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Introduction

The purpose of this handbook is to assist the student in achieving his/her personal and professional goals by providing the necessary information regarding the requirements, policies and procedures related to Medical Laboratory Technology (MLT) program at Northern Essex Community College. The MLT program integrates theoretical and practical skills, providing the basis for the student to effectively perform as an entry-level Medical Laboratory Technician upon completion of the MLT program.

The Medical Laboratory Technology program supports the mission of Northern Essex Community College to provide occupational programs and community services which enhance the social, cultural and economic life in the region. We are committed to providing well trained medical laboratory technicians with relevant skills and knowledge that meet the needs of the community and profession.

Mission Statement

The mission of the Medical Laboratory Technology Program is to educate and graduate competent, ethical, entry level medical laboratory technicians with the skills and knowledge necessary to perform routine clinical laboratory testing in all major areas of the laboratory.
Medical Laboratory Technology Program Goals

Upon completion of the MLT program students will be able to:

1. Be eligible to apply and sit for the American Society for Clinical Pathology (ASCP) certification exam.

2. Enter the clinical laboratory, with the technical, behavioral, ethical and professional skills necessary to begin a career in laboratory science as an entry level medical laboratory technician.

3. Communicate effectively with patients, families, peers and other members of the health care team.
Accreditation

The Medical Laboratory Technology Program is seeking initial accreditation from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Rd.
Suite 720
Rosemont, IL 60018-5119

847.939.3597
773.714.8880
773.714.8886 (FAX)

http://www.naacls.org
The Profession

Medical laboratory technicians are an important member of the health care team. They perform testing on blood and body fluids using manual and automated methods. They understand how the results relate to what is happening in the human body. They provide the information necessary for doctors and nurses to treat patients. If you want to have a great impact on patient care from behind the scenes and you have always enjoyed science then a career as a medical laboratory technician maybe for you.

Medical Laboratory Technicians can expect rapid job growth and excellent job opportunities. Many Medical Laboratory Technicians work in a hospital setting. However, there are opportunities to work in physician offices and other diagnostic laboratories. A medical laboratory technician can go on to obtain a bachelor degree in medical technology/clinical laboratory science. Obtaining a bachelor degree will allow for more diverse job opportunities.

Professional Behavior

*Please remember to remain professional at all times during your externship. This could be a potential employment opportunity and your attitude can help or hinder your chances of being hired.*

Supervisors frequently take notice of such positive behaviors as arriving early, being organized and ready to work, taking initiative, displaying a helpful attitude, feeling empathy with others, demonstrating an eagerness to learn, using idle time wisely, asking questing, assuming responsibility, showing gratitude, and meeting or exceeding expectations.

Supervisors are also attentive to employees who arrive late and/or leave early, are unprepared to work, waste time, overstep boundaries, engage in inappropriate behaviors, are aggressive and demanding, and who make excuses for such behaviors.

The MLT extern acts as a representative of NECC, the externship coordinator, the professors and him/herself. As a result, care must be taken to project a professional image in terms of dress, hygiene, speech, demeanor and attitude. Dress codes must be observed.

Cleanliness is a major value in the medical profession. Students must demonstrate this value to others by having clean hair, nails, breath, clothing and accessories. In addition, it is customary in a health care setting to avoid using products which have scents, such as perfume, hairspray, tobacco, garlic and others because these can exacerbate symptoms in patients who are not feeling well and colleagues with allergies. Displaying flamboyant hairstyles, make-up, tattoos, and piercing will not be tolerated.

Two of the characteristics most valued by employers are dependable employee attendance and punctuality. Once the schedule is formulated, it is mandatory for the extern to adhere to it. Absenteeism and lateness create confusion and frustration in the workplace, and will not be tolerated. The supervisor, in the event of an unavoidable absence, must be notified immediately, along with the externship coordinator.
ADDITIONAL PROGRAM INFORMATION

Health Requirements
Information regarding the College’s health requirements will be sent to you upon your acceptance to the program.

Information about the program’s Technical Standards, describing the physical and behavioral characteristics required to successfully complete the program, are available at our website, http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/ and we encourage you to review these as soon as possible.

CPR Certification
All students in the Medical Laboratory Technology Program are required to hold CPR certification at the Health Care Provider level. Evidence of current certification is required before a student is allowed to participate in clinical education courses, and certification must be maintained throughout the program.

Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)
Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student’s CORI or SORI reports. Depending on the contents of a student’s CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

Clinical Affiliate Random Drug & Alcohol Screening Analysis Notification to Students
Please be advised that students enrolled in the following iHealth@necc programs will be required to undergo and pass a drug screening or a drug & alcohol screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening or random drug & alcohol screening analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening or a drug & alcohol screening analysis will be deemed ineligible
for clinical placement, which may affect their status in the program. Health Programs in which Students are Subject to Drug Screening Analysis only: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing Associate Degree, Phlebotomy Technician, Practical Nursing, Radiologic Technology, Computed Tomography, Medical Laboratory Technician. Health Programs in which Students are Subject to Drug & Alcohol Screening Analysis: Sleep Technologist, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

Insurance
All students are required to have malpractice insurance while participating in the practicum experience. This insurance is obtained through the college. Students must also have health insurance or have proof of coverage.

