

6699 Springfield Center Drive  
Springfield, VA 22150

*Medical Laboratory Assistant  
Career Studies Certificate Program*



*Supplemental Student Handbook  
Academic Guidelines & Policies  
2019-2020*

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## INTRODUCTION AND WELCOME

Welcome to the Career Studies Certificate (CSC) Program in Medical Laboratory Assisting (MLA) 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 MLA PROGRAM**

### **A. PROGRAM MISSION**

The MLA program is a three-semester twelve-month certificate program designed to prepare students for employment as medical laboratory assistants 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 national certification exams at the assistant level.

### **B. PROGRAM GOALS**

The goals of the Medical Laboratory Assistant are to:

1. Prepare assistive technical personnel capable of accurate performance in moderate complexity 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 ADMISSION REQUIREMENTS**

Prior to submitting the MLA online Application, an applicant must first meet the following requirements:

1. Complete a NOVA (college) application
2. View MLA online information session
3. Be eighteen years of age or older
4. Obtain satisfactory score on the NOVA placement/assessment test to qualify for: ENG 111, College Composition I
5. Verify past academic achievement with a GPA of 2.0 or better
6. **Criminal Background Check and Drug Screen;** Completed prior to the beginning of classes.

### **D. CLINICAL AFFILIATE ADMISSION REQUIREMENTS**

1. Verification of good health and ability to meet Essential Functions as required of the profession
2. Certification in CPR for Health Care Providers
3. Documentation of Immunizations: HepB, MMR, Varicella, TST, Tdap, and annual flu shot
4. Personal health insurance
5. Repeat Criminal Background check and Drug Screen year two (2).

**E. ENROLLMENT and ACCEPTANCE**

Follow the Health Sciences Medical Laboratory Assisting webpage directions for submission. The class is currently limited to 12 students with a 1:12 faculty/student ratio in student labs. The first 12 completed applications received meeting the college policy noted below in italics, will make up the next upcoming 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. CERTIFICATE REQUIREMENTS**

Total credit hours to earn the CSC in Medical Laboratory Assisting = 27. The issuing of the certificate is not contingent upon passing any type of external certification or licensure examination.

General Education Course Requirements	9 credit hours
Major Course Requirements	18 credit hours (including clinical courses)
Clinical Practice	192 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. NON-DISCRIMINATORY ESSENTIAL FUNCTION REQUIRMENTS FOR ALL NOVA HEALTH SCIENCES PROGRAMS**

The Attorney General's office of the Commonwealth of Virginia has provided the following guidelines for health science and nursing essential program functions to avoid any future incidents concerning student participation in classrooms and clinical situations.

*Essential Functions: Students must be able to demonstrate a willingness and ability to provide equal non-discriminatory treatment of all patients regardless of gender, color, race, national origin, sexual orientation, disability, and/or religion. In the classroom, students must also provide equal non-discriminatory practice of patient assessment skills upon the request of the instructor.*

It is the policy of both Northern Virginia Community College (NOVA) and the Virginia Community College System (VCCS) to maintain and promote equal employment and educational opportunities without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), religion, disability, national origin, marital status, veteran status, political affiliation, sexual orientation, or other non-merit factors.

Northern Virginia Community College is an equal opportunity/affirmative action institution. NOVA complies with all federal and Virginia state laws, regulations, and executive orders regarding affirmative action requirements in all programs.

Consistent with the College's duty to provide a work and academic environment free from unlawful harassment or discrimination, the College reserves the right to investigate any allegation of harassment or discrimination upon receipt of sufficient evidence to sustain such claims. Inquiries concerning affirmative action and equal opportunity policies should be addressed to [eo@nvcc.edu](mailto:eo@nvcc.edu)

The abilities and skills which students must possess in order to complete the training associated with the Northern Virginia Community College (NOVA) Health Science and Nursing Programs are referred to as Essential Functions or Technical Standards. These essential functions or technical standards are a group of minimal physical and cognitive abilities as well as sufficient mental and emotional stability to confirm that students are able to complete the entire course of study, participate fully in all aspects of training, and be deployable as competent Health Science and Nursing students, with or without reasonable accommodation.

