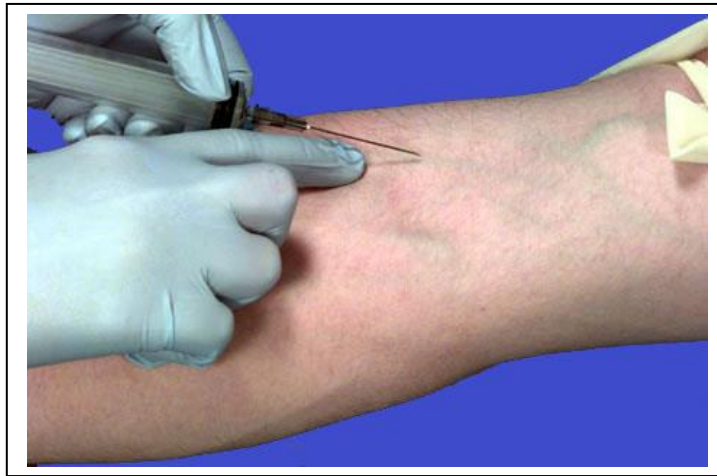


# Phlebotomy Technician



*2020-2021*

**STUDENT HANDBOOK**

***MISSISSIPPI DELTA  
COMMUNITY COLLEGE***

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHLEBOTOMY PROGRAM  
FACULTY and STAFF**

MDCC President: Dr. Tyrone Jackson .....246-6300  
MDCC Vice-President of Instruction: Teresa Webster..... 246-6318  
MDCC Dean of Health Sciences: Patricia Kelly..... 246-6417

**MDCC Phlebotomy Faculty**

Director /Instructor: Janet Cooper.....246-6501  
Instructor: Andrea Richardson..... 246-6500  
Administrative Support: Maegan Applewhite..... 246-6503

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHLEBOTOMY PROGRAM**

**STUDENT HANDBOOK**

The Phlebotomy (PBT) Student Handbook is intended to provide students enrolled and potential students in the PBT program with basic information and policies used in the classroom, laboratories and the clinical setting. Please read the PBT Student Handbook carefully and ask your instructor for clarification of any policies or procedures that are unclear. The Phlebotomy Program reserves the right to make alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

The MDCC Catalog, MDCC website, and MDCC Student Handbook contain additional information on all services available at Mississippi Delta Community College and should be used by students to obtain full knowledge of all MDCC policies and procedures. The college reserves the right to alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

**All enrolled students must read the entire PBT Handbook, sign the acknowledgement form and turn it in to instructor.**

**Notice of Non-discrimination Statement**

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Steven J. Jones, Vice President of Administrative Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Dr. Ed Rice, Vice President of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Nakeshia Fipps, Counseling and Disability Support Services Coordinator, 662.246.6361 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

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## **MISSISSIPPI DELTA COMMUNITY COLLEGE PHLEBOTOMY PROGRAM**

### **Section 1**

#### **Mississippi Delta Community College: Accreditation**

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Delta Community College.

**Section 2.0**

**Section 2.1**

# **PHLEBOTOMY TECHNOLOGY**

The Phlebotomy Program reflects the basic philosophy and goals of Mississippi Delta Community College. In an effort to structure the curriculum to achieve the maximum outcome, the program philosophy, goals, and objectives are clearly defined and are communicated to the student.

## **PHILOSOPHY**

We believe that as educators, our role is to aid each individual's growth in self-worth and recognition of his maximum potential. To accomplish this task, we must not only promote professional competency but, at the same time, be aware of the student's personal and social needs.

Learning should be an intrinsic process evidenced by a lasting change in behavior. It is dependent upon individual abilities, needs, and motivation, and based upon realistic goal-setting developed through positive self-regard and self-knowledge. This learning is facilitated when the individual participates in the learning process and in the practice of applying principles and techniques in varying situations.

In the health care process, Phlebotomy is primarily concerned with the collection of specimens used in the diagnosis and treatment of illness. In order to become skilled in this area, it is of prime importance to understand the concept of health and realize, when dealing with the ill, the importance of helping the patient to become a well person.

Phlebotomists should be dedicated to the promotion of health and the prevention and cure of disease while serving their fellow man by being a part of the medical team. Finally, we believe that Phlebotomy should not simply be a means of material gain, but a labor of love and respect for the progress of medicine in the preservation of human life with regard for human dignity and compassion for the suffering of others.

## **Section 2.2**

### **Mission Statement**

The mission of the Phlebotomy Program is to prepare students who successfully complete the phlebotomy program for entry-level employment in the phlebotomy field and offer skills to lead to an Associate of Applied Science Degree in other Health Science fields of study.

## **Section 2.3**

### **GOALS**

The MDCC PBT Program goal is to ensure that students are well-prepared to enter the profession as a Phlebotomist and have the ability to continue their learning throughout their professional careers.

1. To develop desirable ideals and attitudes as they apply to the service of the sick, and in personal and professional conduct and relationships.
2. To encourage development of a well-rounded sense of responsibility, integrity, tolerance and tact that are essential qualities for health care professionals.
3. To present and help develop the legal and ethical principles involved in the practice of phlebotomy.
4. To provide the biological and technological foundations and clinical practice enabling completers to:
  - a. Perform effectively as entry level Phlebotomists as defined in the Standards of Approved Educational Programs for the Phlebotomist.
  - b. Perform effectively as members of the health care team.
  - c. Successfully write an examination offered by a national certification agency.
5. To encourage an interest in and a desire for further professional growth and education.
6. To promote a sense of civic responsibility and community service in regard to community health education and public health services.
7. To provide the area served by the College with qualified Phlebotomists.

## **Section 2.4**

### **PROGRAM DESCRIPTION**

The Phlebotomy Program is designed to train individuals to collect blood for laboratory analysis necessary for the diagnosis and care of the patient. This one-semester program trains the phlebotomist to perform venipuncture, capillary puncture, and CPR.

This evening course is ideal for health professionals seeking to expand their current skills, for currently employed phlebotomists seeking certification, or for those interested in a profession in laboratory medicine. Other topics covered include medical terminology, laboratory safety, basic anatomy and physiology, quality assurance methods, and medicolegal issues of phlebotomy.

The clinical practicum, consisting of 100 hours of supervised clinical experience, is provided at regional medical affiliates, allowing participants to achieve proficiency in the health-care setting. Students must complete a minimum number of successful unaided collections before course completion. Clinical practicum begins mid-semester after completion of skills assessment. The clinical practicum will be held M-F during day hours. The practicum is not required for students who have been employed as phlebotomists for at least six months within the past five years, as documented by letter from their employer.

Affiliated health care organizations are Delta Regional Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, UMMC of Grenada in Grenada, Northwest Mississippi Medical Center in Clarksdale, Bolivar Medical Center in Cleveland, and Chicot Memorial Hospital in Lake Village, AR. Clinical assignments are at the discretion of the college.

Upon completion, students will be awarded the Certificate of Phlebotomy and be eligible to take a national examination to become a Certified Phlebotomy Technician.



## **Section 2.5**

### **Summary Statement of Career**

A phlebotomist is trained to collect blood specimens and assist patients with instructions for non-blood specimen collections. They may also prepare specimens for testing by Medical Technologists and Medical Laboratory Technicians. They serve as a liaison between the laboratory and the patient care areas. They must be able to communicate well with patients, laboratory staff, physician's offices, and long-term care facilities.

Phlebotomists work mainly in hospital laboratories, but may also be employed in long-term care facilities, physician's offices, outpatient sites, alcohol and drug abuse sites, and blood bank donor sites.

Upon graduation and initial employment, the phlebotomist will be able to demonstrate entry-level competencies in the above areas of professional practice. Refer to the Phlebotomist Competencies.

### **SUMMARY STATEMENT OF CAREER ENTRY COMPETENCIES**

At career entry, the Phlebotomy Technician will be able to perform routine blood collection procedures making specimen oriented decisions on predetermined criteria, including pre-analytical errors that can significantly alter results. Communication skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. Phlebotomists may perform waived and point of care testing and must be familiar with the processes and procedures to provide quality results.

Upon completion of the program and initial employment, the Phlebotomy technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. Explain the health care delivery system and pertinent medical terminology.
2. Follow infection control practices and safety, and monitor quality control within predetermined limits;
3. Recall basic anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. State basic age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various groups of patients.
5. State of the importance of specimen collection and specimen integrity in the delivery of patient care.

## Mississippi Delta Community College Phlebotomy Program

6. Identify basic collection equipment and state the various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
7. Follow standard operating procedures to collect specimens.
8. Follow instructions for requisitioning and perform proper specimen transport and specimen processing.
9. Explain quality assurance and quality control in Phlebotomy.
10. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

Reference: NAACLS Phlebotomy Guide to Approval, 2014

### **Section 2.6**

#### **PROGRAM OUTCOMES**

1. 50% of students will complete the program and receive a certificate.
2. 80% of graduates will be employed in a variety of health care settings or continuing study.
3. 80% of graduates will express program satisfaction.

<b>Outcome Measured</b>	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
Total Enrolled	11	12	20
Total Completers	10	12	20
Job Placement or Continuation of Education (within 6 months of completion)	10 of 11 surveyed plan continuation of education	12 of 12 surveyed plan continuation of education	20 of 20 surveyed plan continuation of education
Program satisfaction	100%	100%	100%

## **Section 2.7**

### **POLICY OF ADMISSION TO HEALTH SCIENCE PROGRAMS**

Applicants should obtain the appropriate application packet from the Health Sciences web page. All required application materials must be submitted by the specified deadline in order for the applicant to be considered for admission.

The admission process is competitive. Each program uses an objective rating scale to evaluate each applicant. Specific areas that are evaluated include (but are not limited to) ACT scores, entrance test scores, academic course work required for the major, GPA, and timely submission of the application.

Acceptance into a Health Science Program is conditional pending results of a drug screen and criminal background check at the applicant's expense. According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Applicants are notified by letter of conditional acceptance or non-acceptance into a program. Applicants who are conditionally accepted must comply with all orientation requirements in order to preserve a place in the class. Academic and career counseling is available for applicants who are not accepted into Health Science Programs.

