

MLT Medical
Laboratory Technology

Course Syllabus

MLAB 2360 Clinical I

Synonym 24175

PROFESSORS

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FIRST 8 WEEK SESSION

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SECOND 8 WEEK SESSION

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Class Schedule

Course Length: 16 Weeks, August 25 - December 14

Total Number of Hours:

Total number of hours/ semester.....256

Total number of hours/week.....16

Classroom: Eastview Campus Room 9101

Hours: Schedule subject to change. Clinical I course is scheduled for 5 days per week. Hours below indicate on-campus times. Computer assignments may be completed in the computer lab instead of the classroom. Some clinical assignments will be completed outside of class hours and are included in the total number of hours.

Unless otherwise announced by the instructor, the following time schedule will be followed:

<i>Aug 25 - Oct. 19</i>	<i>Oct 20 - Nov. 9</i>	<i>Nov 10 - December 14</i>
Mon-Wed: 1:30-3:30pm	Mon-Wed: 1:30-3:30pm	Mon-Wed: 1:30-3:30pm
Tue - Th: 1:15-3:15pm	Tue - Th: 1:15-2:45pm	Tue - Th: 1:15-3:15pm
Friday: 8:00am - 2:30 pm	Friday: 8:00am -2:30pm	Friday: 8:00am - 2:30 pm

INTRODUCTION

MLAB 2360 Clinical I is designed to provide clinical experiences on campus which mirror activities performed in a modern, contemporary clinical laboratory. The clinical course work allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to real life experience in a real or simulated clinical laboratory.

The student must demonstrate minimum competency in each area as determined by the established objectives.

PREREQUISITES

The student must have earned credit for MLAB 1201 or 1101, and be currently enrolled in MLAB 1335, MLAB 1315 and MLAB 1227. Special exemptions to this may be made by Program officials.

The student must also have completed all health data requirements, immunizations (including updated TB test), HIPAA, Safe Environment of Care and Workplace Violence acknowledgments by the second week of class.

COURSE GOALS

Successful completion of **MLAB 2360 Clinical I** requires that the student be able to do the following:

- A. Develop proficiency in the clinical objectives of each rotation to which assigned by reviewing basic principles and procedures and demonstrating organizational and technical skills.
- B. Demonstrate initiative by reviewing course materials prior to and during the rotation, asking questions to advance understanding, research areas of weakness, and asking for additional work as needed.
- C. Demonstrate the importance of punctuality and attendance at each day of clinical by maintaining an excellent attendance record and promptly notifying the MLT faculty and the clinical facility of any absences or tardiness.
- D. Demonstrate professional behavior by maintaining a strong positive attitude, exhibiting a proactive attitude in developing the competencies required, developing and using good professional judgment in all matters concerning laboratory safety and interaction with patients, specimens, clinical staff, faculty and fellow students..
- E. Demonstrate understanding of the needs and requirements of the clinical laboratory through awareness of the departmental workloads, maintaining accurate records, restocking supplies as necessary and cleaning up work area periodically through out the day and at the completion of clinical activities.
- F. Maintain a safe laboratory environment by adhering to all applicable safety regulations as presented throughout the MLT Program which include, but not limited to, appropriate disinfection of work area, maintaining a neat, uncluttered, work area, wearing of appropriate personal protective equipment, and reporting hazards observed.

REQUIRED MATERIALS

- Journal- either spiral bound or hardback
- Scrubs - appropriately fitting and professional in appearance.
- Gloves – latex or nitrile NOT vinyl
- Pocket calculator
- 3 inch binder with dividers,
- Sharpie permanent marker, fine point, black or blue

TEXTBOOK

Recommended (subject to change):

- *Quick Review Cards for the Clinical Laboratory Science Examinations*, Valerie Polansky, 2000, F. A. Davis Company
- *Clinical Laboratory Science Review* (Book with Diskette), 3rd edition, Robert R. Harr, 2007, FA Davis ISBN: 978-0-8036-1373-7
- *NCA Review for Clinical Laboratory Sciences*, 4th edition, 2002, Lippincott, Williams & Wilkins, ISBN: 0-7817-3190-9
- *Case Studies in Clinical Laboratory Science*, Linda Graves, 2002, Prentice Hall, ISBN: 0130887153

COURSE REQUIREMENTS AND REGULATIONS

Clinical Rotation Schedule Information

Tentative Clinical Rotation Schedules will be distributed to the students. It is the students responsibility to be prepared for the scheduled days activities by bringing the correct course materials.

