

6699 Springfield Center Drive
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Medical Laboratory Technology
Associate of Applied Science Degree Program



Supplemental Student Handbook
Academic Guidelines & Policies
2025-2026

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Table of Contents

	Page #
I Introduction to the NOVA Medical Laboratory Technology Program	4
A Program Mission	5
B Program Goals	5
C Program Accreditation	5
D Program Admission Requirements	5
E Clinical Affiliate Admission Requirements	6
F Enrollment and Acceptance	6
G Degree Requirements	6
H Service Work	6
I Clinical Placement	6
J Medical Laboratory Technology Program Essential Functions	7-8
II Professionalism in the Affective Domain	9
A ASCLS Code of Ethics for Clinical Laboratory Professionals	9-10
B Character and Professionalism	10
III Classroom and Laboratory Experiences	11
A Classroom and Laboratory Time and Attendance Policy	12
B Academic Restrictions	13
IV Computer-Based Learning & Computer Requirements	14
A Computer Based Learning	14
B Computerized Course Components	14
<i>VCCS Email Expectations and Etiquette</i>	14
<i>Canvas Learning System</i>	15
<i>e-Cheating</i>	15
<i>Internet Piracy and Plagiarism</i>	15
<i>Computer Usage in the Classroom</i>	15-16
V Program Policies	16
A Classroom vs. Clinical Grading	16
B Student Misconduct	16
C Academic Integrity Policy	17-20
D Dismissal from Clinical Practice	21
E Progressive Discipline System for MDL Programs	22-26
F Readmissions	27
G MEC College Closing Delayer Opening Policy	28-29
H Medical Health Policy	29-30
VI Counseling and Guidance	30
A Counseling	30
B Faculty Advising	30
C Financial Assistance	31
VII Tuition, Fees, and Expenses	31
A Registration	31
<i>Tuition Rate – See current College Catalog</i>	31
B Physical Examination and Health Form & other expenses	31

Table of Contents Continued

	Page #
Medical Laboratory Technology (MLT) Affiliate List <i>note: subject to change</i>	32
Substantive Changes Policy	33-34

	Page #
Forms	
Receipt and Acceptance of Responsibility Form	35
Honor Code Form	36
Assumption of the Risk Form	37
Addendum to Assumption of Risk Form	38
Electronic Usage Policy form	39

Program Information	40
Curriculum	
Appearance/Dress Code	
Safety	
Clinical Practice Courses	
Placement	
Clinical Portfolio	
Clinical Course Packets	
Clinical Schedules	
Career Entry Competencies	
On-campus major course lab evaluation sample	
NVCC Statement on Immunizations	
Annual Review and Signature Page	

INTRODUCTION AND WELCOME

Welcome to the Associate of Applied Science (AAS) Degree Program in Medical Laboratory Technology (MLT) at the Medical Education Campus (MEC) of Northern Virginia Community College (NOVA). We are proud of the program and of the achievement of its graduates.

This handbook is designed to serve as your guide to general information concerning the program in those areas that directly affect your life as a student in this curriculum. The contents of the handbook represent a statement of the policies and procedures from the faculty to you and are intended to serve as a supplement to the College Catalog and the NOVA Student Handbook.

This health care career program is one that takes time and dedication. The faculty and counselors are available to assist you throughout your training. We wish you success and personal growth through your experiences in this Program.

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I INTRODUCTION TO THE NOVA MLT PROGRAM

A. PROGRAM MISSION

The MLT five-semester 20-month curriculum is designed to prepare the students for certification and employment as medical laboratory technicians in hospital laboratories, private laboratories, physicians' office laboratories, health department laboratories, and industrial medical laboratories. Upon completion of the program graduates will be eligible to sit for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) exam for MLT, and other national certification exams.

B. PROGRAM GOALS

The goals of the Medical Laboratory Technology Degree are to:

1. Prepare technical personnel capable of accurate performance in all major areas of the clinical laboratory.
2. Instill in students the principles of ethical conduct and a sense of concerned patient care.
3. Provide students with the ability to follow written and verbal instructions, organize work, transfer information from one situation to another, demonstrate problem-solving skills and communicate effectively with patients and members of the health care delivery team.
4. Provide students with the skills necessary to continue professional growth through life-long learning; and pass certification examinations.

C. PROGRAM ACCREDITATION

Special Accreditation Status: The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL 60018 (773) 714-8880 www.naacls.org

D. COMPETITIVE PROGRAM ADMISSION REQUIREMENTS

Prior to submitting a program application, an applicant must first meet the following requirements:

1. Complete a college application for first time NOVA student.
2. View MLT online information session.
3. Be eighteen years of age or older.
4. Obtain satisfactory score on the NOVA placement/assessment test to qualify for: Math 161, Pre-calculus I.
5. Verify past academic achievement with a GPA of 2.0 or better.
6. Complete ENG 111 College Composition I with a grade of "C" or better.
7. Complete BIO 141 Human Anatomy & Physiology I with a grade of "C" or better.
8. Complete CHM 111 General Chemistry I with a grade of "C" or better.
9. Complete SDV 101 Orientation to Health Professions earning a grade of "C" or better.
10. Apply to the program by filling out a program application:
<https://www.nvcc.edu/academics/divisions/health-sciences/application.html>
NOVA ID and password is required.
12. Once accepted into the program, a Criminal Background Check and Drug Screen are to be completed prior to the first day of classes with negative results for both.

E. CLINICAL AFFILIATE ADMISSION REQUIREMENTS

1. Verification of good health and ability to meet Essential Functions as required of the profession
2. Certification in CPR: AHA or Red Cross, BLS for health care providers
3. Documentation of Immunity via titers or vaccines for Hep B, MMR, Varicella, and Tdap; a negative 2-step PPD skin test or negative Quantiferon Gold blood test/TSPOT test; annual seasonal flu shot; COVID 19 vaccine may be required by some affiliates
4. Personal health insurance
5. Repeat Criminal Background check and Drug Screen year two (2). Note that clinical facilities may have strict policies and requirements for acceptance to clinicals, including denials related to positive background checks or positive drug screens. Therefore, positive results may prevent completion of the program.

F. ENROLLMENT and ACCEPTANCE

Follow the Health Sciences Division application packet directions for submission. The class is currently limited to 20 students with a 1:10 faculty/student ratio in student labs. The top 20 completed applications received meeting the college policy noted below in italics, will make up the next upcoming fall class. Incoming letters are mailed to the applicants several weeks before the beginning of classes and include information on program orientation and registration information. *This is a restricted program with limited enrollment capacity. Priority acceptance will be given in the following order:*

(1) legal residents domiciled in the cities and counties supporting the College, (2) other Virginia legal residents, (3) out-of-state applicants, and (4) international students requiring Form I-20.

G. DEGREE REQUIREMENTS

Total credit hours to earn the A.A.S. Degree in Medical Laboratory Technology = 69. The issuing of the degree is not contingent upon passing any type of external certification or licensure examination.

General Education Course Requirements	25 credit hours
Major Course Requirements	44 credit hours (including clinical courses)
Clinical Practice	560 clinical contact hours

H. SERVICE WORK

Students are allowed to perform patient work only while being supervised. Although students are encouraged to help with the work in an assigned laboratory, they are not to take the place of a paid employee. A laboratory employee must sign results produced by students. Students may be employed by a clinical affiliate outside of class hours.

I. CLINICAL PLACEMENT

All students qualified to go forward to a discipline specific Clinical Rotation will be placed. In the unlikely event that the number of students exceeds clinical slots, the following criteria for placement will be used:

1. Class achievement % (specific for discipline)
2. Student flexibility (dates, times and shift)

J. MEDICAL LABORATORY TECHNOLOGY PROGRAM ESSENTIAL FUNCTIONS

The following Essential Functions provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful completion of all Medical Laboratory Programs. Students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modifications/accommodations can be made. Students should meet with a counselor in the Accommodations and Accessibility Services at:

<https://www.nvcc.edu/student-resources/accessibility/index.html>

Essential Function I: Observation

- Distinguish red, yellow, and blue colors, distinguish clear from cloudy, distinguish and discriminate objects in the range of 1 micron through the microscope.
- Observe demonstrations and exercises in which biological fluids are tested.
- Perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures, and widths and lengths of line; to comprehend forms in space and understand relationships of plane and solid objects; the ability to visualize objects of two or three dimensions.

Essential Function II: Communication

- Communicate effectively and sensitively with patients, their families, and members of the health team.
- Communicate effectively with patients from different social and cultural backgrounds, as well as develop effective professional rapport with patients and co-workers.
- Record diagnostic results clearly, accurately and efficiently.
- Communicate effectively in English with patients, family and other health care professionals in a variety of patient settings.
- Comprehend English when spoken in person or via the telephone.

Essential Function III: Motor

- Maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms. Movement includes utilizing shoulders, arms, and neck; bending; twisting the body; standing; reaching and grasping overhead, in front of the body, and down.
- Manipulate small objects and control adaptive devices with gloved hands.
- Manipulate instruments, perform manual procedures, and have sufficient eye/hand and eye/hand/foot coordination to perform required duties in a laboratory.