Clinical Affiliations:

Anna Jaques Hospital, Newburyport, MA
Emerson Hospital – Concord, MA
Exeter Hospital – Exeter, NH
Hallmark Health – Medford, MA
Holy Family Hospital – Methuen, MA
Lawrence General Hospital – Lawrence, MA
Merrimac Valley Hospital – Haverhill, MA
Tufts Medical Center – Boston, MA
Winchester Hospital – Winchester, MA
Information about Certification

Certification is the process by which a non-governmental agency or association grants recognition of competence to an individual who has certain predetermined qualifications, as specified by the agency or association. The American Society for Clinical Pathology Board of Certification (ASCP-BOC) provides a mechanism for these individuals to be recognized as having the necessary competence to perform the medical laboratory roles they seek. This mechanism is called certification. (From the ASCP Board of Certification website)

As a graduate of an accredited Medical Laboratory Technician Program you will have the opportunity to obtain and maintain certification through the American Society of Clinical Pathology Board of Certification (ASCP-BOC). For more information about the certification please visit, www.ascp.org.

Currently there is no separate Massachusetts State Licensure required to work as a medical laboratory technician.
Medical Laboratory Technology Courses

FALL SEMESTER
BIO121   Anatomy & Physiology I
ENG101   English Composition I
CLS101   Introduction to Clinical Laboratory Science
CLS102   Urinalysis and Body Fluids
              Math Elective

SPRING SEMESTER
BIO122   Anatomy & Physiology II
BIO220   Microbiology
CLS103   Immunology/Serology
ENG 102  English Composition II

SUMMER SEMESTER
CLS104   Hematology
CLS105   Immunohematology
CLS106   Clinical Practicum I

FALL SEMESTER
CLS201   Clinical Practicum II
CLS202   Clinical Practicum III
CLS203   Clinical Microbiology
CLS204   Clinical Chemistry I

SPRING SEMESTER
CLS205   Clinical Practicum IV
CLS206   Clinical Practicum V
CLS207   Clinical Chemistry II
PSY 101  Introduction to Psychology
              Behavioral/Social Science Elective

SUMMER SEMESTER
CLS209   MLT Seminar (begins Summer 2015, formally CLS 208 Clinical Practicum VI)
              Behavioral/Social Science Elective
              Humanities Elective
Grading

Each of the six Clinical Practicums will have their own evaluation rubric to determine technical (cognitive and psychomotor) and professional (affective) accomplishments at the clinical site. Clinical site supervisors will be responsible for completing the evaluations. Additional online assignments and assessments will also be performed during the clinical experience. The grading procedure will be explained on each evaluation and syllabus.

CLS 106 Clinical Practicum I
Practical phlebotomy experience will be gained under the supervision of a qualified phlebotomist, medical technologist, or medical laboratory technician. Routine venipuncture and capillary procedures will be performed. A minimum of 100 venipuncture sticks is required.

CLS 201 Clinical Practicum II
Clinical experience in a laboratory under the supervision of a qualified medical technologist or pathologist. The rotation will include experience in routine hematology and coagulation testing utilizing manual and automated methods. Laboratory information systems will also be used.

CLS 202 Clinical Practicum III
Clinical experience in a laboratory under the supervision of a qualified medical technologist or pathologist. The rotation will include experience in the blood banking department.

CLS 205 Clinical Practicum IV
Clinical experience in a laboratory under the supervision of a qualified medical technologist or pathologist. The rotation will include principles and procedures for routine blood chemistries and urinalysis.

CLS 206 Clinical Practicum V
Clinical experience in a microbiology laboratory under the supervision of a qualified medical technologist or pathologist. The rotation will include collection, set up, identification, susceptibility testing, reporting procedures and quality control.

CLS 208 Clinical Practicum VI (Ends Summer 2015) – To be replaced by CLS 209 MLT Seminar
Clinical experience which is the continuation of Clinical Practicum IV. Specializing in blood chemistries pertinent to enzymes (cardiac, pancreatic) liver functions and endocrinology, quality control, tracking and laboratory statistics will be emphasized.
Responsibilities of the clinical instructor

The responsibilities of the clinical instructor are delineated below in order to be clear about the college’s expectations.

Clinical Instructor

Medical Laboratory Technology

Clinical instructors serve as both teacher and role model. Clinical instructors therefore should be familiar with the following:

1. Current lab techniques
2. Proper lab reporting practices
3. Use of Standard Precautions
4. Laboratory documentation
5. Professional and Ethical Attributes involved in clinical laboratory science

Responsibilities:

1. Facilitate the information that the students have learned in their lecture courses and performed in the laboratory setting to the clinical environment in accordance with the clinical check off list.
2. Supervise the students to insure that they follow the programs policies as well as the policies and procedures of the respective clinical facility.
3. Function as a resource person, instructor and supervisor to the Medical Laboratory Technology student. The ultimate responsibility for the patient lies with the clinical instructor.
4. Be readily available as a resource to students.
5. Supervise all student procedures, review all documentation and maintain two-way communication throughout the assigned shift with the student.
6. Notify the externship/program coordinator of any issues or potential issues with the externs.
Responsibilities of the Medical Laboratory Technology Student

The responsibilities of the medical laboratory technology student are delineated below in order to be clear about the college’s expectations.

