the top of the scrub top or lab coat and must always be visible. Badges CANNOT be worn at or below waist level.* Wearing the badge clipped to a lanyard is acceptable if it does not create a safety hazard or dangle into the workspace.

2. LABORATORY:

- a. Students are always expected to abide by Standard Precautions.
- b. Students must wear gloves during all laboratory and clinical sessions. Gloves must always be worn when working with biological samples. Gloves and lab coats MAY NOT be worn outside the lab.
- c. Students will be provided one disposable lab coat per semester. When in clinical the clinical site will provide the student with a lab coat.
 - 1) The lab coat must be worn, buttoned from top to bottom, when working with biological samples.
 - 2) When not in use, the lab coat is to be stored in the laboratory in a designated area. Lab coats may NEVER be worn outside the lab.
 - 3) With normal wear, the lab coat should last throughout one semester. If a spill occurs or there is other major damage to the coat, another coat will be provided.
 - 4) All work areas must be disinfected upon completion of the laboratory activity with a 10% bleach solution or chemical germicide.

ELECTRONIC COMMUNICATION DEVICES

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergency situations only. In accordance with FVCC policies cell phones and other noise-making devices are required to be turned off or silenced in classrooms, labs, library and study areas and at other functions where they may be disruptive. The devices must always be set to silent mode in the classroom and placed out of sight. If, due to an urgent situation, it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break.

Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks. The student laboratory is considered “contaminated” as we work with human blood and body fluids. If a student chooses to use cell phone or tablet applications during the laboratory component of the course, these items must have a protective cover that can be disinfected at the end of the activity.

If a cell phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may not be used in the clinical setting. These devices should be securely stored and used only during approved break times. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

Failure to comply will result in implementation of the Corrective Actions/Disciplinary Measures policy.

E-MAIL ACCESS

All students must be accessible via an electronic mail address using the FVCC Eagle Mail account. Faculty are only allowed to contact students through their official FVCC email account. Students may utilize the computers on campus to check their e-mail accounts. E-mail accounts should be checked for new messages daily, Monday through Friday, if not more frequently. Visit <https://www.fvcc.edu/current-student/eagle-mail/> for instructions on accessing the student Eagle Mail account.

E-MAIL ETIQUETTE

When emailing course faculty:

1. Send the email to the appropriate faculty.
2. Use the subject line to briefly state the reason for the email.
3. Compose a new email for a new subject.
4. Avoid “piggy backing” the email with new questions onto an old email.
5. Avoid “texting” abbreviations. Spelling and grammar are important.
6. Sign the email with your name.

TRANSPORTATION

Transportation to clinical facilities is the sole responsibility of the student. Students must be prepared to accommodate travel to any facility deemed appropriate to meeting course objectives within and outside the Flathead Valley.

EMPLOYMENT

Students are advised against full-time employment while enrolled in the MLT Program. If employment is necessary, students must determine how many hours they can work and continue to meet the requirements of the MLT program. No special consideration will be afforded students with regard to their employment.

NONCOMPLIANCE WITH PROGRAM POLICIES

Noncompliance with the policies and procedures of the MLT Program or clinical affiliates may be grounds for dismissal from the program.

POLICY AND PROCEDURE CHANGES

All policies are subject to change by the MLT Program faculty as deemed necessary. Students will be notified of changes in writing and will sign the notification, which will be kept in the student file.

PROBATION

Students are placed on probation, and may be withdrawn from the program, for a variety of reasons including, but not limited to unsafe or unprofessional clinical practice that is grossly negligent, excessive absences, failure to meet competency levels, violating patient confidentiality/HIPAA, failure to improve after verbal and/or written notification of unsatisfactory performance and academic dishonesty.

Probation action is implemented for: students who violate the academic dishonesty policy, are not meeting lecture, laboratory and/or clinical objectives, have unsatisfactory or unsafe performance in the clinical/laboratory experience, violate college policies listed in the FVCC Student Policies and Procedures found at <https://www.fvcc.edu/current-student/> and/or program policies found in the MLT Student Handbook. Please refer to the “Corrective Actions/Disciplinary Measures” section of this document.

A student can be placed on probation one time only while in the Medical Laboratory Technology program. Any behavior that could result in probation will result in withdrawal for the student who has previously been on probation for any reason.

STUDENT RECORDS

Academic and health information pertinent to each MLT student is maintained by the MLT Program in the Program Director’s office. After the student graduates or withdraws from the program the files are stored securely or destroyed according to college policy.

Students can access their files by arranging an appointment with the MLT Program Director to review these records. Students are expected to keep their file information current in case emergency notification becomes necessary. Student files are stored to protect the file and the information contained in the file. Any public inquiries concerning a student will be referred to the Program Director.

Academic records may include:

1. Student Academic advising sessions
2. Application(s) and Transcripts
3. Correspondence to and from the student
4. Clinical documents
5. Signature forms
6. Conference forms
7. Probation forms
8. Student information sheet
9. Documentation of pre-clinical modules
10. Student Reference Request, FERPA release, and Release of Liability

Health records are kept separate from the academic record and may include:

1. Physical examination form

2. Immunization records
3. Correspondence to and from the student or healthcare provider(s)
4. Medical releases

STUDENT SERVICES

ADVISING AND COUNSELING

Potential MLT students are identified during admissions to the college or those who specifically seek information about the program are referred to the MLT department for confidential counseling and advising.

Once in the program the students are encouraged to meet with MLT faculty concerning course related issues, the MLT program director related to program specific issues and the college advisors and counselors for personal issues and assistance with academic success.

The MLT program classes are taught at Kalispell Regional Medical Center. The concern is that students may feel isolated from the college. Students are strongly encouraged to seek out the necessary support and utilize campus resources (computer labs, library, etc.) as frequently as possible.