Many factors are considered when developing a rotation schedule for a student. They include, but are not limited to:

- the student's strengths and weaknesses;
- the student's transportation and/or child care arrangements;
- the site's availability, strengths and limitations; and
- when appropriate, providing the opportunity for the student to experience laboratory operations on evening and night shifts.

Due to the difficulty of creating a balanced clinical experience for each individual student, ***requests for changes to the clinical schedule are strongly discouraged.***

Due to circumstances beyond our control, it may be necessary for Program faculty to change a student's rotation schedule. We will provide you as much advance notification as possible if it is necessary to change your clinical schedule.

Attendance Policy

It is the student's decision to take this class. Therefore, once the student makes this decision, he/she has responsibilities to everyone else in the community of learners. It is this commitment to learning that will enable the student to progress satisfactorily towards completion of course objectives. Additionally, we want to set patterns of professional behavior as seen in the true clinical environment.

Important announcements are made at the beginning of class and may not be repeated. Regular and punctual attendance is required at all lecture and lab sessions. Due to the nature of our courses, each class serves as a building block of knowledge for the next class session. Class role will be taken during each class period. Each student is responsible for all assignments, materials, examinations etc. when absent from class. As a courtesy, notify your professor of your absence as you would in a professional setting.

All missed lab exercises must be completed to verify completion of the objectives. Make-up exercises or alternative learning experiences will be planned according to the limits set by the professor. However, the amount of credit awarded for the exercise, will be no greater than 80%. Once a student has incurred 2 absences, for whatever reason, the progressive discipline policy will be initiated. The progressive discipline policy can be found in the *MLT Student Handbook*.

1. Two (2) absences- verbal conference with professor that will define what policy is not being met, as well as set up an action plan with a follow up conference date
2. Four (4) absences- conference report with professor stating what actions will be necessary to avoid probation
3. Five (5) absences- probation
4. Withdrawal- terms of probation were not met

Withdrawal is based on absences equal to or greater than 25% of the material.

Inclement Weather

Classes may be canceled due to inclement weather. If classes are not in session, notification is made through local radio and television stations and on the web at <http://www.austincc.edu> . These local media should be consulted regarding resumption of classes. In compliance with the Texas Education Code, the college may schedule makeup classes to satisfy contact hour requirements. In such cases, students will be notified through their campus manager.

If you are in an off-site clinical assignment when the official notice is released, you must leave the clinical area and *use your best judgement* as to whether it is safer to remain at the site in the cafeteria or public waiting area until conditions are safe or to leave immediately. All clinical time missed must be made-up, regardless of reason.

Service Work Policy

Medical Laboratory Technology students are not expected to perform service work and are not allowed to be scheduled in place of qualified staff during any clinical rotation. At some clinical sites, students are allowed to perform some patient work, but only after demonstrating competence and under supervision of the Program or clinical site faculty. Should a clinical institution wish to employ a currently-enrolled MLT student as a laboratory assistant, registry-eligible MLT, or phlebotomist, the institution will contract with the individual student for duty during **non-instructional** hours. This service work is voluntary on the student's part.