Student

Medical Laboratory Technology

Your commitment to the externship:

Once an externship offer has been accepted by the student and formalized by the college, the extern is committed to completing his/her amount of required time at the externship site. Practicum I is completed in the phlebotomy department and requires the student to attend this placement for three weeks 4 days a week. The actual days will be determined by the availability of the site. Practicums II-VI are 6.5 weeks in duration and the student is required to attend 3 days a week. The actual days will be determined by the availability of the clinical facility.

Initially the student observes the culture of the clinical setting, internalizes the protocols that govern the work flow, and forms a working relationship with the site supervisor and other co-workers and providers. The student recognized that astute observation is an invaluable learning tool and utilizes it in preparing the required documents contained in this guide.

Occasionally, a student will feel that the reality of the externship placements does not mesh with the great expectations that he/she has imagined the experience would provide. Sometimes, in the clinical laboratory, it may be a slow day with fewer samples than expected. Or, the technologist/technician may be too busy to review/teach at certain times during the day.

These situations are to be expected. Therefore, the student should always come to externship prepared to use his/her time to best advantage. Acceptable responses to having lag time or down time between testing are to observe the technologist/technician, read procedure manuals, work on your journal or case studies, ask relevant questions, and read text books or other medical or health care related reading.

Unacceptable responses from the student are to complain, look bored, communicate a sense that the staff should engage or occupy the extern, or leave the site without permission.

At any time the extern is experiencing dissatisfaction with the placement, he or she should contact the externship coordinator immediately. Most often, any difficulties can be remedied when they are recognized and communicated early. The externship coordinator is available to counsel, make suggestions, and to intervene on behalf of the student as necessary.
Responsibilities while attending the clinical practicum:

1. Arrive at the clinical facility on time, if not early, ready to work
2. Dress appropriately: light blue scrubs, pressed, with NECC MLT patch on the right sleeve and laboratory jacket
3. Comply with the established policies and procedures of the clinical facility and the policies of the program found in the MLT student handbook
4. Behave in a professional manner
5. Apply the theory from lectures and laboratory sessions to the clinical experience
6. Notify the externship/program coordinator of any issues related to the clinical practicum
7. Participate in orientation as required by the clinical facility
8. Complete all necessary immunizations prior to starting the clinical practicum.
9. Successfully complete each procedure outlined in the clinical evaluation form for each clinical practicum

Should there be times when the clinical instructor is unable to supervise the student or if there is down time in the laboratory the student will choose from the following tasks to keep busy until supervision can resume or when the work flow increases: observe the technologist/technician, read/review procedure manuals, work on your journal or case studies, ask relevant questions, and read text books or other medical or health care related reading.
Clinical Site Policy and Procedures

Medical Laboratory Technology Program

Northern Essex Community College

The following are policies/procedures for the student to follow upon placement at clinical the clinical site. Please note the student is obligated to follow each clinical site’s individual policies/procedures.
Policy Number: 1

Created February 7, 2013

**Required Clinical Practicum Hours**

**Policy**

Before the student enters their Clinical Practicum they will have already passed the lecture portion and have practiced common laboratory procedures during their laboratory sessions.

All students shall follow the published NECC holiday schedule. Students are not allowed to schedule vacation time that conflicts with the NECC Medical Laboratory Technology Program schedule.

**Clinical Schedule:**

The phlebotomy practicum (Practicum I) for MLT students would take place on Monday, Tuesday, Thursday and Friday. The MLT students will be in classes all day Wednesday.

MLT students would be available Mondays, Tuesdays and Fridays for practicums II-VI. They will be in classes on Wednesdays and Thursdays.

**First Year Summer Semester:** Practicum I - phlebotomy practicum - 120 hours or 100 successful venipunctures.

The summer semester begins the middle of May.

**Second Year Fall Semester:** Practicum II Hematology and III Immunohematology

Beginning the second week in September the student will be assigned to either the Hematology department or the Blood Bank for 6.5 weeks, then for the second half of the semester they will switch departments.

**Second Year Spring Semester:** Practicum IV Clinical Chemistry and V- Clinical Microbiology

Beginning the last week in January the student will be assigned to either the Chemistry department or the Microbiology department for 6.5 weeks, then for the second half of the semester they will switch departments.

**Second Year Summer Semester:** Practicum VI Clinical Chemistry II

Beginning mid-May, half of the students will begin Practicum VI. When the first group finishes, a second group will go out and complete Practicum VI.
Procedure

1. Each semester students are assigned to a clinical practicum site by the Program in accordance with the NECC clinical affiliation agreements. Students will be assigned various clinical sites while enrolled in the program.

2. In order to meet the educational needs of all students' clinical assignments may be changed at any time as determined by the Program Director, Clinical Coordinators and Clinical site supervisors/managers.

3. Students are expected to arrive at the clinical facility on time and sign-in with the Clinical Instructor/or designee on or before their scheduled start time.

4. Students must sign-out before leaving the clinical site at their scheduled dismissal time.

5. The Medical Laboratory Technology Program schedule is based upon the NECC academic calendar.

6. The Clinical Practicum schedule involves the students attending the clinical site for 3-4 days per week, for a 7.5 hour day, depending on the clinical practicum.