Professional advisors and counselors are here to help ensure your academic success at FVCC. They are available to provide confidential assistance to students by appointment and on a drop-in basis free of charge.

The advisors assist with the most frequently expressed student concerns:

1. **Academic/Education Planning:** selecting courses, degree planning, and information on transferring FVCC credits to other schools
2. **Career Planning:** job-search strategies, career exploration, skills identification, resume writing, job interviewing, goal setting, and vocational assessment
3. **Transfer services:** Transfer services can help you with these areas, core curriculum, Course equivalencies/transfer guides, how to transfer, transfer programs and university recruiting visits
4. **Counseling:** personal adjustment, crisis intervention, help on issues interfering with school, time management, relationships, communication, trust building, and stress management. Counselors also provide an assessment program. Vocational interest inventories identify areas of interest in career fields. Aptitude tests assess skills and abilities. Personality tests clarify problem areas in personal functioning. Students can consult with a counselor to determine if an assessment is needed.
5. **College skills workshops and classes:** College Success workshops and Study skills and career planning classes

The advisors are the people to see for any type of help you might need. If they are unable to provide the information or assistance you need, they will be able to refer you to someone who can. Visit <https://www.fvcc.edu/student-support/academic-advising/> for locations, phone numbers and hours. MLT instructor(s) or Program Director may require a student to make an appointment with the counselor.

FINANCIAL AID

Don't let finances get in the way of achieving your dreams -- there's help available. Visit their website for complete information: <https://www.fvcc.edu/student-admissions/financial-aid/> for deadlines and application information.

LIBRARY SERVICES

The FVCC library offers access to the college online network of resources through the Library Services home page at <https://www.fvcc.edu/p/library/>. Librarians are available to instruct and assist students in research tools, electronic indexes and databases. The librarians are available to assist you with on-line computer searches for specific subjects and should be your first contact when working on research projects.

COLLEGE COMPUTING LABS AND FACILITIES FOR STUDENTS

FVCC is committed to providing computer access to students. In addition to the library, student computer labs with internet access are located in each campus building. Please visit <https://cams1.fvcc.edu/Schedules/labIndex.asp> for a list of locations and hours.

STUDENT LIFE

FVCC students can get together to share common interests, celebrate diverse cultures, enjoy a variety of cultural events, and much more. You can also develop and demonstrate leadership qualities and establish contacts within the college and Flathead Valley community. Students can participate in a wide variety of clubs and organizations, community-building events, experiential learning programs, leadership and volunteer opportunities. These resources enable students to succeed in the classroom and beyond. Please visit their website at <https://www.fvcc.edu/campus-guide/student-life/> to learn more about their services including: housing information, volunteerism, campus governance and more.

GRADUATION

In addition to the graduation requirements as listed in the FVCC College Catalog, the prospective graduate must:

1. Complete all courses listed in the official degree plan with a minimum grade of "C."
2. Have official transcripts from all other colleges sent to FVCC Admissions and Registration for evaluation, if student has taken courses at other colleges that apply to the degree plan.
3. Apply for graduation in accordance with college policies.

PINNING CEREMONY GUIDELINES

This event culminates a very significant achievement of a goal. It is a time to recognize the accomplishments of all students. Graduates are expected to present a professional appearance to recognize your individual role as a representative of a new profession and FVCC. Graduates are to encourage their guests to dress appropriately.

PINNING CEREMONY GUIDELINES FOR DRESS

Required attire is business/professional dress.

- May wear clean athletic shoes if approved by Program Director.
- **PLEASE DO NOT WEAR** – T-shirts, shirts with "logos", baseball caps, shorts, jeans, flip flops,

halter tops, revealing tops etc.

Non-compliance with the above dress guidelines may result in the student not being allowed to participate in the ceremony.

GUIDELINES FOR STUDENT SPEAKER AND MEDIA

Student Speaker

1. One speaker will be selected that best represents the class.
2. Student must submit their remarks in writing to the Program Director for review at least three weeks prior to the ceremony. Remarks must meet professional standards, including:
 - a. Proper use of English
 - b. No vulgarity, obscenity, slang or other improper verbiage
 - c. Follows HIPAA/HITECH and FERPA standards for confidentiality
 - d. Limit speech to 5-10 minutes.
3. If student deviates from the approved speech, exceeds the time limit, and/or remarks are inappropriate, the ceremony coordinator or Vice President, Academic and Student Affairs will terminate the speech. The ceremony will proceed according to the printed program.

Use of media during completion ceremony

1. Pictures of any hospital/healthcare agency, patients, or visitors are prohibited. Pictures of staff require appropriate approval paperwork through the agency and FVCC.
2. The video or slideshow must be reviewed by the Program Director on a flash drive that will remain with the Program Director until use.
3. Limit video or slideshow to 5-10 minutes.

ACADEMIC INTEGRITY

The faculty, staff and administration of Flathead Valley Community College believe academic dishonesty conflicts with a college education and the free inquiry of knowledge. Plagiarism, cheating, forgery, facilitating or aiding academic dishonesty, unauthorized access, or otherwise manipulating student records, and/or computer programs, are all forms of dishonesty that corrupt the learning process and threaten the educational environment for all students.

Plagiarism and/or academic dishonesty are intolerable offenses in the academic community and are strictly forbidden. Violation of this policy will result in appropriate disciplinary action up to and including expulsion.

Student Responsibility

Students have full responsibility for the content and integrity of all academic work submitted. Ignorance of FVCC policy does not constitute a basis for waiving the policy or the consequences for violating that policy. Students unclear about a specific situation should ask their instructors or academic staff who will explain what is and is not acceptable in their classes or on campus.

