

**AUSTIN COMMUNITY COLLEGE
 MEDICAL LABORATORY TECHNOLOGY
 MLAB 2461 Clinical II
 Master Course Syllabus
 Spring/2012**

Course Web Site: <http://www.austincc.edu/mlt/clin2/clin2>

Course Outline and Schedule: <http://www2.austincc.edu/mlt/clin2/clin2sched.htm>

Course Number and Name	Campus	Section	Synonym
MLAB 2461 Clinical II	EVC	001	46979
MLAB 2461 Clinical II	RRC	002	46980
MLAB 2461 Clinical II	DL	003	47683

FACULTY INFORMATION	
Campus	Eastview/ Round Rock
Instructor	Terry Kotrla
Office	Eastview, Room 9334/ Round Rock, Room 3117.15
Office Hours	Please go to http://www6.austincc.edu/directory/info.php?id=kotrla
Phone	512-223-5932, emergency 512-560-5361
Email	Kotrla@austincc.edu
Campus	Eastview
Instructor	Keri Brophy-Martinez
Office	9336
Office Hours	Please go to http://www6.austincc.edu/directory/info.php?id=kbrophym#OfficeHours
Phone	512-223-5877, emergency 512-536-0032
Email	kbrophym@austincc.edu
Campus	Round Rock
Instructor	Joanna Ellis
Office	3117.14
Office Hours	Please go to http://www6.austincc.edu/directory/info.php?id=jellis
Phone	512-223-0250, emergency 512-585-7779
Email	jellis@austincc.edu
Campus	Adjunct
Instructor	Kathy Park
Office	TBA
Office Hours	Please go to http://www6.austincc.edu/directory/info.php?id=kpark
Phone	512-912-1789
Email	kpark@austincc.edu
Campus	Adjunct
Instructor	Cynthia Melendez
Office	TBA
Office Hours	Please go to http://www6.austincc.edu/directory/info.php?id=cmelende
Phone	512-785-5228
Email	cmelende@austincc.edu

COURSE INFORMATION			
Campus	Eastview	Round Rock Campus	Distance Learning
Lecture Room	9101	3121.00	NA
Clinical Facility	To be assigned		
Lecture Time	Wednesdays 8-2:30 pm	Wednesdays 3-9:30 pm	TBA
	Off-site: TBA	Off-site: TBA	Off-site: TBA
Length of Course	16 Weeks		
Dates	January 17, 2012- May 13, 2012		

INTRODUCTION/RATIONALE

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 clinical laboratory. The external clinical rotation experience is a privilege. Training at the bench is a time consuming experience for the clinical faculty. Training students slows down the work process in the department during the initial few hours or days that a student is on-site. Students will be held to the highest level of work ethics including attendance, reviewing notes and procedures prior to the start of the rotation, and interacting with an eagerness and willingness to apply their knowledge to the tasks at hand. The ultimate goal of each rotation is that the student is able to accurately and competently perform basic to moderately complex procedures at the bench with minimum supervision.

The clinical rotations provide students with experience in local area clinical laboratories so that the student may demonstrate competency in each clinical area as determined by the established objectives. A clinical schedule will be provided to each student which will be a combination of on-site and off-site rotations.

Students are expected to have dependable transportation and may be required to travel to sites within the Austin Community College service area such as Georgetown, Smithville, and San Marcos. Clinical schedules are developed based on a number of different factors and the site chosen for a student may not be the one that is geographically closest to their home. Requests for changes to the clinical schedule are not allowed.

At least two days prior to the start of a new rotation the student is expected to make a courtesy call to the clinical site. The student will verify the hours and dates of the rotation, who to report to, location of the laboratory, where to park and dress code.

There are very few ways to adequately express our appreciation for the efforts of the clinical faculty, but upon completion of the rotation students are encouraged to do something to express their appreciation for the training they have received. The clinical faculty do not receive compensation for training a student, but a genuine 'thank-you' from a student would be valued and appreciated. On the last day of the rotation, a thank you card, home-baked or store-bought treat, flowers, etc, would be an extra treat, but a heart-felt thank you is at least deserved and encouraged.

