

**IVY TECH COMMUNITY  
COLLEGE  
(South Bend/Elkhart)  
SCHOOL OF HEALTH  
SCIENCES**



**PROGRAM  
STUDENT HANDBOOK  
ACADEMIC YEAR  
2024 – 2025**

**IVY TECH COMMUNITY COLLEGE**  
**SCHOOL OF HEALTH SCIENCES**  
**Medical Laboratory Technology (MEDL) PROGRAM**  
**STUDENT HANDBOOK**

**Non-Discrimination and Equal Opportunity Policy**

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all protected classes – race, religion, color, sex, ethnicity, national origin, physical and mental disability, age, marital status, sexual orientation, gender identity, gender expression, veteran or military status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures at [https://docs.google.com/document/d/1\\_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview](https://docs.google.com/document/d/1_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview).

**Booklet Disclaimer**

This MEDL Handbook 2023/2024 handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

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## **Introduction - Program Specific**

The Medical Laboratory Technology Program at Ivy Tech Community College of Indiana is designed to prepare graduates to work in clinical laboratories in hospitals, clinics, physicians' offices, reference labs as well as in industry or research laboratories as Medical Laboratory Technology Programs. Medical Laboratory Technology Programs perform laboratory procedures, define and solve associated problems and use quality control techniques to aid in the diagnosis, treatment and monitoring of patients.

This two-year Associate of Applied Science program requires completion of a minimum of 69 credit hours. The conferring of the AAS Degree is NOT contingent upon passing any type of external certification or licensure examination.

Upon completion of the program requirements for the AAS Degree, the students are eligible to take a national certification exam. Students will also be prepared to continue their education at the bachelor's degree level if they so desire.

### **Accrediting Organizations**

The College is accredited by the Higher Learning Commission.

*The Higher Learning Commission*  
230 South LaSalle St., Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456  
<https://www.hlcommission.org/>

The Program is accredited by NAACLS.

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd. Suite 720  
Rosemont, IL 60018-5119  
Phone: 847-939-3597

# **Ivy Tech Student Handbook**

The purpose of the School of Health Sciences Handbook is to apply concepts of The Ivy Tech Community College Student Handbook to students enrolled in the School of Health Sciences. The full Ivy Tech Student Handbook is available at: <https://www.ivytech.edu/studenthandbook/index.html>

## **Program Philosophy**

The faculty strives to provide a positive, challenging, and supportive environment in which students are able to develop the skills necessary to succeed as medical lab technicians. MEDL Faculty believes that the learning process is a shared responsibility between the faculty and student. The faculty lays the foundation for learning and the student exhibits the study habits and attitude conducive to learning.

The MEDL faculty is committed to providing students with a broad base *of* knowledge utilizing the most current technology and facilities available. In keeping with this philosophy, faculty members continually seek opportunities for professional development, certifications, and internships. In addition to providing students with the necessary clinical and administrative skills, emphasis is placed on the importance of treating all patients with compassion, empathy and tolerance.

## **Online Application Process**

All Selective Admission Program applicants must use the School of Health Sciences and Nursing Online Application system. In order to be considered for admission into one of these limited enrollment programs, an application must be submitted during the application window. No paper or emailed applications will be accepted. For further information please go to this link:

<https://www.ivytech.edu/35320.html>

## **College General Education Outcomes**

### **GENERAL EDUCATION OUTCOMES**

The College has identified six general education areas of focus, in accordance with the state's definition of a general education, designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education areas are:

1. Written communication
2. Speaking and listening
3. Quantitative reasoning
4. Scientific ways of knowing

5. Humanistic and artistic ways of knowing

6. Social and behavioral ways of knowing

### **Terminal Program Objectives –**

Upon completion of the program, the graduate will be able to: Take the Board of Certification Examination through the American Society of Clinical Pathology. Or, the student is eligible for transfer to a Medical Laboratory Science 4-year degree program.

### **Licensure/Certification Identification Requirement**

Many Health Science Programs have Technical Program Outcomes of certification or licensure examinations. Students may be required to have a Social Security Number and/or a State Issued Photo Identification Card to take these examinations. Students not possessing these should begin working on appropriate documentation with their campus International Student Advisor/DSO early in the program.

### **Facilities**

#### **Teaching Facilities**

All facilities and resources of the Ivy Tech Community College are available to MEDL students. Students are encouraged to use support services available, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

#### **Clinical/Externship Facilities**

The clinical/externship experience is an integral part of the educational experience for all MEDL students. The Program has affiliation agreements within each regional service area. For more information on clinical affiliates, please contact the MEDL Program Chair. The clinical/externship is required for program completion. (Program Specific information can be added such as - Each Medical Assisting student is required to complete 200 unpaid hours.)

### **Student Support Services**

<https://www.ivytech.edu/admissions/local-enrollment-centers/>

### **Advising**

Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.



- Students may meet with their advisors during a designated registration session as or as needed during each semester.

For more information, go to <https://www.ivytech.edu/advising/>.

### **Health Services**

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

### **Ivy + Career Link**

Ivy+ Career Link is available to help you in a number of ways:

- Individual coaching to develop their interests, strengths, and career objectives.
- Tools to explore today's careers that provide meaningful insight into the labor market.
- Resources to develop employability skills needed to become career ready in today's global workforce.
- Support in securing career experiences in and out of the classroom.
- Employers and career opportunities in fields of interest.

For more information, go to <https://www.ivytech.edu/career-development/>

### **Housing**

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

### **Transportation**

**All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. The College does not guarantee transportation to, from or during any clinical experience.**

- The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.

- Student assumes all risks in connection with “ride-alongs” or transportation to, from, or during any clinical experience.
- The College does not perform, nor can it ensure a motor vehicle record check of third party drivers of clinical affiliates.
- A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
  - The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience.

### **Disability Support Services (DSS)**

Students pursuing the MEDL Program must be capable of fulfilling the Essential Functions of MEDL Program Students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student’s responsibility to contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with DSS if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the DSS office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the DSS go to <http://www.ivytech.edu/dss/> or contact Sandra Sentore-Roberts. All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived,

although they may be reasonably accommodated. Please refer to the regional contact information at the back of this handbook. If you will require assistance during an emergency evacuation, notify your instructor on the first day of class in order to be prepared for emergencies. Look for evacuation procedures posted in your classroom.

## **Financial Information**

<http://www.ivytech.edu/financial-aid/contacts.html>

### **Tuition and Fees**

Tuition and fees are set by the State Board of Trustees and are subject to change. Two recent programs have been established to assist students with tuition and textbook costs:

- **Ivy+ textbooks** means all required textbooks are one price.
- **Ivy+ tuition** means the student gets the same tuition rate if you enroll in 12 or more credits per semester. <https://www.ivytech.edu/tuition/>

Expenses for the Heath Science student may include fees, educational materials, uniforms, and other materials/equipment for use in the clinical and classroom area. At the time of participation in any certification pathway, the MEDL student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR certification (American Heart Association or American Red Cross), criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of the MEDL Program.

### **Financial Aid**

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

### **Financial Obligation**

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

### **Liability Statement**

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the MEDL Program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical/externship

experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.

## **Student Accident Insurance**

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$3,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Injuries which are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to, the following: · Cutting a finger while chopping an onion in culinary arts class · Getting a fleck of metal in the eye while welding in auto body repair class · Twisting an ankle while lifting a patient in nursing class · Exposure to bloodborne / airborne pathogen (i.e. needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

This accident insurance is **excess insurance**, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance **does not** represent an acceptance of liability from the College.

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

## **Withdrawals and Refunds**

### **Withdrawal Policy**

<http://www.ivytech.edu/registrar/3432.html>

From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Campus Connect or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way.

Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student

who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

### **Refund policy**

In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at <http://www.ivytech.edu/registrar/3435.html>. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

### **Progression/Readmission/Stop Outs**

#### **College Progression and Readmission Policy**

Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the MEDL Program must be in good academic standing according to College policy. <https://www.ivytech.edu/29834.html>

#### **Progression in the MEDL Program**

Students are expected to progress each semester. Students who withdraw or do not successfully complete with a minimum grade of “D” all prerequisite courses to a course with a clinical/externship component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.

If the student has “stopped-out” for longer than 1 year, demonstration of retained competency is required to be re-enrolled in the program. Competency testing is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge. See “Competency List for Stop-Outs” at the end of this handbook.

#### **Stop Outs**

In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out.” Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an

accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission. Student is required to pass the competency list for the courses that have already been successfully completed. \*See “Competency List for Stop-Outs” at the end of this handbook.