Definitions

Academic misconduct is defined as all forms of academic dishonesty, including but not limited to

1. Plagiarism: Submitting another person's words, ideas, data, or materials as one's own. Plagiarism includes cutting and pasting material from the web, for example, Wikipedia, organization websites, pictures, tables, graphs, and other text or data without appropriate citation. For an in-depth explanation of the various types of plagiarism, please see [Plagiarism Spectrum](#) or <https://www.fvcc.edu/wp-content/uploads/2018/04/fvcc-academic-integrity-procedure-web.pdf>.
2. Cheating and/or other kinds of misconduct during an examination or academic exercise: Copying from another student's paper, consulting unauthorized material including electronic devices, giving information to another student, collaborating with one or more students without authorization, or otherwise failing to abide by College or instructor rules governing the examination or academic exercise without the instructor's permission.
3. Unauthorized possession of tests or other course materials: Acquiring or possessing an examination or other course materials without authorization by the instructor.
4. Tampering with course materials: Destroying, hiding, or otherwise tampering with source materials, library materials, laboratory materials, computer equipment or programs, or other course materials.
5. Submitting false information: Knowingly submitting false, altered, or fabricated information, data, quotations, citations, or documentation in connection with an academic exercise.
6. Submitting work previously presented in another course (aka: self-plagiarism).
7. Improperly influencing conduct: Acting improperly to influence an instructor to assign a grade other than the grade actually earned.
8. Substituting, or arranging substitution, for another student during an examination or other academic exercise: Knowingly allowing others to offer one's work as their own.
9. Facilitating academic misconduct: Knowingly helping or attempting to help another person commit an act of academic misconduct, including assistance in an arrangement whereby any work, classroom performance, examination activity, or other academic exercise is submitted or performed by a person other than the student under whose name the work is submitted or performed.
10. Altering transcripts, grades, examinations, or other academically-related documents: Falsifying, tampering with, or misrepresenting a transcript, other academic records, or any material relevant to academic performance, enrollment, or admission, or causing falsification or misrepresentation of any of the above.

For detailed procedures for academic integrity violations, visit <https://www.fvcc.edu/wp-content/uploads/2018/04/fvcc-academic-integrity-procedure-web.pdf>.

STUDENT COMPLAINT PROCEDURE

Students can access copies of the policy, procedure and access to the online complaint form by going to www.fvcc.edu and clicking on "current students". Scroll to the bottom of the page. The "Student Complaints" links are found in the table.

This procedure is designed to promote the prompt, just, and efficient resolution of student complaints against College employees. Complaints involving discrimination, sexual harassment, sexual misconduct, or stalking are addressed in FVCC Board Policy Chapter 1, Section 60: Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy & Procedures

The College reserves the right to make changes to this procedure and corresponding policy as necessary and once those changes are posted online, they are in effect.

The term "complaint" shall mean a claim or allegation by a student that a College employee(s):

1. significantly failed to carry out their professional responsibilities or failed to deal with a student fairly and impartially;
2. significantly failed to carry out an assigned responsibility or failed to apply college policy fairly and impartially;
3. performed an action which impinged on the rights or activities of a student in the legitimate pursuit of the educative process.

Appeals relevant to the MLT program include but are not limited to:

1. Grade appeal
2. Suspension from the program
3. Involuntary dismissal from the MLT program
4. Request to re-enter the MLT program after a voluntary withdrawal

Student complaints must be filed within 30 calendar days after the complainant knew or reasonably should have known about the complaint. Formal complaints shall be submitted in writing using the Student Complaint Procedure Complaint Form.

REPORTS OF DISCRIMINATION AND/OR HARASSMENT; NOTICE OF SEXUAL MISCONDUCT POLICY

Flathead Valley Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community and that is free from discrimination, harassment, and retaliation based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, "protected-class harm").

Consistent with this commitment, and with all applicable laws, FVCC will take appropriate action to eliminate, prevent and address the effects of protected-class harm as well as sexual harassment, including sexual assault, domestic violence, dating violence, stalking and sexual exploitation.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

Title IX of the Education Amendments of 1972 requires that all educational institutions that receive federal funds or financial assistance prohibit sex discrimination in their education programs and activities. It reads, in relevant part:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 and its implementing regulation at 34 C.F.R. Part 106 ("Title IX").

Inquiries about the application of Title IX at Flathead Valley Community College and reports about all forms of protected class discrimination and harassment should be referred to FVCC's Title IX Coordinator:

Kelly S. Murphy, Dean of Students

Blake Hall Office 110
777 Grandview Drive, Kalispell MT 59901
Phone: 406-756-3812
Email: TitleIXCoordinator@fvcc.edu
Online Reporting: [Form](#)

Please note that reports can be made at any time, including during non-business hours, by using the Title IX Coordinator's email address, listed telephone number (and leaving a private message), or by using the online form.

Additional information and contacts are found at <https://www.fvcc.edu/campus-guide/campus-safety/title-ix/>

SMOKING, NICOTINE VAPOR AND TOBACCO PRODUCTS

The College is committed to complying with the Montana Clean Indoor Air Act, and further supports a healthy, comfortable and productive work environment for all students, employees and visitors to the campus. Therefore, FVCC prohibits any form of smoking including the use of electronic cigarettes (e-cigarettes) or any form of tobacco usage in all of its campus facilities as well as at all points of entrance and exit from its facilities, including all walkways and parking lots. Smoking or tobacco usage is only allowed inside designated enclosures or designated tobacco usage areas. Failure to comply will result in disciplinary action as stipulated by College Policy for student infractions and the appropriate disciplinary process as set forth in collective bargaining agreements or Board of Trustees policy for faculty and staff.

Students must also respect and adhere to smoking policies at clinical sites.