COURSE DESCRIPTION

Clinical II is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. MLAB 2461 will involve off-site and/or on-site activities in the following clinical laboratory departments: Immunohematology (Blood Bank), Urinalysis/Body fluids, Hematology, Coagulation and Clinical Chemistry.

PREREQUISITES

The student must have earned credit for MLAB 1311, MLAB 1335, and MLAB 1415. 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 acknowledgements prior to attending clinical rotations. Due to unforeseen circumstances, additional requirements may be implemented as needed. Program officials will efficiently provide information if/when it becomes available.

COURSE GOALS

Successful completion of MLAB 2461 Clinical II requires that the student be able to do the following:

- Demonstrate proficiency in the clinical objectives of each rotation assigned by verbalizing the basic principles and procedures of the tests in the department and demonstrating organizational and technical skills at the level required for each test performed.
- 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.

- 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.
- 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.
- 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 throughout the day and at the completion of clinical activities.
- Maintain a safe laboratory environment by adhering to all applicable safety regulations as presented throughout the MLT Program which include, but are not limited to, appropriate disinfection of work area, maintaining a neat, uncluttered, work area, wearing of appropriate personal protective equipment, and reporting hazards observed.

COURSE OBJECTIVES

Objectives for each clinical area are located in the appropriate section of the course website:
<http://www.austincc.edu/mlt/clin2/clin2sched.htm>

SCANS COMPETENCIES

The U.S. Department of Labor has established the Secretary's Commission on Achieving Necessary Skills (SCANS) to ensure that students are gaining competencies that are required in the work place. The following competencies will be acquired upon completion of this course.

SCANS COMPETENCY	Clinical Competencies
Resources	Identify reagents and supplies needed for each lab, organize work so that the reagents, supplies, and equipment are utilized appropriately and work is completed within a reasonable time frame.
Interpersonal	Recognize limitations of expertise during the performance of procedures and communicate with professor when problems arise. Maintain confidentiality of patient samples utilized. Demonstrate respect for fellow students during class and lab time. Utilize the Internet to interact with laboratory science students through the Blackboard communication system and regular email programs.
Information	Apply knowledge gained from lecture, laboratory and the textbook to trouble shoot and problem solve laboratory results obtained during student laboratory. Utilize the Internet and other library resources to acquire information about specific topics as they relate to the field of Clinical Laboratory Science.
Systems	Apply critical thinking skills to clinical laboratory problems encountered, specifically, utilizing clinical laboratory principles and theories and applying these to results obtained.
Technology	Achieve competency in routine clinical laboratory procedures utilizing a variety of reagents, supplies and techniques. Utilize provided procedures to obtain appropriate information for performing and troubleshooting clinical laboratory procedures, and determining clinical significance and normal values. Use computers, the Internet, and the Blackboard system to access course materials and other relevant course information.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the **Associate of Applied Science degree in Medical Laboratory Technology**, the student will be able to:

1. Collect and process biological specimens for analysis.
2. Perform analytical tests on body fluids, cells, and products.
3. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated.
4. Monitor quality control within predetermined limits.
5. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate source for repairs.
6. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
7. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care.
8. Apply basic scientific principles in learning new techniques and procedures.
9. Relate laboratory findings to common disease processes.

REQUIRED MATERIALS

- Journal-either spiral bound or hardback. You may continue your Journal from the Fall semester.
- Teal Scrubs-appropriately fitting and professional in appearance. Must adhere to the college-wide policy
- ACC identification badge
- Gloves- latex or nitrile NOT vinyl (gloves will be provided at off-site clinical)
- Pocket calculator
- 3 inch binder with dividers
- Sharpie permanent marker, fine point, black or blue

TEXTBOOK AND COURSE MATERIALS

For each off site clinical rotation the student will be required to print the Clinical Practicum competencies with attendance form, Student Evaluation form, and recording results forms as needed throughout the clinical semester. Copies of these forms are available online at the Clinical II web site.