Essential Function IV: Intellectual-Conceptual, Integrative and Quantitative Abilities

- Demonstrate through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology.
- Assimilate a large amount of complex, technical and detailed information.
- Discern abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form.
- Perceive pertinent detail in verbal or tabular material; observe differences in copy, proof-read words and numbers, and avoid perceptual errors in arithmetic computation.
- Synthesize, coordinate, analyze, compile, compute, copy, and compare data.

Essential Function V: Behavioral and Social Attributes

- Function effectively under stress and adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways.
- Accept responsibility, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical standards of the medical profession.
- Work effectively, respectfully and professionally as part of the healthcare team, and interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner.
- Contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.
- Interact with individuals and / or groups from a range of social, cultural, emotional, and intellectual backgrounds.
- Comprehend and follow instructions; perform simple and repetitive tasks; maintain a work pace appropriate to a given workload; relate to other people beyond giving and receiving instructions, perform complex or varied tasks, make generalizations, evaluations or decisions without immediate supervision, accept and carry out responsibility for directions, control and planning, maintain own health and safety, and present a professional appearance.

Essential Function VI: Ethical and Legal Standards

- Comprehend and comply with the legal and ethical standards of the medical profession.
- Possess attributes that include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- Recognize limitations in their knowledge, skills and abilities and to seek appropriate assistance with their identified limitations.

Other Essential Functions:

- Sufficient olfactory (smell) sense to maintain patients' and environment safety.
- Ability to work indoors, be around moving machinery; fumes, gases, odors, irritating particles, possibly be exposed to toxic or caustic chemicals, blood and body fluids, noise, radiation or electrical energy, vibration; work in confined spaces, use a computer monitor; work alone, with others, and/or around others.
- Ability to wear safety glasses, face mask/shield, protective clothing, and protective gloves in the laboratory.

II. PROFESSIONALISM AND THE AFFECTIVE DOMAIN

A. AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE (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.

1. Duty to the Patient

Clinical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetence or illegal practice by others. Clinical Laboratory Professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

2. Duty to Colleagues and the Profession

Clinical Laboratory Professionals uphold and maintain the dignity and respect of the profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving 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. Clinical Laboratory Professionals actively strive to establish cooperative and respectful working relationships with other health professionals with the primary objective of ensuring a high standard of care for the patients they serve.

3. Duty to Society

As practitioners of an autonomous profession, Clinical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community. Clinical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession: As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.
- I will actively demonstrate my commitment to these responsibilities throughout my professional life.

B. CHARACTER AND PROFESSIONALISM

As you participate in your Medical Laboratory Technology education, you will be expected to demonstrate that you have learned what is required to become a Laboratory Professional. There are three learning domains, all important, all interrelated, into which your learning may be categorized: Cognitive; Psychomotor; Affective.

The most common discussions about education/learning usually refer to the first two domains, cognitive and psychomotor. Students learn the facts and theories (cognitive) then transfer that knowledge into practice using various skills sets to performing tasks (psychomotor).

The affective domain includes objectives that emphasize values, attitudes, and interest.

The following affective objectives will be used to evaluate the student for all student laboratories and all coordinated practice rotations:

AFFECTIVE OBJECTIVES FOR STUDENT LABORATORIES

1. Arrives in the laboratory at the expected time.
2. Cooperates with others and responds well to suggestions.
3. Recognizes abnormal test results and verify the results without being prompted.
4. Organizes himself/herself so that he/she performs the test procedure in a timely manner.
5. Utilizes open time constructively.
6. Adheres to the rules and regulations of the laboratory.
7. Follow directions verbally and in writing.
8. Shows good judgment and is self-reliant.
9. Performs tests with few isolated errors.
10. Keeps the work area neat and well supplied.

AFFECTIVE OBJECTIVES FOR COORDINATED PRACTICE ROTATIONS

1. Communicates effectively with patients by demonstrating a concerned and confident approach.
2. Communicates effectively with members of the laboratory and hospital staff.
3. Exhibits the initiative and self-confidence.
4. Demonstrates the ability to work cooperatively with the laboratory staff.
5. Follows verbal instructions.
6. Organizes work to achieve maximum efficiency.
7. Recognizes mistakes or discrepancies and takes appropriate corrective actions including asking questions when appropriate.
8. Accepts constructive criticism and attempts to make appropriate adjustments.
9. Displays professional integrity including the confidentiality of all patient information.
10. Performs work in a manner which instills confidence and trust.
11. Responds to volume or stat pressures with organization and efficiency.

A truly balanced education requires learning in all three domains.

III CLASSROOM AND LABORATORY EXPERIENCES

A. TIME AND ATTENDANCE POLICY FOR MDL LECTURES AND LABS

Integrity, preparation, and punctuality are important factors in this course because they represent desirable characteristics for any professional. Therefore, the MDL Programs have a strict time and attendance policy.

Excused absence: Written notification is made to the professor *at least 24 hours* prior to the start of class if possible. Makeup lab can be scheduled by reaching out to the lab manager and must be completed before the next lab. If the student misses the makeup lab, this absence will be considered an unexcused absence, and the student will receive a grade of a zero for any assignments associated with the lab. Missed exams will be rescheduled with the professor and student and must be completed before the next class meeting or a grade of zero will be given. A maximum of two excused absences from lecture or lab are permitted per course per semester. On the third occurrence, three points will be deducted from the overall final grade for the course; on the fourth occurrence, four points will be deducted from the overall final grade for the course. If there is a fifth occurrence or more, ten points will be deducted from the overall final grade for the course.

Excused absences include illness/injury of the student, death of a family member, and citizenship events the student is not permitted to reschedule. Elective appointments are to be scheduled outside of class time and are not excused absences. Excused medical absences are those absences that are verified through an office visit by a physician, nurse practitioner or physician's assistant on the date of the absence on signed letterhead paper with MD license number, which includes the provider's name and credentials as well as the signature, certifying that illness or injury necessitates the absence on specific dates. This documentation must be scanned and emailed to the instructor or a hard copy must be provided to the instructor on the day the student returns to any MDL lecture or lab. Excused absences due to death of a family member require funeral documentation.

Accommodations made in collaboration with NOVA's Title IX office or the Accommodations and Accessibilities office for the MDL Programs' Time and Attendance Policy may be available for those with documented and applicable medical conditions. The process of seeking accommodations is the responsibility of the student.

Unexcused absence: Written notification is made to the professor *less than 24 hours* prior to the start of class. Makeup lab can be scheduled by reaching out to the lab manager and must be completed before the next class. If the student does not attend the makeup lab, this absence will be counted as an additional unexcused absence and the student will receive a grade of zero for any assignments associated with the lab. Missed exams will be rescheduled with the professor and student and must be completed before the next class meeting or a grade of zero will be given. A maximum of two unexcused absences are tolerated in lecture or lab per semester per course. On the third occurrence, five points will be deducted from the overall final grade for the course. If there is a fourth offense, ten points will be deducted from the overall final grade for the course.

Late arrivals or early departures: Tardiness or early departure of greater than ten minutes is counted as an unexcused absence. Recurrent tardiness to lecture and/or lab may jeopardize

future clinical placement as it constitutes unprofessional behavior and is grounds for dismissal from the clinical site.

Note that the time and attendance policy for MDL clinical experiences is separate and is stated in the course syllabi.

Please see the **Medical Health Policy- Health Sciences Division Policy** for further guidance.

B. ACADEMIC RESTRICTIONS

- a. All courses in the program major must be completed with a grade of “C” or better before taking the next course in the sequence.
- b. All courses in the curriculum must be taken in the sequence prescribed in the College Catalog.
- c. Students must pass both theoretical and clinical courses in order to continue the MLT program.
- d. Students with permission to delay a clinical course must register for a one-credit Supervised Study course (MDL 199) to demonstrate proficiency for the corresponding didactic course prior to being assigned to the clinical course. Placement is based on earning a grade of “B” or better in the Supervised Study course and affiliate availability. Active students have priority clinical course placement over returning students. Clinical courses may not be delayed for more than one academic year.
- e. Students who receive a grade less than a “C” will be given the opportunity to repeat the course the following year. Students may not re-enroll in more than one major MDL course. A grade of “B” or better in both lecture and lab is required when repeating a major MDL course. Withdrawal from, or failure in (grade of less than “C”), two MDL classes, will result in automatic dismissal from the program with no opportunity for readmission.
- f. Program faculty and clinical affiliates reserve the right to recommend, through appropriate channels, withdrawal of any student who neither exhibits safe performance nor adheres to prescribed clinical affiliate policies and procedures. This will be reviewed on a case-by-case basis and could result in a grade of F.
- g. Incomplete grades must be resolved prior to taking the next course in the sequence.

IV. COMPUTER-BASED LEARNING and COMPUTER REQUIREMENTS

A. COMPUTER BASED-LEARNING

The NOVA MLT program is a progressive program that offers courses with traditional and online lecture formats. In order to actively participate in the MLT program, students are expected to be competent using the computer and educational software.

