

Marion Technical College

Medical Sciences



Student Handbook

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Additional information regarding any Medical Sciences ‘forms’ may be obtained by contacting your academic advisor.

Medical Sciences Programs

MTC Medical Sciences Programs includes the following majors:

Associate of Applied Science Degree

- Medical Laboratory Technician (MLT)

Associate of Applied Business Degree

- Medical Office Administration (MOA)

Associate of Technical Study Degree

- Medical Assistant

Certificates

- Medical Assisting (MA)
- Medical Office
- Pharmacy Technician (PhT)
- Phlebotomy (PBT)

Mission and Purpose of MTC:

MISSION

To provide an enriched and personal educational experience for our community.

VISION

As the center for higher education, Marion Technical College will be the community's first choice for learning.

Mission of Medical Sciences:

To provide allied health students with a personal and professional learning centered education.

Goals of Medical Sciences:

- Students will successfully complete the program with a GPA of 2.0 at an 80% rate from program matriculation
- Students will pass certification exams as a first time applicant at an 80% pass rate.
- Students will find employment in their field at an 80% employment rate post graduation.
- The MLT and MA programs will successfully maintain accreditation.
- Programs curricula will maintain currency and adjust to changes in technology and industry standards.
- Programs will maintain qualified faculty that pursue life-long learning.

Medical Assisting (MA) Student Learning Outcomes:

- Display professionalism in regards to ethical and responsible behavior
- Communicate effectively with patients, physicians, and co-workers
- Serve as a liaison between the physician and others
- Demonstrate competent written and medical terminology skills
- Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software. Educate patients in general office policies and instruct individuals according to their needs

- Perform clinical duties such as applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, performing CLIA-waived testing, performing patient screening, preparing patient and assisting with procedures and exams, administering medications, and performing electrocardiograms
- Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting, performing within legal and ethical boundaries, and applying HIPAA rules in maintaining confidentiality and release of information
- Manage the facilities, equipment, and inventory of a medical office, while maintaining the highest levels of safety and efficiency
- Manage practice finances including bookkeeping, ICD-9-CM and CPT coding, accounts payable, accounts receivable, banking, and proper plans for third party guidelines
- Perform dosage and mathematical calculations related to the medical office environment

Medical Assistant Associate of Technical Studies Student Learning Outcomes:

- Display professionalism in regards to ethical and responsible behavior
- Communicate effectively with patients, physicians, and co-workers
- Serve as a liaison between the physician and others
- Demonstrate competent written and medical terminology skills
- Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software. Educate patients in general office policies and instruct individuals according to their needs
- Perform clinical duties such as applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, performing CLIA-waived testing, performing patient screening, preparing patient and assisting with procedures and exams, administering medications, and performing electrocardiograms
- Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting, performing within legal and ethical boundaries, and applying HIPAA rules in maintaining confidentiality and release of information
- Manage the facilities, equipment, and inventory of a medical office, while maintaining the highest levels of safety and efficiency
- Manage practice finances including bookkeeping, ICD-9-CM and CPT coding, accounts payable, accounts receivable, banking, and proper plans for third party guidelines
- Manage the facilities, equipment, and inventory of a medical office, while maintaining the highest levels of safety and efficiency
- Manage practice finances including bookkeeping, accounts receivable, adjustments, and banking,
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and databases
- Perform dosage and mathematical calculations related to the medical office environment
- Code, classify, and index diagnoses and procedures for reimbursement by Medicare, Medicaid, and medical insurances using ICD-9-CM and CPT-4 coding.
- Recognize and problem solve situations related to the medical office environment
- Perform in a safe manner that minimizes risk to patients, self, and others
- Demonstrate professional interpersonal, oral, and written communication skills

Medical Laboratory Technology (MLT) Student Learning Outcomes:

- Collect, process, and analyze biological specimens
- Perform analytical tests and methodologies relating to all areas of the clinical laboratory using laboratory equipment and instrumentation
- Perform problem solving and troubleshooting techniques for laboratory methodologies
- Correlate laboratory test results with patient diagnosis and treatment

- Perform quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions
- Demonstrate the technical training sufficient to orient new employees within the clinical laboratory
- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public
- Apply basic scientific principles in learning new techniques and procedures
- Utilize computer technology applications to interact with computerized instruments and laboratory information systems
- Demonstrate proficient knowledge of computer software as it applies to document production and spreadsheets
- Demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment
- Pursue certification and continued professional development
- Perform mathematical calculations related to all areas of the clinical laboratory

Medical Office Administration (MOA) Student Learning Outcomes:

- Perform administrative duties such as maintaining medical records, scheduling appointments, medical transcription and document production, and apply computer management tools and equipment to perform them
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and databases
- Operate medical office equipment and technology
- Manage finances including bookkeeping, accounts payable, accounts receivable, banking.
- Code, classify, and index diagnoses and procedures for reimbursement by Medicare, Medicaid, and medical insurances using ICD-9-CM and CPT-4 coding
- Recognize and problem solve situations related to the medical office environment
- Demonstrate professional interpersonal, oral, and written communication skills
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment
- Perform in a safe manner that minimizes risk to patients, self, and others
- Apply business concepts to medical office management

Medical Office Certificate Student Learning Outcomes:

- Perform administrative duties such as scheduling appointments, maintaining records, medical transcription, and apply computer management tools and equipment to perform them
- Manage practice finances including bookkeeping, accounts payable, accounts receivable, banking and proper plans for third-party reimbursement using CPT-4 & ICD-9-CM coding.
- Demonstrate a proficient knowledge of medical terminology and procedures as it relates to surgical procedures, diagnostic testing, human anatomy and physiology, the etiology and pathology of diseases, and common treatment options
- Demonstrate professional interpersonal, oral, and written communication skills
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment

Pharmacy Technician (PhT) Certificate Student Learning Outcomes:

- Demonstrate professional conduct and apply legal, social, and ethical responsibility within the health care environment.
- Demonstrate professional interpersonal, oral, and written communications skills.
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and pharmacy based software.
- Perform mathematical calculations related to pharmacology
- Apply knowledge of medical terminology, human disease processes, and pharmacology.
- Recognize and problem solve situations related to the pharmacy environment.
- Assisting the Pharmacist in Serving Patients
- Maintaining Medication and Inventory Control Systems
- Participating in the Administration and Management of Pharmacy Practice
- Pursue continued professional development

Phlebotomy (PBT) Student Learning Outcomes:

- Demonstrate proper techniques to obtain capillary and venous blood specimens
- Collect the appropriate specimen for the ordered analytical test
- Identify inadequate specimens
- Apply appropriate specimen handling and transportation techniques
- Understand the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations;
- Perform in a safe manner that minimizes risk to patients, self, and others
- Use computer technology applications to interact with laboratory information systems
- Demonstrate professional interpersonal, oral, and written communications skills
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment

College Graduate Competencies

Marion Technical College believes that every graduate should possess a *common* set of skills regardless of the student's major. These skills are collectively called the College Graduate Competencies, or CGC's. The faculty has defined specific CGC's in five areas: Mathematics, Communications, Information Technology, Problem Solving and Decision Making, and Interpersonal and Professional Behavior. These skills are taught, reinforced, and/or periodically measured in various courses throughout the curriculum in every degree program.

