

**MLT** Medical  
Laboratory Technology

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# Course Syllabus

## MILAB 2263 Molecular Diagnostics Clinical

## **PROFESSOR**

Terry Kotrla, MS, MT(ASCP)BB  
Office: Eastview Campus, Building 9000, Room 9336  
Phone: 512-223-5932, emergency 512-560-5361  
Email: [kotrla@austincc.edu](mailto:kotrla@austincc.edu)

Office Hours:  
Tuesday 12:00-2:00pm  
Wednesday 8:00-10:00am  
Thursday 8:00-10:00am

### **Class Schedule**

**Course Length:** 9 weeks, June 14 thru August 15, 2010

**Total Number of Hours:** 96 hours

## **INTRODUCTION**

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 clinical experience in local area hospital and clinic laboratories..

The student must demonstrate minimum competency in each area as determined by the established list of competencies which will be provided to you.

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 instructors 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 treats, flowers, etc. would be an extra treat, but a heart-felt thank you is at least deserved and encouraged.

## **PREREQUISITES**

The student must have completed MLAB 2378 and MLAB 2479. Special exemptions to this may be made by Program officials.

The student must also have completed all health data requirements and immunizations (including updated TB test), HIPAA, Safe Environment of Care and Workplace Violence requirements, as needed, prior to attending clinical rotations. Due to unforeseen circumstances, additional requirements may be implemented as needed. Program officials will efficiently provide information as this information becomes available.

## **COURSE GOALS**

Successful completion of this course requires that the student be able to do the following:

- A. Develop proficiency in the clinical competencies of the rotation 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 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.
- G. Demonstrate communication skills by posting a weekly overview of your clinical experience to BlackBoard and being responsive to questions asked by the professor and your fellow students.
- H. Demonstrate application of knowledge to the field of Molecular Diagnostics by preparing a report about a selected molecular diagnostic test, creating a PowerPoint presentation and presenting the information to the class.

## **COURSE OBJECTIVES**

### **Affective**

- 1. Demonstrate professionalism by:
  - a. Complying with the attendance policy.
  - b. Complying with the dress code.
  - c. Submitting assignments by the stated deadline.
- 2. Demonstrate enthusiasm and interest in the profession of clinical laboratory sciences by asking questions, participating in class discussions and meeting with professor during office hours as needed.
- 3. Demonstrate initiative by reviewing objectives and completion of reading assignments prior to class.
- 4. Demonstrate progression in laboratory skills by effective organization, coordination of multiple tasks and insightful evaluation of results obtained.

5. Utilize criticism to correct deficiencies and improve performance.
6. Work cooperatively with clinical staff to achieve the goals of each activity assigned.

### **Psychomotor**

1. Perform quality control activities and take corrective action when results are not within acceptable limits.
2. Perform preventive maintenance on equipment as required.
3. Perform calibration of instruments as required.
4. Properly prepare and evaluate samples for analysis.
5. Perform DNA extraction, amplification and detection on appropriate samples.

### **Cognitive**

1. State potential causes for quality control results which are outside of acceptable limits.
2. States reasons for rejection of samples for molecular analysis.
3. For extraction, amplification and detection methods used state the:
  - a. principle involved
  - b. sources of error
  - c. limitations of the procedure.
4. Analyze results and provide an accurate interpretation.

### **REQUIRED MATERIALS:**

- Journal- either spiral bound or hardback
- Scrubs - appropriately fitting and professional in appearance.
- 3 inch binder with dividers for research report,
- Sharpie permanent marker, fine point, black or blue

### **TEXTBOOK AND COURSE MATERIALS**

- *Molecular Diagnostics: Fundamentals, Methods and Clinical Applications*, Lela Buckingham and Maribeth Flaws, Copyright 2007, ISBN-13: 978-0-8036-1659-2, ISBN-10: 0-8036-1659-7

## 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

### Introduction

Regular and punctual attendance on all clinical days ***is required.*** The attendance policy for clinical is much stricter than for regular college classes. Clinical sites are intolerant of tardies and absences. It is the student's responsibility to have a clinical faculty sign the attendance log sheet *each clinical day immediately upon arrival and departure.*

### Absences/Tardies

Absences from or tardiness to clinical for reason 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 ACC faculty and the clinical site. Failure to coordinate the make-up time with ACC faculty and the clinical site will result in a drop of 10 points (one letter grade) to the rotation grade.** Make-up exercises or alternative learning experiences will be planned according to the limits set by the instructor.