The NOVA MLT program cannot be held responsible for connectivity problems or any other computer-related issues. It is the student's responsibility to make sure that:

1. The student knows how to work their computer
2. The student's computer is compatible with the educational software
3. All computer accessories are in working order

Students enrolled in the MLT Program **ARE REQUIRED** to own or have ready access to a computer with a high-speed internet connection

B. COMPUTERIZED COURSE COMPONENTS

The NOVA MLT program uses several computerized course components in our curriculum, including but are not limited to:

1. VCCS Student Email
2. CANVAS Learning Management System

VCCS Email Expectations and Etiquette

You have been assigned a VCCS email address for use in all courses that you take through NOVA or other colleges in the Virginia Community College System (VCCS). You are required to use this email account for any course-related email communication to ensure your privacy as required by law. You can access your student email by signing in to

NovaConnect: <http://www.nvcc.edu/academic-tools/index.html>



Please check your student email daily, so that the instructors can inform you of grades, approaching due dates, or other private, course-related information. The instructors will also reply to your emails at your VCCS account. The instructors will not accept or respond to email sent from any account other than the one provided by the VCCS. Please remember to sign all emails with your name so that the instructors will know who they are addressing. Also remember to delete any unwanted messages and empty out your trash regularly so that your inbox will remain open and able to receive messages. Any assignment or quiz missed due to a student not checking their email or having a full inbox will be considered incomplete, and the grade for that assignment will be **ZERO**.

CANVAS Learning Management System

The NOVA MLT program utilizes CANVAS as a learning portal to provide all the MLT course documents, lecture notes, assignments, and other communications to students outside of traditional class hours. Students are expected to access CANVAS on a regular basis to download lectures, presentations, and other materials associated with the MLT courses. More information will be provided to students as it becomes available.

e-Cheating

Policy for Use of Electronic Devices in the Classroom and Clinical Environment

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that degrades the learning environment, promotes academic dishonesty or illegal activities is prohibited. Failure to adhere to these policies will result in removal from the classroom and can result in a failing grade for the course.

- 1) **Classroom Disruptions:** Use of electronic devices during class time is disruptive to the learning environment. According to College policy, “distractions must be kept to a minimum. Cell phones and other electronic devices are turned off in class, labs, and the library”.

- 2) **Laptops / Tablets / iPads:** Laptop computers in the classroom may only be used to take notes.
- 3) **Cell Phones / Smartphones:** Students must not abuse the use of cell phones and Smartphones in class or in clinical. Any phone turned on must be in vibrating mode. If there is a need to receive a call (i.e. emergency), the student must inform the instructor in advance that they may need to be excused from the classroom to take an important call.
4. **Text Messaging / E-mailing / Gaming / Accessing Social Media Sites** are not permitted in the classroom or in clinical.
- 5) **Photography** is not permitted in classroom or clinical without a written college release form, and permission of the instructor.
- 6) **Video / Audio Recording:** Students are not permitted to video classroom lectures, laboratory sessions or students. Students may audio record a lecture with the permission of the instructor.

V. PROGRAM POLICIES

A. CLASSROOM and CLINICAL GRADING

Medical Laboratory Technology is a profession in which less than adequate performance may result in poor patient care. Standards must be maintained which are high enough to ensure the effectiveness and competency of our graduates. Accordingly, the program grading system may be somewhat different than for other NOVA courses.

Students must obtain a grade of “C” or better in both the lecture and laboratory portions of medical laboratory classes. Grading policies are detailed in the course outlines received at the beginning of each course. All major coursework is graded as follows:

A=90-100
B=80-89
C=70-79
D=60-69
F = <60.

Clinical course grading uses a criteria-based rubric system for final clinical evaluation grading. Students are evaluated in technical and professional areas.

B. STUDENT MISCONDUCT

Various forms of student misconduct on campus or in the clinical site are subject to disciplinary action described in the NOVA Student Handbook. In addition, specific forms of misconduct and the administrative response have been identified by the Medical Laboratory Technology program.

C. MDL Programs Academic Integrity Policy

A. Overview:

Integrity is one of NOVA's Core values and the college expects students to exemplify it by demonstrating honesty and a respect for truth in all their dealings.

Students enrolled in NOVA's Medical Education Campus programs are subject to the specific policies related to student conduct required to ensure competence and professionalism when delivering healthcare services.

Except where noted, the Medical Education Campus Academic Integrity policy supersedes inconsistent with NOVA's Academic Integrity policy (No. 224 and 224P) due to the stringent programmatic accreditation standards and professional code of ethics.

Academic integrity maintains fairness in academic assessment and relies on the trust and credibility of student's knowledge and skills. Academic integrity arises from the demonstration of respect for others and recognizing that healthcare professionals must uphold high ethical standards due to their important role in community health.

The foundation for demonstrating an ethical behavior and acquiring the knowledge and skills to demonstrate competence is provided by the curricular preclinical courses of each program. In clinical courses students are expected to show competence in the application of services to patients. The quality of graduates as well as their employability relies on their skills and competency.

Therefore, the Medical Education Campus programs promote a positive learning environment with no tolerance of academic dishonesty.

B. Policy

1. Definitions: (consistent with NOVA Academic Integrity Policy No. 224, section 3); copied here for convenience:

Academic dishonesty (academic misconduct): the misrepresentation of one's academic work, which includes, but is not limited to:

- a. Cheating: the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:
 - i. copying or using notes, examinations, or other instructional material during examinations, tests, or quizzes
 - ii. using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation
 - iii. obtaining, using, or possessing unauthorized copies of an examination or any written work to be graded, or receiving unauthorized information regarding examinations
 - iv. submitting another's assignment as one's own
 - v. having an examination taken or other graded assignment completed by a someone else
 - vi. altering or falsifying examination results after they have been evaluated by the faculty member and returned to the student
 - vii. writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam

- b. **Facilitating academic dishonesty:** the intentional or knowing help or attempt to help another to commit an act of academic dishonesty, such as:
 - i. completing, in whole or part, an examination, or other graded assignment for someone else
 - ii. permitting another student to copy one's work during an examination, test, or quiz
 - iii. permitting another student to copy one's written work whenever the work is to receive a grade
 - iv. collaborating with another individual or individuals in the completion of course assignments when collaboration is not permitted
 - v. giving test questions or answers to anyone else
 - vi. selling or purchasing all or part of examinations, papers, or other assignments
 - vii. posting materials from a publisher without their express written permission
 - viii. posting copies of, and/or answers to; tests, quizzes, or other assessments (e.g. lab reports)
- c. **Plagiarism:** the intentional or unintentional presentation as new and original an idea or product derived from an existing source without properly citing the source of the material, for example:
 - i. duplicating an author's work (in part or whole) without quotation marks and/or accurate citations
 - ii. duplicating an author's words or phrases or ideas with accurate citations, but without quotation marks as necessary
 - iii. using an author's idea(s) in paraphrase without accurate citation(s)
 - iv. submitting, without quotation marks, an essay or written work to be graded in which exact words are merely rearranged even though cited
- d. Other forms of academic dishonesty, such as:
 - i. submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses
 - ii. fabrication: intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise
- e. **Other Key Terms:** As used within the context of policies pertaining to MEC programs:

Administratively Withdrawn: Withdrawn from the program/college official with the option for readmission per the required remediation plan.

Disciplinary Warning: A written warning to a student that his/her conduct violated the Conduct Code, and that further misconduct will result in more severe disciplinary action. Disciplinary warning may include but not limited to a behavior agreement or contract.

Due Process: guarantee that all proceedings related to the student code of conduct will be fair and that students will be given notice of the charges, notice of the proceedings and an opportunity to be heard before the College acts to take away their rights and privileges.

Ineligible for Readmission: Under no circumstances can the student reapply or be eligible to be admitted into the specified program of study.

Interim Removal Status: When the alleged academic or behavioral conduct, if proven true, is deemed to have an immediate impact or potential risk to safety (including patient, self, or others in the program), this determination will be made at the time the allegation becomes known, or

immediately thereafter, and may be determined by the Program Director or Associate Dean.
Maxient: College's student code of conduct database where all electronic student conduct records are housed.

Program Dismissal: Dismissed due to an academic or other form of misconduct from a MEC program and renders student ineligible for readmission.

2. Expectations of students in Medical Education Campus Programs

Students have the obligation to conduct themselves in a way that respects NOVA's core values. Academic dishonesty reduces the opportunities to make a fair assessment of the student's competency and, thus, jeopardizes the delivery of healthcare services. Students who choose to engage in this type of behavior may be unable to display the skills needed to safely perform procedures and may harm the health of patients during their clinical courses.