GRADE DISPUTE POLICIES AND PROCEDURES

If a student receives a grade he/she feels is inaccurate or inequitable, the student should consult with the instructor. Only the instructor can initiate a grade change. This is done by completing a grade change form and filing it with the Admissions and Registration Office. The change will appear on the student's transcript, and the student will not receive any other notice of the correction. If the student feels the situation has not been resolved equitably, he/she should review the Student Appeals Procedure. Copies of this procedure are available by calling the Dean of Students at (406) 756-3812 or by email deanofstudents@fvcc.edu.

Effective fall semester 2017, the maximum time frame to petition a revision/change to student transcripts or records is within one year of the semester in question. Effective fall semester 2011, the maximum time frame to petition a revision/change to student transcripts or records is within two years of the semester in question. The maximum time frame to petition adjustments to records prior to fall semester 2011 is within 10 years of the semester in question.

TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS

Health Science programs establish technical standards and essential functions to ensure that students have the abilities necessary for completing the professional education within those programs. These standards describe the essential functions a student must demonstrate in order to fulfill the requirements of a general professional education in a health science program, and thus, are prerequisites for entrance, continuation, and graduation. Applicants are not required to disclose the nature of any disability (ies); however, any applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the MLT Program Director. Students can obtain complete information from the website <http://www.fvcc.edu/student-support/disability/>.

Certain chronic and recurrent illnesses and problems that interfere with patient care or safety may be incompatible with clinical training or clinical practice. Other illnesses may lead to a high likelihood of student absenteeism and should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize patient care, may result in failing the course or dismissal from the program.

Minimum abilities expected include the skills in the following five areas:

1. Observation;
2. Communication;
3. Sensory and motor coordination and function;
4. Intellectual, conceptualization, integration and quantification; and
5. Behavioral and social skills, abilities and aptitude.

Students are responsible for reviewing the Technical Standards and Essential Functions for the MLT program and must be able to meet those requirements as outlined with or without accommodations. Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Disability Services Support Coordinator if they feel they cannot meet one or more of the technical standards listed.

PROFESSIONAL BEHAVIOR

Faculty of FVCC have an academic, legal and ethical responsibility to protect members of the public and of the healthcare community from unsafe or unprofessional practices. Your actions as a MLT student directly affect the lives of others. For this reason, the highest standards in honesty and integrity are mandatory. Dishonesty and unethical behavior in any form will result in corrective actions or disciplinary measures and may result in dismissal from the program.

MLT students, while representing FVCC at any clinical agency, must conduct themselves in an ethical, professional, and safe manner, and shall abide the professional conduct standards of the profession as defined by state law. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by FVCC and clinical agency policies during each clinical experience. Off campus conduct, including postings on social media, are subject to review by the program and/or College and may result in corrective actions or disciplinary measures if the postings or conduct violate the policies and professional standards outlined in this handbook.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of corrective actions or disciplinary measures as outlined in this MLT Student Handbook.

PROFESSIONAL STANDARDS, ETHICS, AND CONFIDENTIALITY

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal, ethical and professional standards as established by state and federal regulatory agencies. Failure to comply with the above is cause for immediate dismissal from the program.

SOCIAL MEDIA AND PORTABLE ELECTRONIC DEVICES

Social media platforms are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples include but are not limited to:

1. Blogs: Wordpress, Blogger
2. Social Networking Sites: Facebook, Twitter, LinkedIn
3. Virtual Social Worlds: Second Life
4. Collaborative Projects: Wikis
5. Content Communities: YouTube, Flickr, Instagram, Snapchat

WHAT ARE PORTABLE ELECTRONIC DEVICES (PED)?

Any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This definition generally includes, but is not limited to, laptops, PDAs, pocket PCs, palmtops, Media Players (MP3s), memory sticks (thumb drives), cellular telephones, PEDs with cellular phone capability, and pagers.

GENERAL INFORMATION

When publishing information on social media sites, the student must be aware that information may be public for anyone to see and can be traced to the individual. There is no such thing as a “private” social media site. The public, along with your future employers, expect high standards of professional behavior. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied.

If you are unsure about posting something or responding to a comment, consult with program faculty. Social media typically enables two-way communications with the audience therefore an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior.

As a student in an FVCC Health Sciences program, you will encounter confidential information within the classroom or patient care environment during clinical experiences/practicums. It is the responsibility of the student to follow the Social Media policy outlined below.

SOCIAL MEDIA/ELECTRONIC DEVICE POLICY

1. All social media postings must be made within the guidelines of the “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical practicum” policies outlined in the MLT Student Handbook, and State Professional Codes of Conduct/Code of Ethics. Any violations of the above referenced policies using social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal from the program. All postings to social media

platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)/Health Information Technology for Economic and Clinical Health Act (HITECH), applicable facility policy, and state law. Any social media posting or comment to any online forum or webpage that violate HIPAA guidelines and jeopardize a patient's privacy or safety may result in immediate dismissal from the program.

2. Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained because of your presence in a clinical practicum setting or because of a student patient/client relationship.
 - a. Do not identify patients/clients by name or post or publish information that may lead to the identification of a patient/client (examples include but not limited to: date of care, facility name, diagnosis, and treatment/surgery). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
 - b. During clinical experiences/practicums, any use of electronic devices (cell phones, laptops, etc.) must be with faculty approval within the guidelines of facility/program policies.
 - c. Do not take photos or videos of patients on personal devices, including cell phones.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
4. Student must have permission from the faculty to videotape or audio tape in the classroom. Official accommodations made by the Student Disabilities Support will be provided.
5. Personal phone conversations or texting are NOT allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or call during class, the student is asked to leave the classroom.
6. Any social media comments or postings to any online forum or webpage that substantially disrupt the program, violate professional conduct standards, or indicate a potential danger or threat to a student, patient, or staff member, may result in immediate dismissal.