Essential Functions of the Medical Sciences Student (Non-Academic Technical Standards)

Intellectual/Conceptual

Student must be able to exercise independent judgment. This includes, but not limited to, the following abilities:

- Apply mathematics to successfully complete assignments
- Define problems, analyze data, develop and implement solutions
- Reason and apply sound judgment
- Question logically, recognize and differentiate facts from opinion and illusion, and distinguish the logical from the illogical and relevant from irrelevant
- Participate fully in all laboratory exercises and clinical experiences in the program
- Understand and follow directions
- Apply learned skills and knowledge to new situations

- Communicate effectively in formal and colloquial English in person-to-person, telephone, written and electronic media

Behavioral and Social

The student must be able to exhibit appropriate professional conduct that includes but is not limited to the following abilities:

- Fulfill commitments and be accountable for actions
- Self-direct, self-correct and be responsible for one's own learning and professional development
- Deal with stress and maintain composure under pressure and time constraints
- Willingly follow directions
- Make decisions, prioritize tasks and work on multiple tasks simultaneously
- Work both independently and in cooperation with others
- Recognize emergency situations and react appropriately
- Maintain professional decorum and composure

Motor and Physical

In the Medical Sciences programs, certain physical and health requirements are necessary for the student to meet the standards of their program. If you have any concerns regarding your ability to perform these standards, please contact Medical Sciences at 740-389-4636. The student must be able to meet the physical demands of the program, which include but are not limited to the following:

- Visual ability to successfully complete tasks within their program which may include: locate patient veins, read computer screens, instrument print-outs, patient documents, and accurately interpret color readings, cloudiness/turbidity, and texture.
- Gross and fine motor control to allow manipulation of equipment used within the program which may include: medical instrumentation, analytical equipment, microscopes, blood collection equipment, computer technology, and office equipment.
- Physical mobility to perform tasks within the program which may include: move freely and quickly from one location to another in such areas as clinical laboratories, patient rooms, treatment rooms, and elevators, assist a patient with walking devices, carry medical equipment to a patient's bedside and gain access to the patient in a variety of situations, carry patient charts, filing.
- Freedom from infectious diseases
- Lift and move objects weighing 20 pounds
- Possess a sense of touch and temperature discrimination (all medical science programs)
- Ability to hear audible sounds and respond appropriately
- Ability to meet the attendance requirements as outlined in this handbook.

Educational Research Consent Form

Hands-on training is essential in your educational learning experience and as a result, your participation is necessary. Students in the Medical Laboratory, Phlebotomy, Medical Assisting and Medical Assistant (ATS) programs will be required to sign an Educational Research Consent form. If you do not wish to participate in this process, please see your advisor to discuss alternate career choices.

Admission

You must apply for acceptance into all Medical Sciences programs according to the requirements listed in the MTC Catalog. Schedule an appointment with your academic advisor for help in applying to these areas. You are encouraged to complete admission and department requirements early to enhance your acceptance into the program. Admission will be granted on a first-come, first-serve basis due to the limited availability of clinical sites for the clinical/practicum courses. Clinical/practicum placement is conditional upon site availability. Unanticipated loss of clinical/practicum placement may result in

delayed clinical/practicum and graduation. The student may choose to participate either full-time or through a part-time extended program.

Criminal Background Checks

Students admitted to a Medical Sciences program will be required to submit to a criminal background check conducted by Marion Technical College. Students are required to self disclose ANY criminal background at the time of initial appointment with a Medical Sciences faculty/staff representative. Refusal to complete or cooperate to complete a criminal background check will preclude the student from admission into a Medical Sciences program. Students with certain felony, misdemeanor, or drug-related arrests will be ineligible for admission into the program. Pharmacy student background checks will also include review of the EPLS (Excluded Parties Listing System) as well as the LEIE (Office of Inspector General's List of Excluded Individuals/Entities) database. Pharmacy students currently active on those databases may be ineligible for admission/continuation in the program as well as future employment. Additionally, potential employers for MTC Medical Sciences graduates may require criminal background checks as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

Drug Screening

Students admitted to a program containing a clinical/practicum experience will be required to submit to a drug screening. Positive drug screenings will result in dismissal from the program. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered "positive" and dismissed from the program. All Medical Sciences students may be subject to random drug screens for cause during the program.

Student-Faculty Conferences

Student-faculty conferences will be scheduled upon admission, at regular intervals, at the faculty's discretion and as needed by the student. Topics discussed include required curriculum, student progress in the clinical and classroom areas, utilization of learning resources and other academic matters. Confidentiality and impartiality are maintained in dealing with student problems.

Academic Advising

Following admission counseling, you will meet with an administrator or faculty from your chosen program to discuss instructional program requirements. Your first quarter class schedule will be discussed at this time. During your first quarter of study, you will be assigned an academic advisor. Your advisor is available to assist you throughout your enrollment.

Tutorial Assistance

Tutoring services are available at MTC. Tutors are arranged through the Student Resource Center (SRC), room 154, and the instructor. Forms from the SRC need to be completed by the tutor and student.

Request for Special Accommodations

If there is a need for reasonable accommodation or assistance because of mental, physical or learning disability, the student is requested to contact the instructor and the Director of Student Resource Center within the first two weeks of class.

Life Experience Credit

Students with work experience in a clinical setting may be granted life experience in certain technical courses if it is determined by the Program Director that the life experience fulfills the requirements of the offered MTC course. Please refer to the MTC catalog for additional information. In order to receive life experience credit, the student must:

- A. Complete and return the Life Experience Credit form;
- B. Submit supporting documents which must be completed by a person who has been the student's immediate supervisor at least six months, and;
- C. Pay the applicable Life Experience Fee of \$10 per credit hour.

Upon verification of experience and payment of fees, the student will receive credit for the individual course.

Credit-by-Examination

If you have qualifications from previous education, job training, self-study, occupational or other experiences, you may be able to earn credit in certain courses by successfully completing a proficiency examination. A maximum of 48-quarter hours of credit may be earned through exam, life experience, or any combination thereof. A \$10 per credit hour, nonrefundable fee must be paid to the Business Office before proficiency examinations are taken. Courses available through credit-by-examination are denoted in your curriculum in the college catalog. Contact the Darlene Lewis, Health Technologies Secretary for additional information.

Transfer Credits

To transfer credit from another college, your course must be from institutions approved by appropriate regional accrediting associations as recognized in the Higher Education Directory. Credits from the military or professional and specialized schools and programs may also be submitted for evaluation. Courses must have been completed with at least the "C" level or above, or "satisfactory" on a satisfactory/unsatisfactory evaluation scale to be considered for transfer to a MS program. At least 32 credit hours for any degree program must be earned at MTC, of which 16 must be in technical courses. The number of transfer credits accepted toward the degree to certificate will vary depending upon the program requirements and credit hours of each program.

Professionalism

Today's Health Care employer puts great emphasis on professionalism. Please see Dress Code and Professionalism Policy in the "Policies" section of this handbook for a detailed listing of standards.

Student Professional Objectives

Students are evaluated in their technical courses and in their clinical/practicum setting based on the College interpersonal and professional graduate competency. Objectives will be provided in your technical courses.