### **POLICY ON READMISSION TO HEALTH SCIENCE PROGRAMS**

A student may be considered for readmission to a specific health science program one time only with the following exception: a student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.

Each student requesting readmission into a health science program will be considered on an individual basis. The student should contact the appropriate program director/supervisor for the readmission procedure. Space must be available in the class. No precedent will be set by the decision of the committee.

At the discretion of the Dean of Health Sciences, with the recommendation of the Admission Committee, a student requesting readmission to a health science program may be required to take a challenge exam to assess placement. It may be necessary for the applicant to repeat courses. After admission information is reviewed, every effort is made to readmit students; however,

readmission may be denied based on objective data regarding the student's request for readmission.

## **MINIMUM ADMISSION REQUIREMENTS FOR THE PBT PROGRAM:**

### **Applicants must:**

- meet general admission requirements for technical students.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time OR  
a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better on courses approved by the Phlebotomy program.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- have completed a biology course within the past 5 years, either in high school or college with a grade of “C” or better. This requirement may be waived for applicants who have been employed in a healthcare capacity providing patient care for at least 6 months within the past 5 years. A letter from the employer is required for this requirement to be waived.

### PROCEDURE:

**Applicants must have the following documents on file in the Health Sciences office by July 1 to be considered for admission to the fall class and by November 1 for the spring class.**

- MDCC application for admission or readmission
- MDCC application to the Phlebotomy Program (Health Sciences Application packet).
- An official high school transcript from an approved high school or GED equivalency score
- An official college transcript, if college work has been completed
- Signed, notarized Healthcare Criminal History Background Affidavit

Students are encouraged to submit all parts of the application well in advance of the deadline.

**Incomplete applications will not be reviewed for admission.**

### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Requirements are based on ACT and transcript. A rating scale is used to evaluate admission requirements. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program.

All applicants are considered on a competitive basis. Admission is tentative based on:

## Mississippi Delta Community College Phlebotomy Program

- satisfactory completion of First Aid CPR (HPR 2211) taught during the phlebotomy program
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster, and TB skin test
- acceptable pre-admission drug screen

Applicants will be notified by letter of their acceptance or non-acceptance to the program.

**Section 3.0**

**PHLEBOTOMY TECHNICIAN**

**REQUIRED COURSES**

(to be completed within the same semester)

PBT 1113 Phlebotomy.....3

PBT 1122 Clinical Practice .....2

Electives (optional)

**PBT 1113. PHLEBOTOMY.** This course is designed to provide practical instruction in the proper techniques used in collection, processing and handling of blood and body fluid specimens for laboratory analysis. The course includes basic medical terminology, medical ethics, basic anatomy and physiology, and laboratory operations. 3: Lecture 2 hours, laboratory 1 hour

**PBT 1122. PHLEBOTOMY PRACTICUM.** This course provides a clinical practicum in an accredited laboratory affiliate. The practicum involves patient preparation, selection and preparation of puncture sites, collection of specimens, maintaining equipment, post-collection patient care, and specimen processing. Requires a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures. This course may be waived for those who have documented evidence of 6 months phlebotomy experience in an accredited full service laboratory within the past 5 years. SCH 2: 100 clock hours

## **Section 4.0**

### **PROCEDURE FOR RE-INSTATEMENT TO THE PROGRAM:**

If a student fails or wishes to reapply for the program, they must appeal to an Admissions Review Board consisting of the Dean of Health Sciences, PBT Program Director and instructors, a counselor, one or more impartial instructors in the Health Sciences Division, and the clinical instructor (if applicable). Request for readmission must be initiated in writing by the student and directed to the PBT Program Director.

1. **A student is eligible for readmission only ONE time. This applies to courses attempted in any PBT program, whether at MDCC or PBT program at another institution. The only exception to this is:**
  - A student who has a passing grade in the clinical and the classroom setting, who is forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
2. Each student being considered for readmission into a health science program will be considered on an individual basis. Space must be available in the class. No precedent will be set by the decision of the committee.
3. A student requesting readmission to a health science program may be required to take a challenge exam to assess placement. It may be necessary that courses be repeated.
4. The student may be required to complete an Assessment Tool for Readmission of Students

After information is reviewed, every effort is made to readmit students, however readmission may be denied based on objective data regarding the individual application.

#### **A. FAILURE OR WITHDRAWAL FROM DIDACTIC COURSE (PBT 1113)**

Both PBT 1113 and PBT 1122 must be completed concurrently. However, if the student receives a grade of “D” or “F” for PBT 1113, a grade of “Incomplete” (I) will be recorded for successful completion of PBT 1122. If the student is allowed to re-enroll in PBT 1113 within one year, and it is repeated successfully within a year, full credit for both courses will be received. If more than one year passes, both courses must be repeated.

#### **B. FAILURE OR WITHDRAWAL FROM PRACTICUM COURSE (PBT 1122)**

Request for readmission must be initiated in writing by the student and directed to the PBT Program Director. It is preferred that the practicum be repeated in a different affiliate. The Laboratory Manager and clinical instructors will be informed of the reason the practicum must

## Mississippi Delta Community College Phlebotomy Program

be repeated and may require an interview with the student. All of the student records pertaining to the prior practicum experience will be available to the Laboratory Manager. Following consultation with the pathologist and phlebotomy clinical instructor, Mississippi Delta Community College assumes the responsibility for the final decision concerning acceptance or rejection of the student for repeat of the practicum.

Students will be allowed to repeat a practicum within one year and only if clinical space is available after non-repeating students are assigned clinical spots. Repeating students have last priority for clinical space. If more than one year passes, both courses must be repeated. Repeat of either didactic or practicum will be allowed only once.

The Hospital shall have sole discretion regarding acceptance of any student previously discharged by a clinical affiliate for any reason that would make acceptance as a student inexpedient.

### **C. Unsuccessful Completion of Clinical Requirements (PBT 1122)**

If student is unable to complete the required number of successful specimen collections or has not completed the required clinical clock hours within the calendar semester; they will be allowed to extend the clinical experience beyond the MDCC calendar semester up to three weeks. The extension must be taken immediately following the completion of the calendar course schedule. If the student is still unable to meet the minimal clinical requirements; the student will be withdrawn from PBT 1122. Students will be allowed to repeat the practicum within one year and only if clinical space is available after non-repeating students are assigned clinical spots. Repeating students have last priority for clinical space. If more than one year passes, both courses must be repeated. Repeat of either didactic or practicum will be allowed only once.

The Hospital shall have sole discretion regarding acceptance of any student previously discharged by a clinical affiliate for any reason that would make acceptance as a student inexpedient.



**Mississippi Delta Community College  
Medical Laboratory Technology and Phlebotomy**

**Assessment Tool for Readmission of Students**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Program

\_\_\_\_\_  
Date

- I. Average in Program at time of departure. \_\_\_\_\_
- II. Directions: Evaluate your past performance in the program as satisfactory or unsatisfactory. If unsatisfactory, please explain why under comments. Answer the attached questions.

	S	U
Attendance/Punctuality		
Assignments turned in on time		
Appearance		
Attitude at time of departure		
Need for additional courses		
Problems in other areas- courses		
instructors		
college		
Campus class participation		
Campus Lab practice/participation		
Rotation/Clinical participation		
Responsibility/accountability		
Ability to apply knowledge		
Acceptance of constructive criticism		

Comments:

Briefly discuss the following:

1. Date of withdrawal from program.



**Section 5.0**

**PHLEBOTOMY PROGRAM EXPENSES**

PBT 1113 – Phlebotomy and PBT 1122 – Clinical Practice

Tuition	\$130.00/semester hour
Physical Exam, Drug Screen, Hep B Vaccine (over 6 mo. period)	\$400 (approx)
ASCP Certification Exam (Optional)	\$135.00
Textbooks (The Phlebotomy textbook 4 <sup>th</sup> Edition. Author: Strasinger)	\$80.00
Liability Insurance	\$15.00
Accident Insurance	\$15.00
Background check	\$60.00
Duplication fee	\$25.00
2 sets of scrubs	\$100.00
Disposable Lab Coat	\$20.00
Professional Work Shoes	\$65.00
CPR	\$35.00

*(All fees, tuition & textbooks subject to change)*

This estimate of costs is meant to be used only as a guide to students, parents, and sponsors. The figures are based upon previous school year averages and are not binding on the college or the PBT program.

Several items necessary for the program cannot be accurately estimated. First, the student travel expenses to clinical laboratory experiences will vary due to location. All students, whether they live in the dormitory or commute, are responsible for their own transportation to hospitals and other health care agencies utilized in program.. Each student must have dependable transportation to travel to clinical agencies. These expenses are not included in the cost estimate. Uniforms and accessories' costs will vary according to the style selected as well as size.

Textbook costs are based on those required for each course.

## **MISSISSIPPI DELTA COMMUNITY COLLEGE PHLEBOTOMY TECHNICIAN**

### **Section 6.0**

#### **Standard Functions for Admissions and Progression**

The following standard requirements provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Phlebotomy program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans With Disabilities Act (ADA) as well as the Standard Requirements for Admission and Progression. If you are uncertain as to your ability with any of these standard functions, please consult with the PBT Department Chair.

In order to successfully complete the Phlebotomy program, an applicant/student must be able to do the following Standard Functions:

- Vision – The Phlebotomy Technician student must be able to read test order requisitions, discriminate colors, and record information.
- Speech and Hearing – The Phlebotomy Technician student must be able to communicate effectively and sensitively in order to elicit information. The student must be able to assess non-verbal communication and must be able to transmit the information to all members of the health care team.
- Fine Motor Functions - Physical abilities to move about freely and maneuver in small spaces, stand and/or walk for long periods, and access areas within the healthcare facility. The Phlebotomy Technician student must manifest all the skills necessary to manipulate instruments and equipment. The student must be able to perform phlebotomy safely and accurately.
- Psychological Stability – The Phlebotomy Technician student must demonstrate the emotional health required for full utilization of the applicant’s intellectual abilities. The student must be able to recognize emergency situations and be able to take the appropriate action.