## **Re-enrollment Requirements**

If accepted for re-enrollment the student is responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include: initial or updated criminal background check, drug/alcohol screening, physical/immunization requirements and any other changes implemented during the student’s absence from a cohort and resolution of any holds).

## **Credit for Prior Learning**

Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

## **Transferring**

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty within that discipline. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of “C-“ or better in the course(s) involved.

## **Application for Transfer Within the School of Health Sciences**

Once a student accepts a position in a selective admission program, he/she/they must remain at that campus who offered the position. Due to accreditation requirements, it would be rare that a student would be able to transfer from one campus to another. Please see your Program Chair/Dean for more information.

## **Graduation**

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.

- Completion of at least 15-degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

<https://www.ivytech.edu/graduation/index.html>

## **Attendance**

### **College Policy**

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

### **Classroom and Lab Attendance Policy**

Students are expected to attend all lecture and lab sessions. Attendance is necessary to maximize student-learning opportunities. Students who are absent are responsible for missed material. Attendance will be kept for the purpose of financial aid qualification. Specific expectations will be found in each course syllabus.

### **Externship/Clinical Attendance Policy**

Student is expected to attend all schedule clinical internships. Student is expected to arrive on time and ready to work. Student is responsible for all transportation to and from the clinical location. Students are required to notify the MEDL Program Director and the Clinical Location manager of any absences. Excessive tardiness is cause for expulsion from the clinical location.

## **Title IX Statement**

### **Sexual Harassment and Assault**

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy

Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

### **Students Experiencing Pregnancy, Childbirth, or Related Conditions**

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. For more information visit:

[https://www.ivytech.edu/files/5.15\\_Students\\_Experiencing\\_Pregnancy\\_Childbirth\\_and\\_Related\\_Conditions.pdf](https://www.ivytech.edu/files/5.15_Students_Experiencing_Pregnancy_Childbirth_and_Related_Conditions.pdf)

### **Student Complaint Procedures**

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur.

Complaints Against Members of the College Faculty or Staff:

When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.



If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

## **Student Rights and Responsibilities**

### [Code of Student Rights and Responsibilities](#)

The student appeal process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to appeal against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal appeal procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal appeal procedure is also available.

In addition, the grade appeal process provides a mechanism for review when a student believes the final grade he or she received in a course is inaccurate. As with the student appeal process, this procedure encourages students to first attempt to resolve the appeal informally, beginning with the faculty member who issued the course grade.

### **College Rules of Conduct**

The reputation of the College and the College community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified, and honorable manner. While enrolled at the College, students are subject to College jurisdiction. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is not in the best interests of the student, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the College rules of conduct. Please refer to the [Code of Student Rights and Responsibilities](#). Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and College policy.

### **Guidelines for Professional Conduct in Clinical Settings**

#### **Purpose**

Safety and security is a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook.

The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

The Guidelines for Professional Conduct are divided into three main groups, which are outlined below. General actions are listed at the end of each category. Please discuss any questions you may regarding these and any other policies or guidelines with your Health Sciences faculty.

Disclosure of confidential patient information, clinical facilities (including clinical locations), staff and provider information, and any related information and experiences is **STRICTLY PROHIBITED**. Information disclosed through email, any form of social media, verbally, or via texting may be considered a HIPAA violation and carry penalties up to \$1.5 million (<https://www.ama-assn.org/search?search=HIPAA> . Please refer to the [Social Networking Guidelines for more information](#) ([Social Networking, Cell Phone and Class Recording Guidelines](#)).

## Group I

**This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting.**

The following points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. The student will adhere to state and federal confidentiality laws, including but not limited to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and clinical affiliate confidentiality policies and procedures. The student will maintain confidentiality about all aspects of the clinical experience: this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If a situation arises requiring disclosure of information by law, the student must seek out guidance from the clinical faculty member.
  - a) The student will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
  - b) The student will not remove or photocopy any part of the patient or clinical records.
  - c) The student will not use any patient identifiers, as defined by HIPAA, in written assignments.
  - d) The student will destroy any notes that were taken to provide care for the patient according to the clinical affiliate policy and will not carry those notes outside of the clinical.
  - e) The student is expected to follow guidelines in the School of Health Sciences Student program specific Handbook with regard to social media, cell phones, email or other electronic media.
  - f) The student will not discuss any patient, clinical experience with patients, or clinical site on social media. Postings on social media sites are not considered private nor are they ever truly deleted, regardless of privacy settings.
  - g) Students are prohibited from taking photos or videos of patients or their health record on personal electronic devices, even if the patient or hospital staff gives you permission to do so.
  - h) The student will not access HIPAA protected information for patients/families not directly related to assigned patient care unless authorized by the clinical faculty, preceptor, or clinical agency staff.
2. The student will ensure that any communication of patient information is performed in a timely, accurate and truthful manner. Falsification of any component of the written, electronic, or oral patient record is prohibited.
3. The student will exhibit behaviors that respect the dignity and rights of the patient regardless of socioeconomic status, sexual orientation, race, religion, age, disability, marital status, gender, cultural practices or beliefs, or nature of the health problem.

4. The student must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
5. The student will not abandon or neglect patients requiring health care.
6. The student will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
7. The student will not perform any technique or procedure, including administration of medication, for which they are not approved and/or are unprepared by their formal Ivy Tech Community College School of Health Sciences education and experience. In some instances **AND with faculty and/or preceptor approval**, students may be allowed to perform techniques or procedures with other licensed personnel. All clinical practice policies are subject to campus and/or statewide affiliation agreements.
8. The student will refrain from knowingly withholding action or information that creates unnecessary risk to the patient, self, or others including facility staff, peers, or faculty.

***Actions Related to Non-Compliance with Group I Expectations:***

*Because Group I expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.*

**Actions:**

- If non-compliance in **any** of the Group I areas is identified, the student will be required to meet with the faculty member to discuss the non-compliance issue, a written/electronic status report will be prepared, and further disciplinary action may be taken depending on the outcomes of the investigation and in compliance with the clinical evaluation tool.
  - Following a meeting with respective Health Sciences faculty, the student will be required to meet with the Program/Department Chair and/or their designee to discuss the case.

- If after investigating the case/situation, a non-compliance with any Group I offenses is identified and validated the Program/Department Chair and/or designee will review the situation and determine any appropriate action(s) to be taken by the School of Health Sciences and the College.
- Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Health Sciences Dean.
- If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or designee prior to enrolling in any future Health Sciences clinical courses.
- Recommended actions, depending on severity of the infraction, may include:
  - continued enrollment in the clinical course with no additional requirements;
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on final recommendations from the Program/Department Chair, Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences program specific Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean.

## **Group II**

### **This Category Relates to General Protocol and Guidelines:**

1. The student is expected to follow program guidelines regarding the attendance policy and notification of intended absence.
2. The student **must comply** with **ALL** rules, regulations, and policies of the occupational area and/or clinical agency/affiliate.

3. The student must refrain from smoking or using other tobacco products (including vapor or e-cigarettes) while in uniform, at clinical sites, or during school related events.
  
4. The student will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

***Actions Related to Non-Compliance With Group II Expectations:***

*The above five items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.*

**Action:**

- Any behavior not meeting the expectations listed above will result in a meeting with respective Health Sciences faculty member and a written/electronic status report for the first incident which may impact the clinical grade as determined by the clinical evaluation tool.
- The student will be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.
- In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, the student will be required to meet with the faculty member to discuss the non-compliance issue and a second written/electronic status report or other documentation will be prepared.
- Based on the number and severity of the non-compliance actions, the student may be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
  - Program/Department Chair and/or designee will discuss the outcomes of the investigation with the Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
  - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
  - If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the

Program/Department Chair, Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.

- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
  - continued enrollment in the clinical course with no additional requirements;
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program at their home campus or any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal to the Health Sciences Dean or designee.

### **Group III**

#### **This Category Is Specific To Medication Administration:**

**Note: Administration of medication without faculty and/or preceptor approval is addressed in Group I and will be subject to the ACTIONS described for that Group.**

1. A potential medication error that is prevented by the clinical faculty and/or preceptor, designated clinical facility staff or the electronic medication administration system, will still be considered a medication error on the part of the student.
2. The student will ensure that medications are administered on time and in accordance with patient's plan of care.