Uniforms/Dress Policy

A special full-length lab coat is to be worn in the campus laboratory and will be provided the first day of each laboratory course. The cost of the lab coat will be included in your fees. In addition, MA students are required to furnish their own stethoscope. For clinical, the student wears a uniform that complies with the dress code policy of the clinical affiliate and must provide their own nametag if the clinical site does not provide one. Please refer to Dress Code and Professionalism and Campus Laboratory Safety in the "Policies" section of this handbook for a detailed listing of standards required with/in technical courses.

Acceptable Grades

To assure that students are functioning at the expected performance level, a grade of "C" or better must be achieved in all required courses. A minimum 2.5 accumulative grade point average is required in the program courses for admission, and a 2.0 accumulative grade point average is required for continuance and completion of MS programs. Courses in which the student receives a grade of "D" or "F" must be repeated to complete the program. The course may not be offered until the following year, interrupting the student's sequence with/in the program and clinical rotation. Upon failing a technical course, the

student will lose their seat in the program and must re-apply prior to re-taking the technical course. Grading policies are outlined in detail in each individual course syllabus.

Incomplete Grades

“T” indicates that (a) your course work is qualitatively satisfactory, but for legitimate reasons a small amount remains to be completed and (b) your academic record justifies the expectation that a passing mark would have been obtained if you had completed all course requirements.

You must complete the work no later than six weeks into the subsequent quarter with instructor discretion. (Note: The only exception to this procedure would be “incompletes” given in spring quarter. In this case, you have six weeks into the following fall quarter to complete work.) If the work is not completed within the time provided, the grade will revert to an “F”. You will not be permitted to enroll in a course for which the “T” is a pre-requisite.

Student Academic Improvement Notice

If, by the third or fourth week of any quarter, it becomes evident that your academic work is less than satisfactory (less than a grade of “C”), you will be notified by e-mail with an Academic Improvement Notice describing the areas in which you are deficient.

Student Progress Alert

A student may be placed on Progress Alert as a formal indicator of a need for improvement in clinical/practicum performance, when the student is not meeting criteria as defined in the course syllabus. The student is made aware of specific areas in need of change and is given the opportunity to show improvement. Each individual situation is unique and is discussed with the student. During this period of Progress Alert, the student is expected to work closely with the Medical Science faculty to improve in the specific area of difficulty. A contract with guidelines for improvement/change will be developed, read, and signed by the Dean of Allied Health as well as the student. The contract is not final until reviewed and signed by the Dean of Allied Health. Student progress will be reviewed regularly with the student for the duration of the clinical/practicum experience for that quarter. If the student does not show improvement, a failing grade will be recorded for the course. If a student is removed from their clinical/practicum site due to performance issues they will not be re-assigned.

Appealing a Grade

Students, who feel the grade they have earned for a particular assignment or course is not accurate and wishes to appeal the grade, are responsible for initiating the procedure outlined below:

1. Communicate your concerns with the instructor.
2. If results of meeting with the instructor are not satisfactory, discuss your concerns with the dean or director of the department in which the class is assigned.
3. If results are still not satisfactory, you may discuss your concerns with the Vice President of Instructional Services. The Vice President’s decision is final on all matters concerning grades.

Attendance

A student shall demonstrate a commitment to learning as exhibited by attending all scheduled course meetings, being punctual for each class, and completing all assignments. A student who must miss class meetings should inform their instructors of the reasons for absences. Faculty often includes classroom participation and attendance in student grading and evaluation. The instructor will clearly communicate expectations and grading policy in the course syllabus. Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with their academic advisors to consider alternative courses prior to registration.

Attendance in online courses is determined by completion of weekly assignments. Incomplete assignments will result in a recorded absence. Please refer to Attendance policy in the “Policies” section of this handbook.

Return after Medical Absence

A student who has been absent due to illness, injury, surgery or pregnancy may require a physician’s statement verifying the student’s medical condition, when the student is able to return to class, detailing student safety, and any necessary accommodations prior to returning to their scheduled classes. A student who is not able to fully participate in the clinical/practicum experience (with reasonable accommodation) will not be admitted to the clinical/practicum setting. The medical and physical requirements are necessary for the student to meet the technical standards of the clinical/practicum courses.

Dismissal

The MS Department reserves the right to recommend the withdrawal of a student who appears academically, clinically and/or personally unable to fulfill professional responsibilities in MLT, PhT, PBT, MA, MA (ATS), MOA, or Medical Office. Such decisions would be reached only after consultation with the student. If a student is removed from their clinical/practicum site due to performance issues, they will not be re-assigned.

Readmission to Program

Individuals requesting readmission must complete a “*Petition for Readmission to Medical Sciences*” along with a new program application. Returning students must qualify in accordance with current Medical Sciences admission requirements. Those seeking readmission into the program after failing will be considered based on space availability and past scholastic and clinical/practicum performance. Performance will include objectives which address cognitive, psychomotor and affective domains. Readmission is not guaranteed. All requests should be addressed to the Dean of Allied Health.

Academic Renewal

If you have returned to MTC after an absence, you may be eligible to have your accumulative grade point average reviewed and recalculated so you can resume your education with a “fresh start”. This policy puts into practice the College’s ideal of offering a second chance to students who seek self-improvement through education. If you are a qualifying returning student, contact the Dean of Allied Health or administrative assistant for an academic renewal petition form.

Campus Laboratory Safety

During laboratories, students will utilize biological specimens to perform procedures needed for entry level competencies in their careers. Students are trained in safety procedures and regulations for handling biological specimens before participating in the laboratory experience. All biological specimens are considered potentially infectious and must be treated utilizing universal/standard precautions. Students will also receive information regarding Hepatitis B and will be required to start the immunization series or sign a declination form. Please see Campus Laboratory Safety in the “Policies” section of this handbook for a detailed listing of standards.

Faculty and students are not required to be tested for HIV or disclose their HIV status. However, if a patient, instructor, or student is exposed to another student’s blood through accidental needle stick, that student has a moral obligation to be tested at their expense. If the results are positive, the exposed person will be notified of the results. If a significant exposure occurs, CDC guidelines will be followed at the student’s expense. The student should see his/her own physician for follow-up treatment and testing if necessary.

In order to safeguard students, instructors, maintenance and cleaning personnel, the Treatment of Hazardous/Infectious Waste Policy #160, will be followed. This policy complies with OSHA, Center for Disease Control, and Ohio EPA regulations for handling and disposal of infectious waste.

Health care services at the MTC/OSU Marion Campus are limited to basic first aid. The College relies on 911 Emergency Calls System. A first aid station in the MS laboratory is equipped with band aids, bandages, antiseptic, OTC pain killers. For phlebotomy, ammonia inhalants and a bench are available.

At clinical sites, Emergency Room facilities are available as needed. Otherwise, basic first aid is utilized in the laboratory.

Hepatitis B Vaccines

All students enrolled in laboratory courses will receive information on Hepatitis B at the beginning of the course. Each student will be required to start the Hepatitis B series or complete a Hepatitis B Vaccine Declination form. It is recommended for students to start Hepatitis B Immunizations as soon as possible due to their exposure to blood and body fluids within the campus laboratories.