7. For Clinical Practicum I the student is schedule for 4 days a week for 3 weeks.

8. For each of the following Clinical Practicums the student is scheduled for 3 days a week for 6.5 weeks: Clinical Practicum II, Clinical Practicum III, Clinical Practicum IV, Clinical Practicum V, and Clinical Practicum VI.

9. Each MLT student is required to successfully complete each clinical practicum course in order to progress in the program. Successful completion of the clinical practicum requires the student to earn a grade of “C” or better.

10. When a student completes the first 156 hours of the first half of the semester and it is time to change departments, it does not necessarily mean they will be staying at the same clinical facility. Placement of student externs depends solely on the availability of the clinical site.
Clinical Site Placement

Policy

Every effort is made to place students within a 50-mile radius of the Northern Essex Community College Lawrence Campus. Due to staffing, instrumentation, or other issues that arise in our clinical sites, students may not be placed in the semester stated in the curriculum.

Procedure

1. Students will register for their clinical practicum.
2. All required paperwork (immunizations, CORI/SORI, Technical Standards) must be completed BEFORE the student attends a clinical placement.
3. If there are not enough clinical sites available, students will be placed as soon as one becomes available.
4. If the student is not placed in the current semester, they will receive an incomplete for their grade and complete the required clinical practicum during the following semester.
5. Students may NOT refuse clinical practicum placement. Any extenuating circumstances should be addressed with the clinical practicum coordinator. Refusal of clinical practicum placement will constitute a failing grade for that clinical practicum experience.
6. Exact days and times in which students are expected to attend clinical practicum is determined solely by the clinical sites.
7. For clinical practicum I students will be attending clinical practicum for 2-4 weeks, 4 days a week (Monday, Tuesday, Thursday & Friday)
8. For clinical Practicums II-V, Students will be placed any three days except Wednesdays in which the clinical site can accommodate a student.
9. Due to the clinical site’s staffing, days may not be consistent. The program coordinator will try to provide a schedule as soon as possible to the student before they attend their practicum.
10. Different clinical sites have different starting and ending times. Students should plan to begin anytime between 6:30 am and 9:00 am and plan to spend 8 hours at the clinical site. Ending times vary as well. Depending on when a student’s day begins, students may finish anywhere between 3:00 pm and 5:30 pm.
11. Students need to be aware that some clinical sites may have 2 different campus locations in which students will complete their clinical practicum. Students will be notified of this before being placed.
12. Students who are working need to schedule their work around clinical placement. Once placed with a clinical site, students may not change or modify their schedule with the clinical site to accommodate a work schedule.
13. Students must adhere to the schedule set forth in full in order to successfully obtain entry level ability.
Policy Number: 3

Created January 29, 2013

Transportation

Policy

Students in the NECC Medical Laboratory Technology program must provide their own transportation to their assigned clinical practicum sites. Students must follow the parking regulations of their assigned clinical practicum site.

Procedure:

1. Students are responsible for arranging and paying for their transportation to their clinical practicum sites.
2. Students in need of a parking space at their clinical practicum site will receive information on parking during their orientation to their clinical site and only if the clinical site has parking spaces available for students.
3. Some clinical sites may require students to park at an off-site location and/or may require students to pay parking fees.
Inclement Weather/College Closure

Policy

In the case of severe weather, the clinical practicum is a NECC course, and, as such, will follow the College’s decision for school closing or delayed openings.

Procedure:

1. Students are placed in various areas; consequently it is impossible to have a centralized person making decisions regarding weather that may pose undue safety hazards to the student. Therefore, it is the responsibility of the student to objectively evaluate the weather conditions and notify the clinical site as early as possible if the student cannot safely arrive to his/her clinical site.

2. In the case of severe weather, the clinical practicum course is a NECC course, and thus will follow the College’s decision for school closing or delayed openings.

3. It is the student’s responsibility to monitor NECC closings or delays and notify their clinical practicum site of any delayed openings or school closings due to severe weather conditions.

4. A delayed opening of two (2) hours is based on college classes routinely starting at 8:00AM, thus a two hour delay means that students will not report to their clinical site until 10:00AM regardless of their normal clinical starting time.

5. Hours missed due to college closing must be made up at a time that is mutually agreeable to the student and the affiliate.

6. In the event a student shows up at their clinical site at their normally scheduled time when NECC has declared a two (2) hour delayed opening the student may be allowed to start clinical early performing procedures, with direct or indirect supervision. The student may use these two (2) hours towards any previously missed clinical time or the student may be allowed an early release time, on that day, or a future clinical day, at the discretion of the clinical site.

7. When NECC classes are already in session the Program Director will notify the Clinical sites when NECC classes are cancelled early due to snow or other emergencies, in order to establish student early release time from the clinical site(s). Students may not continue to remain at their clinical site once the College has announced that classes are cancelled.

8. In the absence of the Program Director, the Clinical site supervisors, should use their own best judgment in releasing the students from their clinical sites during severe weather conditions (i.e., hurricanes, blizzards, etc.) or during other emergency situations (i.e., flooding, fire, etc.).
Policy Number: 5

Created February 7, 2013

**Dress Code**

**Policy**

NECC Medical Laboratory Technology students are required to dress in a professional manner at all times while at their clinical practicum site. Good personal hygiene must be maintained at all times.