Required:

1. *Board of Registry Study Guide, 5th edition*, ASCP, Patricia Tanabe, ISBN 0891895876- You may order online, ASCP members receive a 10% discount.
2. Print out appropriate course materials from course website and place in **BINDER**:
<http://www.austincc.edu/mlt/clin2/clin2sched.htm>

Recommended (you may review a copy in the Department chairs office before purchasing in you wish):

1. *Clinical Laboratory Science Review* (Book with Diskette) by Robert R. Harr, 2000, FA Davis, ISBN:0803604432
2. *Case Studies in Clinical Laboratory Science*, Linda Graves, 2002, Prentice Hall, ISBN: 0130887153
3. *Diagnostic Skills In Clinical Laboratory Science*, Connie R. Mahon and David G. Fowler, 2004, McGraw-Hill, ISBN: 0071361200

COURSE REQUIREMENTS AND REGULATIONS

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Clinical Rotation Schedule Information

Tentative Clinical Rotation Schedules will be distributed to the students. It is the student's responsibility to be prepared for the scheduled days activities by bringing the correct course materials. Travel outside the Austin metropolitan area may be required.

Many factors are considered when developing the off-site 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.
- When appropriate, providing the opportunity for the student to experience laboratory operations on evening and night shifts.
- Travel outside the Austin metropolitan area may be required.
- Sites selected are required to have a legal affiliation agreement with Austin Community College.

Due to the difficulty of creating a balanced clinical experience for each individual student, **requests for changes to the off-site 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 schedule. MLT clinical sites can be viewed at: <http://www.austincc.edu/mlt/clinical>

ATTENDANCE POLICY

Introduction

Regular and punctual attendance on all clinical days is **required**. The attendance policy for clinical is much stricter than required for regular college classes. Clinical sites are intolerant of tardies and absences. ***The following policies are the same regardless of whether the clinical activity is held on campus or off site at a clinical laboratory.*** It is the student's responsibility to have a clinical faculty sign the attendance log sheet *each clinical day*.

Absences/Tardies

Absences from or tardiness to clinical (on-site or off-site) for reasons other than health or emergencies ***will not be tolerated and the student will be subject to actions of the Progressive Discipline Policy which may result in withdrawal from the Program.*** All absences, regardless of excuse, ***must be made up by the student***; the student must coordinate the make-up time with the faculty and the clinical site. Make-up exercises or alternative learning experiences will be planned according to the limits set by the instructor. However, for on-campus clinical the amount of credit awarded for the activity, will be no greater than 80%.

This syllabus serves as the *verbal* warning for any absence or tardy. A second absence and/or tardy will result in a formal conference. A third absence and/or tardy will result in probation. Illnesses of several days' duration or emergency situations resulting in several consecutive days of absence will be considered one absence event. The time must be made up regardless of reason for absence.

The student must notify the clinical faculty **and** the MLT faculty of any absence or tardy. This is a requirement which must be met whether the student is on-site at ACC or off-site in a clinical laboratory. Unless there are extenuating circumstances, such as involvement in a car accident, the clinical site must be notified as quickly as possible of a tardy and of any absence within the first hour that the student is scheduled to arrive.

Students who arrive in the clinical area unprepared for the clinical assignment may be sent from the laboratory and required to make up the clinical day.

Penalties for No Call/No Show

Failure to notify clinical faculty and MLT faculty of an absence one hour prior to the scheduled arrival time (no call/no show) will result in immediate probation and a 10 point deduction from the rotation grade. A second "no call no show" will result in an additional 20 point deduction from the rotation grade and withdrawal from the course and all co-requisite MLT courses. If the deadline for withdrawal has passed the student will receive a grade of "D".

VISITS TO CLINICAL SITE OUTSIDE OF SCHEDULED TIME

Students are **not allowed** to visit a clinical facility at times outside scheduled clinical representing themselves as an Austin Community College Health Science student.

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 an off-site clinical assignment when the official notice is released, you must leave the clinical area and *use your best judgment* 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.

SMOKING

Students are expected to abide by the clinical facility's smoking policy during clinical rotations. Both Seton Family of Hospitals and St. David's Healthcare Partnership are non-smoking facilities. Smoking is prohibited on the property. Students who are reported to be in violation of a clinical facility's smoking policy will be placed on immediate probation

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 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.