3. The student will follow correct medication procedures as summarized in the “Six Rights of Medication Administration” listed below:

### **SIX RIGHTS**

Right Patient

Right Medication

Right Dose

Right Time/Date

Right Route

Right Documentation

4. The student will be prepared to verbalize knowledge of medication uses, side effects, adverse reactions, interactions with other patient medications, and the relationship to the patient and one or more diagnosis.
5. The student will calculate proper medication dosage or safe dosage in the clinical learning environments.
6. The student will report any medication error to their Ivy Tech clinical faculty member and/or preceptor, and clinical facility staff immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

### ***Actions Related to Non-Compliance With Group III Expectations:***

*Medications errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, the School of Health Sciences supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent further medication incidents. Repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and will be subject to actions that will impact the student's status in the program.*



## Action:

- Every medication error will be documented on a written/electronic student status report. The student is expected to participate as requested in any root-cause analysis to identify reasons for the medication error and strategies to prevent further errors.
- The student will be expected to meet with the faculty and/or preceptor and acknowledge receipt of any feedback provided, review appropriate procedures, address any related questions with the faculty and/or preceptor, and initiate precautionary measures to prevent the error from reoccurring.
- In the event that there are three (3) or more documented student status forms for medication-related errors, **occurring at any point throughout the student's enrollment in the program**, a written/electronic status report will be prepared by the faculty member and the student will be required to meet with the Program/Department Chair and/or designee.
- In cases of medication-related errors in which repeated errors or errors significant enough to endanger patient lives occurs or affect patient safety occur, the student will be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
  - The Health Sciences Dean and/or designee will discuss the outcomes of the investigation with the Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
  - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
  - If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
  - continued enrollment in the clinical course with no additional requirements;
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other

Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.

- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean or designee.

## **Social Networking Guidelines**

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions ***could be the basis for disciplinary action including termination from the program.*** Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA**. You have rights afforded by state and federal law, but be aware that *not everything* you say or post online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech*.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs which may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively impact student status and any reference to these is strictly prohibited.

## **Professional Attire**

Student is expected to arrive at the clinical location in proper laboratory work clothing. Students are required to dress “business casual” or wear the scrub color of their respective clinical locations. Scrubs are not required for the MEDL Program. Student is expected to wear a lab coat while working in the clinical setting. The lab coat is provided by the clinical location. Students are expected to cover any visible tattoos. Visible piercings are to be removed other than one earring in each ear. The student’s hair is to be kept neat and out of their face. Nail polish and acrylic/Gel nails are not to be worn during clinical rotations. Failure to comply with expected professional attire may result in expulsion from the clinical location.

## **Academic Honesty Statement**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational

achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

## **Grading Practices- refer to the MEDL Handbook/Course Specific syllabi**

### **Evaluation of Student Learning**

Methods of Evaluation in Courses – See the MLT Handbook and Course specific syllabi

Technical Outcomes Assessment – See the MLT Handbook and Course specific syllabi

Certification/Licensure – See the MLT Handbook and Course specific syllabi

## **Student Requirements Associated with Clinical Affiliation**

### **Agreements**

Student clinical/externship experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

### **Criminal Background and Drug Screening:**

#### **Purpose**

Requiring criminal background and drug screenings prepares students to meet the requirements of healthcare facilities to allow for clinical placement. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

#### **Organizational Scope or Audience**

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided. Students who do not have direct patient contact, but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements.

## **Definitions**

*Drug Screening:* Technical analysis of a biological specimen – for example urine, hair, blood, sweat, or oral fluid / saliva – to determine the presence or absence of specified parent drugs or their metabolites.

*Clinical and Practice-based learning:* Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

## **Policy**

Completion of criminal background and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background and drug screening may be done before enrollment in the professional/technical core courses, prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences or Nursing program. Additional criminal background and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses for more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during his/her enrollment in the Health or Nursing program may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the program. *See Appendix: Exceptions for Certified Nursing Assistant and Qualified Medication Aide (I/QMA) students.*

Students who are not continuously enrolled in a program until completion may be required to complete additional screenings upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with non-negative findings on criminal background or drug screenings may reapply to the same or different School of Health Sciences or School of Nursing program the next available semester, but will need to comply with additional criminal background or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

## **Procedure**

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background and drug screening, working with

the contracted vendor providing the criminal background and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background and drug screening. By participating in the required criminal background and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background and drug screenings will be completed for every student.

The student will initiate the required background and drug screening with the contracted vendor of the College's choice by the due date designated by the program. Students who refuse to comply with the background and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on the clinical site requirements, the background screening may include the following elements (other elements may be added if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

Based on clinical site requirements, the drug screening may include the following elements (other elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background and drug screenings, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the College's contracted vendor providing the background and drug screening.

If a clinical site requests additional documentation from or communication with the student, the student is responsible for presenting documentation of any clarification

of the findings. This dispute/clarification process must be complete at least two weeks prior to the beginning of a course which requires a background or drug screening result. Written confirmation from the clinical site to the Dean/Program Chair is required in the final determination of this process.

Students who have a non-negative drug screening result will be allowed one rescreening at the cost of the student. This must be requested by the student in writing from their Ivy Tech email account and sent to the Program Chair. All drug screening results, including any rescreening, must be available at least two weeks prior to the beginning of a course which requires drug screening results.

### **Disclaimers**

- Completion of a criminal background and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background and/or drug screenings than those required by the College, and students will be required to meet those standards at the cost of the student.
- Clinical affiliates can conduct additional background and drug screenings (including random drug screenings during clinical) at their discretion. Cost of this will be determined through the established affiliation agreement and may be at the cost of the student.
- Completion of background and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisite courses pending resolution of the situation.

### **Protection of Confidential Information from the Background and Drug Screenings**

Information obtained from the result of student background and drug screenings will be treated as confidential information and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background, a copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.

### **Procedures for Determining Eligibility for Externship Placement**

### **Eligibility for Externship Experiences with Affiliating Clinical Agencies**

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular non-negative findings on the background screen will be allowed to attend clinical. In the event there are non-negative findings on any portion of the criminal background screen, a primary clinical site will be notified and requested to decide on whether or not the student will be allowed to complete a rotation at the site, in light of the specific non-negative findings on the criminal background. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program and will therefore not be able to complete the courses required for graduation. Determination by a clinical site to allow/decline a student for placement must be provided in writing to the College.

### **Eligibility for Clinical Experiences in Campus-Based Clinical Services**

Certain School of Health Sciences and School of Nursing programs, including but not limited to Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the criminal background and drug screen results will be reviewed by the Dean/Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the criminal background or drug screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Dean and the Vice Chancellor of Academic Affairs.

### **Non-negative Screen**

Students with any non-negative result on the drug screen, and not otherwise cleared by the College's contracted screening vendor after retesting and/or screening vendor medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

### **Criminal Background Screening**

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child

5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

## **Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines**

### **PURPOSE**

Health care facilities and the college are obligated to document and follow up with any student who appears to be under the influence of alcohol or drugs while participating in a patient setting or in college campus activities. This policy and procedure will be used in situations where there is a reasonable suspicion that a student may be under the influence of alcohol or drugs.

### **ORGANIZATIONAL SCOPE OR AUDIENCE**

This policy applies to all students in the Schools of Health Sciences and Nursing who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided, including on campus clinics and skills labs. Students who do not have direct patient contact but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements.

### **DEFINITIONS**

*Faculty designee* is defined as a programmatic faculty member who may act on behalf of the dean or chair to represent the college at a clinical site. Typically, this is the programmatic clinical site coordinator.

*Facility designee* is defined as an on-site clinical instructor, supervisor, or manager who may act on behalf of the college to facilitate the handling of a situation due to time and/or distance constraints between the college and clinical site; a situation inherent to the School of Health Sciences.

*Reasonable suspicion* is defined to mean that the student's instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a



student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the clinical activity or which poses a direct threat to the safety of others. Other behavior which could lead to a reasonable suspicion drug or alcohol test includes but is not limited to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.

*Non-negative* refers to findings that would include positive, dilute, dilute positive, dilute negative, and altered.

### **POLICY**

If a clinical instructor/clinical site supervisor perceives the odor of alcohol or other substances, or observes behaviors to cause reasonable suspicion that a student is under the influence of drugs or alcohol, they will remove the student from the patient care or clinical work area and notify the appropriate faculty. Faculty must consult with the regional dean or chair or designee to validate the basis for reasonable suspicion testing.