The NOVA Health Science & Nursing programs have the ethical responsibility for the safety of patients with whom students will come in contact, and to the public to assure that its students can become fully competent Health Science & Nursing professionals. It is important that persons admitted to our programs possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice Health Science & Nursing skills. Students must verify that they meet these essential functions or technical standards at the time of matriculation to our programs and maintain them during their training. Students are obligated to alert the Program Head and Dean of Health Sciences of any change in their ability to fulfill the essential functions or technical standards. Students who do not meet the essential functions/technical standards are at risk of dismissal from the program.

These essential functions/ technical standards are based upon the minimum tasks performed by students in a Medical Laboratory Technology Program as recommended by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is recognized by the Council for Higher Education Accreditation (CHEA). These Essential Functions are reviewed annually by the NOVA Medical Laboratory Technology Advisory Committee.

## **J. MEDICAL LABORATORY ASSISTANT PROGRAM ESSENTIAL FUNCTIONS**

### **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 to 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 work load; 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 Function:**

- 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 incompetent 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 Assisting 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. CLASSROOM AND LABORATORY ATTENDANCE POLICY**

1. Students are expected to attend ALL scheduled lectures and labs and arrive on time. The instructor will record class attendance at the beginning of each session.
2. There are no make-up labs. If a student must be absent due to illness, or emergency, he/she must contact the instructor prior to class or risk an unexcused absence.
3. Missed assignments and tests due to absenteeism will be made up or assigned grades at the discretion of the faculty according to the published guidelines in each course syllabus
4. More than one class missed due to illness will require documentation from health care provider.
5. Points will be deducted from the final grade for multiple tardiness, and unexcused absences.

#### **B. ACADEMIC RESTRICTIONS**

1. All courses in the program major must be completed with a grade of "C" or better before taking the next course in the sequence.
2. All courses in the curriculum must be taken in the sequence prescribed in the College Catalog.
3. Students must pass theoretical courses in order to progress to the clinical course to complete the MLA program.
4. 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.
5. 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.
6. Satisfactory physical and mental health must be maintained for continuation in the MLA program.
7. 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 MLA program is a progressive program that offers courses with traditional and online lecture formats. In order to actively participate in the MLA program, students are expected to be competent using the computer and educational software.

The NOVA MLA 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 MLA Program **ARE REQUIRED** to own or have ready access to a computer with a high-speed internet connection

### B. COMPUTERIZED COURSE COMPONENTS

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

1. VCCS Student Email
2. Canvas Learning Management System (LMS)  
<https://www.nvcc.edu/canvas/index.html>

### 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 insure 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>

**NOVA** Northern Virginia Community College

My Username  
Username

My Password  
Password

**SIGN IN**

Forgot Password | Forgot Username

**myNOVA LOGIN PORTAL**  
Single Log-In Access, Encrypted and Secure

**TUTORIALS**

- Student Information System (SIS) for credit courses
- Blackboard
- Gmail
- Search for ELI (Online) Courses

**RESOURCES**

- Tuition Payment Methods and Deadlines
- Library Services
- Virginia Community College System (VCCS)
- SAILS Early Alert Tool for Faculty and Staff

**PROTECT YOUR PRIVACY**  
Please be sure to log out and close all browser windows when you are done.

**NOVA** Northern Virginia Community College

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 (LMS)**

The NOVA MLA program now uses Canvas LMS as a learning portal to provide MDL course documents, lecture notes, assignments, and other communications to students outside of traditional class hours. Students are expected to access Canvas LMS on a regular basis to download lectures, presentations, and other materials associated with the MDL courses.



### **e-Cheating**

The *NOVA Student Handbook* statement concerning cheating and academic dishonesty also applies to the online and computerized components of all MLA courses. The MLA faculty has ZERO tolerance for academic dishonesty in any aspect of the educational process. Students caught cheating, or who are giving the *appearance* of cheating, will be subject to dismissal

Examples of e-Cheating include, but are not limited to:

1. Sharing or copying answers through the use of personal digital media or data sharing devices, such as cell phones, text messaging, instant messaging, PDAs, BlackBerrys, iPads, iPods or other personal media devices, flash drives, memory sticks, CDs, e-cheating discussion forums, email, etc.
2. Using an internet browser or search engine during an online test to find answers or any other test-related information. Online tests are currently accessed through Blackboard Learning System, and any attempt to access the internet or other resources outside of the testing screen will be considered cheating.
3. Sharing or copying admittance passwords from online tests in order to access the test from home, or to distribute to other students, is also considered cheating.