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 of duration or emergency situations resulting in several consecutive days of absence will be considered one absence event.

The student must notify the clinical faculty **and** the MLT faculty any absence or tardy. 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.

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 for EACH INFRACTION.*** A second “no call no show” will result in an ***additional 20*** point reduction from the rotation grade and withdrawal from the course. 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 ACC may cancel classes due to inclement weather. If classes are in session, the campus manager or a designee will notify instructors and students of canceled classes. If classes are not in session, ACC will notify the public through local radio and television stations as well as ACC’s Channel 19. Students, instructors, and staff should consult local media regarding resumption of classes. To comply with the Texas Education Code, make-up classes may be scheduled.

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**

Molecular Diagnostics 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. **NOTE:** Some employers are encouraging employees practicing in the molecular diagnostic lab to take the Molecular Diagnostic Certificate program to gain knowledge about the principles and theories of the work they are performing. The Department Chair will work with these students on a case-by-case basis to ensure the actual clinical component has been met.

## Dress Code

1. **Clothing:** Scrubs must be worn during all 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:** The lab coat must be worn, buttoned from top to bottom, at all times when working with biological samples.

*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 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

**Note:** Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility. Students who do not pass a drug screen may be unable to continue in the program as alternative clinical arrangements may not be available.

### **Students With Disabilities**

Each ACC campus offers support services for students with documented disabilities. Students with disabilities should apply for services with the Office for Students with Disabilities (<http://www.austincc.edu/support/osd/>) at the primary campus they expect to attend. Each semester students need to meet with the OSD coordinator at all campuses they are attending in order to discuss accommodation needs. Sample accommodations include, but are not limited to, interpreters, note takers, registration assistance, and testing with accommodations. Students with disabilities are urged to apply for accommodations well ahead of, but no less than three weeks before, the start of a term for the accommodations to be prepared for the first day of classes. ACC works with the Texas Department of Assistive and Rehabilitative Services and community service organizations to provide support services to students.

## **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 competencies. 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. 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

The student will be evaluated by the clinical faculty with the official Student Evaluation form at the end of the 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.

The 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. If the withdrawal date has passed the student will receive a grade of "D".

## Competencies

Competencies are "pass/fail" and ***must be completed successfully to pass the course regardless of whether the other components of the grade are passing.*** 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. 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 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 these procedures. 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.

Competencies not meeting the stated requirement are reviewed by ACC faculty for further action and may require an action plan for successful completion by the end of the stated rotation.

## 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:

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

## Instrumentation Report

You will be required to fill in a chart for **EACH INSTRUMENT USED** for molecular testing. Some sites have separate extraction, amplification and detection instruments while other sites may have a closed, high throughput system which performs extraction, amplification and detection within the system. You may also be performing one analysis using a high throughput instrument and a different analysis using two or more instruments.

## BlackBoard

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 the results to a patient's condition, and any other uniquely interesting situations. 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 results with clinical significance, number and types of procedures performed and names of the instruments you used. Your post should "tie it all together" relating results/principles/theories with critical thinking skills, ie, 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. **You MUST reply to one or more of your fellow students.** Check the Discussion Board frequently and respond to any classmate or instructor who has asked a question about your posting.

The Discussion Board will be monitored for inappropriate postings such as posting 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 judgements about specific staff members. Failure to complete this exercise in a timely fashion or repeated inappropriate postings will constitute an unsuccessful rotation and the Progressive Discipline Policy will be implemented.

## Research Paper and Presentation

Each student must prepare a research paper, PowerPoint presentation and 5 question quiz.

1. Select a molecular diagnostic procedure performed at the clinical site and obtain the package insert. **MAKE A COPY TO SUBMIT WITH YOUR REPORT.**
2. Research the literature for additional information about the test. A minimum of **five different full text professional references** must be used. You are **strongly** encouraged to meet with a librarian as the college subscribes to many databases with access to full text articles. **SUBMIT A COPY OF EACH FULL TEXT ARTICLE WITH YOUR REPORT.**
3. Submit a 5 page report (minimum) using 1 inch margins and spacing. The cover page and reference page **DO NOT** count as pages for the report. Detailed instructions of specific content guidelines will be provided by the instructor.