Student Opinion of Instruction

You will periodically be requested to complete opinion forms related to your instructors and courses. Please provide constructive feedback regarding the quality and/or quantity of services provided. Both positive and negative feedback is desired, particularly comments that specify what pleases or displeases you and recommendations for additions, deletions, and/or changes in services provided. If you have concerns about instructors, you should always attempt to first discuss them with your instructor. Should you desire further discussion, speak next to your department dean and if necessary, finally, with the Vice President of Instructional Services.

Student Evaluation of Program

Prior to graduation, you will be requested to complete a Program Evaluation of your individual curriculum/program. Please provide constructive feedback. This tool is designed to assist the College with specific curriculum and program corrections, additions and deletions.

Clinical/Practicum Experience

Students are required to attend clinical/practicum as part of their learning experience as outlined in the individual syllabus. Attendance will be validated with time sheets. The MLT and PBT clinical experience is in a clinical laboratory setting. The MA, MA (ATS), and MOA practicums are in a physician/clinic office. The PhT practicum will be in a pharmacy setting. Students are required to provide their own transportation to the clinical/practicum site.

Students participating in a clinical/practicum experience may not receive any remuneration (salary, stipends, housing, insurance, etc.) from the hosting clinical/practicum affiliate site. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting clinical/practicum academic objectives.

During the clinical/practicum experience, a student will be asked to perform a procedure under direct supervision. Once proficiency has been demonstrated, the student may perform the procedure (independently) without direct supervision. However, the preceptor/supervisor must be accessible to the student at all times and must review the student's completed procedure. Students should not, however, be used as a substitute for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.

While participating in the clinical/practicum experience, students must adhere to the policies of the clinical/practicum affiliate site and Marion Technical College.

Professional Practice Student Contract

The student enrolled in a clinical/practicum experience will receive a copy of the Allied Health Professional Practice Student Contract with their packet of information at the start of the course. This contract outlines the responsibilities of the student during the clinical/practicum experience.

Medical Physical

Students in a program containing a clinical/practicum experience must complete a Medical Physical to verify good health before they register for their clinical/practicum courses. Physical must be within 6 months of initial direct patient contact. A student may not participate in the clinical/practicum course until the Medical Physical is complete and the documentation is submitted to the MS Administrative Assistant. The physical includes a rubella titer, rubeola titer, mumps titer, varicella titer, RPR or equivalent, an annual TB skin test. Students will also be required to provide documentation of a onetime adult Tetanus/Diphtheria/Pertussis booster. Student must remain current on tetanus/diphtheria booster. In addition, each student is required to complete a hepatitis B immunization series (must have documentation of first two injections to start clinical) if they have not previously received it. The student must submit the following documentation to the MS department:

- Medical Physical form that must be signed by both physician and student
- Documentation verifying diagnostic screening results
- Immunization history
- Tuberculosis Testing Record

All records will be maintained by the Medical Sciences department, and once submitted, become the property of the department and cannot be released.

Students must also meet the same requirements as the employees of the clinical/practicum site affiliate. These may include, but are not limited to the following:

1. Random drug testing;
2. HIV testing if potentially exposed to blood borne pathogen;
3. Criminal background checks
4. Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, and Hepatitis)

It is recommended that students receive flu vaccinations. *Vaccine Administration Record* forms will be provided to document completion of the vaccine. Individuals choosing not to obtain a flu vaccine will be ineligible for clinical/practicum sites mandating flu vaccinations.

Responsibility for Treatment

The student enrolled in a clinical/practicum experience will receive a Responsibility for Treatment form with their packet of information at the start of the course. The student is required to return the completed form to the MS Administrative Assistant verifying that the student will assume the cost of treatment or care for any injury or medical condition incurred during the course.

Student Professional Liability Insurance

Students are required to obtain professional liability insurance prior to enrolling in their clinical or practicum courses. Clinical contracts for students with outside agencies require this insurance coverage

before a student is permitted to participate in a clinical/practicum experience. This fee will be included with tuition fees.

Agreement to Respect Patient Confidentiality

Students are required to successfully complete HIPAA training prior to participating in a clinical/practicum experience. In addition, the student enrolled in a clinical/practicum experience will receive an Agreement to Respect Patient Confidentiality form with their packet of information at the start of the course. The student is required to return the completed form to the MS Administrative Assistant verifying that the student will honor and abide by the rules of patient confidentiality. Violation of confidentiality will result in disciplinary action that may include dismissal from the clinical/practicum experience and an unsatisfactory grade for the course. If a student is removed from their clinical/practicum site due to performance issues, they will not be re-assigned.

MS Clinical/Practicum Evaluation Tool

The student enrolled in a clinical/practicum experience will receive a copy of the MS Clinical/Practicum Evaluation Tool with their packet of information at the start of the course. These criteria are used to evaluate your clinical performance.

Clinical/Practicum Service Policy

The student enrolled in a clinical/practicum experience will receive a copy of the MS Clinical/Practicum Service Policy with their packet of information at the start of the course. This policy outlines the responsibilities of Marion Technical College, the clinical affiliate site and the student during the clinical/practicum experience. Please see your academic advisor for additional information.

Academic Misconduct

If you violate the Marion Technical College Code or the Medical Sciences Code of Expected Conduct, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal. In programs that includes clinical experiences; good standing with the clinical agency is expected and is essential for continuation in the program. Please refer to the Medical Sciences Student Code of Expected Conduct with Corrective Action Policy in the “Policies” section of this handbook.

Drug Screening/Substance Abuse

The clinical sites reserve the right to conduct periodic “random” drug screenings. Positive student drugs screens will result in immediate dismissal from the program. Additionally, if the student requests readmission to the program in the future, he or she will be subject to periodic “random” drug screenings for the first year of their readmission to the program. Upon readmission, payment of all required drug screens will be the sole responsibility of the student. The student must also authorize the release of the test results to the clinical agency per normal reporting procedures. Please refer to the Drug Screening and Substance Abuse Policies in the “Policies” section of this handbook for further details.

College Code

Definitions:

- The term “College” means Marion Technical College. The College is sometimes referred to as “MTC” or “Marion Tech”.
- The term “student” means any person registered for enrollment in courses at Marion Technical College at the time of the alleged violation of this code, or any person on college-related premises, for any purpose related to registration for enrollment on the campus.
- The term “registered student organization” means a group or association of students, which has received recognition for the Student Activities Office.

- The term “student publication” means written material, including but not limited to brochures, newspapers, and special interest magazines edited and published by students for distribution to members of the campus community.
- The term “college property” means all property owned, leased, or on loan to Marion Technical College.
- The term “College document” means any Marion Technical College record, written, or electronic communication or form.
- The term “College premises” means all land, buildings used, facilities owned, leased, or controlled by Marion Technical College, and facilities under contract or mutual agreement either expressed or implied.

Harassment/Discrimination

The complete Policy #141 is available to you in the President’s Office or Human Resource Office.

Marion Technical College’s policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status or sexual orientation.

Marion Technical College prohibits sexual harassment of its employees and students. It is a violation of this College policy and of federal/state law for any employee or student to sexually harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone’s responsibility to maintain a discrimination and harassment-free work and educational atmosphere.