3. Sanctions

If an individual is found to have an academic integrity violation, a two-tiered approach for sanctions will be followed, except in the case in which safety is jeopardized as noted below titled "SAFETY EXCEPTION." ***This section specifically supersedes and replaces Sections 4 and 5 of the Academic Integrity Procedure No. 224P.***

a. First Offense: If the academic misconduct occurs on any course assessment (which may include tests, exams, papers, projects, presentations, assignments, or others), then the student will be assigned a zero grade on that graded item. A grade of a zero assigned due to academic dishonesty will not be dropped from the final grade calculation. Remediation will be provided by the Program.

b. Second Offense: If a second academic integrity violation occurs while an individual is in a Medical Education Campus program, then the student will fail the course (grade of an "F") in which the academic dishonesty occurred and will be dismissed from the program. This student will be ineligible for re-admission.

SAFETY EXCEPTION: If the alleged academic integrity violation is determined to have an immediate impact or potential risk for safety (patient, self, or others in the program), then the student will be placed in Interim Removal Status regardless if this is the student's first or second academic integrity offense.

4. Referral to the Code of Conduct process

The Medical Education Campus will follow the College's "Referral on the Code of Conduct process" as outlined in section 6 on the Academic Integrity Procedure 224P as follows:

- a. Violations that also include a separate violation of the Code of Conduct, such as stealing a test or examination, falsifying official documents, etc. will be referred by the Academic Dean or designee to the Dean of Student Rights and Responsibilities or designee for handling in accord with the Code of Conduct process as soon as the alleged misconduct is identified.
- b. Multiple reports of academic integrity violations where the student is found responsible will also be referred to the Code of Conduct process.
- c. If the student is found responsible for a violation, the Dean of Student Rights and Responsibilities will impose the appropriate sanctions per the Code of Conduct. The Dean of Student Rights and Responsibilities will notify the Academic Dean and instructor of the outcome.

5. Due Process for Academic Misconduct

- a. Within five (5) business days following the academic integrity incident, the instructor will initiate contact in order to schedule a meeting (either in person or via electronic means) with the student to discuss the incident and will provide the student with a written notice of allegations. The student will be given the opportunity to respond to supply the instructor with any additional information that may alter the outcome. The instructor may consult with the Program Director and/or Associate Dean.
- b. The instructor, in collaboration with the Program Director and/or Associate Dean, will decide if the student is responsible for academic misconduct and, if so, the sanction, as noted in Section 3 of this policy, will be applied. Notice of the determination and applicable sanction will be issued in writing via VCCS email to the student. The notice shall include reference to this policy for information on the appeal process.

6. Appeal Process for Academic Violations

The Medical Education Campus will follow the College's Due Process and Appeal for Academic Misconduct as outlined in section 8 on the Academic Integrity Procedure 224P as follows with an exception for the Medical Education Campus noted by below (*).

- a. A student who is not satisfied with the outcome within five (5) business days of the issuance of the determination notice, may submit a written appeal of the decision to the Academic Dean. The Academic Dean will review all documents relating to the violation, and consider any evidence submitted by the student, and render a decision within five (5) business days of receipt of the written appeal. The student will be notified of the decision via VCCS email.
- b. A student who is not satisfied with the decision of the Academic Dean may request a review by the Provost within five (5) business days of receipt of the Academic Dean's decision. No new evidence will be considered. Within five (5) business days, the Provost will review the actions that have already taken place and render a decision. The student will be notified in writing of the decision via VCCS email. The decision of the Provost is final.
- c. Deadlines may be extended by mutual written agreement; however, the Provost has the authority to extend deadlines at any level of the process.
- d. Once the student has exhausted the appeal process, the student has no right to file a student grievance about a course grade or other sanction (including a dismissal) resulting, even in part, from the academic misconduct process.

***Failure to submit a timely appeal will result in the sanction remaining in effect.** During the appeal process, the student must abide by the limitations established by the outlined sanction (as to course, lab, clinical attendance) and may not otherwise participate in college activities except for those related to the academic grievance process set forth herein regarding the underlying charge.

If, as a result of the process set forth herein, the student is found cleared of the charges and not responsible for a violation, then the student will be able to make-up any missed assessments/assignments. However, depending on when during the academic term the issue giving rise to the conduct charge occurs or is discovered, a student's sanction, even if lifted, may result in a disruption to the normal program progression depending on the circumstances. The Program Director or Associate Dean will work with the student and the student's faculty to arrange for this make-up.

SPECIAL NOTE: If a student is issued a notice of an academic integrity violation(s) charge

before the published course withdrawal deadline; and the student chooses to withdraw and fails to continue participation in the academic integrity misconduct process, then the student waives their right to apply for re-admission to the Program. Provided, however, a student may seek exception by submitting in writing an explanation for their former withdrawal to the Office of the Provost of the MEC. The Provost's decision shall be final.

*Please note that the VCCS Student Code of Conduct appeal process and the Title IX office will follow their individual appeal processes. Student grievances will follow the NOVA student grievance policy/procedure (<https://www.nvcc.edu/dist/files/sites/policies/pdfs/608P-Student-Grievances.pdf>).

D. DISMISSAL FROM CLINICAL PRACTICE

The MLT Program and its Clinical Affiliates reserve the right to dismiss students from the program and or clinical assignment. Examples of primary reasons for dismissal include, but are not limited to:

1. Acting in a manner which endangers the safety of patients or staff
2. Failure to properly identify patients
3. Incorrectly labeling or identifying specimens
4. Falsifying information
5. Insubordination
6. Using supplies, equipment or patient information in an unethical manner
7. Substance abuse
8. Lack of motivation and / or indifference to learning
9. Unexcused absences and tardiness; non-compliance with HIPAA and OSHA regulations.

The detailed dismissal criteria are described in the following pages.

Progressive Disciplinary System for the MDL Programs

The NVCC MDL Programs utilize a progressive disciplinary system that applies a series of more severe penalties for subsequent violations of set policies, standards, guidelines, and procedures.

This disciplinary process is intended to educate the student in identifying and correcting inappropriate behaviors, promoting the ASCP - NAACLS high ethical standards of professionalism, and ensuring a safe learning environment dedicated to patient safety in the clinical setting.

Failure to conform to any of the below policies, standards, guidelines, and procedures may result in one or a combination of the following actions:

1. **Educational Talk/FYI:** verbal notification is provided to the student that their behavior, actions, and performance is unacceptable; stronger disciplinary actions may result if the issue persists. Faculty will document this as an FYI in the College's Maxient system by completing the Student Conduct Form:
https://cm.maxient.com/reportingform.php?NorthernVirginiaCC&layout_id=50
 for those noted below with an asterisk (*) in the chart below.
2. **Written/Disciplinary warning:** a formal written agreement between the student and program personnel that lists specific behaviors, actions, or unacceptable performances that must be corrected and the designated timeframe for the correction(s). Faculty will additionally document behaviors in the College's Maxient system by completing the Student Conduct Form:
https://cm.maxient.com/reportingform.php?NorthernVirginiaCC&layout_id=50.
 Asterisked items are considered violations of the VCCS student code of conduct and will be further investigated by the Office of Student Rights and Responsibilities.
3. **Remediation Plan/Performance Improvement Plan (PIP):** a written report and last resort for those students who continue to display inappropriate behaviors considered severe.

All actions are documented by the program for academic violations (non-asterisk items in the chart below) or via the Student Conduct form for behavioral violations (asterisk items in the chart below).

All students have the right to a due process (defined in "Key Terms"). Further information about the due process is noted below the tiered chart.

TIER I OFFENSES (Eligible for One Time Competitive Readmission)	MAXIMUM PENALTY 1st OFFENSE	MAXIMUM PENALTY 2nd OFFENSE	MAXIMUM PENALTY 3rd OFFENSE	READMISSION ON ELIGIBILITY
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	E			
Smoking or eating in unauthorized areas to include Vaping	Educational Talk/FYI	Written/Disciplinary warning	Administratively withdrawn	Readmission with a Remediation plan
Non-compliance of policy for appearance/dress code/personal hygiene – includes smelling of smoke	Educational Talk/FYI	Written/Disciplinary warning	Administratively withdrawn	Readmission with a Remediation plan
Failure to follow the chain of command	Educational Talk/FYI	Written/Disciplinary warning	Administratively withdrawn	Readmission with a Remediation plan
Use of abusive or obscene language	Educational Talk/FYI	Written/Disciplinary warning	Administratively withdrawn	Readmission with a Remediation plan
Indifference or rudeness to patients, staff, faculty, or other students	Educational Talk/FYI	Written/Disciplinary warning	Administratively withdrawn	Readmission with a Remediation plan
Failure to adhere to Clinical Education Affiliate Rules and Regulations provided in the NOVA Medical Laboratory Programs Clinical Guidelines (except behaviors that meet criteria for automatic dismissal as described below)	Educational Talk/FYI	Written/Disciplinary warning	Administratively withdrawn	Readmission with a Remediation plan
Using cell phones/text messaging/smartwatches/having phone out during class/clinic/labs.	Educational Talk/FYI	Written/Disciplinary warning	Administratively withdrawn	Readmission with a Remediation plan