## **Mississippi Delta Community College Phlebotomy Technician**

### **Section 7.0**

#### **PROFESSIONAL BEHAVIOR**

Faculty of Mississippi Delta Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Mississippi Delta Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by MDCC and clinical agency policies during each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in disciplinary action.

#### **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply is cause for immediate dismissal from the program.

#### **ASCLS CODE OF ETHICS**

##### **Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

##### **I. Duty to the Patient**

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

## **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

## **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice

## **Section 8**

### **ACCIDENTS/EXPOSURE**

***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 and charged to your student account.

***Accident Insurance***-- The Student Accident Insurance pays for injuries occurring from school sponsored activities related to the selected classes. The policy pays for reasonable and customary charges for treatment of injuries. It does not pay for illnesses such as allergies, influenza, or fainting. This insurance is purchased automatically through and charged to your student account. If an accident occurs, the student must produce a bill and any paperwork regarding the accident in order for the accident insurance to cover the costs incurred.

## **Section 9.0**

# **HEALTH SCIENCES SUBSTANCE USE POLICY**

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other substances affecting behavior. It is our belief that a substance/drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community. MDCC Health Sciences has a zero tolerance drug/alcohol policy inclusive of: possession, use, or under the influence while on any MDCC campus or clinical affiliate.

Preadmission drug screening is required as a part of the physical exam for all students admitted to the Health Science Programs. A satisfactory drug screen is required for admission. All drug screening will be done in a manner to assure verification of an accurate specimen. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the collecting agency. If there are any discrepancies with the specimen, the student may be subject to retesting. If any student(s) is caught falsifying a urine specimen or in possession of a falsified urine specimen that individual(s) will be immediately re-tested and be subject to disciplinary action by the College and the Health Science Department. If a student does not report for, or refuses drug testing at the designated time, or leaves the drug testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program. All prescription medications taken regularly or as needed should be listed on the medical form. The student must notify and provide written proof of any medications which may affect behavior to the program director.

Random and/or group drug screening may take place each semester. Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. The student will be suspended pending test results. Refusal by a student to participate in a drug screening is in violation of the established policy and will result in dismissal.

If any drug screening is positive, the student is dismissed immediately from the program. Any drug screening, whether it is done for employment purposes, law enforcement purposes or school purposes, that is positive during the period of time the student is enrolled in the Health Science program, the student will be dismissed immediately from the program. The student will be given an opportunity to meet with the Program Director and the Dean of Health Science. The student may be considered for probationary readmission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. If probationary readmittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense.

Drug testing procedures will be carried out at the direction of the Vice President of Student Services and the laboratory personnel conducting the screening. Testing may be in the form of



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urine testing or hair sampling as deemed necessary by the Vice President of Student Services in consultation with the collecting agency. Lab results are submitted directly from the lab to the Vice President of Student Services. The Vice President of Student Services sends notification of drug testing results to the Dean of Health Science or Program Director. Results are confidential and will be placed in the student's file.

**\*\*Alcohol:** While wearing any official school insignia, alcoholic beverages may not be consumed in public places.

## **Section 10.0**

### **MISSISSIPPI DELTA COMMUNITY COLLEGE DIVISION OF HEALTH SCIENCES**

#### **POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK**

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

The background record check is completed by submission of fingerprints by MDCC campus Police Department to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check **MUST** be completed prior to admission to a Health Science program or prior to clinical experiences, as defined by the program. Students who have a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program director/supervisor. If the background clearance expires during a student's program of study, the student must repeat the background records check. Students will also be subject to repeat a background record check based on clinical agency requirements, changes in the Mississippi law, rules or regulations, or any suspicion of criminal behavior.

#### **Procedure for Background Record Check:**

1. Student will be assigned a time to be fingerprinted by the MDCC Campus Police Department. This will be done in the Campus Police Department office in Tanner Hall or in the Allied Health Building as determined by the Program Director/Supervisor. Failure to attend assigned time may deter a student's admission into a program. **Students WILL NOT be fingerprinted without an assigned time.**
2. Student must complete Criminal History Background Application Information form.

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3. At the assigned time of fingerprinting, the student MUST bring a photo ID driver's license.
4. Upon the completion of the background record check, the student will receive either a Criminal History Record clearance letter from the Mississippi Department of Health and a notarized clearance letter from MDCC, OR determination of non-suitability for employment.
5. If the student receives the clearance letters, a copy is maintained in the student record in the respective Health Science program office. The student is to maintain the original copy for use as indicated by clinical agencies. The student is to carry the original letter to clinical orientation as determined by each agency.
6. If the student receives a non-suitability for employment or "RAP" sheet, the student will be required to meet with the Division of Health Sciences Chairperson and Program Director/Supervisor as indicated. Review of the criminal history record check findings will determine if the student is able to participate in clinical experiences based on disqualifying events. If a student does not meet the requirements of the Mississippi law, the student will not be allowed to participate in clinical and will be dismissed from the program. If a student has a non-disqualifying event, it is possible that the student will be able to participate in patient care activities and progress in the program.

If a student has a "RAP" sheet, it is the student's responsibility to meet with the Human Resources Department, as determined by the clinical agency, to review the student's "RAP" sheet for EACH clinical agency attending. The clinical agency has the right to restrict any student with a criminal history record from participating in patient care activities. In the event this occurs, the school will attempt to change clinical sites. However, if the student is not able to attend clinical, the student will not be able to meet the requirements of the program and thus, will not progress.

A copy of the "RAP" sheet will be maintained in a sealed envelope in the student's record in the respective Health Science program office. The student should maintain the original copy of the "RAP" sheet.

## **Section 11.0**

### **Confidentiality Guidelines**

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information will be provided to students on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers. Each student will view a HIPAA Guide video specific to the appropriate field of study.

Each student is to view the DVD: HIPAA: A Guide for Healthcare Workers or a video specific to the appropriate field of study.

All patient medical and financial records, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Under HIPAA regulations, you can only discuss patient information if it is directly related to treatment, and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by these guidelines.

## **Section 12.0**

### **MISSISSIPPI DELTA COMMUNITY COLLEGE HEALTH SCIENCE PROGRAMS**

#### **BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES**

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be handling blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for you and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that you be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

#### **PREGNANT HEALTH SCIENCE STUDENTS**

Pregnant health science students are not known to be at greater risk of contracting the HIV virus than students who are not pregnant. However, if during pregnancy a student becomes infected with HIV, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

#### **HIV-POSITIVE STUDENTS**

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have defective immunity, are at risk of acquiring or

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experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.

3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature on the signature page verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

I understand if I choose not to take the Hepatitis B vaccine series, I will sign and submit a declination statement.

## **Section 13.0**

### **Mississippi Delta Community College Phlebotomy Program**

#### **INFORMED CONSENT**

In health science courses, the possibility of exposure to blood or other body fluids exists. Accepted safety practices for the profession must be followed.

During the year you will be participating in classroom, laboratory, or clinical activities in which learning requires student subjects as part of the training procedures, demonstrations/and or experiments. As part of your learning activities you will be asked to perform specific skills or be asked to be the subject of specific skills practiced by other students.

In addition, laboratory samples are sometimes obtained from hospitalized patients. Though specimens that present a known health hazard (e.g., Hepatitis or HIV positive) will not be acquired for campus laboratory use, specimens have not been tested for disease and should always be handled using "standard precautions".

Learning activities that use student subjects or otherwise use infectious materials will be conducted under the supervision of the instructor who has been assigned to teach the course.

#### **Benefits**

The experiences listed below have been selected because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and, therefore, may result in less effective learning.

#### **Risks/Discomforts of Invasive Procedures**

Participation may create some anxiety for you. Some of the procedures may create minor physical discomfort. Specific risks/discomforts are listed.

#### **Your Rights**

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, you will not

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be able to successfully complete the course. You may ask questions and except explanations of any point that is unclear.

Learning activities	Specific Benefits	Specific Risks/Discomforts
1. Venipuncture using both syringe and vacutainer	Student gains experience prior to performing actual procedure on patients in clinical setting.	Possibility of hematoma with venipuncture, slight temporary pain with puncture
2. Capillary puncture using finger	Student gains experience prior to performing actual procedure on patients in clinical setting.	Minimal possibility of infection when area is kept clean, slight temporary pain with puncture
3. Bleeding time	Student develops: <ul style="list-style-type: none"> <li>a. proficiency in skills</li> <li>b. confidence</li> <li>c. ability to communicate appropriately with patient</li> </ul>	Minimal possibility of infection when area is kept clean, slight temporary pain with puncture
4. Laboratory test procedures on specimens from patients	Student performs test procedures that cannot otherwise simulated	Usual risk of infection associated with bloodborne pathogens
5. Culture and susceptibility tests on live microorganisms	Student performs test procedures that cannot otherwise simulated	Usual risk of infection associated with live pathogens

I have read the entire Informed Consent document and understand the risks/discomforts and benefits described. My questions have been answered. My signature on the signature page verifies the statements below:

I HEREBY CONSENT to perform, and allow fellow classmates to perform on me, capillary puncture and/or venipuncture to meet the needs of the courses in the MLT/PBT curriculum. In all laboratory courses, I will utilize "standard blood and body fluid precautions" as though all specimens were capable of transmitting disease.

In addition, I HEREBY RELEASE Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting there from.



## Section 14

### **Health Sciences LATEX ALLERGY POLICY**

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching, nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program advisor the first week of the school term. If allergic condition develops while in the program the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. **No additional accommodations for latex allergy are available.**

My signature on the signature page verifies that I understand that I am responsible for providing written documentation from my physician regarding any latex sensitivity or latex allergy and I must complete the MDCC latex allergy waiver prior to any laboratory or clinical activity.