Consensual romantic and sexual relationships between supervisor and their employees or between instructors and their adult students are strongly discouraged. Consensual romantic and sexual relationships between employees and minor students (under age 18), under Ohio Revised Code Section 2907.03 (A)(8), is a third degree felony and is strictly prohibited.

Student Grievances

A grievance is defined as a claim or assertion of a violation of a Board of Trustees policy/procedure, an administrative procedure, an administrative rule or regulation, or a State statute.

The following procedure should be followed:

1. The aggrieved student shall meet with the person against whom he or she has a complaint (within five class days). If there is no resolution to the problem, the student shall proceed with step 2.
2. The aggrieved student shall document the grievance form and submit it to the appropriate department dean or director or respective department head within five (5) class days after completion step 1. The department head shall provide the student with a written decision within five (5) class days of receiving the grievance form.
3. Upon receipt of the written disposition, the aggrieved student shall indicate above his or her signature on the grievance form, the decision as being satisfactory or dissatisfactory. If the aggrieved student is not satisfied with the decision in step 2, he or she shall within 10 class days forward the written grievance and department head’s decision to the area vice president for consideration. The area vice president shall provide the student with his or her written decision with 20 class days of receiving the grievance form.
4. Within 10 class days of receiving the written disposition from the vice president, the aggrieved student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If

the aggrieved student is dissatisfied with the decision, he or she may request a review by the President of the College. The review shall take place within 20 class days after it is requested.

5. The President shall present his or her decision to the aggrieved student. The President's decision shall be considered final and is the last step internally for due process.

These procedures apply to any grievance which may arise in matters of general administration and matters involving rights which directly affect the personal interests and well-being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action of a person(s) acting for the College may bring a grievance under these procedures. The Vice President of Student Services shall serve as advisor/interpreter of all matters pertaining to this policy.

Complaint Procedure

This procedure is used when another student, faculty or staff member accuses a student of violating a College rule or regulation:

- A. Complaint made:
 1. A complaint is made to the Vice President of Student Services.
 2. A preliminary investigation is conducted by the Vice President; if the student is believed to be in violation, an administrative hearing is scheduled.
- B. Administrative hearing:
 1. The student is presented with the charges and sanctions are set.
 2. If the student does not admit the violation or accept the sanctions, a judicial committee hearing may be scheduled.
- C. Judicial Committee Hearing:
 1. This committee consists of two students, two faculty and two administrators.
 2. The student is officially notified of charges, the alleged regulations violated, witnesses and the time of the hearing.
 3. The student may be found not in violation, if so, the case is dismissed.
 4. If the student is found in violation, sanctions are determined.
 5. If the student chooses to appeal, the College President will review the case.
- D. President's review:
 1. The President may reverse the Judicial Committee's decision or affirm their decision. Any further appeals must be directed to a State, Local, and Civil Court of Appeals.

The Right of Appeal

The right of appeal, for any parties involved, is guaranteed by way of appeal to the Vice President of Student Services. Questions regarding this process should be directed to the Vice President of Student Services.

Certification

Upon successful completion of the program, you will be eligible to take the appropriate certification examination offered by the respective agency:

- American Society of Clinical Pathologists
- National Credentialing Agency for Laboratory Personnel
- American Health Information Management Association
- American Association of Medical Assistants
- American Academy of Professional Coders
- National Association for Health Professionals
- Pharmacy Technician Certification Board

Clinical Affiliate Sites

Medical Laboratory Technology students participate in a supervised clinical field experience to transfer classroom and laboratory learning to the work setting providing students with experience. Students are assigned to clinical locations at the discretion of the Program Director.

Medical Laboratory Technology curriculum and hands-on clinical experiences are possible through the concerted efforts of a network of healthcare and medical organizations including:

- Bucyrus Community Hospital, 629 North Sandusky St., Bucyrus, OH 44820
- Galion Community Hospital, Portland Way South, Galion, OH 44833
- Hardin Memorial Hospital, 921 E. Franklin St., Kenton, OH 43326
- Joint Township District Memorial Hospital, 200 St. Clair St., St. Marys, OH 45885
- Knox Community Hospital, 1330 Coshocton, Mt. Vernon, OH 43050
- Lima Memorial Hospital, 1001 Bellefontaine Ave., Lima, OH 45804
- Marion Ancillary Services, 1040 Delaware Ave., Marion, OH 43302
- Marion General Hospital, 1000 McKinley Park Dr., Marion, OH 43302
- MedCentral Health Systems: Mansfield, 335 Glessner Ave., Mansfield, OH 44903
- MedLab, 855 W. Market St., Lima, OH 45805
- Memorial Hospital of Union County, 500 London Avenue, Marysville, OH 43040
- Mercy Hospital of Tiffin, 485 West Market Street, Tiffin, OH 44883
- Morrow County Hospital, 651 W. Marion Rd., Mt. Gilead, OH 43338
- Paulding County Hospital, 1035 W. Wayne St., Paulding, OH 45879
- Samaritan Regional Health Systems: Ashland, 1025 Center St., Ashland, OH 44805

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POLICIES

MARION TECHNICAL COLLEGE
MEDICAL SCIENCES

SUBJECT: ATTENDANCE

PURPOSES: To provide guidelines for students and assist them in meeting their educational goals and objectives.

POLICY:

The Medical Sciences department will provide each student with a course syllabus at the start of each course that will outline attendance guidelines. Attendance records will be kept for lecture, laboratory and special activities. Students missing more than 10% of class/laboratory cannot meet the course requirements as outlined in the individual course syllabus, which includes Student Professional Objectives.

PROCEDURE:

Lecture Attendance Policy: Attendance and participation at lectures is consistent with academic success, therefore students are expected to attend all lectures. Instructors may give unannounced quizzes which may not be made up if the student is absent for any reason. In order for a student to make up a scheduled test, the instructor must be notified prior to the class time. Arrangements to make-up the test must also be made at that time. The test must be made up on the date of the student's return. The instructor may provide an alternative test as a make-up, i.e., essay exam in place of a multiple choice. Only one test can be missed and made up. The laboratory attendance policy will apply for any course in which hands-on procedures are performed/demonstrated during the lecture periods. For additional information on attendance, refer to the individual course syllabus.

Laboratory Attendance Policy: Material taught in the laboratory session is essential for the practice of clinical practicum procedures and cannot be learned in any other way. Therefore, attendance is required at all laboratory sessions. If a laboratory session must be missed due to an emergency, the instructor must be notified prior to the lab or as soon as possible so that a make-up session may be scheduled. Please refer to individual course syllabi. Some labs may not be made up due to the nature of the material/assignment. Because the material taught is cumulative, the student will not be allowed to progress with further lab sessions until the lab is made-up. The missed work cannot be performed with the regular work during the next lab. Unannounced class participation quizzes cannot be made-up.

Practical/Competency Attendance Policy: Attendance at practical exams is essential for completion of the course requirements. Alternative times are not available because of the nature of the materials and set-up required. In extreme cases, advance notice may allow the student to schedule a make-up at the instructor's discretion, but the grade will be lowered for that practical.