TIER II OFFENSES (NOT Eligible for Program Readmission)	MAXIMUM PENALTY 1st OFFENSE	MAXIMUM PENALTY 2nd OFFENSE	MAXIMUM PENALTY 3rd OFFENSE	READMISSION ELIGIBILITY
No Call: No Show	Educational Talk/FYI	Written/Disciplinary warning	Interim Removal Status with possible ultimate Program Dismissal	Ineligible for readmission
TIER III OFFENSES: (NOT Eligible for Program Readmission)	MAXIMUM PENALTY 1st OFFENSE			
Failure to properly identify patients; incorrectly identifying or labeling specimens	Interim Removal Status with possible ultimate Program Dismissal			Ineligible for readmission
Abandonment or misappropriation of time during clinical rotations	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
Written request by clinical administration for removal of student from clinical site for behavioral, performance, and/or safety reasons	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
*Under the influence of any substance that inhibits cognitive ability in class or clinic	Interim Removal Status with possible	----	----	Ineligible for readmission

	ultimate Program Dismissal			
*(Verbal or Physical) Threatening or fighting with faculty, other students, hospital employees, patients or visitors	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
Stalking, Harassment, or Bullying supervisors, patients, staff, faculty, other students.	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
*Falsification of academic records	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
Falsification of clinical records	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
*Insubordination - refusal to comply with reasonable instructions from an authorized supervisor/faculty/clinical instructor	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
Disclosure of privileged and/or confidential information – includes HIPAA violations	Interim Removal Status with possible ultimate	----	----	Ineligible for readmission

	Program Dismissal			
*Illegal use of prescription drugs and/or other intoxicants on campus or in clinic. NOVA has the right to mandate random drug screens	Interim Removal Status with possible ultimate Program Dismissal		----	Ineligible for readmission
*Acting in a manner that endangers patients/staff/faculty/other students	Interim Removal Status with possible ultimate Program Dismissal	----	----	Ineligible for readmission
<p><u>*An asterisk in the chart above denotes that a behavior is a violation of the VCCS student code of conduct. This behavior will be reported by faculty to the Office of Student Rights and Responsibilities (OSRR) through a Maxient report.</u></p> <p><u>Appeal Process for Behavioral Violations:</u> Please refer to the VCCS Code of Conduct (Student Code of Conduct Northern Virginia Community College) for the behavioral violations noted above by the asterisk.</p>				

F. READMISSION REQUIREMENTS

Students who have been dismissed in writing from a clinical education site in consult with the program director, or who have been administratively withdrawn for ethical or behavioral problems are ineligible for readmission to the Medical Laboratory Technology program.

Students who withdraw from or fail in (grade of less than "C", below 70.0%), two MDL major courses, are ineligible for readmission to the Medical Laboratory Technology program.

Any student who has received a grade of less than "C" in a MDL major course may repeat the course one time. Repeating a major course requires a grade of "B" or better to continue in the program.

Any student who has voluntarily withdrawn from a major MDL course due to personal circumstances may return the following year provided he/she has the approval of the program director and a return program plan on file. A delay of more than one year will require a reapplication to the program.

Students with permission to delay a clinical course must register for a one-credit Supervised Study course (MDL 199) to demonstrate proficiency for the corresponding didactic course prior to being assigned to the clinical course. Placement is based on earning a grade of "B" or better in the Supervised Study course and affiliate availability. Active students have priority clinical course placement over returning students. Clinical courses may not be delayed for more than one academic year.

An interview and repeat and/or updated immunization records, criminal background check, and drug screen may be required.

G.MEC COLLEGE CLOSING/ DELAYED OPENING POLICY

for class and clinical experiences.

Continuity of instruction and clinical experiences is of the utmost importance to the college and to the learning environment. At times this continuity may be interrupted by inclement weather or some other unforeseen emergency. Students are responsible for understanding and following the following steps.:

- Notification
 - If the College is closed or delayed for any reason, a text alert will be sent to cell phones registered on NOVA Alert and a notice will be posted on the home page of the College's website. In addition, a message will appear on our cable television station and on local radio and TV stations. The home page of the College's website will always have the most reliable and up-to-date information about closures or delays. Do not call individual offices.
 - Students should register for NOVA Alert which is a free notification service. Students are automatically signed up for the email alerts through your VCCS email address and any cell phone number you provide the College at the time you registered. To add an additional cell phone number or email account, students must register them by going to <http://alert.nvcc.edu>. The College has adopted a Color Code system as can be viewed on the website at <https://www.nvcc.edu/student-life/college-safety/emergency-preparedness/closing.html>

- Classes canceled
 - When classes are canceled due to a weather event or other unforeseen situation, students are not expected to attend regularly scheduled classes on campus or online. Students are expected to check the course CANVAS site and/or NOVA email (@email.vccs.edu) as soon as possible for instructions and assignments.
 - However, to ensure academic continuity should the college be closed for extended periods of time, students are expected to continue with assigned coursework via distance learning using the CANVAS course platform as able. If there are circumstances that prohibit students from completing coursework, it is the responsibility of the student to contact the assigned faculty member when they are able to.
 - Any material scheduled to be covered on the day of the closure will be covered in a manner determined by the professor of the course.
 - No synchronous classes will be held on this day if Code Red is indicated.
 - Students are expected to attend their clinical rotations/preceptorship when the college is closed if the clinical site is open unless indicated otherwise by the program or if the clinical experience occurs on campus. If the student uses sound judgment identifying that it is not safe to attend the clinical site, it is the responsibility of the student to contact the clinical instructor and faculty at their earliest convenience.

- Classes delayed
 - If there is a delayed opening and students are scheduled for a course that is partially affected by the delay, students are expected to attend the class at the time the college opens unless notified by the program with an alternative plan. For example, class is

- o scheduled from 9am – 12pm and the college does not open until 10am, students are expected to attend class from 10am – 12pm.
- o Students should always check the course CANVAS site and your student e-mail for additional announcements from your instructor before leaving for a delayed college opening.

H. MEDICAL EDUCATION CAMPUS MEDICAL HEALTH POLICY

- A. Overview:** The Medical Health Policy offers guidance for handling major medical emergencies, severe extended illnesses, or other health conditions occurring during the semester of registration that require hospitalization, are life-threatening, prevent class attendance, or pose a contagious threat to the College community.
- B. Policy** When the Medical Health Policy is invoked, students may seek accommodations through Accommodations and Accessibility Services and/or the Title IX office. The student must provide the Program Director or Associate Dean of the Division ("college official") with the MOA or Title IX letter as soon as possible. Students missing class or clinical time must arrange accommodations to make up the missed work.

Faculty:

If a faculty member is concerned about the health or safety of a student based on observed behaviors, it is acceptable for the faculty member and/or the Program Director or Associate Dean to inquire about the student's ability to participate in program activities by speaking with the student, but only when it pertains to their classroom learning activities, clinical experiences, and the student's successful completion of the course and the program.

- Faculty must refer students to NOVA's Accommodations and Accessibility Services ("AAS") if a student indicates a need for accommodation due to a serious medical condition or physical or mental disability.
- Faculty must refer pregnant students to the Title IX Office ("Title IX") if a student indicates a need for accommodation. Pregnant students may be entitled to academic accommodations based on temporary medical conditions and symptoms due to pregnancy. Accommodations vary pertaining to the student's specific conditions as well as the academic program in which the student is enrolled. The Title IX Coordinator will engage with pregnant students and faculty to identify appropriate and reasonable accommodations on a case-by-case basis. The Title IX Office will collect and maintain any student health records required for the Title IX accommodation process.

MEC Programs:

The programs at the MEC are rigorous classes and have mandatory scheduled clinical components. These clinical experiences have limited abilities to be rescheduled outside of the scheduled times during the semester at the MEC.

- Didactic and Lab coursework- If a student misses coursework, they should refer to the program's absence-related policy.
- Clinical experiences - Clinical experiences may be difficult to reschedule outside of the scheduled times during the semester at the MEC. If MEC programs can reschedule this missed clinical work, which may extend beyond the semester, the student will receive an "Incomplete" and finish the clinical work prior to the next semester start date. If the ability to make up clinical work is not available for a program, the student will need to withdraw from the program and return at the identified date the following year.

Accommodations and Accessibility Services and Title IX Office:

The Accommodations and Accessibility Services and/or Title IX Office will review appropriate medical documentation, including the physician's updated review of programmatic technical standards, prior to issuing written documentation for student return or outlining students' accommodations. Faculty are not permitted to provide academic accommodations ad hoc or informally. All accommodations are provided by only the Accommodations and Accessibility Services and the Title IX Office of the College.

Student:

The student is required to disclose to faculty if they have a major medical emergency, severe extended illness, or any other health condition occurring during or extending into the semester in which the student is registered which requires hospitalization, is life threatening, prevents the student from attending classes, or is contagious and a danger to the remainder of the College community. Medical details do not need to be disclosed. The student will be referred to either the Accommodations and Accessibility Services and/or Title IX Office for review of appropriate accommodations if needed. The student is solely responsible for registering on time, completing required course work, following universal precautions, maintaining health clearance requirements required for clinicals, and for maintaining academic and behavioral standards of the program. If a student is unable to meet these requirements, with or without an appropriate accommodation, or if the ability to make up missed clinical work is not available, the student may utilize the option to withdraw after the published withdrawal deadline due to mitigating circumstances by submitting the Late Withdrawal for Mitigating Circumstances (Form 125-047).

