

# NOVA

**Northern Virginia  
Community College**

Medical Education Campus

6699 Springfield Center Drive  
Springfield, VA 22150

*Medical Laboratory Technology  
Associate of Applied Science Degree Program*



*Supplemental Student Handbook  
Academic Guidelines & Policies  
2018-2019*

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## 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

### **D. COMPETITIVE PROGRAM ADMISSION REQUIREMENTS**

Prior to submitting the Health Sciences Application Packet, an applicant must first meet the following requirements:

1. Complete a NOVA (college) application : two-step application process; college and program
2. View MLT online information session along with a printed Health Sciences Application Packet
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. Complete TEAS assessment in : Reading, Math, and English Language Usage
6. Verify past academic achievement with a GPA of 2.0 or better
7. Complete ENG 111 College Composition I earning a grade of "C" or better
8. Complete BIO 141 Human Anatomy & Physiology I earning a grade of "C" or better
9. Complete CHM 111 General Chemistry I earning a grade of "C" or better
10. Complete SDV 101 Orientation to Health Professions earning a grade of "C" or better
11. **Criminal Background Check and Drug Screen; Completed prior to the beginning of classes.**

**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, BLS 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).

**F. ENROLLMENT and ACCEPTANCE**

Follow the Health Sciences 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 = 70. 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	45 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. NON-DISCRIMINATORY ESSENTIAL FUNCTION REQUIREMENTS FOR ALL NOVA MEDICAL PROGRAMS**

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

MEDICAL LABORATORY TECHNOLOGY AAS DEGREE PROGRAM  
COMPETITIVE ADMISSION SCORE CRITERIA  
 FALL 2015

Admission to the program is based on TEAS version V test scores, related certification/ work experience, prerequisite academic performance, general education course completion, and enrichment course completion. Accumulated points are ranked. Those with the highest number of points are admitted to the program. In the event of a tie, GPA will be used.

I. TEAS VERSION V TEST POINTS Points Awarded \_\_\_\_\_ / 30

Scoring: Convert percentage to points by moving the decimal point to the left.  
 EXAMPLE: 80% = 8 points

NOTE: Two year pilot with no minimum score, however applicants are encouraged to retest and seek advisement if total adjusted score less than 68 = 20.5 points

II. EXPERIENCE/CERTIFICATION Points Awarded \_\_\_\_\_ / 3

The applicant may be awarded 3 points if she/he qualifies none of the three select certifications listed below and work experience is related to Medical Laboratory Technology. No substitutions may be made. Full time and part time work experience must be at least twelve full calendar months and within the last 5 years. The supervisor must provide verification of the work experience in writing on business letter head. This letter of verification must be signed; list the dates of employment include job description. Letters must be submitted with application.

- AAMA Certified Medical Assistant or
- ASCP BOC Certified Phlebotomist or
- NAACLS Approved Clinical Assistant

III. PREREQUISITE ACADEMIC PERFORMANCE Points Awarded \_\_\_\_\_ / 15

Points for completion of prerequisite courses:

NOTE: *science courses must have been completed within the past (10) years*

	A (5 points)	B (3 points)	C (1 point)
ENG 111 or 112 or higher			
810 141 or BIO 231			
CHM 111 or 241 and 245			

No substitutions may be made. Equivalent courses must be evaluated and appear on NOVA official transcript. Unofficial transcripts will be used for reference purposes only.

IV. GENERAL EDUCATION COURSEWORK Points Awarded \_\_\_\_\_ / 7

Points for completion of general education support courses within the curriculum. One point will be assigned for each support course completed with a grade of "C" or better. Students with a previous degree from an accredited U.S. Institution will be awarded credits for these specific courses. Please see excerpt from College website [http://www.nvcc.edu/campuses-and-centers/medical/academic\\_divisions/allied\\_health/faq.htm](http://www.nvcc.edu/campuses-and-centers/medical/academic_divisions/allied_health/faq.htm)

NOTE: *science courses must have been completed within the past (10) years*

1. BIO 142 or BIO 232
2. 810 150 or 205
3. CST 229 or 110 or 126
4. HLT 141 or HIM 111
5. Humanities Elective
6. PED 116
7. Social Science Elective

V. MEDICAL LABORATORY TECHNOLOGY ENRICHMENT COURSE Points Awarded \_\_\_\_\_ / 3

*Not part of the degree*

	A (3 points)	B (1 points)
MDL 100		

The following chart summarizes all possible points

CATEGORY	ITEM	SCORE
TEAS Adjusted Individual Score from the TEAS V report	Reading Score Maximum 100% for 10 points	
	Math Score Maximum 100% for 10 points	
	English and language Usage Score Maximum 100% for 10 points	
	Total Adjusted Score Point Average	/30
Experience/Certification	AAMA Certified Medical Assistant or ASCP BOC Certified Phlebotomist or NAACLS Approved Clinical Assistant	
	Total	/3
Prerequisite Academic Performance		
	Points A            B            C	
	5            3            1	
ENG 111 or 112 or higher		
BIO 141 or BIO 231		
CHM 111 or 241 and 245		
	Total	/15
General Education Coursework		
BIO 142 or BIO 232 BIO 150 or 205 CST 229 or 110 or 126 HLT 141 or HIM 111 Humanities Elective PED 116 Social Science Elective Total		/7
MDL100	Points A            B	
	3            1	
	Total	/3
<b>TOTAL POINTS</b>		<b>/58</b>

In the event of a tie with other students eligible for admission, the cumulative GPA at last school attended will be considered.



*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 Therman Coles at 703.323.3266 or [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 Sciences 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 Sciences and Nursing students, with or without reasonable accommodation.