4. Sharing, borrowing, or copying answers or answer keys from assignments or tests from a previous semester/class to use during an assignment or test in the current semester.
5. Using lecture notes or other unauthorized materials to provide answers during the tests.
6. During online testing through the Testing Center, the following will NOT be allowed into the testing room:
  - a. Textbooks
  - b. Notebooks
  - c. Backpacks
  - d. Purses
  - e. Any type of personal digital media or data sharing device, mentioned in #1 above

If you have any questions about the definition of e-Cheating or any of these policies, please speak with the Program Head.

### **Internet piracy and plagiarism**

According to the *NVCC Student Handbook*, “plagiarism is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one’s own work. This includes any submission of written work other than one’s own.” In short, plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit. Examples include the author of a book, publication, website, article, interview, and the professor’s notes or PowerPoint presentations. Credit should be given through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Not only direct quotations need to be credited but also paraphrases and summaries of opinions or factual information formerly unknown to the writers or which the writers did not discover themselves need to be cited.

Information and graphics accessed electronically through the Internet must also be cited, giving credit to the sources. This material includes e-mail (don’t cite or forward someone else’s e-mail without permission); newsgroup material; and information from Web sites, including graphics. Even if you give credit, you must get permission from the original source to put any graphic that you did not create on your web page, e-mail, or document.

Good academic work must be based on honesty. Plagiarism is dishonest and cannot be tolerated in an academic setting. The consequences of plagiarizing are detailed in the *NVCC Student Handbook*. In short, when such misconduct is established as having occurred, the student faces possible disciplinary actions ranging from warning to dismissal, along with any grade penalty the instructor might impose

### **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 Assisting 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.

## **DISMISSAL FROM CLINICAL PRACTICE**

The MLA 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. Using supplies, equipment or patient information in an unethical manner
6. Substance abuse
7. Lack of motivation and / or indifference to learning
8. Unexcused absences and tardiness; insubordination; non-compliance with HIPAA and OSHA regulations.

The detailed dismissal criteria are described in the table on the following page:

<b>OFFENSES</b>	<b>MAXIMUM PENALTY 1<sup>st</sup> OFFENSE</b>	<b>MAXIMUM PENALTY 2<sup>nd</sup> OFFENSE</b>	<b>MAXIMUM PENALTY 3<sup>rd</sup> OFFENSE</b>	<b>MAXIMUM PENALTY 4<sup>th</sup> OFFENSE</b>
Unexcused absence	Verbal warning	Written warning	Dismissal	
Unexcused tardiness	Verbal warning	Written warning	Written warning	Dismissal
Eating/smoking in unauthorized areas	Verbal warning	Written warning	Dismissal	
Non-compliance of policy for appearance/dress code/personal hygiene	Verbal warning	Written warning	Dismissal	
Failure to follow chain of command	Verbal warning	Written warning	Dismissal	
Use of abusive or obscene language	Written warning	Dismissal		
Rudeness to patients/staff/faculty	Written warning	Dismissal		
Threatening or fighting with faculty/ employee, patient or visitor	Dismissal			
Falsifying records and/or non-disclosure of criminal background	Dismissal			
Insubordination refusal to comply with reasonable instructions from an authorized supervisor/faculty	Dismissal			
Leaks of privileged information and confidentiality - HIPAA	Dismissal			
Report for being in clinical or in class while intoxicated	Dismissal			
Consuming intoxicants or non-prescribed drugs on hospital premises, college premises and/or positive random drug screen	Dismissal			
Acting in a manner that endangers patients/staff/faculty	Dismissal			
Incorrect identification of patients or labeling of specimens *specific to clinical	Dismissal			
Unethical use of hospital/college supplies or equipment	Dismissal			

### **C. ACADEMIC DISHONESTY**

The following is an Honor Code statement that each student is expected to sign.