On-line Attendance Policy: Attendance will be recorded and based upon successful completion of weekly assignments. If a student has not participated within the first two weeks of the course, the student is not afforded the opportunity to make-up the missed work. Please refer to the individual course syllabus for additional information and make-up policies.

Authorization

Deborah Bates MBA, MT(ASCP) SBB
Dean of Allied Health

Approved

Carla/Deb: MS P&P Attendance
May 17, 2010

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCES**

SUBJECT: **CAMPUS LABORATORY SAFETY PROCEDURES**

PURPOSES: To provide guidelines of safety/regulations in the laboratory.

POLICY: Student must utilize biological specimens to perform laboratory testing procedures needed to obtain entry level career or professional competencies. Students are trained in safety procedures and regulation for handling biological specimens before participating in the laboratory experience. All biological specimens are considered potentially infectious and must be treated utilizing universal/standard precautions. Students will also receive information regarding Hepatitis B and will be required to start the immunization series or sign a declination form.

Special safety precautions to be followed in the laboratory are listed below:

1. OSHA regulations must be followed at all times in the laboratory.
 - a. Use universal/standard precautions at all times
 - b. Use personal protective equipment during phlebotomy procedures and when working with biological specimens.
 1. Disposable, fluid impermeable, full-length lab coat
 2. Gloves
 3. Splash shields, eye protection devices
 - c. Follow engineering and work practice controls
 1. Handwashing – Use soap and water as soon as possible after contact with contaminated materials. Hands must also be washed when gloves are removed as well as before leaving the laboratory. If the hand washing facilities are not available, MTC will provide either an antiseptic cleanser in conjunction with a single use clean cloth/paper towel or antiseptic towel. If these alternatives are not used, hands will be washed with soap and running water as soon as feasible. After removal of personal protective gloves, hands will be washed and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If exposure to the skin occurs or mucous membranes, then those areas will be washed or flushed with water as appropriate as soon as feasible following contact with blood or other potentially infectious materials.

All procedures will be performed in a manner that minimizes splashing, spraying, spattering, and generation of droplets of infectious substance(s).

2. Handling Sharps – No recapping, bending, shearing, breaking or removal of needles.
3. Use sharps containers – Properly discard sharps. Avoid jamming or overfilling containers. Fingers or hands should not be inserted into any containers.
4. Dispose of contaminated material in biohazard containers.
5. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited. All pipetting will be done with mechanical or other pipettes device.

6. All procedures involving blood or other potentially infectious materials must be performed in such a way as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
 7. Eating, drinking, and application of cosmetics or lip balm is not allowed. Gum chewing, candy and mints are also prohibited. Manipulation of contact lenses is prohibited in the laboratory.
- d. Housekeeping
1. All work areas will be decontaminated with bleach solution when visibly contaminated and at the beginning and end of each class.
 2. All equipment and instruments will be decontaminated with bleach solution when visibly contaminated and at the end of each quarter.
 3. All sharps shall be placed in containers that are: closable, puncture resistant, leak proof on sides and bottom and labeled with biohazard warning.
 4. All other regulated waste shall be placed in containers that are: closable, constructed to contain all contents and prevent leakage.
 5. Broken glassware which may be contaminated shall be picked up by using mechanical means, such as brush and dust pan and disposed of in appropriate containers.
 6. All contaminated laundry shall be handled as little as possible, bagged or containerized at the end of class.
 7. A spill kit is available in the lab for spills of blood or other potentially infectious materials.
2. If any individual's eye, mouth, mucous membrane, non-intact skin or parenteral surface comes into contact with blood or other potentially infectious material:
 - a. Immediately flood the exposed area with water and clean any wound with soap and water or skin disinfectant if available.
 - b. Notify instructor for medical evaluation.
 3. Unnecessary items shall not be brought into the laboratory as they might become unknowingly contaminated. Such items include books, handbags, backpacks, and jackets/coats. Personal items will be stored in lockers located adjacent to the laboratory during class/labs.

Authorization

Deborah Bates MBA, MT(ASCP) SBB
Dean of Allied Health

Carla/Deb: MS P&P Campus Laboratory Safety Procedures
September 8, 2009

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCES**

SUBJECT: DRESS CODE AND PROFESSIONALISM

PURPOSES: To provide guidelines of acceptable attire and conduct.

POLICY: Students are responsible for meeting guidelines of acceptable conduct and attire while in the clinical/practicum setting as well as technical courses to fulfill safety and professional standards.

A. DRESS CODE COMMON TO BOTH ADMINISTRATIVE AND CLINICAL PROGRAMS

- a. The requirements listed within this dress code are not all-inclusive and subject to change. No dress code can cover all contingencies so students must exert a certain amount of judgment in their choice of clothing. When in doubt, the opinion of the course instructor or academic advisor will be final.
- b. Individual course syllabi will specify acceptable dress code for the course. Dress code may vary depending on the nature of the course, general, laboratory, technical, professional, clinical/practicum/professional practice.
- c. Casual attire, if permitted in a course syllabus, would be subject to the following requirements. Jeans (when permitted) should be full-length, clean, no holes or slits, and should not drag on the floor. The student must recognize that jeans are not considered appropriate work attire in health care facilities. Unacceptable items of clothing include: tee shirts and shirts with pictures/slogans/words, etc., halters, revealing clothing, short shorts and skirts, tank tops, tight clothes, high heels and long (floor length) skirts. In the health care environment, there are all types of physical and biologic hazards which require that the body be covered as much as possible.
- d. Jewelry should be kept to a minimum. Permitted jewelry is wedding/engagement rings, watch, and small earrings. (No more than 2 earrings per ear) Long, dangling earrings and necklaces are safety hazards in the health care environment. Rings are problematic with frequent hand washing and glove changes.
- e. Facial piercing (other than ears) and tongue rings as well as tattoos, are not accepted in the health care environment due to professional and safety reasons. Facilities restrict piercing to earrings (some limit the number in each ear) and do not permit visible tattoos.
- f. A student must have a neat appearance and excellent personal hygiene at all times, including daily showers and antiperspirant/deodorant.

- g. Hair should be clean, neat, and of a natural color. Simple hair styles are recommended for the work place. Long hair must be secured and away from the face. Beards and facial hair, when allowed, must be kept clean and neatly trimmed.
- h. Light natural looking makeup may be worn. Students should not wear colognes, perfumes or other fragrances as this is prohibited in many health care settings due to allergies of co-workers or patients. Fragrances may cause difficulty in breathing to those individuals who have sensitivity.
- i. Artificial nails are not considered appropriate for health care workers for infection control reasons. Recent literature cites ample evidence that these nails contribute to infection control issues. Long nails are also inappropriate for safety reasons. Nails shall be no longer than ¼ inch. Nails must be clean. Light colored nail polish may be used. Individual clinical sites may restrict the use of nail polish when providing direct patient care.