Dress Code

1. **Clothing:** Students are to purchase one or more sets of scrubs to wear during attendance in class, laboratory and clinical courses. Scrubs must be worn during all classroom, laboratory and clinical activities. Avoid wearing scrubs which are overly revealing, which may represent a safety hazard or which may be offensive to patients or laboratory personnel.
2. **Hair:** Hair must be clean, neat and of a normal hair color. If the hair's length is at or below the shoulder, or if it has tendency to hang in the face, it must be drawn back; such as in a clip or band.
3. **Head coverings:** Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the lab coat to prevent contamination by blood and/or body fluids.
4. **Beards:** Male students must either shave regularly or if they choose to wear a mustache and/or beard, must keep them clean and well groomed.
5. **Hygiene:** Before attending clinical rotation, students must bathe regularly (i.e. daily) to avoid offensive odor. Students shall not use perfume, cologne or aftershave lotion. Conservatively applied makeup is permitted.
6. **Body Piercing/Tattoos:** No visible body piercings are allowed. Tattoos will be covered at all times in the clinical setting.
7. **Fingernails:** Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as 1/8" above the fingertips. Artificial nails and nail jewelry are not to be worn. Clear or light pink nail polish may be worn. Chipped nail polish is not permitted.
8. **Jewelry:** Jewelry should be limited to wedding rings and a wrist watch. A conservative necklace that is kept close to the skin (not dangling) and conservative earlobe earrings (no more than one pair) that do not extend more than 1/2 inch below the earlobe are acceptable.
9. **Identification:** During clinical assignments students must wear their ACC photo ID badge identifying them as Austin Community College student. The badge must visible at all times. Wearing the badge clipped to a lanyard is acceptable as long as it does not create a safety hazard or dangle into the workspace.
10. **Lab Coat:** At the beginning of the Program, students will be provided one disposable lab coat. The lab coat must be worn, buttoned from top to bottom, at all times when working with biological samples. When not in use, the lab coat is to be either hung up on the coat rack located in the lab area, or placed into a sealed plastic bag for storage. With normal wear, the lab coat should last throughout one semester. If a spill occurs or there is other major damage to the coat, another coat will be provided. Students may purchase additional disposable lab coats from an outside vendor.

Students not conforming to the dress code may be sent home from class or clinical at the instructor's discretion. Any and all class or clinical time missed will need to be made-up, regardless of reason.

Behavioral Conduct

While a student is representing Austin Community College as a Medical Laboratory Technology student, they will be expected to conduct themselves in such a manner as to reflect favorably on themselves and on the Program. If a student acts in such a manner as to reflect immature judgment or disrespect for others, the student will be called before the MLT Department Chair for determination of their status in the Program. Inappropriate conduct is grounds for activation of the Progressive Discipline Policy (Warning, Conference, Probation, Withdrawal) and may be cause for immediate probation or dismissal from the Program.

Students must remember at all times that the information in a clinical laboratory is **confidential**. This means that all lab results are to be directed **only** to appropriate healthcare personnel for diagnosis and treatment. Students shall not discuss with patients, parents, friends, relatives or non-laboratory hospital employees the results of tests or the nature of any illness. This information is given to the patient only by the physician. **A breach of patient confidentiality opens the individual, the clinical institution, and the College to possible legal repercussions according to HIPAA legislation. Failure to comply with patient confidentiality is cause for immediate dismissal from the program.**

Academic Dishonesty

Under no circumstances shall a student submit work that is not their own. Collusion, copying answers for study questions, cheating on exams and/or submitting laboratory results which are not your own are expressly prohibited. Collusion is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Faculty members who suspect a student of cheating shall follow the “Academic dishonesty process” published in the Austin Community College Student Handbook <http://www.austincc.edu/handbook/>. Depending upon the severity of the offense either an academic penalty or dismissal from the program will occur.

Falsification of clinical records such as, but not limited to, the following may result in IMMEDIATE dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed the student will be given a “D” for each course.

1. Falsifying the time in or out on the clinical attendance form.
2. Forging the initials of clinical staff on the clinical attendance form.
3. Forging the initials of clinical staff on Clinical Competencies
4. Falsifying attendance records by writing in attendance for a day they were not in clinical.
5. Recording testing not performed in their journal and/or BlackBoard Posting

SUBSTANCE ABUSE POLICY

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical classes will be tested for drugs when there

is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors
2. Possession of drugs, apparent paraphernalia or alcoholic beverages
3. Detailed, factual and persistent reports of misuse by multiple colleagues
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse
5. Involvement in suspicious accidents
6. Apparent lapses in judgment or memory
7. Unusual lethargy

Refer to the *MLT Student Handbook* for specific testing procedures.