The student’s appearance must not be distracting to others (i.e., co-workers, patients, visitors, etc.). A distracting appearance is defined as those styles or fashions that are **not** of a conservative nature appropriate to a healthcare environment, such as: facial piercing, including but not limited to, piercing of the tongue, nose, cheek, eyebrow, lip, chin or multiple ear piercings and/or visible tattoos.

Massachusetts State law requires individuals in healthcare to wear identification badges that indicate their name and their credentials. In addition, State law protects the rights of the patients by stating patients may refuse to be treated by individuals in training without hindering their access to healthcare. Therefore, NECC Radiologic Technology students must wear a NECC logo name pin at all times, while at their clinical practicum site, which provides at a minimum of the student’s first name and identifies them as a Northern Essex Community College (NECC) student.

The professional dress code, as outlined below, must be followed by all NECC Medical Laboratory Technology students while at the clinical practicum sites.

Please note: Each clinical site may have additional dress code requirements.

**Procedure:**

1. For safety reasons all long hair must be pulled back away from the face.
2. Beards and mustaches must be neatly trimmed and facial hair must not be longer than ½ inch in length.
3. Jewelry is to be kept at a minimum. Wearing of jewelry on the face is restricted to the ears (one stud per ear) as it poses a potential safety risk for you and the patient. Hoop and dangling earrings must not be worn when working in the laboratory.
4. All shoes must be soft soled and impermeable to liquid spills. Open toe shoes are not acceptable. No types of open back clogs are to be worn.
5. The standard NECC uniform consists of light blue scrubs, a white lab jacket with tight cuffs and NECC name badge and patch. Patch is to be worn on the **LEFT** sleeve. Name badges and patches are available through McGill’s Uniforms.
6. Facial piercing must be removed and all visible tattoos must be covered.
7. Cologne or scented body lotion must not be used.
8. Hair must be of a natural color that a person would be born with. No extreme colors such as blue, green, purple, pink, orange, etc. will be allowed.
9. No artificial fingernails or polish. Nails must be no longer than ¼ inch over the finger tip.
10. Externship sites may require students to wear their NECC student college identification badge during their externship rotation. Students are responsible for obtaining the NECC student ID badge and wearing it at all times during their Medical Laboratory Technology externship when required.
11. There may be times where the clinical site requires the hospital identification badge to be worn in addition to the NECC id badge.
Attendance and Punctuality

Policy

NECC Medical Laboratory Technology students are required to attend clinical practicum during the scheduled time. Absence from the clinical practicum is strongly discouraged due to the time required to master the performance of a variety of clinical laboratory procedures and the ability of the clinical site to allow make up for missed time.

It has been determined that the established clinical time for each semester is the time required for each student to meet the clinical course objectives. Therefore, students are required to make up any missed clinical days. All make-up days must be completed at the end of the semester and prior to the start of the next semester at a time that is agreed upon by the student and the Clinical Instructor.

Students who are unable to complete the clinical practicum objectives and clinical make-up days in the available time period between semesters will receive a grade of Incomplete (I) for their clinical practicum course and will be unable to continue in the program since each clinical practicum course is a pre-requisite to the next clinical practicum course.

Students are not allowed to schedule vacation time that conflicts with the Medical Laboratory Technology Program schedule.

Students are expected to develop a professional work ethic during their clinical practicum experience. Clinical attendance is one component of a professional work ethic. Students should keep in mind that their clinical attendance will reflect on future recommendations for employment after graduation.

Recognizing that all individuals may become unexpectedly ill, or encounter an unforeseen emergency situation, the procedures listed below outline the steps to be followed in the event of the student’s absence from the clinical practicum site.

The student may be required to attend the Clinical facilities orientation before being allowed to begin their clinical practicum experience.
Procedure

1. Student must attend all clinical practicum hours to develop the skills and knowledge necessary to meet course objectives.

2. Students must arrive at their designated clinical site on time, in proper attire and prepared to participate in all aspects of the clinical learning experience.

3. Students will not be excused for appointments during externship hours.

4. In the case of illness/emergency the student must call his/her clinical site at least 15 minutes before the start of the regularly scheduled clinical hours and speak with supervisor or designee, regarding his/her absence. The student must also notify the program coordinator.

5. Failure to notify the supervisor or designee and program coordinator of an absence, or to notify the supervisor or designee of the absence in the appropriate time frame, may result in an unexcused absence (See Policy 7, Un-excused absence).

6. At the discretion of the Clinical Coordinator an unexcused absence will result in the student receiving a ‘0’ for that day. Once the day(s) is/are made up, the ‘0’ will be replaced.

7. In the event of a severe illness/accident in which the student was physically unable to notify the Clinical site supervisor, or designee, of his/her absence, the absence will not be considered an unexcused absence. Upon returning to the clinical site, the student must provide a physician/health care provider note indicating the date of the absence and the reason for the absence. This note should be given to the Program Coordinator.

8. It is not in the best interest of the student, nor of the patients, and other healthcare professionals for a student to report to their clinical site when they are ill.
   a. In the event a student reports to the clinical site with an illness that can easily be spread to other students, patients, and/or staff, and/or when the student is unable to function at a level appropriate to a healthcare setting and appears to be a hazard to themselves or others, the clinical site supervisor, and/or the clinical site supervisor’s designee, has the authority to release the student from the clinical site for that day.
   b. When a student is released from the clinical site due to an illness this will count as an absence day.