## Section 15

### **Health Sciences**

## **SOCIAL NETWORKING (MEDIA) POLICY**

*Social media* includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications --ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesignated persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post

**For all Health Science students and employees, all social media postings must be made with the program, division, state and national Code of Conduct, Professional Behavior, Professional Ethics and Confidentiality, and Safe/Unsafe Clinical/Practicum policies in mind that are outlined in the program specific student and/or faculty handbook.** Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal. Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. The following best

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practices are encouraged:

You are personally responsible for the content you publish:

- Do NOT post the personal information or photograph of any patient/client at clinical sites. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do NOT represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do NOT share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval.
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do NOT post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do NOT post copyrighted content.
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.
- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.
- As a rule faculty should not extend or accept a "Friend" or "Follow" request from current students. This may result in the appearance of favoritism.
- Faculty/staff can NOT post any information concerning a current or past student's progress, board pass rate or other personal information. Faculty should not use social media to contact students regarding assignments, grades, classroom participation, remediation, or anything related to school activities. This is to ensure the security of the communication between student and instructor in accordance with the FERPA privacy act.

### Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may NOT represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

### Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

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- Make sure posts are relevant and accurate.
- Do not display vulgar language.
- When commenting on other individual's posts refrain from posting potentially inflammatory or unflattering material.

### Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for other's privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.
- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors or other unverified information. Not everything posted on social media is true.

### Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

### Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your posts including future and/or current employers.

## **Section 16**

### **Consensual Relationships Policy**

MDCC may restrict consensual relationships between employees and students, and between employees.

- All college employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not any real authority over the students exists. Therefore, situations which may present the appearance of a consensual romantic or sexual relationship between a college employee and any student of the college should be avoided.
- No college employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the college.
- No college employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the college, in the case of a student, or termination, in the case of an employee. Due process for *employees* will be followed according to sections 4.1.M and 4.1.N in the MDCC Policies & Procedures Manual. Due process for *students* will be followed according to the disciplinary process for students in the MDCC College Catalog.

This policy shall not apply to students, faculty, or staff who are married to each other.

For purpose of this policy and procedure, the following terms are defined:

- **Employee**: An employee is any person employed by MDCC as a faculty or staff member, whether full-time or part-time. For purposes of this policy and procedure, adjunct instructors are considered employees of the college.
- **Student**: A student is any person enrolled full-time or part-time in any instructional program at MDCC.
- **Consensual relationship**: A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.

## **Section 17.0**

### **ADVANCED PLACEMENT**

The Medical Laboratory Technology Program at Mississippi Delta Community College offers an option for successful completers of the MDCC Phlebotomy Program to apply for early enrolment into the MLT Program. Students successfully complete the MDCC Phlebotomy program (PBT 1113 and PBT 1122) and have been selected into the Medical Laboratory program may waive enrollment in MLT 1112 Fundamentals of Medical Laboratory / Phlebotomy and join the current MLT Freshmen.

#### **Eligibility**

- ACT score of 16 or above
- Taken an entrance exam
- Have no more than 11 hours of required academic courses to complete\*
- Acceptable criminal background check, as required by Mississippi State Law
- Satisfactory pre-admission physical exam and drug screen
- Applicants into the MLT Accelerated Track are subject to the admission requirements as listed under "Requirements for Admission."

\*PBT graduates applying for the Accelerated Track admission into Spring term can only lack 11 hours of other non-MLT courses. PBT graduates applying for admission into Fall term will be evaluated with incoming freshmen and will be allowed to forgo the MLT Fundamentals class (MLT 1112).

The program director is responsible for evaluating transfer and advanced placement credit. College policies concerning advanced placement in the academic division are stated in the College Catalog. Students applying for the MLT program who have earned credits by transfer, exam, or evaluation which are equivalent to the entire first year of the program would be placed into the second year courses on a space-available basis.

## **Section 18.0**

### **TEACH OUT PLAN**

In the event of program or clinical affiliate closure, currently enrolled students will be given time to complete the full program. In the event of immediate unexpected closure of MDCC campus or clinical affiliate, students will be relocated to alternate locations. In the event of MDCC main campus closure of greater than one week, student campus lectures and labs will be relocated to one of MDCC's satellite campus locations (Greenville Higher Education Center or MDCC Greenwood Campus). In the event of a Clinical Affiliate immediate unexpected closure that is predicted to last greater than three weeks, students will be placed at an alternate clinical affiliate. Those students currently at the affiliate will have first choice to complete before placement of additional students. Clinical completion dates will be extended to accommodate replaced students.

## **Section 19.0**

### **MDCC STUDENT DRESS CODE**

All students are expected to dress appropriately, in good taste, and well groomed so as not to cause a distraction to the educational purposes of this institution.

Inappropriate dress includes:

- No shoes and shirt
- Sagging pants or shorts
- Headdress ("do rags")
- Exposed Underwear
- Short shorts
- Halter or midriff tops
- Hats in buildings
- Unreasonably short dresses
- Pajamas

Any member of the faculty/staff reserve the right to hinder a student from entering a class room or college sponsored event due to inappropriate dress. Any student who is found to be in violation of the Dress Code will be subject to disciplinary sanction by the VP of Student Services Office.

## **Section 20.0**

### **CLASS ATTENDANCE**

Full time attendance is required in both academic classes and clinical experience. Exceptions to these circumstances must be made prior to entering the program. Students are expected to prepare and attend all learning activities. Regular attendance is a significant factor that promotes success in college work. Specific attendance policies for technical courses are listed in course syllabi. Two cuts are allowed in PTB 1113. In PBT 1122 Clinical Practice, 100 clock hours are required. Students are expected to be present as scheduled.

Habitual absences, tardiness and immature behavior are disruptive to the educational process and place an unfair burden on faculty and fellow students. Learning activities are carefully planned for the student's benefit. As a matter of respect to fellow students and instructors, please be on time for all classes. Tardiness, especially after laboratory directions have been given, may constitute dismissal from that particular class and make-up conditions will then go into effect. If you miss a scheduled examination, you are allowed to make it up, according to college policy. A grade of "0" will be given if no make-up is allowed. At the discretion of the program director and course instructor, extended or frequent absences may result in the student's dismissal from the course or special contingencies placed in the student's continuation in the course and/or the PBT program. Absences and tardiness may result in the deduction of points from the student's final grade as stated in the PBT course syllabi.

You are expected to check with the instructor about missed assignments, tests, and class work. Obtain class notes from a reliable classmate. Access to the computer lab may be scheduled during the day if you wish to use the review question software.

Always come to class and clinical prepared. This includes bringing the correct text, any assignments, materials for note taking, calculators, and accessories to be used in the lab. You may be dismissed from class or clinical if not prepared. **NO CELL PHONES OR BEEPERS ARE ALLOWED IN THE CLASSROOM OR DURING CLINICAL.**

### **TARDINESS**

Promptness for both class and clinical assignments are important. Habitual tardiness will not be tolerated and may result in dismissal. Three (3) tardies is considered excessive and will be recorded as an absence. During the practicum, the student is subject to all hospital policies including that concerning tardiness.



## **Section 21.0**

### **RULES OF BEHAVIOR FOR THE PBT CLASSROOM**

1. No cell phone use in the classroom or the student laboratory. If an emergency occurs that requires the use of a cell phone, the student must step outside the classroom.
2. Small snacks and/or drinks are permissible in the classroom. No large meals should be brought into the classroom during times of instruction. Eating is prohibited inside the student lab.
3. Students entering the classroom greater than 15 minutes late during a test will not be able to begin the test at that time. They will have to schedule a time with the instructor to take that test.
4. Disruptions to the class will not be tolerated. This includes talking, note-passing, and rude and/or inappropriate behavior.
5. Children of students may not be brought to class during times of instruction/laboratory.
6. Any materials that need to be printed by the student should be printed at home or in the computer lab adjacent to the Dental Hygiene department. All handouts that are given to the students are also available online through Canvas.
7. Sleeping in class will result in the receipt of an absence for that class.
8. If absent, it is the students responsibility to obtained missed work.
9. An excused absence is still recorded as an absence; use your cuts wisely.
10. Calculators cannot be shared during test or quiz. Cell phones cannot be used as substitutes for calculators during test or quiz.
11. Take care of business before entering classroom or lab.

**A successful student attends class regularly, takes notes, participates in classroom instruction, completes assignments and knows when to ask for help.**

**Section 22.0**

**ASSIGNMENTS, HOMEWORK, PROJECTS**

The instructor reserves the right to penalize the student for negligence or reluctance in completing assignments, homework, projects, etc. This could include:

- deducting grade points for missing deadlines
- grade of "0" for incomplete
- remaining after hours to complete assignments
- probation until complete
- dismissal from class
- dismissal from the program for habitual offenders

## **Section 23.0**

### **Cell Phone Use Policy**

The use of cell phones and other electronic devices is not allowed in classrooms, labs, shops, or other venues where teaching or testing is taking place, unless permitted by the instructor. This includes texting and/or earphone devices. First Offense: A warning will be issued if the device is used in the course of a teaching session. Subsequent infractions during teaching sessions will result in the student receiving appropriate disciplinary action, including but not limited to, being counted absent and possible withdrawal from the course. If such a device is used in the course of graded work, the work will be confiscated, and the student will receive a failing grade for that graded work with possible withdrawal from the course.

### **ELECTRONIC DEVICES**

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break.

Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of iPad, PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks.

Our student laboratory is considered “contaminated” as we work with human blood and body fluids. If a student chooses to use cell phone or tablet applications during the laboratory component of the course, these items must have a protective cover that can be disinfected at the conclusion of the activity.

If a cell phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only.

These devices should be securely stored and used only during approved break times. These purposes will be determined by the clinical instructor. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

## **Section 24.0**

### **HEALTH and SAFETY**

The school is interested in not only your health when you are first enrolled, but also in your continued good health. Prior to admission you completed a student health form. The PBT program makes every effort to protect students by maintaining a safe working environment on campus and at clinical affiliates. You will be taught and expected to practice good patient contact procedures. Due to the nature of the medical laboratory profession, you will come in contact with potentially infectious patient specimens. The Occupational Safety and Health Administration (OSHA) issued a standard that is designed to substantially reduce the risk of contracting a blood borne disease. You will be taught the correct methods of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease for you or for your fellow workers. Habitual disregard for safety will result in dismissal.

After instruction in safety precautions, the student assumes the risk for infection due to his own actions in the laboratory or to the inherent risk involved due to the nature of the profession.