NOTE: Qualification for late withdrawal may have varying academic and financial impact and consequences. Students who qualify for late withdrawals under this policy may or may not be entitled to any reimbursement, refund, or forgiveness of tuition debt owed for such courses and should consult with the appropriate the Financial Aid office as to any financial impact withdrawing has upon student financial aid or the student's account.

This Medical Health Policy is a supplement by any or all program specific policies or protocols that apply to all program-based students as stated in the program handbook.

VI.COUNSELING AND GUIDANCE**A. COUNSELING**

The counseling department is available to assist the student in meeting their personal goals. The counseling center has material on study skills, personal development, and career options. <https://online.nvcc.edu/sservices.html>

B. FACULTY ADVISING

Full-time MLT faculty serve as faculty advisors. They are available to assist students each semester prior to registration. Each faculty member has posted student engagement hours on his or her door. Please observe these hours when you need program advisement.

FINANCIAL ASSISTANCE

There are several sources of financial aid available to students in the Medical Laboratory Technology program. Students are encouraged to utilize these sources as needed, rather than seek full-time or part-time employment. Students may apply for assistance at any time while in the program. For further information: <https://www.nvcc.edu/admissions/financialaid/index.html>

VII TUITION, FEES, AND EXPENSES

A. ON-TIME REGISTRATION

Fees related to registration and tuition are payable in full immediately upon completion of registration, and prior to the beginning of the semester. If receiving Financial Aid, it is advisable to meet with the student financial aid officer to ensure your status prior to the beginning of the semester. Students may be dropped from courses for nonpayment of tuition and fees. If a student is dropped due to nonpayment after the census date, they will not be eligible for reenrollment. This information is found in all course syllabi.

Important dates are listed each semester in the printed and online schedule of classes. It is the responsibility of the student to be aware of registration dates, add/drop period, and graduation application deadlines.

TUITION RATE

Subject to change: See current College Catalog or College website:
<https://www.nvcc.edu/admissions/tuition/index.html>

B. PHYSICAL EXAM AND HEALTH FORM

A physical form properly documented on a NOVA Health History and Physical Form, including certain immunizations, is required prior to beginning the first clinical course. Students who fail to comply with Castlebranch will be prohibited from attending clinical. It is a requirement of all clinical affiliates that health workers (including students) show proof they are free from communicable tuberculosis; therefore all students are required to update their TB testing annually. Students must complete all immunizations (except Hepatitis B) prior to the first day of clinical assignment. For Hepatitis B, a student will be allowed to attend clinicals if they have at least 2 of the 3 vaccines in the series.

C. BACKGROUND CHECK AND DRUG SCREEN

A 12 panel Random Urine Drugs of Abuse Screening and a Criminal background Check is required prior to program entry and the results must be negative.

A repeat Criminal Background Check and Drug Screen is required prior to entering the 2nd year clinical practice courses. The repeat testing is offered at a reduced rate.

D. OTHER EXPENSES

1. Textbooks
2. Disposable Lab Coat
3. Non-latex gloves
4. Scrubs

5. Personal health insurance
6. Transportation/Parking Fees

MLT CLINICAL AFFILIATE LIST

ACUTE CARE HOSPITAL AFFILIATES: Currently Active to Date

HCA Reston Hospital Center
1850 Town Center Parkway
Reston, VA 22070 (703) 689-9000

Inova Alexandria Hospital
4320 Seminary Road
Alexandria, VA 22304 (703) 504-3097

Inova Springfield Franconia HealthPlex
6355 Walker Lane
Alexandria, VA 22310 (703)797-6906

Inova Fair Oaks Hospital
3600 Joseph Siewick Drive
Fairfax, VA 22033 (703) 391-3651

Inova Loudoun Hospital
44045 Riverside Parkway
Leesburg, VA 20176 (703) 858-6090

Inova Mount Vernon Hospital
2501 Parkers Lane
Alexandria, VA 22306 (703) 664-7000

MedStar Washington Hospital Center
110 Irving Street NW
Washington, DC 20010 (855)546-1686

UVA Health - Prince William Medical Center
8700 Sudley Road
Manassas, VA 22110 (703) 369-8496

UVA Health- Culpeper Medical Center
501 Sunset Lane
Culpeper, VA 22701 (540) 829-4156

Virginia Hospital Center
1701 North George Mason Drive
Arlington, VA 22205 (703) 558-6446

Veteran's Affairs Medical Center
50 Irving Street, NW
Washington, DC 20422 (202) 745-2237

Kaiser Permanente Caton Hill
13285 Minnieville Rd.
Woodbridge, VA 22192 (703) 986-2400

Kaiser Permanente Tysons Corner Medical
Center, 8008 Westpark Dr.
McLean, VA 22102 (703) 287-1480

Mary Washington Hospital
1001 Sam Perry Blvd.
Fredericksburg, VA 22401 (540) 741-3258

REFERENCE LABORATORY AFFILIATES

Quest Diagnostics Nichols Institute, Inc.
14225 Newbrook Drive
Chantilly, VA 20153 (703) 802-6900

Medical Laboratory Technology Programs

Addendum to Northern Virginia Community College Policy and Procedures for Reporting Substantive Change

The purpose of this addendum is to define procedures for a teach-out plan specific to the Medical Laboratory Technology Programs (MDL) at Northern Virginia Community College (NOVA). Substantive changes requiring development of a teach-out plan may include, but are not limited to: program closure due to low enrollment or low industry demand; relocation due to catastrophic loss of physical structure; sudden and unanticipated loss of faculty; sudden and unanticipated loss/reversal of program accreditation.

The Medical Laboratory Technology programs include the Medical Laboratory Technology Associate of Applied Science (AAS) and the Medical Laboratory Assistant (beginning Summer 2018) and Phlebotomy career studies certificate (CSC) programs.

The Medical Laboratory Technology (MLT) AAS degree requirements include 45 credits of core MLT instruction divided among 16 courses in the five-semester curriculum. In addition, 8 support/general education courses with a total of 25 credits make up the balance of the 70-credit program curriculum.

The Medical Laboratory Assistant (MLA) CSC Program includes 18 credits of core MLA instruction divided among 7 courses in the three-semester curriculum. In addition, 4 support/general education courses totaling 9 credits make up the balance of the 27-credit program curriculum.

The Phlebotomy (PBT) CSC Program includes 7 credits of core PBT instruction divided between 2 courses in the one-semester curriculum. In addition, 3 support/general education courses totaling 9 credits make up the balance of the 16-credit program curriculum.

The Medical Laboratory Technology Programs Mission Statement defines our student instructional intentions to prepare the students for certification and employment as medical laboratory personnel. The teach-out plan will ensure the continuity of instruction for active and enrolled students in the MDL Programs, allowing the student to reach the intended goal of successful acquisition of the degree and subsequent gaining of the required credential.

Substantive Changes and Resolution Plan

In the event of program closure due to low enrollment or low industry demand, the program will continue to offer core MLT, MLA and PBT courses until such time as all enrolled students have met the degree requirements or a period not to exceed three years as defined by the NVCC Curriculum Procedures Manual. No additional students will be accepted into the program in question during this teach-out period. Fully qualified faculty will be retained to instruct the remaining students, but faculty may be employed in a part-time capacity dependent on budget. All SACSCOC notification shall be done in accordance with Northern Virginia Community College Policy and Procedures for Reporting Substantive Changes through the Executive Vice President for Academic and Student Services (EVP); and the Associate Vice President for Academic Affairs (AVPAS). Notification of our accrediting body, NAACLS, will be done by the standing Program Director through the College President.

In the event of catastrophic loss of physical structure (i.e., campus and/or laboratory classroom destruction), program operations can be relocated to one of the five other NOVA campuses. All resources needed for laboratory instruction will be provided at the relocation area. While notification of SACSCOC is not needed in this circumstance, NAACLS will be notified of the change in location of instruction by the standing Program Director through the College President.

In the event of sudden and unanticipated loss of faculty or sudden and unanticipated loss/reversal of program accreditation, the program will enter into an agreement outlined by the Shared Services Distance Learning (SSDL) Program as defined and laid out by the Virginia Community College System (VCCS). This can be accomplished by entering into a joint SSDL Agreement with one of the “sister” accredited Medical Laboratory Programs within the VCCS. At the time of this draft, those programs are housed at: J. Sargeant Reynolds CC, Tidewater CC, Wytheville CC, and Virginia Western CC. This agreement will provide the means for the student to distance the balance of the MDL core coursework needed to finish the degree and gain the associated credential. Since MDL courses are comparable or identical for the like Medical Laboratory programs within the VCCS, a system of transfer and substitution of coursework between the colleges can be accomplished. The degree would be conferred by the institution that admits NOVA’s MDL students via SSDL. All SACSCOC notification shall be done in accordance with Northern Virginia Community College Policy and Procedures for Reporting Substantive Changes through the Executive Vice President for Academic and Student Services (EVP); and the Associate Vice President for Academic Affairs (AVPAS). Notification of our accrediting body, NAACLS, will be done by the standing Program Director through the College President.