### **PROCEDURE**

It is recommended that two non-student individuals interact with the student to determine if there is reasonable suspicion of impairment. If drug or alcohol use is suspected, the faculty member or facility designee should take the following steps:  
Remove the student from the clinical activity:

- Confront the student in a private setting and in the presence of a non-student witness;
- Discuss the suspicious behavior with the student and allow the student to explain;
- Decide whether reasonable suspicion exists for drug and/or alcohol testing;
- If reasonable suspicion is validated, inform the student they cannot participate in clinicals that day or will not be able to complete the clinical day (as applicable).
- Inform the student that he/she bears the burden of proof and advise him/her to seek an alcohol test and drug screen **immediately, but in no case more than 2 hours following removal from activity.** A **waiting period of 20 minutes** must be observed between validation of reasonable suspicion and commencement of testing.
- In the rare circumstance where it is impossible to obtain testing within the 2 hour guideline above, documentation must be provided by the student showing that they reported for testing within the shortest possible time frame not to exceed 4 hours following removal from activity.
- Inform the student that without negative results on the alcohol and drug screen, the clinical absence will be considered unexcused and further disciplinary actions may occur.
  1. Notify the student that disciplinary actions may include:

1. Dismissal from the clinical site (which may impact progression in the program)
2. Failure of the course
3. Dismissal from the program
4. Dismissal from the College

Advise the student to arrange safe and lawful transportation to the testing site and home.

- A. If the student is unable to arrange safe transportation, a cab will be called to transport the student, and the student will be responsible for the cost.
  - B. If the student is unable to pay the cost of a cab, the program chair or designee will attempt to reach the emergency contact noted in the student's file.
  - C. If the emergency contact cannot be reached, or cannot provide transportation, local law enforcement may be contacted to facilitate removal from the clinical facility.
- Complete the Report of Reasonable Suspicion of Drug/Alcohol Use form (see Appendices).
  - Complete the Maxient Incident Report form per ITCC policy.

If the student agrees to drug and/or alcohol testing, the faculty member will ask the student to sign the "Consent for Screening" form (see Appendices).

## Results

Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug or alcohol screening results must be delivered to the college in a manner that ensures the integrity, accuracy, and confidentiality of the information. Ivy Tech Community College may refuse to accept any test result that fails to meet the requirements of the procedure and guidelines noted in this policy.

### A. Refusal to Test

If a student fails to produce the requested sample at the date and time designated, the student will be treated as if the test result was non-negative.

### B. Negative Test Result

If the drug or alcohol test is negative, the student must meet with the program chair, dean, or designee to discuss the circumstances surrounding the clinical behavior before being allowed to participate in all clinical activities, and make-up any missed assignments.

### C. Non-Negative/Positive Test Result

If the drug screening result is non-negative, the student will be removed from clinical pending investigation.

- If the student insists the non-negative result is due to prescription medication, the student will be required to provide proof of a prescription (drug, dose, frequency) and written statement (expected

duration, effect, any contraindications to being in the clinical setting) from the medical provider stating that the medication was prescribed, the drug level is within prescribed limits, and there is no indication of abuse.

- If the student insists the non-negative result is due to a medical condition, the student will be required to obtain a written statement from the medical provider indicating plan of care.
- Students who are impaired from approved prescription medications or medical conditions will be evaluated for safety in the clinical setting and will be removed from the clinical setting until safety to practice can be established by a fit for duty exam at the student's cost.
- If medication and/or medical conditions are validated by the student's healthcare provider, and safety to practice is established to ensure both student and patient safety, the student will be provided opportunities to make-up missed clinical assignments.

#### 16. Retesting of Drug Screen

- In the event a screening specimen is deemed insufficient, diluted, or otherwise inappropriate for testing, the student will be required to complete a new drug test at a facility designated by the college.
- If a student challenges a result, they must comply with the vendor's appeal process.

#### 16. Post-Incident Testing

- Any student involved in an on-campus or clinical site incident which causes injury to the student, another student, visitor, clinical agency staff member, instructor, or patient under circumstances that suggest possible use or influence of drugs and/or alcohol at the time of the incident may be asked to submit to a drug and/or alcohol test.

Students will be dismissed from the School of Health Sciences/School of Nursing programs for non-negative drug and/or alcohol screening results that are not validated by a prescription and a written statement from a medical provider. The reasonable suspicion for drug screening documentation and drug and/or alcohol screening results will be noted in the student's record.

A student who is denied clinical placement or who is withdrawn from enrollment in a clinical or lab course due to non-negative drug screen not validated by a prescription or a written statement from a medical provider documenting a medical condition, may reapply to the same or different School of Health Sciences or School of Nursing program after one semester (per ASOM 4.14). To be considered for readmission to the same or different School of Health Sciences or School of Nursing program, students will need to comply with additional criminal background checks and drug/alcohol screenings as required.

Further non-negative results on drug and/or alcohol screening after readmission to the program will result in dismissal from the program with no option for readmission. College program admission and progression policies will apply.

## **RANDOM DRUG TESTING**

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student.

*\*\*\*Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months. Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.\*\*\**

## **Physical Examination and Health Records**

A physical examination is required not more than one year prior to beginning your externship in order to identify health status and accommodation needs (see Program Specific Information). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of MEDL Students (included under Program Specific Information).

Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health.

Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program. For information related to declination process, see ASOM 4.15

[https://my.ivytech.edu/policy?id=kb\\_article\\_view&sys\\_kb\\_id=05afdce51b10a554e5dfa603604bcb87](https://my.ivytech.edu/policy?id=kb_article_view&sys_kb_id=05afdce51b10a554e5dfa603604bcb87)

## **Essential Functions**

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each semester.** Essential Functions are listed on the Health Form (see Program Specific Information below).

## **Standard Precautions**

According to the Universal Precautions Rule 410 IAC 1-4-7.1: *“Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health*

*administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030)."* This training must include instruction in the "[Universal Precautions](#)" procedures adopted by the Indiana State Department of Health. Because students in the MEDL Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

## **Bloodborne and Airborne Pathogens Exposure Protocol**

### **What are Bloodborne Pathogens**

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood.

### **What to Do When a Bloodborne Pathogen Exposure Occurs**

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infections disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

### **Where to Seek Treatment**

- You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an

instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.

- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
- Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly.

### **What Happens Next?**

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Will I need follow-up testing? This direction will come from the healthcare provider. Follow-up will depend upon the testing outcome of the source person. It is important for your health that you understand and comply with the provider's follow-up testing and recommendations.

### **What are Airborne Pathogens?**

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

### **What to do When an Airborne Pathogen Exposure Occurs**

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

### **Confidentiality**

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information.

All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place –

such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, healthcare provider's notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

**DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES** in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient or clinical situation is strictly prohibited.

***Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.***

## College/Program Costs

### 1<sup>st</sup> Semester ( 1<sup>st</sup> year Fall)

**Tuition: \$1495.50 + Consumable fees: \$150 + Technology Fee: \$75 = \$1,720.50  
estimated cost**

- MEDL 101 Fundamentals of Laboratory Techniques \$50.00
- Consumables/Supplies
- MEDL 102 Routine Analysis Techniques \$50.00 Consumables/Supplies
- MEDL 200 Coagulation Theory & Practice – no fee listed
- MEDL 201 Immunology Techniques \$50.00 Consumables/Supplies

### 2<sup>nd</sup> Semester (1<sup>st</sup> year Spring)

**Tuition: \$1495.50 + Consumable fees: \$175 + Technology Fee: \$75 = \$1745.50  
estimated cost**

- MEDL 205 Hematology Techniques I \$50.00 Consumables/Supplies
- MEDL 206 Hematology Techniques II \$50.00 Consumables/Supplies
- MEDL 216 Microbiology Techniques \$75.00 Consumables/Supplies

### Summer Session

**Tuition: \$448.65 + Consumable fees: \$75 + Technology fee: \$75 = \$598.65**

- MEDL 217 Microbiology Concentrations \$75.00 Consumables/Supplies

### 3<sup>rd</sup> Semester (2<sup>nd</sup> year Fall):

**Tuition: \$1,944.15 + Consumable Fees: \$125 + Technology Fees: \$75 + BOC Fee \$215=  
\$2,144.15 estimated cost**

- MEDL 203 Immunohematology Techniques \$75.00 Consumables/Supplies
- MEDL 214 Medical Chemistry \$75.00 Consumables/Supplies
- MEDL 279 Clinical Pathology \$215.00 **ASCP Board of Certification Fees**

### 4<sup>th</sup> Semester (2<sup>nd</sup> year Spring):

**Tuition: \$2,243.25 + Technology Fee: \$75 = \$2,318.25**

- MEDL 209 – clinical no fee
- MEDL 210 – clinical no fee
- MEDL 213 – clinical no fee
- MEDL 212- clinical no fee
- MEDL 221 – clinical no fee
- MEDL 224 – clinical no fee

### International Students

Program total cost: Tuition + fees = \$15,450.93

*\*Tuition and fees subject to change without prior notification*

To see all tuition rates please follow the following link:

<http://www.ivytech.edu/tuition/>



## Other Program Specific Information

### PROGRAM DIRECTOR:

Jennifer Guriel, MS, MLS(ASCP)<sup>cm</sup>

Phone: 574-289-7001, ext. 5401

Email: [jguriel@ivytech.edu](mailto:jguriel@ivytech.edu)

### FACULTY and STAFF

Health Science Dean: Shirley Bootz, LDH, CPhT, M.S.Ed  
574-289-7001 ext. 5714

Adjunct Faculty: Kassy Kickbush, MLT(ASCP)<sup>cm</sup>  
Carissa Smith, MLT(ASCP)<sup>cm</sup>

### ADVISORY BOARD

Chantelle Jepson-Three Rivers Health

Jennifer Ulrich- Laporte Hospital

Dianna Downham-Porter Health

Angie Hughes- Community Hospital of Bremen

Sue Gloudemans- Lutheran

Gina Arsenault- Elkhart Memorial

Susan Richeson- Saint Joseph Health System

### PROGRAM MISSION STATEMENT

The mission of the Medical Laboratory Technology Program Associate of Applied Science Degree program is to provide post-secondary education to serve the needs of an individual, the community, the state and the nation. The program provides didactic and clinical experience, which enables the student to develop definable job skills required to secure employment in the medical laboratory.

Learning is a dynamic lifetime growth process of behavioral changes which involve the development of maximum potential through a spirit of inquiry and self-motivation. Learning is influenced by the learner's perception of relevant information, personal value system, unique life experiences, level of anxiety and acquired knowledge. Learning occurs when concepts are presented sequentially to provide continuity and express coherent relationships. Correlation between theory and practice promotes an optimal learning environment by combining cognitive, affective and psychomotor components of the desired behavior. The learner has the responsibility for independence, self-direction, and self-evaluation. Teaching involves creating a system of instruction which provides for differences in individual methods of learning and diversity of individual experiences. The instructor, as a facilitator of learning, utilizes a multi-sensory approach in presenting content, encouraging problem solving, promoting independence and self-directed learning and reinforcing desired behaviors. Evaluation, as an ongoing process by the

instructor and learner, provides a basis for determining the scope and effectiveness of the teaching/learning process.

Learning is shown by competency resulting from the acquisition of knowledge, skills and experience. Learning occurs when it is relevant to student needs and goals, when there is a close correlation between theory and practice, when there is instructor-student interaction, and when learning is the active responsibility of the student.

The education of the student-trainee is the responsibility of the College where education is the primary function. The student has the College auxiliary services available during the program. The practical laboratory experience, an essential part of this education is conducted in the clinical laboratory

The College faculty plan, implement and evaluate curriculum; the clinical instructors guide and evaluate the clinical experience. The faculty and instructors teach through realistic correlation of principles and clinical experience. The program strives to develop an individual who is competent in the present-day clinical laboratory and adaptable to the changing technology in this occupational area. From this philosophical base, the following objectives are established for the Medical Laboratory Technology Program Associate Degree Program.

## PROGRAM GOALS

1. The program will provide relevant didactic and clinical experience for the graduate to achieve job entry-level competencies:
  - a. perform and understand the principles of the most frequently requested laboratory procedures
  - b. maintain appropriate quality control
  - c. recognize any routine problem or deviation which may arise
  - d. correlate lab results with disease process
2. The program will maintain accreditation to provide the opportunity for certification of competency in the medical laboratory:
  - a. conform to accrediting requirements
  - b. implement and coordinate learning experiences to achieve competency necessary for certification
3. The program will be consistent with the current technology of medical laboratories in the community:
  - a. identify current laboratory procedures used in the community
  - b. incorporate appropriate principles, procedures and skills in the program
4. The program will promote personal, social and professional responsibility:
  - a. identify professional attitudes and conduct
  - b. encourage participation in professional organizations
  - c. identify continuing education opportunities
  - d. develop effective communication skills

- e. practice within ethical, legal and professional standards of the MLT role
5. The program design will provide for utilization of educational offerings of other Institutions to promote a career ladder from the MEDL to MT level:
    - a. identify related courses which are common to both the MLT and MT curriculum <https://ivylearn.ivytech.edu/courses/1118597>
    - b. utilize courses offered at local colleges and universities

## CAREER ENTRY COMPETENCIES

Graduates of the Medical Laboratory Technology Program are expected to demonstrate the following career-entry competencies as recommended by the National Accrediting Agency for Clinical Laboratory Science:

1. Collect, process, and analyze biological specimens and other substances.
2. Perform all analytical tests of body fluids, cells, and other substances.
3. Recognize factors that directly or indirectly affect procedures and results and take appropriate action within predetermined limits when corrections are indicated.
4. Apply basic scientific principles in learning new techniques or procedures.
5. Perform and monitor quality control/quality assurance within predetermined limits.
6. Perform corrective and preventive maintenance of equipment and instruments or refer to appropriate sources for repair.
7. Apply principles of safety.
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Recognize the responsibilities of other laboratory and health care personnel, and interact with them with respect for their jobs and patient care.
10. Relate laboratory findings to common disease processes.
11. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

## SCOPE OF PRACTICE

Specific responsibilities of the six general Professional Levels competencies as described in the “Scope of Practice” (Harmening, Castleberry, & Lutz, 1995) are as follows:

1. TECHNICAL SKILLS
  - a. performs standard laboratory techniques under supervision
  - b. ensures proper function of laboratory equipment
  - c. operates and calibrates all laboratory instruments to ensure accuracy
  - d. maintains records/documentation
  - e. performs quality control procedures
  - f. processes data, enters data into the computer
  - g. collects specimens
  - h. prepares specimens for analysis
  - i. determines acceptability of sample within guidelines

- j. performs preventive and corrective maintenance and repairs on basic laboratory equipment
- k. operates laboratory equipment
- l. troubleshoots basic instrument malfunction
- m. troubleshoots instrument problems within established parameters
- n. performs new procedures as directed
- o. performs some non-
- p. automated and specialized lab procedures

## 2. JUDGMENT/ANALYTICAL DECISION MAKING

- a. performs quality assurance
- b. performs quality control procedures within established parameters
- c. performs analytical and decision-making functions with direct supervision
- d. prioritizes assignment of test requests (stats)
- e. recognizes and refers implausible results
- f. refers requests for special and unusual tests
- g. recognizes and refers questions and/or problems to appropriate personnel
- h. coordinates general workflow

## 3. KNOWLEDGE BASE

- a. complies with safety guidelines
- b. recognizes abnormal results
- c. reports abnormal results
- d. understands the basic physiology of laboratory results
- e. recognizes appropriate and inappropriate selection of basic laboratory testing
- f. observes principles of data security and patient confidentiality
- g. maintains ethical standards
- h. recognizes unexpected results, errors, and problems with patient tests

## 4. COMMUNICATION

- a. reports test results
- b. communicates with personnel in work group
- c. acts as advocate to effect legislation and influence outside agencies
- d. provides education for public as needed

## 5. TEACHING/TRAINING

- a. enforces safety regulations
- b. responds to technical questions consistent with level of training
- c. participates in personal continuing education
- d. responsible for own professional development

## 6. SUPERVISION/MANAGEMENT ADMINISTRATION

- a. maintains inventory and supplies
- b. suggests cost effective laboratory procedures or protocols

## SERVICE WORK

Students are not required to perform services or work for the clinical affiliate laboratory beyond that which is reasonable to perfect or practice learned techniques. The affiliation agreement states that students are not to be used to replace regular staff. It is recognized however that on occasion, the student might volunteer services to address a particularly difficult situation. The student should notify the Program Chair **immediately** if he/she feels pressured to perform service work.

After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical institution which employs a currently-enrolled MLT student as a laboratory assistant or phlebotomist will schedule the student for work during non-instructional hours.

The student is not to be “pulled” from their instruction to perform the duties they normally perform as an employee, even temporarily. The student is to report such practice to the MLT Program faculty. A student who also works as an employee may not count their paid hours as clinical time as the student is performing the duties of an employee, not a student in training.

## CLINICAL SITES

The Medical Laboratory Technology Program is offered at the South Bend campus. Clinical laboratory experiences are offered at affiliated area medical laboratories each year. Participation of the affiliates varies each year due to staffing, training, reorganization, etc., needs of the affiliates. Below is a partial list of affiliates that participate when they are able to do so. Every effort is made to secure clinical sites in a student’s geographical region if possible. Students may be expected to commute up to 90 minutes for a clinical rotation.