SETON IDENTIFICATION BADGE

Students are required to obtain a Seton identification badge. The instructions and a form will be given to the student to obtain the badge. The cost is a \$10.00 refundable deposit. The badge must be worn at all times a student is in a Seton facility. At the conclusion of the program the badge should be returned for a refund of the \$10.00 deposit.

DRESS CODE

1. **Clothing:** Students are to purchase one or more sets of **teal** 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 a 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 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 a Austin Community College student. The badge must be 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:** ON SITE – At the beginning of the semester 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. 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. AT OFF SITE clinical the clinical site will provide a disposable lab coat.

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

STATEMENT ON SCHOLASTIC DISHONESTY

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Collusion is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

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.

STATEMENT ON STUDENTS WITH DISABILITIES

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the 'Notice of Approved Accommodations' from OSD before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student. Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about the Office for Students with Disabilities is available at <http://www.austincc.edu/support/osd/>

USE OF ACC EMAIL

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

FREEDOM OF EXPRESSION/STUDENT RIGHTS AND RESPONSIBILITIES

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

AUSTIN COMMUNITY COLLEGE SAFETY

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>.

Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom when on campus and at the clinical site when you are at clinical. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

STUDENT EVALUATION

Measurement, Skills, and Cognitive

For all off site rotations the student will be required to demonstrate proficiency in each of the established clinical objectives. Clinical competency forms must be filled out by the clinical faculty to document progression and achievement of competency in all required skills. ACC faculty will review the competency forms at each visit and determine an action plan if progression to competency is not occurring. Failure to achieve competency by the end of the rotation will result in withdrawal of the student from the course and all co-requisite MLT courses. If the withdrawal deadline has passed the student will be given a grade of "D" for the course.

Reading and review assignments will be made during the rotations and final written exams will be given at the end of each section. Homework assignments and quizzes may be given throughout the rotation.

Measurement, Affective

For all off site rotations the student will be evaluated by the clinical faculty with the official MLT evaluation form at the end of each rotation. The evaluation may also be completed any other time during any rotation (a formative evaluation) if the clinical faculty determines the need to provide the student written explanation of their performance. The final (summative) evaluation is used in the grading process, unless otherwise told.

Competencies

Competencies are "pass/fail" and ***must be completed successfully to pass the course***. College faculty will apprise students of weaknesses in performance on a weekly basis. If a student is not meeting competency an action plan will be developed to allow the student to strengthen their skills. Failure to successfully complete the clinical competencies after completing the action plan will result in the student being withdrawn from the course *and all co-requisite MLT courses*. If the withdrawal deadline has passed the student will receive a grade of "D" for the course.

Students are expected to have these immediately available at ALL times during the rotation so that the skills can be checked off as they proceed through the rotation. Be certain to discuss these with the clinical staff at the beginning and throughout the rotation. Some clinical staff will prefer to check the skills off as the student proceeds through the rotation; others may want to complete the forms at the end of the rotation. Certain skills require a certain number of procedures to be performed.

It is the student's responsibility to monitor and document all competencies, especially those requiring a specific number to be performed. Students are strongly encouraged to review the competencies prior to the rotation and review them daily after that to ensure being able to meet the objectives in a timely fashion.

MedTraining

There are two components to MedTraining assignments.

1. A written assignment or, in some cases, multiple written assignments, over the module. The completed documents must be uploaded to the appropriate section of BlackBoard into the folder heading with an abbreviated name of the assignment.
2. Complete the exam at the end of the module and score 80% or better. Grades of less than 80% will be recorded as a "0".

The following MedTraining modules must be completed and will be counted towards the appropriate on-site clinical grade component:

- Introduction to the Transfusion Service
- Transfusion Safety: Specimen Collection
- Blood Bank: Ordering and Administering
- Blood Bank: Testing and Issuance
- Electrophoresis
- Cardiac Markers
- Introduction to Analytic Quality Assurance
- Ergonomics
- Biosafety

Failure to complete the MedTraining assignment by the assigned deadline will be considered as an unexcused absence from clinical. Deadlines are listed on the Clinical II webpage. A penalty of 10 points per day will be imposed for each day late; a grade of "0" will be given if more than 3 days late and the student will receive a formal conference in accordance with the student discipline policy.