If injury occurs in the classroom or student laboratory, the accident must be reported to the instructor and an incident report completed. Minor accidents will be treated with customary first aid procedures. If additional attention is needed, the policies published in the “Master Plan for Campus Safety” will be followed. Help may be obtained by calling 911, Campus Police, or Dean of Students Office.

Students are provided accident insurance that covers emergency care during student laboratory on campus and the clinical practicum at the affiliated hospitals. Students are required to attend an orientation at the hospital in which safety will be discussed. Personal protective equipment will be provided for students by MDCC and the clinical affiliate. Students may purchase disposable lab coats from the MDCC bookstore for on campus student lab. Students are expected to abide by all hospital safety regulations.

#### **PREGNANCY**

**It is the option of the student to notify the instructor that she is pregnant for her own safety.**

The pregnant student will be expected to meet all assignments and perform all duties required. No exceptions will be made due to pregnancy.

#### **DISABILITY**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990m MDCC endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for those students who are disabled. If you are disabled you should discuss this with the faculty at the beginning of the semester. Campus resources are available for all students with special needs. If no disability is declared,

the student will be expected to perform at the standard expected of all students in the program.

## **COMMUNICABLE DISEASE POLICY**

Since exposure to disease is inherent to performance of phlebotomy and specimen handling, it is required that students strictly adhere to established safety practices. Before handling laboratory specimens, students should begin the series of vaccinations against Hepatitis B virus. A signed declination statement is required if one chooses not to receive the vaccine. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

### **Restricted Laboratory Access**

Due to the possible presence of potential biohazardous materials, the laboratory must be considered “off-limits” to non-MDCC persons, such as student roommates, family members, the public at large, etc. The door to the laboratory will be kept locked except during times when a faculty member or their designee is present. Non-laboratory persons must be escorted by an MDCC faculty member or their designee when in the laboratory. Exceptions to this policy include other Health Science and MDCC faculty and their supervised students as well as MDCC custodial personnel. Other exceptions to this policy are at the discretion of Program faculty. At no time are individuals below the age of 18 allowed to be in the laboratory unsupervised.

## **EMERGENCY INSTRUCTIONS**

Mississippi Delta Community College has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. To reach the MDCC Police Department dial 8011 from any campus phone or 246-8011 from any cell phone, pay phone, or off campus. See Emergency Instructions in the MDCC college catalog.

This is Mississippi Delta Community College’s alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your e-mail account. Registration is free. It is important that all students register to receive emergency alerts.

### **MOBILE REGISTRATION:**

Text the keyword MDCCALERTS to the number 79516 to subscribe. (use the exact keyword, no spaces, when sending the text message). You’ll receive a text message confirming your registration.

-OR-

### **WEB REGISTRATION:**

## Mississippi Delta Community College Phlebotomy Program

Signup from a computer by visiting <http://alerts.msdelta.edu> and creating an account. Need help? Visit <http://alerts.msdelta.edu> and submit a technical support ticket.

### **SERIOUS INJURY OR ILLNESS**

Report the injury/illness to the Vice-President of Student Services Office(246-6442) or the Campus Police Emergency Line (246-8011).

1. The Vice-President of Student Services or his designated representative will call for emergency medical services and/or transportation to local health care facilities.
2. In case of injury or illness, the Vice President of Student Services will notify the involved person's family.
3. All safety precautions should be enforced and injured persons should not be moved until they have been checked.
4. A full report should be given to the Vice President of Student Services by the person administering aid to the victim.

## **MISSISSIPPI DELTA COMMUNITY COLLEGE PHLEBOTOMY PROGRAM SAFETY POLICY AND AGREEMENT FORM**

Since medical history and examination cannot reliably identify the infectivity of all patient's blood and body fluids, precautions against exposure must be followed for all patients. The concept of Universal Precautions was first introduced in 1987 by the Centers for Disease Control and Prevention (CDC) to decrease the occupational risks of blood borne diseases such as Acquired Immunodeficiency Syndrome (AIDS) and hepatitis B to healthcare workers. Further modifications were made later and the name for this policy was changed to "Standard Precautions". The application of these precautions is continually evolving; all body fluids must be handled with the same precautions as blood.

Despite certain safety hazards the clinical laboratory can be a safe work environment. Each laboratory worker must be responsible, use safe work habits, and observe all safety rules posted or not posted which are required by the instructor or employer. No set of safety rules can cover every situation that might arise. Also nothing can replace the use of good common sense when working with laboratory equipment and chemicals. However, several general rules listed below should always be observed:

## Mississippi Delta Community College Phlebotomy Program

1. Refrain from horseplay.
2. Do not eat, drink, smoke, chew gum or apply cosmetics or lip balm in the work area.
3. Wear a long sleeve, knee length disposable buttoned laboratory coat and closed-toed shoes.
4. Pin long hair up/secure long hair with an elastic band to keep hair off the shoulders to prevent contact with biohazardous materials or chemicals.
5. Do not wear chains, bracelets, rings, or other loose hanging jewelry.
6. Use gloves AT ALL TIMES when handling blood and other body fluids, biological specimens, and hazardous chemicals or reagents.
7. Use standard precautions in handling patients and biological specimens, including human blood and diagnostic products made from human blood.
8. Clean and disinfect work area with 10% bleach solution before and after laboratory procedures and at any other time necessary.
9. Wash hands BEFORE and AFTER any laboratory procedures, after removing gloves, and any other time as appropriate.
10. Discard all contaminated materials into an appropriate, labeled biohazard container. (A rigid, puncture-proof container must be used for disposal of sharp objects such as needles and lancets.)
11. Wear safety glasses, goggles or face shields or use a countertop acrylic shield when working with strong chemicals and whenever splashes are possible.
12. Wipe up spills promptly using the appropriate procedure for the type of spill.
13. Use an appropriate mask or respirator when working with chemicals or other materials that give off dust or fumes.
14. Follow the manufacturers' instructions for operating all equipment.
15. Handle all equipment with care and store properly.
16. Report any broken or frayed electrical cords, exposed electrical wires, or damage to equipment.
17. Do not use bare hands to pick up broken glass. Use a broom or brush and a dustpan. Discard into specimen containers for broken glass.

Mississippi Delta Community College Phlebotomy Program

18. Do not allow visitors into the work area of the laboratory unless they are properly attired and have been instructed in patient confidentiality issues and safety precautions.
19. Report any accident immediately to the supervisor or instructor.
20. Absolutely NO PIPETTING by mouth.
21. Use and store microscopes carefully. Use only LENS paper when cleaning glass lens, objectives, condensor lens, etc. Be sure and clean all oil off of the oil immersion lens before storing and return the revolving nosepiece to the low power objective.
22. Plainly label all lab bottles, slides, glassware, etc. When reagents have been used, return them to the proper storage place.
23. Cover all centrifuges when operating. DO NOT OPEN centrifuges before they have stopped.
24. Locate and be able to use first aid and safety equipment in the lab.

**My signature on the signature sheet verifies that I understand and will comply with the health and safety policies of the MDCC Phlebotomy Program.**



## **Section 25.0**

### **STUDENT EVALUATION**

Students must demonstrate discernable progress in their chosen program of study. A student who is failing PBT 1113 at the time PBT 1122 normally begins will not be allowed to begin clinical practice. If the grades in PBT 1113 improve to an acceptable level in time for PBT 1122 to be completed by the end of the semester, the student will be allowed to begin clinical practice at that time. However, if there is insufficient time left in the semester once grades improve, the student will be removed from the class.

### **DIDACTIC COURSE EVALUATION**

Grading systems and the objectives to be used in each course are included on the course syllabus provided to students at the first meeting for each course. Exams, lab practicals, study questions, or any other criteria to be used in grading are marked and returned to the students promptly. Examinations are the property of the PBT program and will NOT be returned to the students to keep. Failure to return exams will result in a deduction of 10% of the student's grade.

Students are required to maintain a "C" average (grade of 75) in both academic and clinical aspects of the program to obtain course credit and receive a certificate of completion.

**If a student has less than a "C" in any course at mid-term, a conference with the Program Director or instructor is advised.** Student grades will be posted on Canvas. The Medical Laboratory Technology / Phlebotomy program instructors will NOT automatically hold midterm progress conferences. However, if any questions or concerns arise pertaining to your grade do not hesitate to ask instructor or program director.

Canvas can be accessed through the main MDCC web page ([www.msdelta.edu](http://www.msdelta.edu)) log-on using your ID and password. Choose the course in which you wish to view your progress. Using course navigator (left hand side) to choose "Grades"; view your grades. This web site will also be utilized to post "Handouts" including but not limited to: power point, lecture objectives, lecture outlines, and study guides.

## Section 26

### **PROBATION/DISMISSAL/COUNSELING**

The Mississippi Delta Community College Phlebotomy Program recognizes that a wide range of problems not directly associated with one's school function can have an effect on performance. In most instances, the student will overcome personal problems independently. In other instances, normal counseling will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level.

The MDCC Phlebotomy Program reserves the right to dismiss a student at any time for any of the following reasons:

1. Inability to maintain satisfactory grades.
2. Failure to develop those qualities considered essential to the ethical practice of Phlebotomy. (After counseling if needed.)
3. Infraction of hospital or college rules and policies.
4. Insubordination.
5. MDCC maintains the highest level of academic integrity. Any student who chooses to compromise this integrity through cheating on coursework, exams, plagiarism, etc. will receive an "F" on the work and/or dismissal from the course with a final grade of "F."

Depending on the severity of the infraction, the student may be given a warning, placed on probation, or dismissed from the program.

Failure to maintain satisfactory grades will result in dismissal from the program in most instances. Re-tests will not be administered on written tests nor laboratory practicals.

In some cases, neither the efforts of the student nor counseling staff have the desired effect of resolving the student's problems, and unsatisfactory performance persists over a period of time, either constantly or intermittently, despite warnings or probation. Therefore, the school believes it is in the interest of the student and the program, to terminate the student from the program after hearings and due process as stated in the MDCC catalog.