SAFE/UNSAFE CLINICAL PRACTICUM PRACTICES

The MLT program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of the program.

Unsafe clinical practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical practicum practice may result in implementation of a corrective action or disciplinary measure outlined in this MLT Student Handbook.

The following examples serve as guides to these unsafe behaviors but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

1. Inappropriate use of side rails, wheelchairs, other equipment.
2. Lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury.
3. Failure to correctly identify patient(s) prior to initiating care.

4. Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status.

Biological Safety: Unsafe behaviors include but are not limited to:

1. Failure to recognize violations in aseptic technique.
2. Performing actions without appropriate supervision.
3. Failure to seek help when needed.
4. Attending clinical while ill.
5. Failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

1. Threatening or making a patient, caregiver, or bystander fearful.
2. Providing inappropriate or incorrect information.
3. Performing actions without appropriate supervision.
4. Failure to seek help when needed, unstable emotional behaviors.
5. **Unprofessional Practice:** Unprofessional behaviors include but are not limited to:
6. Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards.
7. Behavior which interferes with or disrupts teaching/learning experiences.
8. Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
9. Breach of confidentiality in any form.
10. Falsifying data in a patient health record.
11. Misrepresenting care given, clinical errors, or any action related to the clinical experience.
12. Recording, taping, taking pictures in the clinical setting without expressed consent of the subject and the facility owner and compliance with FVCC and clinical affiliate policies.
13. Leaving the clinical area without notification of faculty and clinical staff or supervisor.

CORRECTIVE ACTIONS/DISCIPLINARY MEASURES

Faculty is committed to assisting student success in the program. To afford students due process and an opportunity for remediation, MLT students who are not meeting courses objectives in class, clinical practicum or lab will be apprised of their performance status using the following recommended steps. The progression of these steps is not required. A student's academic or disciplinary misconduct, or performance can be addressed beginning with probation or dismissal if warranted.

STEP 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from FVCC counselors.

At the discretion of the instructor and depending on the situation, this step may be bypassed, and a conference initiated. If the situation warrants probation or dismissal, the instructor will consult with the program director to determine the appropriate disciplinary measure. For examples see section for “Reasons for Immediate Probation or Dismissal.”

STEP 2: Conference

A meeting will occur between the student and the instructor to review the performance deficit(s). The student will receive a written report that will identify specific course/program objectives that are not being met. If applicable, to address the relevant performance deficits, the student may be issued a remediation plan/contract, which will include deadlines for completion steps that will assist the student in correcting the deficit for the student to remain in the program and enhance the opportunity for success.

If at any time the student does not comply with any or all the remediation or correction terms outlined in the conference report, the student may be placed on probation or dismissed from the program.

STEP 3: Probation

A student may be placed on probation for any violation of the policies, standards, or provisions outlined in this MLT Student Handbook, or the College’s Code of Student Conduct. Probation is a specified time frame in which the student must improve or will be dismissed from the program. Once the determination is made to place a student on probation, the student will meet with the instructor and program director. The student and faculty will review and sign a Probation Report explicitly stating expectations that must be followed during the probationary period and the consequences for noncompliance or unsatisfactory completion of these expectations.

STEP 4: Dismissal from the program

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student may be dismissed from the program.

A student who is placed on probation for unsafe clinical practices or behavior that violates the standards of the profession will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program, even if the probationary period was completed successfully. If the student is dismissed from the program for a subsequent violation that occurs after the official college date for withdrawal from a course, the student will receive a performance grade of “F” unless a specific program states otherwise. A student can be placed on probation only once while in a Health Science program. If a student engages in behavior or conduct that would result in probation a second time, the student will be dismissed from the program.

DISMISSAL MEETING, OPPORTUNITY TO RESPOND AND FINAL NOTIFICATION

Before a student can be dismissed from the program under this provision, a meeting must be held with the student to inform them verbally and in writing, of the reasons for the dismissal, and to provide them an opportunity to respond, either verbally or in writing. A student has 5 business days after this meeting if they wish to submit a response.

This meeting complies with the requirement to hold an Exit Review meeting as outlined below. If a student refuses to meet or fails to appear for a meeting, any correspondence or communication related to the dismissal will be sent to the students FVCC issued email, and a certified copy mailed to the student's address on file.

Following the opportunity to respond, the student may be dismissed or other action may be taken appropriate to the case. If a response is not received, or upon review of a response the dismissal decision stands, the student will receive final notification of the dismissal decision. The notice of dismissal should inform the student as to whether they are eligible to reapply for readmission to the program and must also provide the appeals process available to the student. This notice will be sent to the students FVCC issued email, and a copy mailed to the student's address on file.

*The Program Director will make all decisions regarding any recommendations for student dismissal from the program.

REASONS FOR IMMEDIATE PROBATION OR DISMISSAL

Some situations may require an immediate response without recourse to the progressive steps set forth above. In response to severe or extremely dangerous behavior, or additional adverse behavior that occurs while the student is awaiting resolution of previous incident(s), the student may be immediately placed on probation or dismissed from the program. Examples of these include, but are not limited to:

1. Unsatisfactory clinical performance.
2. Unsatisfactory clinical attendance and punctuality.
3. Inability to maintain physical health necessary to perform the technical standards and essential functions of the program.
4. Unethical, unprofessional behavior, and/or unsafe clinical practice.
5. Unsafe or unprofessional clinical practice that compromises patient or staff safety.
6. Behavior which compromises clinical affiliations.
7. HIPAA violation that cannot be remediated with additional training or guidance.
8. Violation of the Social Media and Electronic Device Policy that is egregious, substantially disrupts the educational or clinical environment, or is harmful to a patient's safety.
9. Violations of patient confidentiality.
10. Academic dishonesty or misconduct.
11. Falsification of documentation.
12. Dishonesty or unethical behavior towards a college official.
13. Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety and clinical affiliations.
14. Violation of any of the FVCC student Code of Conduct outlined at <https://www.fvcc.edu/current-student/> that do not warrant expulsion from the College.
15. Violation of the College's Sexual Misconduct Policy.