Student Notification

All active and enrolled students will be notified of any substantive changes to the Medical Laboratory Programs via VCCS email; mail; or phone call as soon a plan for teach-out has been initiated. Advisement processes will be outlined to the student during this correspondence.

Depending on the event, all changes will be resolved as quickly as possible. This will provide a seamless and transparent transition for the enrolled students.

**MEDICAL LABORATORY TECHNOLOGY
MEDICAL LABORATORY ASSISTANT
PHLEBOTOMY**

**RECEIPT AND ACCEPTANCE OF RESPONSIBILITY
PROGRAM LIABILITY DISCLAIMER**

Supplemental Student Handbooks for Medical Laboratory Technology, Medical Laboratory Assistant, and Phlebotomy have been developed to assist you in successful completion of the MLT AAS degree program, MLA-PBT CSC programs. You are expected to become thoroughly familiar with the respective program handbook and keep it available for ready reference. If you have any difficulty understanding anything in this document, please consult the Program Director.

The Handbook is provided as a guide to ensure you understand the academic and conduct expectations the MLT AAS degree program or MLA- PBT CSC programs has for you during your enrollment in the program.

There is no mutuality between you and the Program concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the program. The program reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

1. The Northern Virginia Community College and its faculty assume no responsibility for accidents involving property damage, loss or theft, or bodily injury sustained or caused by students in pursuit of the Medical Laboratory Technology, Medical Laboratory Assistant or Phlebotomy Program curriculum requirements.
2. Medical Laboratory Technology, Medical Laboratory Assistant, and / or Phlebotomy Students have responsibility for their personal actions when in contact with patients, even though they are not yet registered. Students are legally and financially responsible if another person is injured or suffers loss as a result of their negligence.

By signing this statement, I acknowledge I have received and read the MLT, MLA and/or PBT Student Handbook and accept my responsibility to observe the policies and procedures outlined within.

SIGNATURE OF STUDENT

DATE

Upon signature, scan and submit to Castlebranch

35

**MEDICAL LABORATORY TECHNOLOGY
MEDICAL LABORATORY ASSISTANT
PHLEBOTOMY**

HONOR CODE

HONOR CODE

To prepare students for the high ethical standards of the Health Professions, the College expects absolute academic integrity both in the classroom and in clinical practice. Therefore, acts of cheating; attempted cheating; plagiarism; lying; stealing of academic work which includes secured tests or related materials; papers purchased or written by others; or the failure to report an occurrence of academic dishonesty or any violation of this honor code may subject you to the College's disciplinary procedures as defined in the NOVA Student Handbook.

I have read the above and agree to follow the Honor Code.

SIGNATURE OF STUDENT

DATE

Upon signature, scan and submit to Castlebranch

ADDENDUM TO STUDENT ASSUMPTION OF RISK FORM
Adopted as to form approved by System Counsel for the VCCS

The Medical Laboratory Technology and Phlebotomy Programs at Northern Virginia Community College exceed OSHA regulations in providing for their students enrolled in these programs:

- Personal Protective Equipment
- Medical Safety Devices
- Comprehensive Instruction on Laboratory Safety
- Comprehensive Instruction on Collection Techniques yielding a quality blood sample utilizing structured safety protocols.
- Comprehensive Instruction on Bloodborne Pathogens

However, there still exists a risk for needlestick exposure. In the event of an exposure occurrence:

1. Immediately report exposure to faculty.
2. The faculty member will initiate an NVCC 125-88 Accidental Injury Report Form.
3. The student who is the source of the exposure will be excused from class and agrees to seek immediate medical attention for testing, at their own expense, following the testing recommendations listed below.
4. Test results must be completed within a twenty- four-hour period.

Excerpted from: U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis. Centers for Disease Control and Prevention; 07/02/2001.

The complete twenty-seven-page report is available online at:

www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm

Evaluation of known occupational exposure sources:

- Test source for HbsAG, anti-HCV, and HIV antibody
Direct virus assays for routine screening of source patients are not recommended

Consider using a rapid HIV-antibody test

If the source person is not infected with a bloodborne pathogen, baseline testing or further follow-up of the exposed person is not necessary.

Results will remain confidential between faculty and the parties involved. Any positive result will require additional medical attention, which may include counseling and Post-exposure Prophylaxis (PEP)



**Northern Virginia
Community College**

Medical Education Campus

Health Sciences Division

**MEDICAL LABORATORY TECHNOLOGY
MEDICAL LABORATORY ASSISTANT
PHLEBOTOMY**

**RECEIPT AND ACCEPTANCE
ELECTRONIC DEVICE usage POLICY**

By signing this statement, I acknowledge receipt of the Electronic Device Usage policy and accept my responsibility to observe the policies outlined within.

SIGNATURE OF STUDENT

DATE

PRINTED NAME OF STUDENT

Upon signature, scan and submit to Castlebranch

PROGRAM INFORMATION

	Page #
Curriculum	40
Appearance/Dress Code	41
Safety	42
Clinical Practice Courses	42
Placement	42
Clinical Portfolio	42
Clinical Course Packets	43
Clinical Schedules	43
Career Entry Competencies	44-45
On-campus major course lab evaluation sample	46
Statement on Immunizations	47
Annual signature page	48

CURRICULUM

Support courses listed in the first year of the curriculum **must** be successfully completed prior to entering the second-year courses. There are 44 credits in the major and 25 general education support credits for a total of 69 credit hours to earn the degree: 16 courses in the major and 8 general education support courses.

First Year	Fall 1st Semester	Spring 2 nd Semester	Summer 3 rd Term
MDL 101 Introduction to Medical Laboratory Techniques	3		
MDL 125 Hematology I	3		
BIO 142 Human Anatomy & Physiology II	4		
MDL 140 Clinical Microscopy	2		
MDL 215 Immunology	2		
MDL 130 Basic Microbiology		3	
MDL 225 Hematology II		3	
CST 229 Intercultural Communication		3	
MDL 260 Instrumentation		2	
MDL 265 Clinical Chemistry		2	
MDL 266 Clinical Chemistry Techniques			3
MDL 276 Clinical Hematology Techniques			3
Total Credits/Semester	14	13	6

Second Year	Fall 4 th Semester	Spring 5 th Semester
MDL 216 Blood Banking/Immunoematology	4	
MDL 251 Clinical Microbiology I	3	
MDL 236 Parasitology and Virology	2	
SS (Social Science Elective)	3	
MDL 277 Clinical Immunoematology /Immunology Techniques		4
MDL 278 Clinical Microbiology Tech. II		4
MDL 281 Clinical Correlations		1
HUM (Humanities Elective)		3
Total Credits/Semester	12	12

APPEARANCE/DRESS CODE

On campus major course laboratory sections: Students must wear navy scrubs and a disposable lab coat (it will remain in the lab for the duration of the course); closed toed and heeled shoes; hair tied back away from face; non-latex gloves and protective face shields as needed.

SAFETY

Students will be exposed to potentially hazardous materials in this program. Specimens with potential to spread infectious diseases and potentially toxic chemicals will be handled throughout the program. Students will be informed of these hazards and the proper method for safely handling them.

1. Most accidents can be prevented by careful adherence to the rules of laboratory safety. Following OSHA Guidelines is mandatory. Students are expected to become thoroughly familiar with all safety regulations presented to them and to follow these rules at the college and at the affiliates.
2. Any accident occurring while you are a student assigned to a clinical affiliate must be reported to the laboratory supervisor immediately and to college program officials. You must contact the college program office (703) 822-6555 by the end of the day.
3. Students are required to carry personal health insurance. The Student Services Center at the MEC can provide a list of companies that offer student health insurance programs. Hospitals can provide emergency treatment for any incident occurring while you are scheduled in a rotation, however, please be reminded that you will be charged for this service, as you are not an employee of the hospital.
4. In addition to documentation of your immunization records, we also highly recommend that you have a baseline HIV test for your own personal records.

CLINICAL PRACTICE COURSES

THE CLINICAL EDUCATION GUIDELINES HANDBOOK CONTAINS DETAILED INFORMATION AND POLICIES FOR ALL CLINICAL PRACTICE COURSES

PLACEMENT: All students who are eligible will be guaranteed a clinical slot. We do not guarantee a particular site. Travel time could be at least one hour each way. Students will be placed in clinical sites only post completion of all prerequisite classes. Limited available sites may necessitate flexible planning to include intersession and summer. Any student that must be delayed in completing a clinical rotation during the scheduled rotation cycle will be given first priority to complete the rotation within a two-year; six semester; time frame.

CLINICAL PORTFOLIO: To enter clinical practice, MLT clinical affiliates require relevant health documentation 30 days prior to the first day of each clinical rotation. It is the students responsibility to gather and assemble this information and upload copies to Castlebranch. The Clinical Education Coordinator will provide the affiliate with an attestation indicating that the student is compliant with all requirements. Kaiser sites require students to upload their documents directly to their My Clinical Exchange application. Students will not be allowed in clinical practice if they are non-compliant with the deadlines for submitting their documentation.