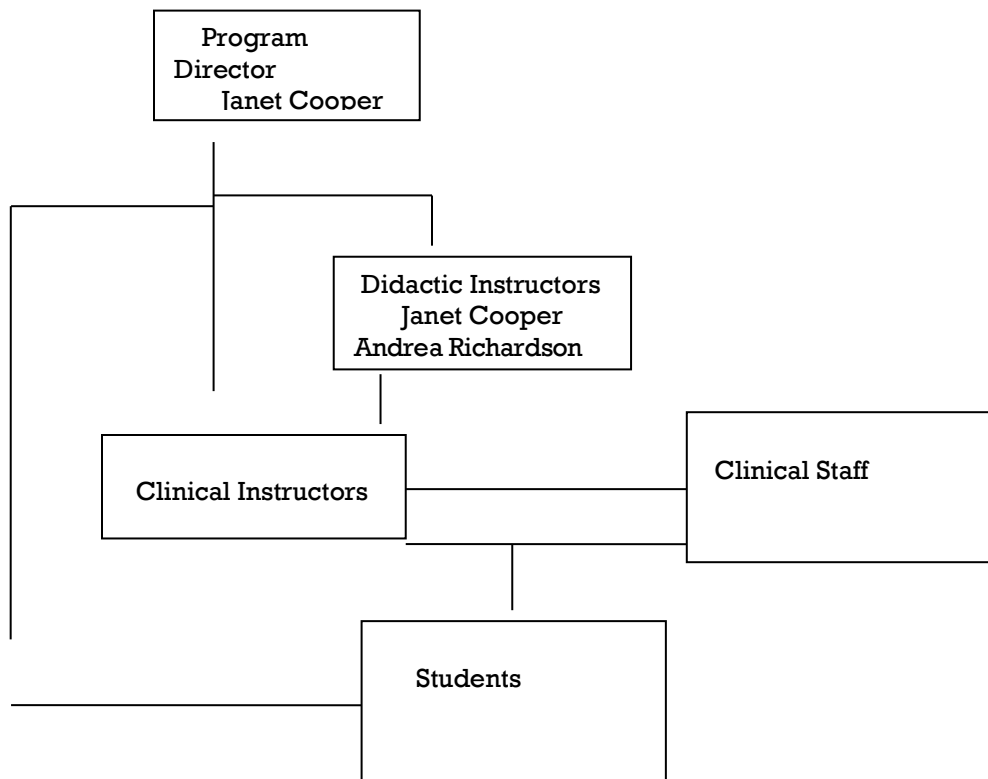
Students will be allowed to **repeat the Phlebotomy course only one time**. This applies to courses attempted in **any** program - MDCC or at another institution.

**Section 27**

**Grievance, Complaints, and Appeal Procedures**

The PBT program adheres to the MDCC Student Grievance Procedures as outlined in the MDCC Catalog/Student Handbook. The PBT faculty takes seriously any student's grievance or complaint. A student with a grievance in the classroom should follow the PBT department organizational chart which begins with the faculty member followed by the director of the program. If the grievance is in clinical it begins with the clinical instructor, followed by the clinical coordinator/didactic instructor and ends with the director. If the grievance/complaint cannot be resolved within the department the student should seek resolution with the MDCC Student Grievance Procedure.

MDCC Phlebotomy Program Organizational Chart



**Section 28.0**

**CLINICAL PRACTICUM**

**GENERAL INFORMATION**

In order to gain practical experience required to perform the duties of a Phlebotomist, it is necessary for you to spend a certain amount of time in the actual work environment where the type of work you will do takes place. To provide this experience, MDCC has affiliated with six excellent hospitals in this area. All hospitals provide acute care, surgical, pediatric, maternity, and emergency services. The hospitals will determine the number of students that they can accommodate.

**The major part 8 days (68 hours) of the clinical experience should be spent in an acute care setting (hospital), with ambulatory or out-patient lab limited to 4 days (32 hours).**

**UMMC of Grenada - 227-7035(Lab)** 960 Avent Drive, Grenada, MS 38901  
UMMC of Grenada is a 128-bed acute care hospital. Each year approximately 250,000 tests are performed in the clinical laboratory. Approximately 21 technical personnel (MT's and MLT's) are employed in the 4,500 square foot laboratory. The hospital is accredited by the CLIA.

Pathologist: ..... Dr. John C Handcock  
Lab Manager: ..... Tara Eldridge

**Delta Regional Medical Center - 334-2100 (Lab)** 1400 East Union, Greenville, MS 38701  
DRMC is a 300-bed acute care hospital owned by Washington County. Over 350,000 tests are performed annually in the clinical laboratory. Approximately 23 technical personnel (MT's and MLT's) are employed in the 4,200 square foot laboratory. The hospital is accredited by CLIA.

Pathologist: .....Dr. Eric Reimund  
Lab Manager: .....Becky Holland

**Greenwood Leflore Hospital - 459-2665 (Lab)** Hospital Street, Greenwood, MS 38930  
GLH is a 260-bed independent, not-for-profit, acute care hospital. Each year more than 900,000 tests are performed in the clinical laboratory. A separate Stat Lab serves the Emergency Department. In addition, a high volume of reference testing is provided for outlying physician clinics. Approximately 33 technical personnel (MT's and MLT's) are employed in the new 11,000 square foot laboratory. The hospital is accredited by the College of American Pathologists.

Pathologists: .....Dr. Joyce Bradshaw  
..... Dr. Marsha Lucas  
Lab Manager: ..... Robert Nicholas/Will Jacobs

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**Northwest Mississippi Medical Center 624-3420** 1970 Hospital Drive, Clarksdale  
Northwest Mississippi Medical Center in Clarksdale, Mississippi, is a JCAHO accredited, 195-bed, acute care hospital, which includes a 20-bed Medicare/Medicaid-approved Extended Care Facility. The hospital's Medical Staff consists of more than 50 physicians representing 25 medical specialties and sub-specialties. Approximately 12 technical personnel (MT's and MLT's) are employed in the 3,000 square foot laboratory. Approximately 240,00 clinical laboratory test ran annually.

Pathologists: ..... Dr. Andrew Martin  
Lab Manager: ..... Ginger Coats

**Bolivar Medical Center 846-2512** Hwy 8 East, Cleveland, MS 38732  
Bolivar Medical Center in Cleveland, MS is a JCAHO accredited, 164-bed acute care hospital. Approximately 12 technical personnel (technologists/technicians) are employed in the laboratory.

Lab Manager: .....Sharon Buckley

**Chicot Memorial Medical Center (870) 265-9200 2729 Highway 65 82, Lake Village, AR 71653**  
Chicot Memorial Medical Center in Lake Village, AR, is a 25-bed critical access hospital accredited by the Arkansas Department of Health. Approximately 12 technical personnel are employed in the laboratory.

Lab Manager: .....Cynthia Warren

## **Section 28.1**

### **ROTATION ASSIGNMENTS**

Instructors reserve the right to make day-to-day changes in this assignment as is deemed necessary to insure departmental continuity and a good balance of clinical experience.

The PBT affiliate laboratories are valuable partners in health care education. Please remember that the primary responsibility of the clinical instructors is patient service and maintenance of quality laboratory results. You are expected to be of assistance in any way that you can. Even though there may be times when you feel the instructor is over-utilizing or neglecting you, please understand that you are there as a guest of the clinical laboratory and the instructors are being asked to assume an extra duty by instructing you. You are there to learn as much as possible in a very limited time. Please take advantage of this opportunity by being present all hours as scheduled.

In assigning students to a hospital the objectives of the course and the number of students in the area must be considered. Students may be changed from one clinical site to another if the faculty or clinical coordinator considers it necessary to ensure objective evaluation.

#### **CLINICAL ASSIGNMENT**

The Phlebotomy program at MDCC is affiliated with the following hospitals:

UMMC of Grenada, Grenada, MS  
Delta Regional Medical Center, Greenville, MS  
Greenwood-Leflore Hospital, Greenwood, MS  
Northwest MS, Clarksdale, MS  
Bolivar Medical Center, Cleveland, MS  
Chicot Memorial Medical Center, Lake Village, AR

The clinical practicum is spent gaining experience in one of the hospital laboratories with which the program is affiliated. It is the responsibility of the student to provide his own transportation to the assigned hospital.

Prior to the hospital assignment, the student will be asked to list preference for clinical training. The hospital will receive student files prior to the practicum. These files will include a transcript and details of any disciplinary or probationary action taken against the student while at the college. The hospital may also require an interview with prospective students. Though students will be asked their preference for clinical assignment, the final decision is at the discretion of the college and the hospital.

In the event that the number of students admitted to the program exceeds the number who can be accommodated in the affiliated hospitals, students will be assigned on a competitive basis based on GPA in Phlebotomy, math, and science courses and on interview with the hospitals. Students who have never been assigned to a practicum will have preference over any students who are repeating

## Mississippi Delta Community College Phlebotomy Program

the practicum. Those who are not assigned immediately will be placed on an alternate list. As places become available, these students will be given preference to progress to the clinical-related courses.

## Section 28.2

### **TRANSPORTATION**

All students are required to provide for their own transportation to and from the Clinical Affiliates. On occasion, students may be asked to participate at educational work-shops at any of the other clinical affiliates or to return to campus for scheduled activities. Transportation is the student's responsibility.

## Section 28.3

### **CONFIDENTIAL INFORMATION**

Confidential information learned about a patient must be regarded as a sacred trust and **must never be divulged**. Through the professional relationship with the patient, students may learn many things about the patient's illness, treatment, and even their personal lives. This information should not be discussed inside or outside the hospital with, or within hearing distance of, **ANYONE** not professionally connected to the patient. Any breach of this policy could result not only in dismissal, but legal action by the patient as well.

## Section 28.4

### **SERVICE WORK PERFORMED BY STUDENTS**

Students will perform only that service-related work which is clearly defined by clinical objectives and only during the hours of clinical assignment. After demonstrating proficiency, students may be permitted to perform phlebotomy without direct supervision but a certified supervisor must be available on-site during all hours that students are assigned.



**Section 28.5**

**HOSPITAL BENEFITS**

Students are not eligible for any of the benefits provided for employees as covered in the Personnel Policies with the exception of Cafeteria discounts. Therefore, students are required to carry Accident Insurance. Students must also provide liability insurance through the college group policy.