*“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.”*

The signed code will be submitted to Certified Background. Should cheating appear to occur, including e-Cheating, the student will be reported to the Program Head of Medical Laboratory Technology and to the Dean of Health Sciences.

### **D. READMISSION REQUIREMENTS**

1. Students who have been dismissed in writing from a clinical education site in consult with the Program Head, or who have been administratively withdrawn for ethical or behavioral problems are ineligible for readmission to the Medical Laboratory Assisting program.
2. Students, who withdraw from, or fail in (grade of less than “C”), two MDL major courses, are ineligible for readmission to the Medical Laboratory Assisting program.
3. 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.
4. 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 Head and a return program plan on file. A delay of more than one year will require a reapplication to the program.
5. An interview and repeat and/or updated immunization records, criminal background check, and drug screen may be required.

## **E. STUDENT GRIEVANCE POLICY**

The student grievance policy is clearly delineated in the NOVA Student Handbook. Procedural safeguards for students have been provided which give the student due process of justice. A student who believes he/she has received unlawful or unfair treatment should follow the student grievance policy as outlined in the NOVA Student Handbook. <http://www.nvcc.edu/students/handbook/>

## **F. INCLEMENT WEATHER POLICY**

In the event of inclement weather, announcements of school closing, delayed opening or early closing of the college will be officially communicated only through the Northern Virginia Community College website: [www.nvcc.edu](http://www.nvcc.edu)

Sign up for NOVA ALERT at: <https://www.getrave.com/login/nvcc/> to find out whether class is in session during inclement weather.

If the College is closed, you are not expected to attend your regularly scheduled classes. However; to ensure Academic Continuity: Should the college be closed for extended period of time, students are expected to continue with assigned course work via distance learning using the Blackboard course platform.

If there is a delayed opening and you are scheduled for a course that is partially affected by the delay, you are expected to attend the class at the time the college opens.

Example:

If you have a class from 9:00am-12:00 pm and the college does not open until 10:00am, you are expected to attend class from 10:00am-12:00pm

Always check the course Blackboard site and your student e-mail for additional announcements from your instructor before leaving for a delayed college opening

## **COLLEGE CLOSING DURING A CLINICAL COURSE ROTATION**

Students do not attend clinical when the college is closed. Extended time missed may require make-up. Make-up days are scheduled at the convenience of the affiliate. If the college is unexpectedly closed due to an emergency or inclement weather, it is the responsibility of the student to notify the affiliate prior to start time.

## **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.

### **B. FACULTY ADVISING**

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

## **C. FINANCIAL ASSISTANCE**

There are several sources of financial aid available to students in the Medical Laboratory Assisting 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 contact the Financial Aid Office.

## **VIII 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.

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: [www.nvcc.edu](http://www.nvcc.edu)

### **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 the Certified Background Immunization Tracker 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 TST annually. Students must complete all immunizations (except Hepatitis B) prior to the first day of clinical assignment.

### **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

### **D. OTHER EXPENSES**

1. Textbooks
2. Disposable Lab Coat
3. Non-latex gloves
4. Scrubs
5. Program patch
6. Personal health insurance
7. Transportation/Parking Fees

## MLT / MLA CLINICAL AFFILIATE LIST

### ACUTE CARE HOSPITAL AFFILIATES: Currently Active to Date

Fauquier Health (LifePoint)  
500 Hospital Drive  
Warrenton, VA 20186 (540) 316-5000

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 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

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

Sentara Northern Virginia Medical Center  
2300 Opitz Boulevard  
Woodbridge, VA 22991 (703) 670-1313

Spotsylvania Regional Medical Center (HCA)  
4600 Spotsylvania Pkwy  
Fredericksburg, VA 22408 (540) 498-4000

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

### REFERENCE LABORATORY AFFILIATES

Inova Reference Laboratory  
2832 Juniper St.  
Fairfax, VA (703) 645-6101

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



**MEDICAL LABORATORY TECHNOLOGY  
and  
PHLEBOTOMY  
and  
MEDICAL LABORATORY ASSISTING**

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

Supplemental Student Handbooks for Medical Laboratory Technology; Phlebotomy; Medical Laboratory Assisting have been developed to assist you in successful completion of the MLTAAS degree program or PBT CSC program or MLA CSC program. 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 following program/s have for you during your enrollment in the MLT AAS degree program; PBT CSC program; MLA CSC 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 or Phlebotomy Program or Medical Laboratory Assisting curriculum requirements.
2. Medical Laboratory Technology or Phlebotomy or Medical Laboratory Assisting students have responsibility for their personal actions when in contact with patients, even though they are not yet certified. 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 or PBT or MLA Student Handbook and accept my responsibility to observe the policies and procedures outlined within.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