DRESS CODE FOR CLINICAL PROGRAMS

1. Students in a clinical/practicum experience must comply with the dress code policy of the health care affiliate. Students must provide their own nametag if the health care affiliate does not provide one. Proper and clean shoes, proper underwear, no white slacks/pants/scrub tops, and proper fitting clothes are required. Some individual affiliate sites may restrict color choices of uniforms or scrubs.
2. During laboratory classes a full length, long sleeved, lab coat which is fluid impermeable must be worn at all times and must be buttoned. The coat will be made available to you the first day of class. The cost of the lab coat will be included in your lab fees.
3. Required attire in technical courses is scrubs or clean, pressed khaki pants and a nice shirt/blouse, or polo shirt. This must be purchased prior to the third week of the (fall/first) quarter. This is consistent with the dress code of most employers. Clothes should fit loosely enough to be comfortable. Due to modesty issues, white scrubs will not be permitted and a tee shirt may be required under your scrubs.
4. Smoking while in uniform is permitted only in designated smoking areas. Student must wash their hands and use breath freshener prior to direct patient contact.
5. Gum chewing or use of smokeless tobacco is not permitted.
6. Shoes must cover the toes. Open-heel shoes are acceptable if worn with socks or hose. Shoes should be of a type that resists slipping. Required shoes are leather, athletic type. Canvas or crocs are not acceptable. Shoes should be comfortable and clean.

DRESS CODE FOR ADMINISTRATIVE PROGRAMS

1. Business casual attire is acceptable attire for administrative professions. All clothing should be clean and neatly pressed.
2. Slacks that are similar to Dockers and other makers of cotton type material pants, dress capris, and nice looking dress pants are acceptable.
3. Business casual dresses and skirts, including skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit modestly in public.
4. Business casual shirts, dress shirts, sweaters, tops, golf-type shirts and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office.
5. Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather.

PROFESSIONALISM

1. Exhibit dependability and punctuality.
 - a. Prepares for class; completes assignments on time.
 - b. Meets attendance requirements for class/clinical. More than two absences results in a rating of 1.
 - c. Demonstrates punctuality; two tardy occurrences are equivalent to one absence.
2. Work effectively with others in a team setting.
 - a. Understands and accepts roles and responsibilities within the professional team; accountable for own actions.
 - b. Demonstrates respect and appreciation for the diversity of team members.
 - c. Positively resolves conflicts; accepts criticism constructively; seeks resolutions.
 - d. Avoids making negative statements about others.
3. Exhibit effective professional judgment.
 - a. Completes a realistic self-assessment of clinical/classroom performance that outlines goals for learning improvement.
 - b. Recognizes own limitations; thinks critically and is able to make sound judgments.
4. Follow established rules, policies and/or commonly accepted professional practice (e.g., maintains confidentiality, practices safety, honesty, etc.)
 - a. Complies with established procedures and policies in professional settings.
 - b. Knows and adheres to the roles and responsibilities of the profession.
 - c. Exhibits legal and ethical behaviors, including confidentiality.
 - d. Performs in a safe manner that minimizes risk to client/patient/customer, self and others.
5. Exhibits effective organizational skills.
 - a. Effectively manages use of time; works independently.
 - b. Follows instructions; learns new procedures in a reasonable amount of time.
 - c. Needs minimal supervision.

6. Exhibits acceptable professional demeanor.
 - a. Projects a positive attitude, cooperative, and respectful.
 - b. Uses appropriate conversation; refrains from inappropriate discussions.
 - c. Consistent standard English grammar; uses effective and correct verbal communication.
 - d. Follows dress code; practices good hygiene.
 - e. Able to function competently during stressful situations.

Authorization

Deborah Bates MBA, MT(ASCP) SBB
Dean of Allied Health

Approved

Carla/Deb: MS P&P Dress Code
October 22, 2009

**MARION TECHNICAL COLLEGE
ALLIED HEALTH**

SUBJECT: DRUG SCREENING FOR CLINICAL/PRACTICUMS

PURPOSES: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Please refer to Substance Abuse Policy.

PROCEDURE:

1. Students in any Allied Health program including a clinical/practicum will be required to submit to a drug screening prior to the clinical/practicum experience. Any Allied Health students may be subject to random drug screenings for cause during the program.
2. Upon request, student will submit to an 8 panel drug screening facilitated by Marion Technical College and conducted by Marion Area Health Center, Occupational Health Services.
3. Payment of the initial authorized drug screenings will be charged to students through laboratory fees. Students providing unauthorized drug screens will be responsible for all expenses incurred.
4. Student must authorize (consent) to release test results to MTC per normal reporting procedures.
5. Any student who refuses/fails to cooperate will be considered “positive”.
6. Any student who fails to complete a screening by specified deadline will be considered “positive”.
7. Any student who provides a contaminated specimen will be considered ‘positive’.
8. Positive drug screens will result in forfeiture of clinical/practicum, and dismissal from any course that has a laboratory/practicum component.
9. Positive drug screens are considered to contain the presence of at least one unacceptable substance, at or above the established threshold limit. Confirmation tests are performed on all positive test results.
10. Students requesting readmission to the program in the future, who have had positive drug screens in the past, must provide written documentation of compliance. The student will also be subjected to periodic “random” drug screenings for the first year of their readmission to the program. Upon readmission, payment of all required drug screens will be the sole responsibility of the student.

Authorization
Deborah Bates MBA, MT(ASCP) SBB
Dean of Allied Health

Approved

Carla/Deb: MS P&P Drug Screening for Clinical/Practicums/February 22, 2010

MARION TECHNICAL COLLEGE MEDICAL SCIENCES

SUBJECT: MEDICAL SCIENCES STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION

PURPOSES: To identify inappropriate student conduct associated with the Medical Sciences programs and to define the process for appropriate student corrective action as a result of misconduct.

Policy:

Expected Conduct:

Students enrolled in a Medical Sciences Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of Medical Sciences and Marion Technical College. Medical Sciences recognizes its responsibility to the healthcare professions it represents and to the consumers of health care. Therefore any action by an MS student considered unprofessional or unsafe conduct shall be deemed cause for disciplinary action and/or dismissal.

MS students of Marion Technical College are expected to:

- *Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Medical Sciences health care program.*
- *Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinical/practicum experiences, and in their interactions with others.*
- *Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.*
- Respect the rules and regulations of the Medical Sciences department within the classroom and laboratory as outlined in the MS Student Handbook and course syllabus.
- Respect the rules and regulations of the clinical/practicum site as outlined in the orientation process provided by the clinical/practicum site.

Policy Statements:

Student disciplinary action, ranging from written warning, and /or Progress Alert, to dismissal, will be taken for violations of the following expected student conducts while participating in a medical science program, which may include, but are not limited to:

1. Professionalism. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, respect for fellow students and instructors, and behavior that preserves the safety of others. Professionalism must be

exhibited while in the Medical Science Programs and is often evaluated by the instructor within a course as part of the preparation for clinical/practicum experience. The instructor will specify evaluation policies and expected behaviors within the course syllabus.