16. Acts of Sexual Discrimination or Sexual Violence or Sexual Harassment.
17. Failure to report changes to criminal history after the admissions background check is completed. (Please see criminal background section.) Any off campus conduct that results in criminal charges that are not aligned with the clinical agencies standards or the professional and ethical standards of the FVCC College or MLT program will result in immediate dismissal from the program.

WITHDRAWAL

Students who elect to withdraw from the MLT program are expected to notify the Program Director and follow college procedures as outlined in FVCC College Catalog. A withdrawal is initiated by a student who wishes to drop a course. The effective date of withdrawal is the date the drop form is received by the Admissions and Registration Office. Refunds, etc., are governed by regulations in effect on that date. To prevent a course from appearing on a student's transcript, he/she is required to drop the class during its refund period.

1. Failing to attend class DOES NOT constitute withdrawal.
2. To withdraw from a course lasting the full semester, the student must have a schedule change form on file in the Admissions and Registration Office by the date listed in the academic calendar.
3. The student can withdraw from short or late starting courses until the 75 % point of the course.

Withdrawal by Instructor:

The "WI" (Withdrawal by Instructor) grade may be issued at the discretion of the instructor only when extenuating circumstances prohibit a student from completing the course. This grade is not an option for students who have earned an "F" in the course.

Medical Withdrawal:

A student may be eligible to withdraw from college classes due to certain medical conditions (applies to student or immediate family member only). To qualify for this benefit, a student must complete an official withdrawal form, accompanied by medical documentation, signed by a doctor and attesting to an inability to complete classes due to health problems. Submit these two items to the Admissions and Registration Office with a completed medical withdrawal form. Forms are available in the Admissions and Registration Office.

The documents will be reviewed, and if they are approved, all grades for the semester in question will be removed and replaced with a "W." "Medical Withdrawal" will be printed on the student's transcript across the semester in question. Students need to follow FVCC policies and procedures regarding program and course withdrawal.

Deadlines for dropping courses and withdrawal can be found on the Academic Calendar in the FVCC Catalog at <http://catalog.fvcc.edu/content.php?catoid=5&navoid=306>.

NOTE: If a withdrawal is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" under the circumstances outlined in this section.

EXIT REVIEW MEETING/INTERVIEW

Prior to the withdrawal or dismissal from a program, a student must have an exit review meeting with a course instructor or Program Director. A student who is voluntarily withdrawing should consult their specific program for guidance on exit meeting/interview requirements. Students who are being dismissed from the program will have an exit review meeting in accordance with the dismissal procedures.

HEALTH AND SAFETY INFORMATION

PROFESSIONAL RISKS

Interactions with patients in the healthcare system involve inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

INSURANCE AND HEALTH CONDITIONS

1. Professional Liability Insurance -Provides liability coverage for unintended injury to patients or other students during on and off-campus educational experiences. FVCC offers coverage to all students. The cost is attached to Clinical Experience I, Clinical Experience II, and Clinical Experience III and is included in the FVCC MLT Program Fees. Students not registered for a particular course, and those who have not yet paid tuition for the course, would not be covered by the liability insurance and cannot treat patients or participate in lab activities.
2. The liability policy is available for your review; the basic terms of the policy are: Each student is covered only while supervised in an official FVCC AHMT course or clinical experience. Coverage ceases upon termination of the student's enrollment, either by graduation or withdrawal. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum. It is the student's responsibility to notify the clinical faculty member about any occurrence that might cause liability to the student, clinical affiliate, or FVCC.
3. Workmen's Compensation Insurance – MLT program students are covered by FVCC's Workmen's Compensation Policy while they are participating in their off campus clinical experiences (AHMT 295). If an injury occurs during a clinical experience, the student MUST contact the program director within 24 hours of the incident. The clinical coordinator at the clinical facility must also be notified and appropriate clinical facility paperwork should be filed. In addition, the program director will facilitate the filing of paperwork required by FVCC's policy.
4. Full-time students have access to services through FVCC's Student Health Center. Services provided include the following: health evaluations, immunizations, TB testing, treatment of minor injuries and acute health problems such as colds, flu, etc.

5. The MLT program, FVCC and clinical sites do not provide health insurance to students. Students are strongly encouraged to carry their own health insurance during the program including all full-time clinical experiences.
6. Any medical condition that may affect the student's ability to meet program/course objectives should be promptly reported to the MLT Program Director. Patient safety may be jeopardized resulting in an inability to complete the clinical education portion of the program.
7. If reasonable accommodations are not possible, certain medical conditions may require a student to withdraw from the program either temporarily or permanently after discussion with the Program Director.
8. In the case of an extended illness, the Program Director must be notified immediately. A release form from the student's physician will be required before the student returns to school. When absenteeism interferes with the student's achievement of clinical or classroom activities, the student may be required to repeat the semester. Such circumstances will be evaluated on an individual basis. The student is responsible for completing all work.
9. Medical conditions, including pregnancies, that could reasonably affect a student's ability to safely perform program requirements, should be promptly reported to the faculty or Program Director. A student will not be placed in situations that might jeopardize the health or safety of the student or others. Any student who has medically significant physical restrictions must provide a statement from their healthcare provider specifically outlining the restrictions and/or limitations. A healthcare provider's written approval is required for the student to remain in the program AND again before the student may return to school following an absence for a medical condition.
10. During clinical experiences, students must report communicable infections, skin breaks, etc. to the clinical instructor prior to caring for clients. All information reported to the MLT Program Director and faculty related to student health/medical conditions is held in confidence and shared only with individuals who have a legitimate right to the information.