Upon signature, scan and submit to Certified Background Document manager

**MEDICAL LABORATORY TECHNOLOGY**  
and  
**MEDICAL LABORATORY ASSISTING**  
and  
**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 Certified Background Document manager

## ASSUMPTION OF THE RISK FORM

Print name \_\_\_\_\_ I agree that as a participant in the **Medical Laboratory Technology AAS Degree Program; the Medical Laboratory Assisting Career Studies Certificate Program; Phlebotomy Career Studies Certificate Program** (the "Program") associated with **Northern Virginia Community College** (the "College") scheduled for *(start date)*\_\_\_\_\_ to *(end date)*\_\_\_\_\_, I am responsible for my own behavior and wellbeing. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to: Phlebotomy activity; needle stick, bruising, swelling, syncope, nerve damage. Laboratory Activity; splash, skin contact, inhalation. The following specific potential risks include, but are not limited to:

- **Nerve damage**
- **Eye damage**
- **Respiratory Tract damage**
- **Inflammation**
- **Virus**
- **Infection**

I understand that in the event of accident or injury, personal judgment may be required by the **Clinical Affiliate to which I have been assigned** or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and the **Clinical Affiliate to which I have been assigned** for my safety or the safety of others, as well as any and all of the College's and the **Clinical Affiliate to which I have been assigned** rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of mv property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and the **Clinical Affiliate to which I have been assigned**. I understand that this Assumption of Risk Form will remain in effect during any of my subsequent visits and program related activities, unless a specific revocation of this document is filed in writing with **Program Director**, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact \_\_\_\_\_ *(name)*  
\_\_\_\_\_ at *(phone number)*.

**I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my free will.**

\_\_\_\_\_ I represent that I am 18 years of age or older and legally capable of entering this agreement.

\_\_\_\_\_  
*Participant's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*

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

The Medical Laboratory Technology, Medical Laboratory Assisting, 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](http://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  
and  
MEDICAL LABORATORY ASSISTING  
and  
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 Certified Background Document manager

# PROGRAM INFORMATION

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## CURRICULUM

There are 18 credits in the major and 9 general education support credits for a total of 27 credit hours to earn the certificate. 7 courses in the major and 4 general education support courses.

### 1<sup>st</sup> Semester Summer

Course #	Course Title	Credit Hours
MDL 105	Phlebotomy ( 2 <sup>nd</sup> 5 weeks)	3
<b>Total</b>		<b>3</b>

### 2<sup>nd</sup> Semester Fall

Course #	Course Title	Credit Hours
ENG 111	College Composition I	3
HLT 141	Introduction to Medical Terminology	1
MDL 100	Introduction to Medical Laboratory Technology (hybrid 1 <sup>st</sup> 8 week)	2
MDL 106	Clinical Phlebotomy (1 <sup>st</sup> 8 week)	4
MDL 140	Clinical Urinalysis (2 <sup>nd</sup> 8 week)	2
<b>Total</b>		<b>12</b>

### 3<sup>rd</sup> Semester Spring

Course #	Course Title	Credit Hours
HIM 130	Healthcare Information Systems	3
HLT 145	Ethics for Healthcare Personnel	2
MDL 130	Basic Microbiology	3
MDL 196	On-Site Training	2
MDL 260	Laboratory Instrumentation	2
<b>Total</b>		<b>12</b>

## **APPEARANCE/DRESS CODE**

On campus major course laboratory sections: Students must wear 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 are 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) 822-6557 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 one-year; three semester; time frame.

**CLINICAL PORTFOLIO:** To enter clinical practice, MLA clinical affiliates require students to provide them with relevant documentation on the first day of each clinical rotation. It is the student's responsibility to gather and assemble this information in an orderly fashion. KEEP the originals in your portfolio – scan copies to send to the Certified Background document and immunization tracker. Students **will not** be allowed in clinical practice without a completed portfolio.