9. Each clinical supervisor/designee will record a student attendance/absence through the use of the Clinical Attendance Record for each NECC Medical Laboratory Technology student assigned to their clinical site, or through the use of an alternate method of documenting student’s absences from the clinical practicum that best suits the needs of the clinical site supervisor.

10. The make-up time for absences will be performed at a time agreed upon by the student and the Clinical site supervisor/manager. Make-up time must be completed at the end of the semester and before the start of the next semester. The Program Coordinator must be notified in writing of the arrangements for make-up time before the end of the semester.
a. Students will receive a grade of incomplete for their clinical practicum until scheduled make-up days and course objectives are completed.

b. Students must keep in mind that there is limited time between semesters in which to make up missed clinical time. Excessive absences during one Clinical Practicum course may prevent a student from continuing on to the next Clinical Practicum course if the missed time cannot be made-up.

c. If the student fails to make up the scheduled missing clinical time as arranged, prior to the start of the next semester, the grade of incomplete will prevent the student from continuing on to the next clinical practicum course since each semester’s clinical practicum course is a pre-requisite to the next semester’s clinical practicum course. Thus, the student will be unable to remain in the program.

d. Incomplete grades will revert to a grade of “F” after one semester.

11. Once a student misses three (3) days during a semester the student will meet with the Program Coordinator to discuss his/her situation.

12. A student with extended absences (3 or more sequential days per semester) related to an extended illness or injury will be required to provide proof of medical clearance by a healthcare provider to be able to return to his/her clinical site.

13. When a student must leave their clinical practicum site prior to their scheduled release time due to illness or emergency, the student’s missed clinical hours will be documented and cumulative missed hours will be totaled and must be made up prior to the start of the next semester.

14. Extended time missed from a clinical practicum due to a death in the family, jury duty, military duty, or extended illness may impact on the student’s ability to meet clinical practicum course objectives. Extended time is defined as 3 or more missed days.

15. A student who requires extended time (more than 3 days) off from their clinical practicum for any reason must meet with the Program Coordinator to discuss his/her situation and to develop a feasible plan for meeting the objectives of the clinical practicum course.

   a. If a feasible plan to meet the clinical practicum course objectives cannot be developed, a student will be counseled by faculty to withdraw from the clinical practicum course, if it is still within the College’s acceptable time frame to withdraw from a course.

   b. Withdrawal from a clinical practicum course will prevent a student from continuing in the program since the clinical practicum course in one semester is a pre-requisite to the clinical practicum course offered in the next semester, and a co-requisite with the other program courses held within the same semester.
Policy Number: 7

Created February 7, 2013

**Injuries and accidents**

**Policy**

Every effort should be made by students completing laboratory/clinical activities to prevent both injuries and exposure to communicable disease or blood borne pathogens. If an accident or an exposure incident affecting the student should occur, it is the responsibility of the student to initiate the actions outlined below.

**Procedure**

1. Immediately report the incident to the on-site clinical supervisor.
2. Go to the nearest hospital emergency room located on the premises or in the immediate geographic area. Most affiliating agencies agree to provide emergency medical care for students and faculty who become ill or injured while engaged in a program at their facility. The cost of emergency treatment is the responsibility of the student and his/her insurer.
3. Seek evaluation by a physician and complete other required procedures.
4. Complete and sign the NECC Incident Report (Available from the MLT Program Coordinator or Office of the Dean of Health Professions). Note: Instructor/Preceptor should make a written notation on the Incident Report if a student refuses medical care. Copies of the report will be retained by the student and faculty member/preceptor. The faculty member/preceptor will forward the original of the completed report of the incident to the Dean of Health Professions, 45 Franklin Street, Lawrence, MA 01841. A copy should also be given to the Program Coordinator.
5. In the instance of exposure to bloodborne pathogens, follow-up care should be made by the student with the student’s personal physician consistent with the requirements of the latest OSHA Bloodborne Pathogens Standards.
Policy Number: 8

Created February 7, 2013

**Unexcused Absence**

**Policy**

The NECC Medical Laboratory Technology student is required to notify his/her clinical instructor when unable to attend clinical due to an illness or unforeseen emergency situation.

If a student fails to appropriately notify their Clinical Instructor, or his/her designee, of his/her absence as outlined in Policy and Procedure 5, Clinical Attendance, and as outlined in the student’s orientation to the clinical site this will result in the documentation of an unexcused absence.

The steps to follow for an unexcused absence are outlined in the following procedure

**Procedure**

1. In the event of an absence due to illness or unforeseen emergency, a student is expected to personally notify the supervisor, or his/her designee, of his/her absence as outlined in Policy and Procedure 5, Clinical Attendance and as outlined in the student’s orientation to the clinical site.
2. If a student fails to notify the Clinical Instructor or designee of his/her absence as outlined in Policy and Procedure 5, Clinical Attendance, and as outlined in the orientation to the clinical site, the absence will be considered an unexcused absence and the student will receive a ‘0’ for that clinical day.
3. Unexcused absences must be made up prior to the start of the next semester, at a time agreed upon by the student, the clinical site, supervisor and/or manager and Clinical Coordinator.
4. A student who fails to make up an unexcused absence before the start of the next semester will receive a grade of incomplete for that clinical practicum and will not be allowed to progress to the next clinical practicum course.
5. In the event of a severe illness/accident in which the student is physically unable to notify the Clinical supervisor/manager, or designee, of his/her absence, the absence will not be considered an unexcused absence.
6. In the event of severe illness/accident a student must, upon returning to the clinical practicum site, bring a healthcare provider’s note indicating the date(s) of and reason for the student’s absence.
Death in Family/Bereavement

Policy:

In the event of a death in the immediate family of an enrolled NECC Medical Laboratory Technology student, the student is granted an excused absence of three (3) consecutive days for bereavement in a semester. These three (3) bereavement days will not be considered as absence days. The student may be required to make up clinical time for these three bereavement days only when a student fails to meet the clinical practicum course objectives because of this missed clinical time for bereavement.