4. Submit your report and references in a one inch **three-ring notebook** with the sections divided using tabbed dividers and labeled as follows:
  - a. Cover page
  - b. Report - 5 pages in length - cover page and list of references DO NO COUNT.
  - c. Package Insert
  - d. Five references (or more) - full text articles **MUST** be printed out. Highlight or underline pertinent information in the article used in your report.
5. The presentations will be given during a time to be scheduled utilizing a PowerPoint presentation format. During the presentation of the case study information, each student will have a 10-20 minute time period to present their findings. Each member of the class will evaluate the presentation using a clearly defined evaluation form.
6. Test your classmates comprehension of the material by giving a five question quiz.

### **Reflection**

Think about the first day you started this program and the last day of your clinical. Write a one page paper (or more) reflecting on your level of knowledge coming and your level of knowledge upon completion of this program. Some examples of what I would like to see are:

- Overview of your thoughts and feelings as you progressed through the program.
- What did you find most challenging?
- What did you like best? What did you like least?
- What would be your advice for a student entering this program of study?

### **SUMMARY OF GRADING FOR THE CLINICAL ROTATION**

Affective Evaluation 30%  
Instrumentation Reports 10%  
BlackBoard 10%  
Research Paper 30%  
Presentation 10%  
Reflection 10%  
*Clinical Competencies are PASS/FAIL*

## 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 | = | 70 - 79%  |
| D | = | 60 - 69%  |
| 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.  |

## Student Clinical Obligations

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

1. Clinical Rotation Competencies
2. Clinical Rotation Attendance Record
3. Clinical Rotation Student Evaluation Form
4. Clinical Site Evaluation Form
5. Instrumentation reports - download and complete the form for each MAJOR piece of equipment used.
6. Reflection

If the administrative assistant is not present the student will put the forms in the locked, metal box located on the wall in the administrative assistant’s area.

If a student encounters any problem preventing them from complying with this policy, they must notify the course faculty. 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 all clinical paperwork has 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 faculty member and will be given an opportunity to review and sign the 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.

## **PROMOTION, FAILURE AND/OR DISMISSAL FROM THE PROGRAM**

1. Any student may ultimately be withdrawn from the program for excessive absences (see Attendance Policy), consistently failing to meet assignments, or disruptive conduct.
2. 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.
3. 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.
4. Any behavior that may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
5. 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.
6. The student may utilize the “Student Grievance/Complaint Procedures of Austin Community College” in the disposition of a grievance or complaint without fear of recrimination or retaliation. Additional information concerning student complaint procedures can be found in the ACC Student Handbook available at each of the campus’s administrative offices or through the ACC website at: <http://www.austincc.edu>

## **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

- Provide first aid for the student sufficient to get the situation under control.
- If the accident occurs on campus, campus police are notified.
- 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.
- 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.
- 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. Refer to the MLT Student Handbook.
- Forms are available at:  
<http://accweb.austincc.edu/accforms/forms/HZCM004studentaccidentclaim.pdf>

## 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 faculty 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.

# Statement of Understanding

## MLAB 2263 Molecular Diagnostics Clinical

I have read the course syllabus and understand and agree to abide by the policies, procedures and requirements within. My initials next to each of the following statements indicate my complete understanding of the course requirements.

### Initials ↘

- \_\_\_\_\_ Service Work Policy
- \_\_\_\_\_ Attendance Policy
- \_\_\_\_\_ Clinical Schedule Information
- \_\_\_\_\_ Dress Code
- \_\_\_\_\_ Behavioral Conduct
- \_\_\_\_\_ Substance Abuse Prevention Policy
- \_\_\_\_\_ Student Evaluation,
- \_\_\_\_\_ Research Paper requirement, including presentation and quiz
- \_\_\_\_\_ Determination of Final Grade
- \_\_\_\_\_ Clinical Competencies
- \_\_\_\_\_ Instrumentation Report
- \_\_\_\_\_ BlackBoard Discussion Board posting
- \_\_\_\_\_ Reflection paper
- \_\_\_\_\_ Clinical Site Evaluation
- \_\_\_\_\_ Result Sheet
- \_\_\_\_\_ Clinical Attendance Form
- \_\_\_\_\_ 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)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**