Students With Disabilities

Each Austin Community College campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities (OSD) on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. Students can obtain complete information from the OSD website at <http://www.austincc.edu/support/osd/index.php> or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes; for locations see <http://www.austincc.edu/support/osd/contact.php>

STUDENT EVALUATION

Journal

1. Each student is expected to keep a daily journal of clinical activities performed each day.
2. The journal must be a bound notebook, It can be spiral bound, glue bound or a ring binder. Loose paper is NOT acceptable.
3. Fifteen minutes prior to the end of the day the student will write a brief description of clinical and learning activities performed that day.
4. The journal entries will assist the student in creating their weekly BlackBoard postings and their portfolio.
5. **It is the student's responsibility to get their journal signed off by the instructor every day of clinical.** This is a pass / fail activity.

Portfolio - 100 points - visit <http://www.austincc.edu/kotrla/portfolio>

1. A portfolio is a **purposeful** collection of student work, accumulated over time, that reveals the extent of student learning, achievement, and development. Emphasis is on the condition of "purposeful," because without a clearly identifiable purpose a portfolio will be a mere accumulation of products, equivalent to storing your work in a file cabinet.

2. Students are expected to collect, select, and reflect. In building a portfolio of selected pieces and explaining the basis for your choices, you generate criteria for good work, with professor and peer input.
3. This project will continue over the next three semester.
Student portfolios serve as valuable tools for assessment of learning outcomes. They are designed to serve purposes such as to:

1. showcase your best work
2. showcase your growth
3. provide evidence of your capacity for self-assessment
4. provide a complete collection of work for documentation and archiving
5. provide opportunity to begin construction of a resume

Go to the website listed above for further details on construction of your portfolio. The portfolio grading is based the documents assembly and contents as outlined at the website. Points are deducted on portfolios with spelling / grammar errors, incomplete or messy contents, and timeliness. The portfolio will also include your **resume**.

Medtraining - 100 points

Log on to <http://www.medtraining.org> . NOTE: You must use “Internet Explorer” as your browser to enter this site! Your user name and password are the same as they were in Phlebotomy. If you were exempt from Phlebotomy contact your instructor.

There are 13 modules to be completed. Each module has an exam at the end. Points from the exam grades will be utilized to calculate this portion of the course grade. The schedule will provide you with the completion dates for the following modules.

- | | | |
|----------------------|-----------------|-------------------|
| ★Microscopy | ★Synovial Fluid | ★Peripheral Blood |
| ★Urinalysis | ★Amniotic Fluid | ★Coagulation |
| ★Cerebrospinal fluid | ★Lab Methods | |
| ★Seminal Fluid | ★ANA | |
| ★Serous Fluid | ★ANCA | |

Failure to complete the module by the designated date will result in a 10% point deduction for that module. Failure to complete the module within 7 days of the due date will result in a “0” for the module.

Skills points (total 400 points)

There will be 100 points awarded per section which include:

- Hematology
- Coagulation
- Urinalysis/Body Fluids
- Serology

Individual Professors will determine points awarded for each clinical skill or activity. These activities may include, but are not limited to: laboratory procedures, study question & assignments, group activities and presentations, as well as assigned BlackBoard Discussion Board Postings.

NOTE, BlackBoard posting and other assignments are time sensitive. A failure to post by the assigned time will result in a 10% deduction, and posts later than 7 days will have a grade of "0".

Competencies

Competency is determined by performing a certain number of procedures within predetermined limits, ie, 10 hematocrits performed with 95% accuracy. It is expected that each student will demonstrate competency in each of the following:

- Serology procedures
- manual WBC counts
- manual reticulocyte counts
- manual hematocrits
- WBC estimates
- Platelet estimates
- Back up tests for Urinalysis - Clinitest, Acetest Ictotest and SSA for protein detection.
- Wet Preps

These competencies are pass/fail. If a student is unable to demonstrate competency a grade of "D" will be awarded for the course regardless of the scores earned on the graded portion of the clinical rotation. Competency is defined as receiving the designated level for 95% of the listed criteria.