Journal, Portfolio and Resume

The student is expected to keep a daily journal of clinical activities. Fifteen minutes prior to the end of the day the student will write a brief description of activities performed that day. The journal entries will assist the student in creating their weekly BlackBoard postings for off-site rotations, portfolio and performance. When on campus the ACC instructor must initial the entry.

The portfolio is a continuation from the Fall semester. Refer to the Clinical II course schedule for due dates and the Portfolio website for specific instructions.

The resume will be constructed according to instructions found at the resume web page: <http://www.austincc.edu/mlt/resume>. The resume CANNOT exceed one page. This is an entry-level MLT resume and the focus will be on the skills and equipment utilized during the clinical rotations. The resume must be submitted by the stated deadline. A penalty of 10 points per day will be imposed for each day late; a grade of "0" will be given if more than 3 days late and the student will receive a formal conference in accordance with the student discipline policy.

Quizzes and Final Exams

Quizzes given during the rotation are used to assess the student's level of knowledge. At the end of the clinical rotation the student will be given, and must pass, a final examination. The rotation final is available in the BlackBoard. This exam must be completed by the Sunday following the rotation's last day. Failure to take the exam by the deadline will result in a 10 point deduction in the Clinical Final Exam grade per day. Failure to take the final exam within 2 days of the deadline will result in **immediate probation**.

Students failing to take the clinical final by the second day will be required to take the exam on campus on the third day and will receive a 25 point deduction in grade. The clinical final Exam is worth 45%.

Failure to achieve a 75% on a clinical final exam constitutes a failed rotation. At the faculty's discretion, the student may be allowed to take a second version of the final. If the student passes the second final the grades of the first and second exams will be averaged together for the final exam grade. ***Failing a clinical final for the same rotation a second time will result in an unsuccessful clinical rotation and will result in the student being withdrawn from the course and all co-requisite MLT courses.*** If the withdrawal deadline has passed the student will be awarded a grade of "D".

Students are expected to keep the contents of all exams confidential. Any student caught with a print out of any exam will be dismissed from the MLT program and subjected to the college Academic dishonesty process.

BlackBoard

During off-site clinical rotations students will be required to post an overview of their clinical experience to BlackBoard each week. These posts are graded by specific criteria and are worth 10% of the rotation grade. The primary value of this posting is to share with your fellow students the variety of work performed, interesting (de-identified) results obtained and the relationship of these results to a patient's condition, and any other uniquely interesting situation. These postings allow students to illustrate problem solving skills in unusual situations and should be of such a nature as to add value to the course and be objective in nature. The post must be a minimum of 150 words and include interesting instruments you used. Your post should "tie it all together" relating results/principles/theories with critical thinking skills, i.e., application of knowledge. The quality of your post is just as important as the post itself. An example post and grading is found in BlackBoard. **Postings are due by Sunday at midnight. A deduction of 10 points per day will be imposed for each day late. A grade of "0" will be given for postings submitted after 3 days. A second failure to submit a posting by the deadline will result in activation of the Student Discipline Policy.**

The Discussion Board will be monitored for inappropriate postings such as postings of patient information as to be in non-compliance with HIPAA, subjective postings of a negative nature that may be viewed as unfavorable bias or judgments about specific staff members. Failure to complete this exercise in a timely fashion, failure to post a discussion in accordance with the stated criteria or repeated inappropriate postings will constitute an unsuccessful rotation or institution of the Progressive Discipline Policy. Comprehensive Blackboard grades for the rotation below 75% will result in a failed rotation and withdrawal from the course and all co-requisite MLT courses. If the withdrawal deadline has passed the student will be awarded a grade of "D".

Affective Evaluation

The MLT Student Clinical Evaluation form completed at the end of each off site clinical rotation is worth 45% of the rotation's grade. Failure to obtain at least 75% in 12 of the 15 skill areas constitutes an *unsuccessful clinical rotation*. The student will be withdrawn from the course and *all co-requisite MLT courses*. If the withdrawal date has passed, the student will receive a grade of "D".