South Bend Medical Foundation	Logansport Memorial Hospital (Labcorp)
530 N. Lafayette Blvd	1101 Michigan Ave
South Bend, IN 46601	Logansport, IN
Elkhart General Hospital	Three Rivers Health
600 E. Boulevard	701 S Health Pkway
Elkhart, IN 46514	Three Rivers, MI
Goshen General Hospital	Cameron Community Hospital
200 W. High Park Ave.	416 E. Maumee St
Goshen, IN 46526	Angola, IN
Bremen Community Hospital	Lutheran Hospital
1020 High Rd	7950 W. Jefferson Blvd.
Bremen, IN	Ft. Wayne, IN

St. Joseph Regional Medical Center	Memorial Hospital
1915 Lake Ave.	615 N. Michigan St.
Plymouth, IN 46563	South Bend, IN 46601
LaPorte Hospital	
1007 Lincolnway	*others as needed
LaPorte, IN	
Woodlawn Hospital	
1400 E. 9 <sup>th</sup> St.	
Rochester, IN	

**PROCEDURES FOR DETERMINING ELIGIBILITY FOR EXTERNSHIP PLACEMENT**

**Eligibility for Externship Experiences with Affiliating Clinical Agencies**

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to decide on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.

In the event of limited clinical spots for students, students will be placed out to clinical based on their overall program GPA. Students with the highest GPA will be placed in their clinical rotation first until all spots are filled. Students that were not able to be placed will be required to finish out their clinical rotation the following semester.

## OUTCOME MEASURES

Graduation Rate	Employment Rate at Graduation
100%	100%
100%	100%
100%	100%

## BOARD OF CERTIFICATION PASS RATES

Graduates Who Took Exam	Graduates Who Passed Exam	Pass Rate
8	6	75%
7	7	100%
12	8	66%

## ESSENTIAL FUNCTIONS

Qualified applicants are expected to meet all admission criteria as well as essential functions with or without reasonable accommodations. Students requesting

accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the program. The student is expected to contact The Office of Disability Support Services (DSS) to file the appropriate forms documenting the need for accommodations. The ability to perform the Essential Functions will need to be documented by physician signature.

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program Specific Examples	Frequency
<b>GROSS MOTOR SKILLS</b>	Reach laboratory bench tops, shelving, patients lying in hospital beds or patients seated in out-patient collection chairs  Bend, lift, and carry reagent containers  Control laboratory equipment and adjust instruments to perform laboratory procedures  Use an electronic keyboard to operate equipment and to calculate, record, evaluate, and transmit laboratory information	C
<b>FINE MOTOR SKILLS</b>	Perform testing procedures which require the use of both hands (pipetting, mixing, pouring, wiping tip, etc.)  Possess manual dexterity to safely handle and/or transport biologically hazardous specimens  Possess manual dexterity to safely perform venipuncture, micro collections, and culture specimens  Perform testing procedures which require delicate psychomotor skill control	C
<b>PHYSICAL ENDURANCE</b>	Perform moderately taxing continuous physical work  Stand for prolonged time period over several hours  Sit for prolonged time period over several hours  Travel to clinical laboratory sites for clinical experience – may require 30-60-minute drive	C
<b>PHYSICAL STRENGTH</b>	Lift up to 50 lbs reagent containers, stock	O
<b>MOBILITY</b>	Move freely and safely about the laboratory  Refer back to Gross Motor Skills	C
<b>HEARING</b>	Hear and respond to verbal communication from co-workers, other health care staff, and patients  Hear and respond to equipment and instrument alarm systems  Hear and respond to equipment and instrument timers	C



	Utilize the telephone for communication between lab and other health care personnel and the community.	
<b>VISUAL</b>	<p>Confirm patient identity, specimen, etc.; read lab requisitions, labels, results, etc.</p> <p>Read/comprehend text, numbers, graphs, instrument settings, etc. in print and on computer screen</p> <p>Read laboratory procedures, instrument manuals, manufacturer inserts, chemical names and instructions</p> <p>Follow written instructions to be able to independently perform laboratory test procedures</p> <p>Observe and visually interpret laboratory tests on biological specimens (body fluids, culture material, tissue, blood and serum)</p> <p>Differentiate color, clarity, and viscosity of specimens, reagents, or reaction products</p> <p>Differentiate colors of stained specimens, and color coded evacuation tubes</p> <p>Employ use of clinical grade binocular microscope to discriminate fine structural details, and color (hue, shading, and intensity) of microscopic specimens</p> <p>Possess eye-hand coordination</p>	C
<b>TACTILE</b>	Utilize fingertips for tactile discrimination of vein size, depth, and direction, arterial pulse location, etc.	O, F, C Depending upon employment
<b>SMELL</b>	<p>Discriminate odors specific for certain organisms, metabolic disorders</p> <p>Differentiate odor of specimens</p> <p>Discriminate/Differentiate odors of chemicals/reagent safety issues and reaction products</p>	C
<b>EMOTIONAL STABILITY AND INTERPERSONAL SKILLS</b>	<p><b><u>EMOTIONAL STABILITY:</u></b></p> <p>Possess emotional health necessary to effectively employ intellect and exercise appropriate judgment.</p> <p><b><u>FLEXIBILITY: FUNCTION UNDER STRESS:</u></b></p> <p>Interact with patients and health care workers in a professional manner in all circumstances i.e., stress, crises, etc. without exhibiting anger, rage, or other inappropriate emotional displays</p>	C

	<p>Manage time and systemize actions in order complete professional and technical tasks with realistic constraints</p> <p>Provide professional and technical services while experiencing the stresses of task related problems (i.e., ambiguous test ordering, ambivalent test interpretation), emergency demands, and a distracting environment</p> <p>Flexible, creative, and able to adapt to professional and technical change</p> <p>Adapt to working with unpleasant biological specimens</p> <p>Able to draw blood specimens in ER and other locations on critically ill patients</p> <p><b><u>SOFT SKILLS:</u></b></p> <p>Interact with trauma, chronically ill, acutely ill, and terminally ill patients of all ages, race, etc.</p> <p>Provide service to all patients, regardless of age, race, gender, sexual orientation, religion, physical, or mental handicap, physical condition or disease process</p> <p>Be honest, compassionate, ethical, and responsible</p> <p>Be forthright about errors or uncertainty</p> <p>Able to critically evaluate his/her own performance and accept constructive criticism, and look for ways to improve</p> <p>Support and promote the activities of fellow students and health care professional thus encouraging team approach to learning, task completion, problem solving, and patient care</p>	
<p><b>COMMUNICATION SKILLS</b></p>	<p><b><u>VERBAL:</u></b></p> <p>Speak clearly, concisely and employ correct vocabulary and grammar for communication with physicians, other health care professionals, students, faculty, patients, family and public in person and via telephone</p> <p>Give clear verbal instructions to patients prior to specimen collection</p> <p>Converse effectively, confidentially, and sensitively with patients in regard to laboratory test</p> <p><b><u>NON-VERBAL:</u></b></p> <p>Recognize, identify and respond correctly to non-verbal communication</p> <p><b><u>WRITING AND RECORDING:</u></b></p> <p>Transcribe laboratory results accurately and legibly in print and on computer report screen</p> <p>Transcribe phone messages accurately and legibly</p> <p>Write laboratory procedures using correct grammar, spelling punctuation, sentence structure and appropriate medical terminology</p>	<p>C</p>

	<p><u>READING:</u></p> <p>Read and correlated laboratory results  Read and comprehend technical and professional materials (i.e., procedure manuals, manufacturer inserts, reference materials, textbooks, journals, etc.)</p>	
<p><b>INTELLECTUAL/ CONCEPTUAL</b></p>	<p>Ability to problem solve</p> <p>Critical Thinking:  Measuring  Calculating  Reasoning  Analyzing  Prioritizing  Synthesizing  Correlating</p> <p>Interpret normal and abnormal laboratory test results</p> <p>Use Levey-Jennings Charts, graphs and numerical tables</p> <p>Use testing algorithms</p> <p>Calculate laboratory test results when required</p> <p>Recognize when a testing or instrument problem exists and take appropriate action</p> <p>Recognize when problems or complications occur and take appropriate action during patient procedures</p> <p>Prioritize workload</p> <p>Delegate workload</p>	<p>C</p>

## CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Ivy Tech Community College – North Central cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class to prepare for your certification exam, and your satisfactory completion of appropriate practice questions and exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Review books are available to help you prepare for your certification and/or licensure exam.