**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 turned in to the college 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 0700 AM or earlier. Hours vary depending on the site and may not exactly match those published in the class schedule. The clinical rotation (on-site training) is scheduled in the curriculum as follows:

**Fifth Semester (Spring)** - Students spend three and one half weeks, four days per week (Tuesday through Friday), eight hours per day for 3.5 weeks at an affiliate site performing moderate complexity testing in selected areas.

**STUDENT LEARNING OUTSOMES  
NATIONAL ACCREDITING AGENCY FOR CLINICAL LABOTATORY SCIENCES (NAACLS)  
STANDARDS**

<b>Student Learning Outcome</b>	<b>Evaluation Methods</b>	<b>Assessment Criteria</b>
Define the role of the clinical assistant a.k.a. MLA in the healthcare delivery system	All major MDL courses quizzes; presentations	Target - 100% of students passing with a score equal to or greater than 70% (C)
Use common Medical Terminology	All major MDL courses quizzes; study questions	Target - 100% of students passing with a score equal to or greater than 70% (C)
Demonstrate knowledge of infection control and safety practices	All major MDL courses quizzes; competency checklists; study questions	Target - 100% of students passing with a score equal to or greater than 70% (C)
Follow standard operating procedures to collect specimens	MDL 100, MDL 105, MDL 106 quizzes; competency checklists; study questions	Target - 100% of students passing with a score equal to or greater than 70% (C)
Prepare blood and body fluid specimens for analysis according to standard operating procedure	All major MDL courses quizzes; competency checklists; study questions	Target - 100% of students passing with a score equal to or greater than 70% (C)
Prepare/reconstitute reagents standards and controls according to standard operating procedure	MDL 100, MDL 130, MDL 140, MDL 196, MDL 260 quizzes; competency checklists; study questions	Target - 100% of students passing with a score equal to or greater than 70% (C)
Perform appropriate tests at the clinical assistant a.k.a. (MLA) level according to standard operating procedure	MDL 100, MDL 130, MDL 140, MDL 196, MDL 260 quizzes; competency checklists; study questions	Target - 100% of students passing with a score equal to or greater than 70% (C)
Perform and record vital sign measurements	MDL 100, MDL 105, MDL 196 competency checklists	Target - 100% of students passing with a score equal to or greater than 70% (C)
Follow established quality control protocols	All major MDL courses quizzes; competency checklists; study questions	Target - 100% of students passing with a score equal to or greater than 70% (C)
Communicate (verbally and non-verbally) effectively and appropriately in the workplace	All major MDL courses quizzes; competency checklists	Target - 100% of students passing with a score equal to or greater than 70% (C)
Use information systems necessary to accomplish job functions	All major MDL courses quizzes; simulated practice	Target - 100% of students passing with a score equal to or greater than 70% (C)
Identify and report potential pre-analytical errors that may occur during specimen collection, labeling, transporting, and processing	All major MDL courses quizzes; competency checklists	Target - 100% of students passing with a score equal to or greater than 70% (C)

## ON CAMPUS MAJOR COURSE LAB EVALUATION EXAMPLE

### Organization

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

### Ability to Follow Instructions

- 0 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
- 5 Follows most instructions, asks appropriate questions

### Independent Work

- 0 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
- 5 Adequate independence, assigned tasks completed or near completion

### Application of Previous Learning

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

### Professional Conduct

- 0 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
- 5 Consistent application of safety procedures and professional behavior works well in a team

**Total Performance** \_\_\_\_\_/25 points

**Attendance/Punctuality** \_\_\_\_\_ minus 5 points for unexcused lateness

### Health Sciences Division

Medical Laboratory Assisting  
Career Studies Certificate Program

2019-2020

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

Approved:  Date: 6/4/2019  
Maria Torres-Pillot, MA, MLS (ASCP)<sup>CM</sup>  
Program Director, MLT, PBT, and MLA Programs

Approved:  Date: 6/10/19  
Shelly Powers, MA, PA-C  
Dean, Health Sciences Division