Competencies are pass/fail and ***must be completed successfully to pass the course***. Failure to successfully complete the clinical objectives will result in a failing grade ("D") in the course. A grade of 75% must be achieved in the graded section.

Grading – The following scale is used to determine the letter grade. Important: Failure to achieve competency in the clinical objectives will result in a failing grade regardless of the score earned.

- | | | |
|---|---|---|
| A | = | 90 -100% |
| B | = | 80 - 89% |
| C | = | 75 - 79% |
| D | = | 60 - 74% |
| F | = | 59% or below |
| I | = | Incomplete – To receive an "I" the student must have demonstrated competency in at least 80% of the skills in the area(s) to which assigned. The "I" must be completed within the next semester, unless specifically approved by MLT Program officials. |
| W | = | Withdrawal – Please meet with the MLT Department Chair before making any decision on withdrawal. |

PROMOTION, FAILURE AND/OR DISMISSAL FROM THE PROGRAM

1. A minimum grade of "C" (75%) is required in all Medical Laboratory Technology courses. Failure to meet the minimum passing score will result in termination from the program. Students must submit a written letter requesting readmission to the program. Re-admitted students are conditionally accepted and may be required to audit or repeat previous course work as determined by the Admissions Committee. Please refer to the *MLT Student Handbook* for specific policies.
2. A student who withdraws from the program or fails to achieve the minimum course grade for progression may be re-admitted one time only to the MLT Program upon the

recommendation of the MLT Program Admissions Committee and according to the criteria outlined in the *MLT Student Handbook* .

3. Any student may ultimately be withdrawn from the program for excessive absences, consistently failing to meet assignments, disruptive conduct, or for displaying conduct detrimental to the ethics of Medical Laboratory Technology.
4. The MLT program follows the college's general policies for student complaints as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/gen3.php>.

HEALTH AND SAFETY INFORMATION

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. The ACC faculty member responsible for the course in which the student is injured ***must be notified immediately of the incident.*** The faculty member or designee will immediately go to the clinical site or meet the student at the emergency room or physician office.
4. If it appears that a physician should see the student, they may choose to see their own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an **itemized medical bill** before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to the Risk Management office.
6. The student submits a copy of the completed insurance form and HIPAA release form (*not to be confused with the HIPAA forms completed prior to clinical assignments*) to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

Blood and Body Substance Exposure

Students who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to report the incident to the instructor and seek medical evaluation/care as soon as possible (preferable within one hour). Faculty will ensure that copies of the appropriate insurance forms will be made available to the students prior to their first clinical experience.

Environment of Care

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module and designed by Seton and St. David's and adapted for use at ACC in order to educate students and faculty in procedures mandated by health care facilities. Students are required to complete these modules (and documentation placed in the student's file) prior to receiving clinical assignments. These exams are available at: <http://www.austincc.edu/health>. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program.

Health Insurance Portability Accountability Act (HIPAA)

HIPAA requires that all protected health information be kept private and secure by all persons that handle, or have access to that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case students and care plans), all health science students must complete an online **HIPAA Training Module** on an annual basis to remain in compliance with HIPAA regulations. Documentation must be placed in the student's file before they are allowed to enter the clinical settings. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program.

Workplace Violence

All students are required to complete the **Safety Module for Non-Employees: Workplace Violence Module**.

Statement of Understanding

I have read the MLAB 23601 Clinical I course syllabus and agree to abide by the policies, procedures and requirements within. I have had an opportunity to ask questions and my initials below indicate my acknowledgment and understanding of all areas.

Initials ↘

- _____ Attendance Policy
- _____ Service Work Policy
- _____ Clinical Schedule Information
- _____ Dress Code
- _____ Behavioral Conduct
- _____ Substance Abuse Prevention Policy
- _____ Student Evaluation and Determination of Final Grades
- _____ Promotion, failure and/or dismissal from the program.
- _____ Health, Liability, and Accident Insurance Policies
- _____ Accident / Blood and Body Fluids Exposure Procedures
- _____ Environment of Care
- _____ Work Place Violence
- _____ Health Insurance Portability Accountability Act (HIPAA)

Signature

Date