The NOVA Health Sciences & 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 Sciences & 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 Sciences & 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 Dean in Health Sciences & the Dean of Nursing 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

## **K. MEDICAL LABORATORY TECHNOLOGY 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 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 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 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 staff 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 both theoretical and clinical courses in order to continue the MLT program.
4. 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.
5. 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.
6. 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.
7. Satisfactory physical and mental health must be maintained for continuation in the MLT program.
8. 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. Blackboard Learning 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 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>

#### ACADEMIC TOOLS

You will find a

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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**.

### **Blackboard Learning System**

The NOVA MLT program utilizes Blackboard Learning System as a learning portal to provide as all MLT course documents, lecture notes, assignments, and other communications to students outside of traditional class hours. Students are expected to access Blackboard on a regular basis to download lectures, presentations, and other materials associated with the MLT courses. Please see the Blackboard Information handout for specific details.

Blackboard can be accessed through your NovaConnect sign-in page.



### **e-Cheating**

The *NOVA Student Handbook* statement concerning cheating and academic dishonesty also applies to the online and computerized components of all MLT courses. The MLT 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 Assistant Dean.

### **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 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.

## **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 table on the following page:

OFFENSES	MAXIMUM PENALTY 1 <sup>st</sup> OFFENSE	MAXIMUM PENALTY 2 <sup>nd</sup> OFFENSE	MAXIMUM PENALTY 3 <sup>rd</sup> OFFENSE	MAXIMUM PENALTY 4 <sup>th</sup> OFFENSE
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 Director 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 Director, or who have been administratively withdrawn for ethical or behavioral problems are ineligible for readmission to the Medical Laboratory Technology 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 Technology 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 Director and a return program plan on file. A delay of more than one year will require a reapplication to the program.
5. 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.
6. 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 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 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

A repeat Criminal Background Check and Drug Screen is required prior to entering the 2<sup>nd</sup> 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. Program patch
6. Personal health insurance
7. Transportation/Parking Fees

## MLT 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

Kaiser Permanente Regional Laboratory  
Executive Blvd.  
Rockville, MD

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  
and  
PHLEBOTOMY**

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

Supplemental Student Handbooks for Medical Laboratory Technology and/or Phlebotomy have been developed to assist you in successful completion of the MLT AAS degree program or PBT 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 Dean.

The Handbook is provided as a guide to ensure you understand the academic and conduct expectations the MLT AAS degree program or PBT CSC program 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 or Phlebotomy Program curriculum requirements.
2. Medical Laboratory Technology 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 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 Certified Background Document manager

**MEDICAL LABORATORY TECHNOLOGY  
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 or the 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 my 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 **Dean**, 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*

Approved as to form by Rita R. Woltz, System Counsel for the VCCS, on February 10, 2005.  
Program Specific Content adapted to form July 11, 2013 – including update of college logo

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](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)

**MEDICAL LABORATORY TECHNOLOGY  
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

Support courses listed in the first year of the curriculum **must** be successfully completed prior to entering the second year courses. There are 45 credits in the major and 25 general education support credits for a total of 70 credit hours to earn the degree. 16 courses in the major and 8 general education support courses.

First Year	Fall 1st Semester	Spring 2 <sup>nd</sup> Semester	Summer 3 <sup>rd</sup> 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 263 Clinical Chem./Instrumentation I		3	
MDL 266 Clinical Chemistry Techniques			3
MDL 276 Clinical Hematology Techniques			3
<b>Total Credits/Semester</b>	<b>14</b>	<b>14</b>	<b>6</b>

Second Year	Fall 4 <sup>th</sup> Semester	Spring 5 <sup>th</sup> Semester
MDL 216 Blood Banking/Immunohematology	4	
MDL 251 Clinical Microbiology I	3	
MDL 243 Introduction to Clinical Molecular Diagnostics	2	
SS (Social Science Elective)	3	
MDL 277 Clinical Immunohematology /Immunology Techniques		4
MDL 278 Clinical Microbiology Tech. II		4
MDL 281 Clinical Correlations		1
HUM (Humanities Elective)		3
<b>Total Credits/Semester</b>	<b>12</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 two-year; six semester; time frame.

**CLINICAL PORTFOLIO:** To enter clinical practice, MLT 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. Clinical rotations (on-site training) are scheduled in the curriculum as follows:

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

**Third Semester (Summer)** - Students spend six weeks, five days per week, eight hours per day at an affiliate site performing Hematology/Coagulation and Chemistry. There will be a choice of two, six-week schedules during the 12 week summer session. *Students follow the 12 week schedule for registration.* Every attempt will be made to place you at your most convenient time. 240 contact hours.

**Fifth Semester (Spring)** - Students spend five weeks, four days per week (Tuesday through Friday), eight hours per day for 10 weeks at an affiliate site performing in the following areas: Five weeks are Blood Bank (Immunohematology), and five in Microbiology. Mondays are spent in a hybrid capstone course with online and 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 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 261, MDL 266
9. Demonstrate a basic working knowledge of nucleic acid extraction, resolution and detection.  
Course: MDL 243
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

- 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



**Northern Virginia  
Community College**

**Medical Education Campus**

**Health Sciences Division  
Medical Laboratory Technology AAS Degree Program  
2018-2019**

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

Approved:

A handwritten signature in cursive script, appearing to read "Maria Torres Pillot".

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Maria Torres Pillot, MS, MA MLS,  
(ASCP)<sup>CM</sup>  
MLT Program Director

Approved:

A handwritten signature in cursive script, appearing to read "Shelly Powers".

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Dr. Shelly Powers  
Health Sciences Dean