## MLT PROGRAM ADMISSION

The College is an equal opportunity affirmative action state college and conducts its business in a manner that will not discriminate against individual on the basis of sex, race, color, creed, national origin, physical handicap or age. The College reserves the

right to guide the enrollment of students in a particular program or course on the basis of their prior academic records and vocational counseling.

Admission to the MLT Program is a two-step process. The student must first apply to the college. Once those requirements have been fulfilled and the student meets the prerequisite requirements, the student's file is then reviewed for eligibility for enrollment in the MLT Program.

The application process is as follows:

## STEP ONE: Admission to the College

- Contact the Admissions Department for College admission requirements

## STEP TWO: Review of Prerequisites *(required for program application)*

Modality	Course #	Required GenED for MLT Application	Credits
16 weeks or 8 weeks	APHY 101	A & P I	3
16 weeks or 8 weeks	ENGL 111	English Composition	3
16 weeks or 8 weeks	MATH123	Quantitative Reasoning or Higher	3
16 weeks or 8 weeks	IVYT 112	Student Success in Healthcare	1

## MLT Program and General Education

Course #	1 <sup>st</sup> Fall Semester	Credits
MEDL 102	Routine Analysis Techniques Fundamentals of Laboratory	3
MEDL 101	Techniques	3
APHY102	A & P II	3
MEDL 200	Hemostasis Theory and Practice	1
MEDL 201	Immunology Techniques	3

Course #	1 <sup>st</sup> Spring Semester	Credits
MEDL 216	Microbiology Techniques	4
CHEM xxx	Chemistry Elective	3
MEDL 205	Hematology Techniques I	3
PSYC 101	Intro to Psych <i>or</i>	3
SOCI 111	Intro to Soc	3
MEDL 206	Hematology Techniques II	3

Course #	1 <sup>st</sup> Summer Semester	Credits
MEDL 217	Microbiology Concentrations	3
COMM 101	Fundamentals of Public Speaking <i>or</i>	3
COMM 102	Introduction to Interpersonal	3

Course #	2 <sup>nd</sup> Fall Semester	Credits
MEDL 203	Immunohematology Techniques	4
MEDL 214	Medical Chemistry	4
MEDL 279	Clinical Pathology (Capstone Course)	3

Course #	2 <sup>nd</sup> Spring Semester	Credits
MEDL 209	Clinical Urinalysis	1
MEDL 210	Clinical Hematology	3
MEDL 212	Clinical Immunology	1
MEDL 213	Clinical Immunohematology	3
MEDL 221	Clinical Microbiology	3
MEDL 224	Clinical Chemistry	3

## APPLYING to the North Central Medical Laboratory Technology Program:

To begin the application process:

1. Go to – <https://apps.ivytech.edu/apply/NursingAndHealthScience>
2. Log in using your Ivy Tech credentials.
3. Check to make sure your personal information is accurate.
4. Select the programs and campuses you would like to be considered as an applicant. You can select up to 3 different programs and 3 different campuses.
5. Upload any necessary documents.
6. Make sure grades and pre-admission exam scores (if applicable) in the system are accurate. If not, please contact your home campus registrar or advisor.
7. You will be able to submit your application if you are currently enrolled in a course identified as a prerequisite into the program.
8. Once complete, submit your application.

After the application window closes:

1. Make sure all of your grades are posted prior to midnight before the application window opens. If your grade(s) for prerequisites is/are not posted before the deadline, your application will not be accepted. Please contact your course instructor if your grades are not posted to ensure your application will be accepted.
2. All notifications regarding the selection process will be sent to your Ivy Tech email. If you are offered a spot in a program, you will have exactly 42 hours to either accept or decline an offer.

It is the student's responsibility to ensure that a copy of all college transcripts from which transfer credit to Ivy Tech Community College has been requested, has been received and processed by the Registrar's Office. An unofficial

transcript will serve the purpose for the admission packet for the MLT Program and must be submitted to the Program Chair if there is a delay in official transcripts being sent. However, an official transcript must be on file with the Registrar's Office for transfer credit to be issued. Grades taken from unofficial transcripts may be verified using the official transcript; any student who alters an unofficial transcript for the purpose of gaining additional admission/selection points will automatically be disqualified from admission to the Program.

## School of Health Science/Nursing Online Application System – Fall Cohort Starts

Student applications are assigned points on the following criteria: Grades, Pre-admission testing, and Certifications as applicable to the program.

### **Point Values**

#### Point Scale

	SCIENCE	NON-SCIENCE
A	30	15
B	20	10
C	10	5
D	0	0
F	0	0

- For fall admission, courses must be completed by the end of the previous spring semester to count in the point system
- Students meeting the stated application deadline are ranked utilizing this point system at the end of spring semester.

### **Offers of Admission**

- Offers of admission to the program will be emailed beginning within 1 week of the application close date and continue until program capacity is met or one week before the start of fall classes. There will be 8 Rounds of Auto-Select and 6 Rounds of Manual Selection. Each round will begin at 6am and you will have until 11:59pm the following day to either accept or reject an offer. If a student fails to respond, then the offer will expire. If a student rejects an offer three (3) times, then he/she will be removed entirely from the application pool. The dates are announced by the college each year.

**APPLICATION WINDOW: mid-March through mid-May**

## **STATEMENT OF REVIEW OF MEDICAL LABORATORY STUDENT HANDBOOK**

I have read and understand the MLT Student Handbook for the Medical Laboratory Technology Program at Ivy Tech Community College of Indiana, South Bend/Elkhart campus. The contents have been fully explained and all pertinent questions have been answered.

I fully understand that if I do not comply with rules and regulations included in this handbook that it may be grounds for recommendations of dismissal from the MLT Program.

I have received a copy of the Medical Laboratory Technology Student Handbook and I am aware of the and agree to abide by the following: (initial each one)

- a. \_\_\_\_\_ Essential functions
- b. \_\_\_\_\_ Academic policies and procedures including refunds, drop deadlines, and withdrawal procedures, student responsibilities academically and behaviorally
- c. \_\_\_\_\_ Progression standards to continue in the program (competency requirements)
- d. \_\_\_\_\_ Graduation requirements
- e. \_\_\_\_\_ Causes for dismissal and grievance policies
- f. \_\_\_\_\_ I have been made aware of the benefits of the Hepatitis vaccination series and the potential consequences of not receiving it should I suffer and exposure
- g. \_\_\_\_\_ I understand where to find the policies and procedures for working with blood and body fluids and what to do should I suffer and exposure.

- h. \_\_\_\_\_ I understand the background check and drug-screen requirements and consequences should any positive findings be present on my report.
- i. \_\_\_\_\_ I am aware of the disability services requirements and who to contact regarding the need for accommodations if applicable.
- j. \_\_\_\_\_ I understand that I am responsible for my own transportation to clinical sites and I may have to drive a distance to get there i.e., 1-1.5 hours.
- k. \_\_\_\_\_ If I have any questions regarding an issue, that is not addressed in the MLT student handbook, I will consult with the Program Chair for answers.

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Signature of Student

Date

---

Printed Legal Name

### **CONFIDENTIALITY STATEMENT**

Ivy Tech Community College has a legal and ethical duty to protect the privacy of all patients and the confidentiality of their health information that students interact with in the course of their clinical education. As a result, Ivy Tech has policies in place to assure the confidentiality of information, whether it is health information, business information, and/or management information (collectively defined as "Confidential Information"). The purpose of this statement is to document your acknowledgment and understanding of confidential information and security and confidentiality policies. *This confidentiality Statement shall be interpreted and enforced in accordance with applicable state and federal laws.*

I acknowledge and understand the following:

- a. I agree to only access information that I needed within the scope of my academic experience. I also agree only to disclose or discuss confidential information, including patient information, with those who need the information in order to do their job. I also agree not to disclose or discuss any confidential information outside Ivy Tech and my clinical site.
- b. I understand that I am responsible for understanding the following laws, regulations and policies that apply to the scope of my academic experience.
- c. I agree not to talk about confidential information where others can overhear the conversation; for example, in hallways, on elevators, in cafeterias, etc. I also agree not to talk about patient information in public areas even if a patient's name is not used.
- d. I understand that this form must be signed in order for me to begin the MLT Program. I also understand that my Internet and computer usage will be audited at my clinical site.
- e. I agree not to tell another person my computer password or use another person's computer password instead of my own for any reason. I am responsible for all activity that is



connected to the used of my password. If I believe that someone else knows or is using my password, I will notify my clinical instructor immediately

- f. I agree not to change, inquire or delete information except when authorized.
  
- g. I agree to promptly report all violations or suspected violations of information security and/or confidentiality policies.
  