STUDENT ACCIDENT PROCEDURES

1. Provide first aid to get the situation under control.
2. If the accident occurs on campus, the campus resource officer is notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, they may choose to see their own physician, go to a minor emergency center, or be transported to a hospital. The student may be required to pay the cost/bill at the time of treatment or assign benefits and request reimbursement from FVCC's insurance company for the cost of treatment. The deductible is not eligible for reimbursement.

5. The injured student will use the designated claim form. All applicable components of the claim form must be completed. Reimbursement requests along with completed claim form should be sent to:
Flathead Valley Community College
Human Resources – Blake Hall 151
Grandview Drive
Kalispell, MT 59901
Phone: 406-756-3981 Fax: 406-756-3935
6. The faculty submits a copy of the completed Workers Compensation-Report of Injury packet to Human Resources. The packet can be downloaded at <http://hr.fvcc.edu/forms/>.

INFECTIOUS DISEASE EXPOSURE RESPONSE

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably **within one hour**) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Program Director to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the accident exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

HIPAA

Client/patient information can be used only for achievement of FVCC's MLT program goals and objectives and must be held in strict confidence. Any other use/disclosure of client's personal information and/or protected health information or confidential matters within a facility is in violation of FVCC's policy, the MLT's Code of Ethics and state & federal law. Violation of client privacy rights or revealing confidential information can result in immediate dismissal from the MLT program. In addition, the student will be held individually responsible for any criminal and/or civil judgments resulting from unauthorized disclosure of protected information.

Students will be expected to read through healthcare facility partners Federal Health Insurance Portability and Accountability Act (HIPAA) policies and abide by them where they complete clinical rotations. Students may be required to sign a statement at clinical sites as part of their facilities HIPAA procedures. Students who breach patient confidentiality in any manner, where sufficient evidence exists may be dismissed from the MLT program.

Additionally, students who volunteer and/or are requested to participate in any Complaint Procedures are required to sign a confidentiality form. Unauthorized disclosure of any confidential information related to the appeals process will result in corrective action.

Students who are involuntary dismissed from the MLT program due to disclosure of private information/protected health information and wish to petition for re-entry into the MLT program, must follow procedures under STUDENT COMPLAINT PROCEDURE outlined in the MLT Student Handbook and FVCC website at <https://www.fvcc.edu/current-student/>.

LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years, especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products so non-latex gloves can be made available.

SUBSTANCE ABUSE POLICY (SUSPICION-BASED DRUG TESTING)

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the FVCC MLT program abides by the Healthcare Facility Partners policy to substance abuse testing. Wherein a student who is participating in clinical courses may be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed healthcare professional, or otherwise in accordance with the law. Students will be asked to submit to drug screening by their FVCC clinical instructor at the expense of the student in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

TESTING PROCEDURE

1. Document student's behavior. Confer with Program Director. If the Program Director is the faculty member concerned about the student's behavior or if the Program Director is unavailable, the conference will be with the health science division chair or division chair's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening.
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the clinical site and possibly the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. After the drug screen specimen has been obtained, the student will be transported by taxi or other specified method back to the point of origin or home.
5. Student is excluded from all clinical activities pending results of the drug screen.
6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.

7. Results will be sent to the Human Resources where they will be kept in a confidential, locked file. Results of the drug screen will be released to the Program Director on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
8. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is not obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the FVCC Catalog.
9. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Reported to the state licensing agency, if applicable.
10. A student who tests positive will be referred to a community resource for evaluation by the FVCC counselor at the student's expense.
11. If the drug screen is negative, the student will be immediately reinstated in clinical by the program director and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
12. Readmission to the program is based on program admission policies.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

EMERGENCY INSTRUCTIONS

FVCC has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each building classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency.

FVCC works diligently to provide a safe learning environment for students, faculty, staff and visitors. To obtain a copy of the annual crime report (which includes campus safety tips and resources), register your phone for campus emergency notifications, report a non-life-threatening incident, or make a referral to the FVCC Behavioral Intervention Team (BIT), visit: <http://www.fvcc.edu/campus-guide/campus-safety/>.

To report an emergency or life-threatening incident, please call 911. Then call the campus resource officer weekdays at 406-407-1558.

SEVERE WEATHER/OUTDOOR HAZARDS

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

FIRE

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongings if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal "all clear" signal.

GUNMAN ON CAMPUS

Students or staff who see an armed person or receive information that an armed person is on campus should take the following steps.

1. Call 911 followed by the campus emergency number 406-270-4555.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an "All Clear" given by a police officer or authorized, known voice.

EMERGENCY NOTIFICATION SYSTEM

FVCC has a state-of-the-art emergency notification system powered by e2Campus. This system enables college officials to send instant alerts about campus emergencies directly to members of the FVCC campus community.

This service is available to FVCC students, faculty, and staff. All faculty, staff, and students will automatically receive emergency notifications through their campus email. Registered users may receive alerts to their mobile phone via voice or SMS text message, and to their personal email account, home phone and/or office phone. There is no fee to use this service; however, depending on your personal cell phone plan, there may be a charge from your carrier to receive text messages. FVCC is not responsible for these fees.

Registering for this service is simple and quick. To access e2Campus, visit <https://fvcc.omnilert.net/subscriber.php> or login to your FVCC Student portal <https://cams1.fvcc.edu/estudent/login.asp>. Click on the "e2Campus Sign-In" link under "e2Campus Alerts," and follow the prompts to complete your registration.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner.

The rights under FERPA apply to all individuals that enroll at FVCC. Provisions will be made to ensure protection of records against invasion of privacy.