**STUDENTS AS HOSPITAL EMPLOYEES**

Occasionally an MDCC student is also an employee of one of the affiliate hospitals. The college has no authority to specify who qualifies for work, when they work, or who hires or supervises them. All agreements concerning student employment are between the student and the hospital. The terms of the student's employment and compensation are the same as for any other employee, and are not in any way contingent on or related to his/her status as a student.

## **Section 28.6**

# **CLINICAL ATTENDANCE**

It is most important to be present as scheduled. Attendance habits as students usually reflect work attitudes as employees. Prospective employers frequently contact the clinical affiliate for pre-employment references. **Students are subject to the same attendance policies as the employees of the hospital to which they are assigned.**

## **ABSENCES**

**Any absences** from clinical rotation must be made up since 100 clock hours are required for completion of the course.

## **TARDIES**

If a student arrives past the scheduled arrival time, he is considered tardy. Students will adhere to hospital policy regarding number of tardies before disciplinary action is taken. If hospital policy dictates suspension, the action taken for the student will be to record a day of absence. Tardiness refers not only to arrival in the morning but also return after breaks and lunch.

## **POLICY IN EVENT OF ABSENCE, TARDIES, OR EARLY DEPARTURES**

1. If the student must be absent, notify the appropriate person in advance if possible. These "excused" absences must still be made up.
2. Students are to **phone the phlebotomy instructor** or the laboratory manager **before their expected time of arrival** (or as soon as a phone is accessible) if they must be absent or tardy. This is required for everyone whether it entails a long distance call or not.
3. Students who must leave the lab early for good reason (such as emergencies, illness, doctor's appointments that cannot be scheduled during off-hours) must obtain permission from their clinical instructor prior to leaving. Frequent requests to leave early will not be honored.
4. **Tardies and early departures will be made up**; tardies on the day they occur with exception for emergencies; early departures on the next scheduled clinical day or scheduled day off. **Only the clinical instructor who is your supervisor will grant exceptions to this rule.**

Remember, if you are unable to be present when scheduled for any reason, **YOU** are to call the clinical instructor **YOURSELF**, if physically able. If not, someone should call for you. If your phone is out, go to a pay phone. If all lines are out, then you are expected to notify the instructor as soon as service is restored.

## INCLEMENT WEATHER

If **road conditions** are dangerous (ice or snow) **in the area where you must travel** you are not required to report to the hospital. Listen to TV or radio announcement to determine if MDCC is having class. If so, you are expected to report. If MDCC is closed but you live close enough to the hospital to arrive there **safely**, it is **highly recommended** that you report for clinical. There may be laboratory staff who could not get in and your help will be **greatly** appreciated. If "snow days" must be made up by MDCC and you have taken the days off, you, too, must make the time up at the hospital.

If MDCC campus is closed for other reasons (i.e., local flooding, tornado, wind damage, power outage, etc.) you are expected to be at the hospital.

**Use common sense concerning attendance during such conditions. If you can get to the hospital safely - GO.**

## DISCIPLINARY ACTION FOR FAILURE TO ABIDE BY ATTENDANCE POLICIES

1. **Failure to phone in will result in an unexcused absence** that must be made up plus a **loss of 5 points on the final clinical grade**. The clinical instructor will determine make-up dates. Repeated infractions will result in dismissal from the program.
2. **Three (3) tardies equals 1 absence**. Failure to phone instructor if *more than 1 hour tardy* results in an *unexcused absence*.
3. Clinical instructors will notify the Program Director or Instructor of unexcused or excessive absences, tardies, or frequent requests to leave early, etc. This will go on permanent records and may result in the Director requiring verification of reasons given for these and/or future absences.
4. Repeated absences will result in **dismissal from the program**. If a student has excessive absences for justifiable causes, he/she may appeal to the attendance committee for an extension of allowed absences. An appeal to the attendance committee must be made by the student, in writing, within three (3) days from the dismissal date to be considered for reinstatement in the class. Request for an appeal must be initiated by the student and directed to the Clinical Coordinator or Laboratory Manager. The student will remain in class pending the committee decision.

The attendance committee will consist of the Dean of Health Sciences, a MDCC Program Instructor, and the Clinical Supervisor (or Lab Manager). This committee will hear the student's case and decide whether sufficient reason was provided to allow the student to remain in class.

5. If the Attendance Committee allows the student to remain in the program, the student will be required to make up the time missed **at the convenience of the Clinical Instructor**.

**(5 POINTS will be deducted from the final clinical grade.)**

Appeals of decisions made by the Attendance Committee may be made to the Dean of Health Sciences for consideration of readmission according to procedures outlined in the college catalog.

## **Section 28.7**

### **ACCIDENTS AT THE CLINICAL AFFILIATE**

If injured while on duty, first report to your immediate clinical instructor. There will be an accident report filled out **NO MATTER HOW SMALL** it may seem. Immediate care must be rendered in the Emergency Room if your supervisor feels it is necessary. If further attention is required, you will be referred to a private physician. The hospital or college is not liable for accidents not reported **AT THE TIME THEY OCCUR**. The student is responsible for all expenses incurred while at the hospital for clinical rotation. All students are covered by accident insurance purchased through MDCC. Students must provide any bill and paperwork regarding the accident for the accident insurance to cover charges incurred.

**Patient accidents must be reported immediately, no matter how minor,** to the Laboratory Supervisor. Accident reports must be filled out before an out-patient leaves the department and they should be shown to the Pathologist, if one is present in the hospital.

## Section 28.8

### **RULES OF BEHAVIOR FOR CLINICAL ROTATION**

1. Work only in the area to which you are assigned. No loitering in unassigned areas unless you have business concerning a patient.
2. If the clinical instructor to whom you are assigned has no duties or reading assignments for you, ask if you can be of assistance in any other way, such as restocking supplies.
3. If you do not have assigned laboratory duties, you are expected to study for the next assigned test, read laboratory journals, replace laboratory supplies, or study the procedure manuals. You **MAY NOT** play cards, work on craft projects, read non-professional newspapers, books, or magazines.
4. Interpretation of laboratory tests and discussion of test results is the responsibility of the Pathologist. Please refer any questions of this type to the attending physician, Pathologist, or your clinical instructor.
5. **Absolutely no laboratory tests are to be performed without a written or verbal order from a physician.** If a patient, friend or relative asks you to perform a test, refer the person to his physician.
6. You will be instructed in the correct safety procedures for handling specimens, reagents, and equipment. Apply these at all times. Replacement and repair of equipment is costly and time consuming. Negligence will not be tolerated.
7. **Please limit your usage of departmental telephone lines.** If you are busy, all incoming callers will be asked to leave their name and number or a message, except in cases of emergency, so that you can return the call later. Please ask friends and relatives not to call you at the hospital except for emergencies.
8. If you must leave the laboratory for personal or business reasons, check with your clinical instructor **BEFORE LEAVING** and as far in advance as possible.
9. **Health and business appointments should be made on your time off.** If it is necessary for you to miss school due to one of these, time missed will be made up at the discretion of the teaching staff.
10. Leave the hospital at the end of your assigned duty or school day. You may return or remain only if you have school assignments or permission from the instructor.
11. Be prepared to stay or possibly be called back to assist at the hospital in times of emergency or disaster.

## Mississippi Delta Community College Phlebotomy Program

12. In order to maintain accurate records, report any address or telephone number changes immediately to the teaching staff. This is necessary in case of emergencies.
13. In addition to these rules and policies, when applicable, you are also expected to follow those outlined in the Personnel Policies of the hospital to which you are assigned. If you are in question as to what is applicable to you, check with your clinical instructor or the program faculty.

## **Section 28.9**

# **SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES**

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program. Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of disciplinary action.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all inclusive.

**Physical Safety:** Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

**Biological Safety:** Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

**Unprofessional Practice:** Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences

## Mississippi Delta Community College Phlebotomy Program

- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

### **CONSEQUENCES**

- Violations of patient/client privacy with a portable electronic device/use of social media platforms will be subject to HIPAA procedure/guidelines and consequences.
- Students who violate “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum” policies outlined in the program specific student handbook, and Professional Codes of Conduct/Code of ethics codes through the use of social media platforms or portable electronic communication devices do so at the risk of disciplinary action that can be failure in a course and/or dismissal from the program.



## Section 28.10

# CLINICAL DRESS CODE

Clinical dress code is based on the clinical affiliate dress code policies. Students must be properly and professionally attired when on duty. The way you appear to patients and hospital staff is a reflection on the Hospital, the Laboratory, and MDCC. The following are the guidelines you will be expected to follow while in this program.

### **Males and Females**

1. Students will follow the same dress code as the technologists employed at the hospital to which you are assigned. Scrubs will be the designated color assigned by the clinical site. The purchase of scrubs is the student's responsibility.
2. If the laboratory allows employees to wear "street clothes", you may do so also, but they must be professional style. Clothes and lab coats are to be kept clean and **pressed** each day.
3. **Shoes** should be white clinic professionals if you are wearing a uniform or scrubs. White (or whatever color the laboratory requires) **leather** athletic shoes may be worn provided they have no additional color. Shoes that give adequate support and have soft (quiet) soles are recommended for everyone. Keep shoes clean and polished at all times. For safety reasons, **no canvas shoes, shoes with perforations, or sandals will be allowed.**
4. Socks or skin-colored hose must be worn with shoes.
5. Hair should be clean and worn in a manner that is neat and will not create a health hazard for you or the patient. Hair should be pinned up or pulled back to keep it off the shoulders and face. Extreme hairstyles are considered unprofessional. This is at the discretion of the teaching staff.
6. It is necessary for all personnel to keep themselves in such a manner as not to be offensive to others. This includes good personal hygiene (daily baths, deodorant, oral hygiene, etc.). You will often be working quite close to your clinical instructor. Ask if you can carry breath mints in your pocket.
7. You are asked to wear appropriate clothing when returning to the hospital when off duty, whether it be to complete assignments or to visit patients. No "cut-offs", halter tops, etc.
8. Tattoos or body art must be covered at all times during clinical experiences. The student is responsible for taking appropriate measures to ensure tattoos or body art is not visible.
9. No strong-smelling colognes or body sprays should be worn. Patients and/or other personnel may be allergic to these odors and find them offensive.