Summary of Grading for OFF SITE Clinical Rotations

Affective Evaluation 45%
Final Exam 45%
BlackBoard 10%

The final calculated grade for the rotation will be multiplied by the appropriate multiplier to determine points for the rotation.

Student Clinical Obligations Following Off Site Rotations

By Monday of the week following the last day of the rotation, it is **mandatory** that the following completed forms be turned in to MLT faculty on Monday following the rotation:

1. Clinical Rotation Competencies with attendance form
2. Clinical Rotation Student Evaluation Form
3. Clinical Site Evaluation Form TO BE COMPLETED ONLINE

If the MLT faculty is not available the student will put the forms in the locked, metal box located on the wall outside of 9101 at Eastview or the blue "mailbox" outside of the MLT lab at Round Rock.

If a student encounters any problem preventing them from complying with this policy, they must notify the course professor. Failure to submit paperwork by the stated deadline will result in a penalty of 1 point per day being deducted from the clinical rotation grade. *Repeated failure to comply with this policy will result in probation.*

After the Competencies and Clinical Site Evaluation form have been submitted, and if the student has not reviewed their Clinical Rotation Student Evaluation Form, the student will make an appointment with the appropriate ACC professor and be given, and must sign, their clinical Student Evaluation form filled out by the clinical faculty. The student may make written comments on the evaluation if desired. The final grade for the rotation will be posted in the grade book of Blackboard.

Unsuccessful Clinical Rotation

To summarize briefly, any of the following may cause a student to be unsuccessful in a rotation resulting in withdrawal or, if the deadline has passed, a "D" for the course AND all co-requisite MLT courses:

- Failing to achieve the minimum competency level.
- Failing a clinical final exam twice.
- Failure to obtain at least a 75% in 12 of the 15 skill areas on the affective evaluation.
- Failure to obtain a grade of 75% or higher on BlackBoard postings.
- Second failure to notify clinical and program instructors of tardies and/or absences from clinical.

Spring Capstone Comprehensive Exam - Pass/Fail

At the completion of the spring semester the students will be given a comprehensive exam over Hematology, Coagulation, Urinalysis/Body Fluids, Serology and Immunohematology. If a student is unable to successfully pass the Spring Capstone exam a grade of "D" will be awarded for the course regardless of the course average. The student will be unable to continue in the MLT program and must meet with the Program Director for an Exit Interview to discuss readmission for the next available class. The student must repeat all second year MLT courses even if successfully passed the first time. A student may be readmitted only one time. A second dismissal from the program for failing grades will result in permanent dismissal from the program.

COURSE GRADE

The course grade will consist of the following:

1. Portfolio 400 points – Urinalysis, Hematology, Coagulation, and Blood Bank
2. Resume 50 points
3. Blood Bank On-Site 500 points - skills, case studies
4. Blood Bank Off-Site 500 points – Affective Evaluation, Final and BlackBoard postings
5. Hematology/Coagulation 500 points – Affective Evaluation, Final and BlackBoard postings
6. Urinalysis 500 Points – Affective Evaluation, Final and BlackBoard postings
7. Core Lab On-Site (Hematology, Coagulation, Urinalysis, Chemistry) 500 points –skills, case studies, student bowl
8. Miscellaneous Off-Site 150 points – Central Texas Blood and Tissue Center tour report, Medical Examiner tour report, Texas Department of Health and Human services tour report
9. Medtraining 100 points- Refer to Med Training section

Total Points=3200

The points earned are divided by the total possible to determine the percentage and letter grade.