CLINICAL COURSE PACKET: Students will be given a clinical assignment project packet to be completed during their respective clinical rotation. The student maintains this packet, and it is the student's responsibility to have the clinical supervisor complete the evaluation form and sign off on any log and/or skills checklists. At the end of the clinical rotation, the assignment packet, and any additional assignments by the affiliate will be uploaded to Canvas for grading. Detailed clinical information is found in the Clinical Education Guidelines Handbook distributed to all students during clinical orientation prior to the beginning of his/her clinical experience.

CLINICAL SCHEDULES: There are no evening or weekend clinical rotations unless requested by the affiliate. Clinical training schedules are arranged to provide maximum exposure, therefore, you must be prepared to arrive at the clinical site at 0600 AM or earlier. Hours vary depending on the site and may not exactly match those published in the class schedule. Clinical rotations (on-site training) are scheduled in the curriculum as follows:

First Semester (Fall) – On-Campus Course; MDL 140 Clinical Urinalysis 2nd seven weeks. Students spend 32 contact hours performing Phlebotomy and Urinalysis procedures using CLSI standards following clinical affiliate guidelines.

Third Semester (Summer) - Students have a total of 6 weeks for this clinical. It is a combination of online assignments and on-site training at an affiliate performing Hematology/Coagulation and Chemistry testing. There will be 2 six-week schedules during the 12 week summer session, with availability of training dependent upon our clinical affiliates. *Students follow the 12 week schedule for registration.* 240 contact hours.

Fifth Semester (Spring) - Students have a combination of online assignments and on-site training at an affiliate site performing testing in the following areas: Blood Bank (Immunohematology) for 4 weeks total; and Microbiology for 4 weeks total. During this semester, students are also enrolled in a hybrid capstone course with online and monthly on-campus assignments. $160 \times 2 = 320$ contact hours.

**CAREER ENTRY COMPETENCIES
NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES (NAACLS)
STANDARDS**

1. Perform blood collection by venipuncture and skin puncture according to CLSI Standards.
Course: MDL 101, MDL 140
2. Perform routine urinalysis according to CLSI Standards to include; physical, chemical, and microscopic testing. Use automated urinalysis equipment following manufacturer guidelines. Recognize abnormal cells, casts, and crystals.
Course: MDL 101, MDL 140
3. Perform routine Hematology procedures according to CLSI Standards to include; CBC, Reticulocyte Count, Cerebrospinal Fluid and other body fluids, Erythrocyte Sedimentation Rates, Differentials, and Red Blood Cell morphology. Recognize abnormal cells. Perform Sickle Cell screening tests.
Courses: MDL 125, MDL 225, MDL 276
4. Perform routine Hemostasis procedures according to CLSI Standards to include; PT, PTT, D dimer, and FSP. Recognize abnormal results and take appropriate action.
Courses: MDL 225, MDL 276
5. Perform Microbiology procedures according to CLSI Standards to include; specimen culturing, Gram staining and interpretation, reading of plates, biochemical procedures and interpretation, and processing of parasitology, mycology and AFB specimens.
Courses: MDL 130, MDL 251, MDL 236, MDL 278.
6. Perform routine Blood Bank procedures according to CLSI Standards to include; group and type, antibody detection and identification, compatibility testing, elutions, inventory and ordering of blood, and component preparation.
Courses: MDL 216, and MDL 277
7. Perform select rapid identification serological procedures according to CLSI Standards. Discuss ANA, anti-DNA and Thyroid Ab methods as they relate to immune disorders/diseases.
Courses: MDL 215, MDL 216, and all Clinical Courses
8. Perform routine Clinical Chemistry testing according to CLSI Standards to include; accessioning and organization of specimens, tests included in a health screening profile, correlation of test results and association of tests with appropriate analyzers.
Courses: MDL 265, MDL 266
9. Perform isolation methods to identify common parasites and viruses affecting man.
Course: MDL 236
10. Perform quality assurance procedures in all sections of the Laboratory according to CLSI Standards. Recognize results that are out of control and take appropriate action.
Courses: All MDL Courses
11. Demonstrate the principles of Laboratory Instrumentation; ability to learn operation of semi-automated and automated analyzers within a reasonable time frame.
Courses: MDL101, MDL 125, MDL 225, MDL 260, and all Clinical Courses.

12. Demonstrate preventive maintenance on instrumentation.
Courses: MDL 101, MDL 125, MDL 225, MDL 260, and all Clinical Courses
13. Demonstrate accurate record keeping in all sections of the laboratory.
Courses: All MDL Courses
14. Demonstrate effective communication with patients and members of the health care delivery team; verbal, written, and through information systems.
Courses: All MDL Courses and CST Courses
15. Demonstrate professional ethics, standards of practice, and regulatory compliance. Follow instructions and accept direction.
Courses: All MDL Courses
16. Maintain safety practices at all times according to OSHA guidelines.
Courses: All MDL Courses, emphasized in MDL 101

ON CAMPUS MAJOR COURSE LAB EVALUATION EXAMPLE

Organization

- 1 Disorganized resulting in poor results or unsafe conditions
- 2 Some organizational problems resulting in slow reporting of results
- 3 Showing organizational improvement
- 4 Adequate organization, acceptable results

Ability to Follow Instructions

- 1 Does not follow written and or verbal instructions
- 2 Difficulty following written instructions and or verbal instructions
- 3 Shows improvement in following written and or verbal instructions
- 4 Follows most instructions, asks appropriate questions

Independent Work

- 1 Fails or refuses to work independently, disturbs other students
- 2 Relies on other students to complete assigned tasks
- 3 Asks questions of other students instead of instructor
- 4 Adequate independence, assigned tasks completed or near completion

Application of Previous Learning

- 1 Fails to apply previous learning
- 2 Very noticeable inconsistency in applying previous learning
- 3 Some inconsistency in applying previous learning
- 4 Adequate application of previous learning

Professional Conduct

- 1 Does not observe safety precautions, does not work well with others, unethical behavior
- 2 Inconsistent or disruptive behavior jeopardizes safety of others
- 3 Occasional lapse of safety precautions or behavior
- 4 Consistent application of safety procedures and professional behavior works well in a team

Total Performance _____/20 points

Attendance/Punctuality _____minus 5 points for unexcused lateness

**NORTHERN VIRGINIA COMMUNITY COLLEGE
STATEMENT ON IMMUNIZATIONS**

Northern Virginia Community College (“NOVA”) recognizes the individual rights to self-determination and decision making for all individuals with regard to public health vaccination recommendations. NOVA strongly supports immunizations to protect the public from highly communicable and deadly diseases such as measles, mumps, diphtheria, pertussis, influenza and the coronavirus (COVID 19) for its students and employees. Effective protection of the public health mandates that all individuals receive immunizations against vaccine-preventable diseases according to the best and most current evidence outlined by the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). All health professional program students should be vaccinated according to current recommendations for immunization by the CDC and Association for Professionals in Infection Control and Epidemiology (APIC).

While NOVA does not require that all health professional students are vaccinated in order to be admitted into a restricted admissions health program, **vaccinations may be required by our clinical facility affiliates in order for our students to enter and participate at these facilities.** A clinical facility's decision to mandate vaccinations is independent of NOVA. NOVA faculty and students must comply with the vaccination policies required by our partner clinical agencies. If a student refuses to comply with a facility vaccination requirement, NOVA will attempt, but cannot guarantee, to place a student into an alternate facility. A student will only be placed in an alternate location if it is deemed a suitable educational site, meaning it can meet the educational objectives and program requirements for clinical placement, it has availability for student placement, and NOVA has available faculty to staff the alternate facility. Refusal to comply with a facility vaccination requirement by a student in our health programs may impede your progress in the program, including the delay of or prevention of program completion, or your ability to remain in the program.

Your signature on this document acknowledges that you have read and understand that by coming into this program you may be required to complete the clinical experiences in facilities that mandate vaccination. If you choose to not receive vaccinations required by the clinical facilities, the following could occur:

- You may be able to be placed at another facility only if one exists that meets program and clinical requirements as all other facility sites; or
- You may not be able to be placed at another facility because there is no other option for this specific educational requirement or availability at alternate clinical sites (this may result in delays to your program completion); or
- If there is not another clinical option, due to the facility requirements and the inability to route you to another facility, you will be unable to continue in the program.

NAME: _____

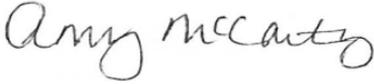
SIGNATURE: _____

DATE: _____

Please sign, date, and upload to Castlebranch.

Health Sciences Division
Medical Laboratory Technology AAS Degree Program
2025-2026

This program Supplemental Student Handbook Academic Guidelines & Policies has been reviewed and updated for use:

Approved: 
Amy McCarty, MA MLS, (ASCP)^{CM}
Program Director. ML T. MLA & PBT Programs