A student may request additional time off for bereavement with the approval from the Program Coordinator, but loss of additional clinical time could potentially affect the student’s ability to complete the required clinical practicum course objectives.

Immediate family is defined as the student’s spouse/partner, parent/guardian, grandparent, child, grandchild, sibling, or another member of the student’s extended family. The bereavement policy does not extend to non-family members.

Procedure:

1. The student must notify the Program Director and their Clinical site supervisor/manager in the event of a death in their immediate family.
2. Once the Medical Laboratory student has notified the Program Director of the death of a student’s immediate family member the Program Director will notify the other Medical Laboratory Technology faculty members of the student’s absence from class.
   a. Students are responsible for any missed class notes, assignments or exams.
   b. Students will need to meet with their Medical Laboratory Technology course instructor(s) to schedule any make-up time for missed work.
3. Students are responsible for notifying other Non-Medical Laboratory Technology NECC faculty members of their absence from class due to the death of a family member.
   a. Students are responsible for any missed class notes, assignments or exams.
   b. Students will need to meet with their course instructor(s) to schedule any make-up time for missed work.
4. The days off for bereavement for Clinical Practicum course days will be documented in the student’s clinical record as a clinical absence due to death in family (DIF).
5. In accordance with Policy 5: Clinical Attendance/Absence, students must make up any absences that exceed the three bereavement days allowed in a semester.
Policy Number: 10

Created February 7, 2013

CLINICAL DISMISSAL

Policy:

There may be times a student needs to be dismissed from their clinical experience due to unprofessional behavior, safety or attendance.

Procedure:

1. In the event that a student is dismissed from a clinical practicum site for issues related to unprofessional behavior, attendance or unsafe practices the college will investigate the situation and make a determination as to the student’s status in the program.

2. If the college determines the student was dismissed for a valid cause, the college is under no obligation to reassign that student to another externship site.

4. Failure to complete the MLT externship courses successfully will result in a failing grade and the ineligibility of the student to graduate from the MLT program.
Grievance Policy

Policy:
The Clinical Practicum Grievance policy enables students to work with program faculty to resolve problems that may arise at their clinical practicum site in a fair and unbiased manner. If a student has a grievance regarding decisions made during their clinical practicum an appeal should be initiated as outlined below.

Procedure

1. The student should first make every effort to resolve the problem/situation through open communication with the Clinical site supervisor within three (3) days of the initial incidence.

2. If the student is not satisfied the situation has been resolved he/she should present the problem in writing to the Medical Laboratory Technology Program Coordinator at NECC within five (5) days of the initial incidence.

3. After investigating the situation the Medical Laboratory Technology Program Coordinator will respond to the student in writing, within five (5) days of receiving the student’s original letter.

4. If the student is not satisfied with the Medical Laboratory Technology Program Coordinator’s resolution/response then he/she should present the problem, in writing to the Dean of Health Professions within three (3) days of the written response from the Program Director.

5. The Dean of Health Professions then has five (5) days to request additional information and must respond to the student’s grievance within 10 days of receiving the student’s original letter.

6. If the student is not satisfied with the response/decision of the Dean of Health Professions then he/she may implement the procedure for resolution of conflict as outlined in Student Grievance Procedure in the NECC Student Handbook.

7. The student may choose to cancel the grievance procedure at any point in the process by notifying the appropriate person, i.e., the Medical Laboratory Technology Program Coordinator, or the Dean of Health Professions, or the College’s Student Grievance Officer, in writing that he/she wishes to cancel the grievance process.
Leave of Absence

**Policy:**

The student may request a leave of absence (LOA) of less than 1 year from the Medical Laboratory Technology Program.

**Procedure:**

The student’s return date to the program will be dependent upon:

1. Which practicum experience is being offered (Each CLS placement is only offered once a year. (For example, the clinical hematology practicum is only offered in the fall.)
2. The availability of a vacancy at a clinical practicum site.
3. The courses which were completed in the curriculum sequencing.

**Note:** A student who fails to register for courses in the appropriate semester that follows the leave of absence must reapply for admission to the program after completing all program admission requirements. A student may continue with general education courses without modification or interruption.
Policy Number: 13

Created February 7, 2013

Withdrawal from Program

**Policy:**

The student may choose to withdraw from the Medical Laboratory Technology Program due to personal and or medical reasons.

**Procedure:**

1. The Student must submit a letter of withdrawal to the Program Coordinator and complete the “Withdrawal from College” form available in the Registrar’s Office.