## Females

1. Slips or camisoles are recommended if underwear is visible. Bras **must** be worn while on duty.
2. Make-up should be worn sparingly and in good taste. Please don't overdo!
3. **No artificial fingernails.** Nails should be trimmed neatly. **Artificial eyelashes** that are not permanently attached to the student's eyelids may **NOT** be worn at the clinical site. They pose a biohazardous safety risk to the student and patients/other personnel (risk of falling off the student's eye, etc.).
4. Jewelry should be worn with good taste and comfort for working in mind. **Small** pierced earrings only, please--not the long dangling type. This is for safety reasons. Rings may be worn, but they should be small enough so as not to puncture latex gloves. Keep in mind that your jewelry should not detract from a professional appearance.

## Males

1. If you do not wear scrubs, dress trousers must be worn -- no jeans. If the men employed in the lab wear neckties, it is recommended that you wear one also, (though this is not required).
2. If you wear "street clothes", you should wear soft-soled casual or dress shoes, not white athletic shoes.
3. Mustaches, beards, and sideburns should be clean and neatly trimmed.
4. Jewelry should be worn with safety and professionalism in mind. In our region of the country, earrings and other body piercing jewelry for males are not considered professional.

## \*\*\*\*\* Unacceptable Apparel \*\*\*\*\*

1. Underwear type T-shirts, tank tops, tops revealing the abdomen
2. Exceptionally tight or baggy pants or shirts; sweat pants or shirts
3. **Jeans or denim pants of any color** (Denim scrubs are acceptable if the hospital allows.)
4. Socks with lace, patterned hose
5. Visible long underwear
6. Sandals, perforated, or canvas shoes
7. Strong perfumes or aftershave
8. Caps, bandanas, or head covering of any type; large bows or barrettes
9. Body piercing jewelry other than on the ears.
10. Pins or badges that may be construed as advocating any political, religious, or otherwise controversial belief.

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The teaching staff reserves the right to make judgments regarding appropriate dress, good taste, and other grooming aspects. If at any time you are corrected about your dress, you are expected to correct this problem **at that time**, unless stated it may be taken care of later. This may include going home to make the correction. Time needed for this will be made up **THAT DAY**.

### **ACCESSORIES**

- ID TAG** Will be furnished by each hospital. Wear these at all times. They are helpful to patients and other personnel. In times of disaster, the hospital badge will be required to gain admittance to the hospital.
- NOTEBOOK** You should carry a small notebook in your pocket to note any special instructions given to you by your instructor.
- PENS** Pens (ball-point and felt markers) are required.

## Section 28.11

# DETERMINATION OF GRADES FOR THE PRACTICUM

## WEEKLY PROGRESS REPORTS

Each week of the clinical practicum, the instructor/clinical liaison will record the number of hours the student was present, along with any pertinent comments regarding the student's performance. The sheet will be turned in to the campus instructor the following week. This report will not involve a grade; however, it will inform the campus instructor/program director how well the student is progressing in her/his clinical experience.

## BLOOD COLLECTION LOG SHEETS

A record of the clinical experience is to be kept **by the student**. Each day, complete one line on the sheet. **Have your instructor initial the sheet at the end of the day**. These sheets become a part of your permanent record so try to keep them as up-to-date and neat as possible.

Your **final grades will not be submitted** to the Office of Admissions and Records or to any certification board (i.e., ASCP Board of Registry or National Certification Agency) until these sheets are on file with the Program Director.

## PRACTICUM EVALUATION

Evaluation of the practicum is the responsibility of the clinical instructor. The program instructors provide the Course syllabus, clinical objectives, and the competency check-sheets to each student at the beginning of the practicum.

At the completion of the rotation, the clinical instructor evaluates the student, using the Clinical Evaluation Form and the Professional Performance Evaluation.

Clinical Competencies	Pass/Fail
Clinical General	30%
Clinical Discipline	70%

**Section 28.12**

**REQUEST FOR REMOVAL OF STUDENTS  
FROM THE CLINICAL PRACTICUM**

The Hospital may request withdrawal of any student whose performance is unsatisfactory or whose conduct or disregard for hospital regulation compromises quality patient care or has detrimental effect on laboratory operation and/or personnel.

When it becomes obvious that a student is not maintaining standards necessary for the training and, in the opinion of the College and the Hospital, cannot improve his/her status to satisfactory performance, the student can be dismissed from the program. This requires the mutual agreement of the College and the Hospital. The student will remain in attendance until a formal hearing is held.

Students may be changed from one clinical site to another if the faculty or clinical coordinator considers it necessary to ensure objective evaluation.

Examples of cause for dismissal include (though not limited to) the following:

- \* Inadequate academic and technical competency
- \* Theft (regardless of amount) or dishonesty
- \* Threatening, intimidating, or coercing patients or others
- \* Unauthorized possession of weapons, firearms, or explosives on premises
- \* Conviction of a felony
- \* Willful damage of hospital equipment or property
- \* Immoral or indecent conduct
- \* Physical assault/battery on employees or patients during working hours or anywhere on Hospital premises
- \* Deliberate omission or falsification of significant information on timesheets or hospital records
- \* Possessing, consuming or being under the influence of intoxicants, narcotics, or non-prescribed barbiturates on the premises
- \* Willful acts or conduct detrimental to patient care or hospital operations that result in neglect or abuse of any patient
- \* Insubordinate acts or statements, or failure to carry out orders
- \* Altering or adjusting timesheets (individual's or other student's)
- \* Unauthorized copying of hospital records, including patient medical charts
- \* Violation of safety standards that could result in harm to patients/employees or major damage to equipment

The hospital has the right to refuse admission (or re-admission) to the practicum to any student on the basis of:

1. Academic record

2. Violation of hospital policy
3. Negligent, incompetent, or intentional actions that jeopardize patient care
4. Negligent or intentional violations of quality control practices
5. Failure to meet the Hospital's standards for safety, health, or ethical behavior

### **Section 28.13**

## **Certification and Licensure**

Upon completion of the program, students are eligible to sit for a national certification examination. Most students choose certification through the American Society of Clinical Pathology Board of Registry (ASCP) or American Medical Technologist. Applications are available on-line via the organizations web site. Cost is approximately \$135.

Pass/Fail Results are received immediately and numerical scores are received within 1-3 weeks. You may be employed as “registry eligible” before taking the examination or receiving scores.

Mississippi does not require a state license, though a number of states do. In most states requiring a license, national certification exams are accepted as proof of competency and no other testing is required.

Completion of the PBT Program is not contingent upon passage of any external certification examination.

**Section 28.14**

**MDCC PBT Clinical Practicum Student Contract**

Your role as a student is to do your best to learn all you can by actively participating in the clinical practicum and to correlate classroom knowledge with real world clinical experience. You are expected to develop and/or strengthen your entry-level competencies. Due to the involvement of health care agencies and their clients in your training, you must observe rules developed to maintain standards of service provided by those agencies. You must not behave in a manner that might disrupt patient care or the orderly conduct of business within the health care agency.

I understand that in the clinical rotation I am a student of Mississippi Delta Community College and will project a positive image of the clinical affiliate, the Phlebotomy program, and MDCC. As a condition of participating at the clinical facility, I hereby agree to:

- Adhere to clinical affiliated policies while on its premises.
- Read and follow procedure manuals and policies of the clinical affiliate.
- Adhere to the attendance policy of the clinical affiliate and the MDCC PBT program
  - Inform the clinical affiliate at least one hour before my scheduled rotation time if absent.
  - Make up any material missed, if absent, at the convenience and discretion of the clinical affiliate. I understand that this may include extension of my clinical practicum.
- Arrive prepared to begin clinical responsibilities on or before the time required by the clinical affiliate. **I understand that tardiness and absences will not be tolerated.**
- Read and take responsibility for completing the clinical objectives.
- Respect and preserve the confidential nature of all medical and personal information related to patients of the clinical facility.
- Adhere to professional standards as outlined in the MDCC PBT Code of Ethics (handbook)
- Cooperate with clinical faculty and other health care workers to provide quality patient care in a timely manner.
- Acquaint myself with the location of reference materials, reagents and supplies.
- Ask appropriate questions, when necessary.
- Bear financial responsibility of any cost for required medical treatment during the clinical experience due to illness, injury, or exposure. All students are covered by accident insurance purchased through MDCC. Report any exposure incidents to MDCC PBT program faculty and clinical affiliate at time of exposure or accident.
- Adhere to this contract and also the regulations of MDCC outlined in the MDCC college catalog and MLT Student handbook.

I have read, and understand the above information and agree to comply with the terms of this contract. I understand that the clinical affiliate and/or college has the right to terminate the clinical experience at anytime for lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of student to meet their performance standards or failure to follow their policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: If a student is an employee of the clinical affiliate, work performed during paid hours (including phlebotomy) cannot be used toward meeting academic objectives.

Mississippi Delta Community College Phlebotomy Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHLEBOTOMY TECHNICIAN**

I have read and do understand **all** materials and policies provided in the Student Phlebotomy Technician Handbook. These materials include but are not limited to the following:

1. Program Description
2. Phlebotomy Technician Program Philosophy & Goals
3. Cost Estimate
4. Readmission Policy
5. Attendance, Tardiness, Assignments
6. Performance Standards
7. Requirements for Completion of Program
8. Grading and Evaluation
9. Clinical Attendance
10. Rules of Behavior
11. Dress Code
12. Accidents at Clinical
13. Practicum Grading Policy
14. Removal of Student from Program
15. Confidential Guidelines
16. Substance Use Policy
17. Criminal Background information
18. Code of Ethics
19. Information release
20. Informed Consent/Bloodborne Pathogens/Hepatitis B Vaccine
21. Latex Allergy, Social Media, Consensual Relationships Policies

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Signature of Student

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Date of Signature

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Signature of Witness

Sign , date, remove this page from the handbook and turn in to your instructor.