2. Academic Dishonesty. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat.
3. Sexual Harassment. A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a “hostile working environment” according to MTC Policy # 141.
4. Patient Care. When providing patient care, a student shall:
 - a. report and document the care provided by the student for the patient, and the patient’s response to that care.
 - b. accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
 - c. not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical/practicum experience.
 - d. promote a safe environment for each patient.
 - e. delineate, establish, and maintain professional boundaries with each patient.
 - f. provide privacy during examination or treatment.
 - g. treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
 - h. not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to any patient.
 - i. not misappropriate a patient’s property or engage in behavior to seek or obtain personal gain at the patient’s expense. All patients are presumed incapable of giving free, full, or informed consent to the behaviors by the student.
 - j. not engage in conduct or verbal behavior with a patient that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full or informed consent to sexual activity with the student.
5. Confidentiality. The student must abide by the HIPAA rules of privacy and the “Agreement to Respect Confidentiality”. A student shall not share confidential information with anyone except another healthcare provider that has a “need to know” the information to provide proper health care for that patient or to conduct business within the health care setting.
6. Substance Abuse. Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and clinical/practicum sites. Students are prohibited from reporting to class and clinical/practicum sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom. Please refer to MS Substance Abuse Policy for further information.
7. MS students are expected to refrain from:
 - a. Acts which disrupt or interfere with the orderly operation of teaching and other academic activities.

- b. Behavior that causes, or can reasonably be expected to cause, physical harm to a person.
- c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life at the College.
- d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties.
- e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
- f. Intentionally or recklessly interfering with normal College activities or emergency services.
- g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
- h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
- i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

CORRECTIVE ACTION:

Inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by Marion Technical College's Medical Sciences. Medical Sciences reserves the right to eliminate any step in the case of any infraction. Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

Violation of confidentiality will result in disciplinary action that may include removal from the clinical/practicum site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the Medical Sciences corrective actions:

Written Warning/Progress Alert– A written notice to the student offender that the student has violated the Medical Sciences Student Code of Conduct, and that further violations will result in more severe disciplinary action. The Dean of Allied Health will decide on the terms of the progress alert contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert contract. Failure of the student to abide by the terms of the contract or to correct the identified problems will result in failure of the class/clinical/practicum and dismissal from the program.

Dismissal from the program: The Dean of Allied Health will make the final decision on dismissal from an MS program.

The MTC policy on Student Grievances/Complaints, as stated in the Student Handbook, will provide due process for the student.

A student dismissed from a clinical/practicum experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the clinical/practicum.

A student dismissed from a program may request readmission in accordance with current requirements. Readmission to the program is based upon seat availability, past scholastic and clinical performance. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

Authorization
Deborah Bates MBA, MT(ASCP) SBB
Dean of Allied Health

Carla/Deb: MS P&P Student Conduct Policy
October 15, 2009

**Marion Technical College
Allied Health
Professional Practice Student Contract**

The role of the student is to actively participate in the professional practice experience and to coordinate classroom knowledge with a real world clinical/medical experience. The student is expected to develop and strengthen their entry-level competencies.

Student responsibilities and expectations are outlined below. The Student will:

- A. Complete a successful criminal background check (BCII and FBI as required) to fulfill program application requirements and to be permitted participation in a professional practice experience.
- B. Meet the necessary physical and health requirements to fulfill the technical standards for the clinical courses. These requirements are listed on the Medical Physical Form.
- C. Complete a Medical Physical prior to registration in the professional practice experience according to the program requirements. A completed medical physical form and all lab work/documentation must be returned to the office two weeks prior to the start of the quarter. A student may not participate in the professional practice experience if this documentation is not received.
- D. Complete an 8-panel drug screening prior to entry into the professional practice experience.
- E. Schedule an appointment in advance with the designated clinical coordinator of the affiliate site.
- F. Provide their transportation to the professional practice site.
- G. Refuse any remuneration (salary, stipends, housing, insurance, etc.) from the professional practice site. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting academic objectives.
- H. Adhere to this contract and also the regulations of Marion Technical College as outlined in your Program Student Handbook.
- I. Adhere to your program professional standards.
- J. Students must sign The Agreement to Respect Confidentiality acknowledging their responsibility in maintaining both college and affiliate site policies.
- K. Conform to the dress code of the affiliate site as well as departmental policies as outlined in your Program Student Handbook.
- L. Perform procedures under supervision after they have demonstrated proficiency in the procedure. This practice will help develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.
- M. Participate, if possible, in activities occurring outside the normal scheduled hours if these activities would contribute to the student's knowledge of the clinical/medical setting and to the development of entry-level competencies.
- N. Attend each day as scheduled. Please refer to your individual syllabi for specific information on attendance policies.
- O. Participate in an orientation at the affiliate site and agree to adhere to those policies.
- P. Bear the financial responsibility of any cost for required medical treatment during the clinical experience due to illness, injury or exposure. A signed "Responsibility of Treatment" waiver must be submitted.
- Q. Carry liability insurance. The fee for this insurance will be collected with your tuition.

I have read and understand the above information and agree to comply with the terms of this contract.

Name: _____ Date: _____

Social Security Number: _____

C/D: student clinical contract 5.10

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCES**

SUBJECT: **SUBSTANCE ABUSE**

PURPOSE: To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, being under the influence of illegal drugs or alcoholic beverages on college premises and clinical/practicum sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or clinical/practicum performance. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom or clinical facility.

Positive drug or alcohol screenings will result in removal from the clinical site, an unsatisfactory grade for the clinical course, and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at or above the established industry standard threshold limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the program.

PROCEDURE:

Classroom

When a student's condition/behavior suggests impairment, the instructor will immediately validate her perceptions/suspicions with another faculty/staff member.

- Privately discuss your concerns with the student and question his/her use of any alcohol, prescription or illegal substances. Document your conversation with the student.
- Arrange for the student to be seen immediately or as soon as feasibly possible (within 8 hours of initial suspicion) by the Occupational Health Services for additional assessment and documentation. Faculty will transport student or arrange transportation to and from Occupational Health Services. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment or fails to cooperate, he or she will be considered "positive" and removed from the classroom. The faculty/preceptor will assist the student in securing safe transportation.
- The student will be referred to the faculty/program director prior to the next scheduled class day. Final decision regarding student's status/discipline will be based upon input from the faculty.

- Student dismissed from a program may request readmission based upon current guidelines and must also provide written documentation of compliance. In addition, student will be subject to periodic “random” screenings for the first year of their readmission to the program. Upon readmission, payment of all testing will be the sole responsibility of the student.
- If impairment behaviors are observed in the classroom setting, the procedures of the College Policy #420 Student Disciplinary Action will be enforced.

Clinical/Practicum

When a student’s condition/behavior suggests impairment is present, the instructor will immediately validate her perceptions/suspicions with another faculty/staff member.

- Privately discuss your concerns with the student and question his/her use of any prescription or illegal substances. Document your conversation with the student.
- Arrange for the student to be accompanied and seen by the Emergency Room/Occupational Health for additional assessment and documentation. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment, he or she will be considered “positive” and removed from the clinical site. The faculty/preceptor will assist the student in securing safe transportation.
- The student will be referred to the faculty/program director prior to the next scheduled clinical/practicum day. Final decision regarding student’s status/discipline will be based upon input from the clinical practicum coordinator and faculty.
- Student dismissed from a program may request readmission based upon current guidelines and must also provide written documentation of compliance. In addition, student will be subject to periodic “random” screenings for the first year of their readmission to the program. Upon readmission, payment of all testing will be the sole responsibility of the student.

Authorization
 Deborah Bates MBA, MT(ASCP) SBB
 Dean of Allied Health
 Approved

Carla/Deb: MS P&P Substance Abuse Policy/November 19, 2009