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 = 60-64%

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. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

WITHDRAWAL POLICY

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

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. The student may reapply to the Program and must re-take all course work starting in the Fall semester.
2. Failure of any clinical rotation will result in the student being withdrawn from the clinical course and all co-requisite MLT courses. If the deadline for withdrawal has passed the student will receive a grade of "D" for all course work.
3. Students who fail any MLT course will not be allowed to continue in the program. An Exit Interview will be scheduled detailing specific requirements for re-entry into the program. The student will be required to repeat ALL second year MLT courses. Refer to the MLT Student Handbook for additional information.
4. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending upon the severity of the violation. Patient records, including print outs of patients results are if de-identified, are not allowed to be removed from the site. Patient results may be handwritten into your journal with only the age and sex of the patient.
5. Any student may ultimately be withdrawn from the program for excessive absences (see Attendance Policy), consistently failing to meet assignments, disruptive conduct, or for displaying conduct detrimental to the ethics of Medical Laboratory Technology. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>
6. Verbal or non-verbal language, actions, or voice inflections. Or insubordination which compromise rapport or working relations with peers, faculty, patients, and their family or healthcare team members.
7. Unsafe clinical practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, care givers, students, faculty, staff or self.
8. Any behavior that may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
9. Using or being under the influence of any drug (over the counter, prescription, and/or illegal) or alcohol that may alter judgment and/or interfere with safe performance.
10. The student may utilize the "Student Grievance Procedure of Austin Community College" in the disposition of a grievance or complaint without fear of recrimination or retaliation as outlined at <http://www.austincc.edu/current/needtoknow/policies.php#complaints>

SAFETY AND HEALTH INFORMATION

Health Insurance

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: <http://www.austincc.edu/ehs/insurance>

Medical Professional Liability Insurance

Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

Accident Insurance

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom.

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 ACC 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.

Austin Community College Safety Statement

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone

who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities. You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

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. These were designed by Seton and St. David's and adapted for use at ACC in order to educate students and faculty in procedures mandated by these 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/dmt.php> Students are to print out proof of completion.

Health Insurance Portability Accountability Act (HIPAA)

http://www.austincc.edu/hipaa/training/hipaa_home.php

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.

Concluding Comments

Remember, your appearance, conduct, professional abilities and attendance are under scrutiny at every clinical by the very people to whom you may one day make application for employment. Consider this an "on the job" interview, the most important interview of your professional career. There is no better way to increase your chances for employment in a particular laboratory than to prove you are the best, each and every day of the clinical rotation!

ROTATION CHECKLIST FOR STUDENTS

The following chart is to assist you before, during and after your clinical rotation. All documentation associated with the clinical rotation is the student's responsibility.

	UA	HEM/COAG	BB
Perform courtesy call 2-3 days in advance			
Review clinical competencies, give to instructor and explain the process			
Have competencies available at all times to insure that all are completed appropriately.			
During the last week make sure that the clinical instructor is aware that the competencies and final evaluation must be filled in by FRIDAY . You are strongly encouraged to schedule an appointment with your clinical instructor Friday afternoon to review your competencies and student evaluation.			
Post summary of clinical experience to the Discussion Board by Sunday of each week.			
Take rotation final by Sunday. You are strongly encouraged to take it sooner.			
Submit the EACH of the following to MLT faculty on Monday: MAKE A COPY OF EACH DOCUMENT BEFORE YOU TURN IT IN!!!!			
1. Student Evaluation			
2. Clinical competencies with attendance sheet			
3. Results sheets			
4. Site Evaluation – to be completed online			
It is YOUR responsibility to verify completeness of your clinical folder.			

**Statement of Understanding
MLAB 2461 Clinical II**

I have read the MLAB 2461 Clinical II course syllabus, understand and agree to abide by the policies, procedures and requirements within. I have had an opportunity to ask questions and receive clarification of Program policies. My initials next to each of the following statements indicate my complete understanding of the course requirements.

INITIAL EACH OF THE FOLLOWING



- Service Work Policy
- Attendance Policy will be STRICTLY enforced
- Final Exam Policy
- Clinical Schedule Information
- Dress Code
- Behavioral Conduct
- Smoking Policy
- Substance Abuse Prevention Policy
- Determination of Final Course Grade
- Clinical Competencies and Attendance Form
- Clinical Final Evaluation
- Clinical Site Evaluation
- Course Grade Calculation
- Result Sheet
- Student Obligations in submission of clinical paperwork
- Health, Liability and Accident Insurance Policies
- Accident and Blood and Body Fluids Exposure Procedures
- Health Insurance Portability Accountability Act (HIPAA)
- Promotion, Failure and/or Dismissal from the Program

Signature

Date

Printed Name