2. If readmission to the program is later desired, the student must follow the steps outlined in the Readmission Policy (policy number 13).
Policy Number: 14
Created April 18, 2013

Readmission to the Medical Laboratory Technology Program

**Policy**
A student who has been dismissed or has withdrawn from the Medical Laboratory Technology program may be readmitted.

**Procedure**
1. Only one readmission to the Medical Laboratory Technology program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Medical Laboratory Technology Program Coordinator for admission at least one semester before the desired date of return.
3. A student must request readmission in writing.
4. The student must make a raw score of 73 (“C”)% or more on a comprehensive examination covering all current subject matter presented in MLT courses for which the student has received a passing grade.
5. A student repeating a Medical Laboratory Technology course must repeat both the theory and clinical components of the course.
6. A student may be readmitted only if space is available.
7. Extenuating circumstances will be evaluated individually for each student.
Cell Phone Use During Clinical Practicum

Policy

The use of cell phones at the clinical practicum sites is prohibited.

Procedure

1. Students should not bring their cell phones into the laboratory during their clinical practicum.
2. Students should store cell phones in a safe place while attending their clinical practicum.
3. Cell phones may be used during break.
4. Students will follow the cell phone policy provided by the clinical practicum site.
5. Students will be provided with the phone number of the clinical site in which they are completing their practicum should they need to be contacted.
Policy number: 16
Created January 1, 2014

**Awarding of Associate Degree**

**Policy**

The awarding of a degree in medical laboratory technology is NOT contingent upon the student passing any type of external certification or licensure examination.

**Procedure**

1. Students, who successfully complete all the requirements of the Medical Laboratory Technology program offered by Northern Essex Community College, will receive an associate degree in science.
2. The student must achieve a “C” or better in all career courses in order to graduate from the program.
3. Upon graduation the student may take a certification examination.
Policy number: 17

Created April 28, 2013

Cardiopulmonary Resuscitation (CPR) Certification

Policy

Prior to entering the clinical practicum course, CLS 106, Clinical Practicum I, all Medical Laboratory Technology students must hold current valid CPR certification at the healthcare provider/professional rescuer level.

Although Clinical Practicum I begins at the end of the first year, it is recommended that students plan on obtaining their CPR certification during the summer immediately before entering the program or during their first semester of the program so that their certification will remain valid for the two years they are enrolled in the program.

Local area hospitals, fire departments or other qualified agencies often provide CPR certification training to members of their local community. NECC also offers CPR certification training courses.

Procedure

1. Students may obtain CPR certification through the American Red Cross, the American Heart Association or the American Safety & Health Institute. All initial and recertification courses must include hands-on skills demonstration on a mannequin.
2. Students must maintain valid CPR certification while enrolled in the Medical Laboratory Technology Program. Failure to maintain current CPR certification will result in the student being suspended from the clinical practicum course until the appropriate CPR certification is established. Suspension may result in failure to complete the required practicum hours.
3. Failure to complete the required clinical practicum hours may result in the student being unable to continue in the program. See policy number 5, Attendance and Punctuality.
Service Work

Policy

Students may not function in the clinical setting in place of paid employees. Students may be permitted to perform procedures under supervision in the clinical setting after demonstrating an appropriate level of proficiency.

Procedure

1. Should a student be requested to perform such substitute duties they are asked to inform the MLT Program Director immediately.
2. Laboratories with part-time positions available may hire students for evening or weekend hours. Students must be paid appropriately for this work.
3. Though relevant work experience is highly encouraged, students are cautioned not to accept more than 20 hours of work per week while in the MLT program.
The American Society for Clinical Laboratory Science’s Principles and Standards for Clinical Laboratory Professionals to Follow

Preamble

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

I. 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.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our 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 care professionals with the primary objective of ensuring a high standard of care for the patients they serve.
III. Duty to Society

As practitioners of an autonomous profession, 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.

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http://www.ascls.org/?page=Code&hhSearchTerms=ethics
Student Acknowledgment Form

Medical Laboratory Technology Program

I acknowledge that I have received, read, and understand and agree to abide by the policies and procedures presented in the Medical Laboratory Technology (MLT) Handbook. I understand that I am responsible for the information contained in the manual. Any questions regarding the information contained in the MLT Handbook were answered to my satisfaction.

_________________________________
Student Name – Print

_________________________________    _______________
Student Signature       Date
Clinical Practicum Agreement

I have read the attached information and agree to comply with the terms set forth in this handbook. I understand that the Northern Essex Community College Medical Laboratory Technology Clinical Practicum Experience consists of 6 unpaid practicums. Successful completion of each practicum is a requirement for graduation.

As a representative of the College and the Medical Laboratory Technology Program, I agree to hold myself to the highest standards of integrity and professionalism throughout the externship period. I will observe the ethics of both the health care profession and the clinical laboratory science profession.

I will take responsibility for completing all paperwork accurately, on time, and to a college-level standard. I warrant that any information passed in is my own work and that all hours worked and signatures submitted are authentic.

I promise to notify the externship site and the externship coordinator of any unavoidable absence or lateness and understand that is my duty to leave a favorable impression at the externship site so that it will remain available to the College for placing the next class of Medical Laboratory Technology student externs.

_________________________________________   ___________________
Medical Laboratory Technology Student Signature   Date

_________________________________________   _________________
Externship Coordinator Signature   Date