Information about the student to outside parties will only be given out in accordance with the Family and Education Rights and Privacy Act. Release of Information forms can be completed here: <https://www.fvcc.edu/wp-content/uploads/2015/12/Information-Release-Form.pdf>

All students will be protected by FERPA Privacy Laws. For more details about release of information can be viewed at <https://www.fvcc.edu/student-admissions/student-rights-and-responsibilities/>.

PROGRAM FACULTY, STAFF, AND CONTACT INFORMATION

MLT PROGRAM DIRECTOR

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MLT CLINICAL INSTRUCTOR/MLT PROGRAM COORDINATOR

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Associate Professor, Anatomy and Physiology

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Kelly S Murphy

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FVCC

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Kalispell, MT 59901

Phone: 1-800-313-3822 or 406-756-3822

Fax: 406-756-3815

INFORMED CONSENT

GENERAL INFORMATION

You will be participating in classroom, laboratory, or clinical activities in which learning requires student subjects as part of the training procedures and demonstrations. As part of your learning activities you may be asked to perform a specific skill or be asked to be the subject of specific skills practiced by other students. Learning activities that use student subjects will be conducted under the direct supervision of the instructor who has been assigned to teach an AHMT course.

BENEFITS

The experiences listed below have been selected because they are skills essential to the learning process and that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. Clinical sites expect students to come in with basic blood collection skills and, at a minimum, have performed actual “live” venipunctures and capillary punctures on adult subjects. An alternative experience may not provide as realistic an opportunity to practice; therefore, may result in less effective learning.

RISKS/DISCOMFORTS

Participation may create some anxiety for you. Some of the procedures may create minor physical discomfort. Specific risks/discomforts are listed.

YOUR RIGHTS

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, ***you will not be able to successfully complete the program.*** You may ask questions and expect explanations of any point that is unclear.

VENIPUNCTURE

Students will be required to be the recipient of numerous venipunctures performed by fellow students under the direct supervision of AHMT course instructor(s).

1. Benefits
 - a. Gain experience and expertise in performing venipuncture procedures using a variety of collection devices prior to performing the procedures on actual patients in the clinical setting.
 - b. Develop the interpersonal skills necessary to appropriately interact with patients.
2. Possible Risks and Discomfort
 - a. Slight temporary pain with puncture.
 - b. Minimal risk of damage to a nerve, muscle or other soft tissues.
 - c. Minimal risk of introduction of infection into body tissues or vessels.
 - d. Bleeding that could result in a hematoma.

CAPILLARY/DERMAL PUNCTURE

Students will be required to be the recipient of one or more capillary punctures performed by fellow students for obtaining capillary blood specimens under the direct supervision of AHMT course instructor(s).

1. Benefits
 - a. Gain experience and expertise in performing capillary punctures prior to performing the procedures on actual patients in the clinical setting.
 - b. Develop the interpersonal skills necessary to appropriately interact with patients.
2. Possible Risks and Discomfort
 - a. Minimal possibility of infection if the area is not kept clean.
 - b. Slight temporary pain with puncture.



MEDICAL LABORATORY TECHNOLOGY PROGRAM

SIGNATURE PAGE – INFORMED CONSENT

Student Name: _____ **FVCC ID#** _____
PRINTED NAME

My signature on this form indicates that I agree to participate in all required phlebotomy activities of the Medical Laboratory Technology Program.

I have been made aware of the possible risks and discomforts, benefits, and appropriate alternatives pursuant to my voluntary participation.

I agree to abide by the safety rules and regulations promulgated by Flathead Valley Community College Medical Laboratory Technology Program and the instructor(s) as they relate to my participation in these courses.

I understand that I will not be able to successfully complete the program if I do not participate in all planned activities.

I will make the Program Director aware of any pre-existing condition (i.e. seizure disorder, communicable disease) that I have that might place me or others at risk through my participation in the program. I further state that I am of legal age, legally competent to sign this agreement, that I have read and understand the terms of this agreement, and that I sign the agreement as my own free act. I have been provided with an opportunity to ask questions and be provided with answers.

STUDENT SIGNATURE

DATE

SIGNATURE PAGE – MLT HANDBOOK

Printed Name _____

The MLT Student Handbook has been carefully reviewed and I have had an opportunity to have my questions answered. My **INITIALS** next to each statement signifies my agreement to abide by the policies and procedures in this MLT Student Handbook. Print, sign and date in the space below and submit to your instructor.

Initials	Statement
	1. I have read and agree to comply with all student policies and procedures as outlined in the MLT Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course syllabus and student policies of the MLT program.
	2. I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
	3. I have been informed regarding the inherent health/safety hazards in the healthcare field and release FVCC from any liability for such hazards.
	4. I have read and agree to the "Substance Abuse Administrative Policy."
	5. I agree to criminal background checks and agree to immediately notify the MLT Program Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
	6. I will complete all required clinical educational training modules and submit signed documentation to the Program as required.
	7. By enrolling in a class with a clinical component, I acknowledge that FVCC may be required as a condition of my participation at an affiliated clinical site, to send certain information regarding me to a clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my immunization records, background check, personal or educational information about me that is reasonably required by the clinical affiliate's standard rules, policies, and protocols that apply to its employees. I knowingly consent to such a requirement, and hereby authorize FVCC to send such personal and educational information as may be reasonably required to the clinical affiliate.
	8. As part of the accreditation process the MLT FVCC program must obtain information about graduate's entry level skills in all areas as a means of program improvement from their employer. I give my permission to the FVCC MLT program to obtain this type of information from my employer.

Unless you are seeking clarification to assist in understanding these expectations, you must print, sign, date and return this form by the stated deadline. Failure to initial sign and return this form does not excuse a student's responsibility to abide by the policies and procedures outlined in this handbook.

Signature _____

Date: _____