- h. I understand that violation of this agreement may result in disciplinary action, up to and including loss of privileges, suspension, and/or termination of the academic experience.
  
  
- i. I have read and understand this Confidentiality Statement and have discussed any questions I have regarding these documents with my Program Chair or Instructor.

---

Signature of Student

Date

---

Printed Legal Name

## **PROFESSIONALISM STATEMENT**

A goal of the program is to develop professional behavior in students. The following criteria represent behaviors leading to professionalism. Each student will be required to:

1. Adhere to all Ivy Tech Community College Student Rights and Responsibilities polices as posted on MyIvy.
2. Comply with attendance/tardiness policy and notification of absence
  
3. Adhere to all OSHA and Bloodborne Pathogen Standard safety regulations and guidelines.
4. Demonstrate progression of laboratory skills by effective organization, multi-tasking, insightful evaluation of test results obtained, trouble-shoot and resolve procedural problem, maintain accurate, legible records.
  
5. Adhere to environmental quality control requirements by taking and recording temperatures of laboratory incubators, refrigerators, and other equipment as required.
6. Exhibit responsibility by being prepared for class and lab and turning in assignments on time.

7. Work cooperatively with the instructor and classmates to achieve the goals of all assigned activities.
8. Utilize constructive criticism to correct deficiencies and improve performance.
9. Participate in classroom and lab discussions and activities
10. Demonstrate respect of instructor and classmates by encouraging positive discussions and refraining from negative and derogatory discourse.
11. Meet with instructor before or after class as needed to address issues and concerns
12. Meet with Program Chair to discuss unresolved issues and concerns first before elevation to a Dean. Student will follow proper chain of command.

---

Signature of Student

Date

---

Printed Legal Name

## **HEPATITIS IMMUNIZATION REQUIREMENT FORM**

It is the obligation of the Health and Human Services Division of Ivy Tech Community College to Indiana to meet the requirements of the affiliating agencies. Therefore, if for some medical, religious or philosophical reason the student elects not to receive the vaccine, a declination form must be signed, witnessed, dated and submitted by the student to the Program Chair. The declination form will be placed in the student's permanent file, and shared with all clinical agencies to which the student is assigned.

I have read the information concerning Hepatitis B and Hepatitis B Vaccine in the MLT Student Handbook. (circle and initial one statement number from the selections below).

1. I have had the three (3) dose Hepatitis V Vaccination series and am submitting documentation for my student file. Copy of documentation attached.  
 \_\_\_\_\_ (initials)

2. I will have the three (3) dose Hepatitis B Vaccination series and will submit documentation for my student file, when completed. \_\_\_\_\_ (initials)
  
3. Attached is documentation of a positive titer for Hepatitis B. \_\_\_\_\_ (initials)
  
4. I decline the three (3) dose Hepatitis B Vaccination series.

As a student, I realize that I may be at risk of acquiring the Hepatitis B virus (HBV) infection because of my laboratory work and my clinical practicum experiences. I understand that by not receiving the vaccine, I continue to be at risk of acquiring HBV, a serious disease. I also understand that medical facilities may interpret my presence as a non-immunized student as a potential risk to the healthcare facility under the OSHA standards.

I will hold Ivy Tech Community College and Clinical Training Site(s) harmless in the event that I contract HBV during my student laboratory session or practicum/internship experience as and Ivy Tech community college student. I understand that holding the College and Clinical Training site(s) harmless mean that if I were to contract HBV during my clinical experience, I would be solely responsible for the cost of my healthcare to the extent that it is not covered by my own health insurance. I would not be reimbursed by the College or Clinical Training site(s) nor would I be able to seek reimbursement or damages from the College or clinical Training sites(s) through lawsuit or otherwise. I understand that a refusal of the vaccination serious could negatively affect my opportunity to participate in internships or clinical practicum. \_\_\_\_\_(initials)

---

Signature of Student

Date

---

Printed Legal Name

**Ivy Tech Community College of Indiana  
School of Health Sciences**

**Vaccination and Physical Examination Form**

**Instructions:**

- This completed and signed form, including any additional documentation must be submitted **at least four (4) weeks prior** to starting any clinical course.
- Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student’s ability to perform the **Health Sciences Students**.
- The health care provider must complete **and sign all sections as indicated**.
- It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to submission to the nursing program.

**THIS SECTION TO BE COMPLETED BY THE STUDENT**

Student Name: \_\_\_\_\_ Student ID: C \_\_\_\_\_ Date of Birth  
 \_\_/\_\_/\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Work \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
- By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.

\_\_\_\_\_

**Name of Student (PRINT)**  
**Date**

**Student Signature**

**THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR ADVANCED REGISTERED NURSE PRACTITIONER**

**SECTION I: IMMUNITY STATUS**

- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- **If the student declines one or more the following vaccinations, a *Student Vaccination Declination Form* must be completed and signed by the student and health care provider. Forms are available from the Nursing or Health Science Office.**

	Date of Vaccination(s)	Date of Titer(s) Showing Immunity if No Vaccination	If Titer Negative for Immunity, Date of Vaccination(s)
Hepatitis B #1			
Hepatitis B #2 (1 mo. Following #1)			
Hepatitis B #3 (5 mo. Following #2)			
Influenza (1 dose annually)		N/A	
Measles (2 doses, 4 weeks apart)	MMR		MMR
Mumps (1 dose)	1:		1:
Rubella (1 dose)	2:		2:
Varicella (2 doses, 4 weeks apart)	1:		1:
	2:		2:
Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose)		Date of Titer(s) Below	
Tetanus (Td) Booster (every 10 years after Tdap)		Date of Titer(s) Below	
Tetanus	Date of Vaccination above		
Diphtheria	Date of Vaccination above		
Pertussis	Date of Vaccination above		

**SECTION II: TUBERCULOSIS SCREENING**

- Tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay is **required**.
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.

**TUBERCULIN SKIN (MANTOUX) TEST:**

- For students **with** a documented negative tuberculin skin test within the preceding 12 months, the last annual results may be recorded for first test and the current test must be recorded for second test. Students will be required to show proof of the original Mantoux.
- For students **without** a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing must employ a two-step method, with the second test repeated in 1-3 weeks.
- The tuberculin skin testing should be completed no earlier than 90 days prior to the first day of clinical.\*

**\*Exception: the second-step Tuberculin skin test for students in the XXXX program may be given no earlier than 30 days prior to the first day of clinical.**

**FIRST TEST:**

Date given: \_\_\_/\_\_\_/\_\_\_ time: \_\_\_ Date Read: \_\_\_/\_\_\_/\_\_\_ time: \_\_\_  
 \_\_\_ Results: \_\_\_ mm

Negative     Positive (chest x-ray required)

**PROVIDER PRINTED NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE:** \_\_\_\_\_

  

**SECOND TEST:**

Date given: \_\_\_/\_\_\_/\_\_\_ time: \_\_\_ Date Read: \_\_\_/\_\_\_/\_\_\_ time: \_\_\_  
 \_\_\_ Results: \_\_\_ mm

Negative     Positive (chest x-ray required)

**PROVIDER PRINTED NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE:** \_\_\_\_\_

**QUANTIFERON TB GOLD (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay TEST:**

Results: Date of test: \_\_\_/\_\_\_/\_\_\_

Negative       Positive (chest x-ray required)

**PROVIDER PRINTED NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE:** \_\_\_\_\_

**CHEST X-RAY: (Required if Tuberculin skin test (Mantoux), Quantiferon TB Gold (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay test is POSITIVE)**

Date of chest x-ray: \_\_\_/\_\_\_/\_\_\_  Normal  Abnormal

**PROVIDER PRINTED NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE:** \_\_\_\_\_

(References: [http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassayfactsheet\\_final.pdf](http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassayfactsheet_final.pdf); <http://www.cdc.gov/tb/topic/testing/default.htm>)

**SECTION III: PHYSICAL EXAMINATION & ESSENTIAL FUNCTIONS OF NURSING/HEALTH SCIENCES STUDENTS**

Qualified applicants to the School of Health Sciences/MLT Program are expected to meet all admission criteria as well as the Essential Functions for MLT Students .

*Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.*

**ESSENTIAL FUNCTIONS**

Qualified applicants are expected to meet all admission criteria as well as essential functions with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the program. The student is

expected to contact The Office of Disability Support Services (DSS) to file the appropriate forms documenting the need for accommodations. The ability to perform the Essential Functions will need to be documented by physician signature.

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program Specific Examples	Frequency
<b>GROSS MOTOR SKILLS</b>	Reach laboratory bench tops, shelving, patients lying in hospital beds or patients seated in out-patient collection chairs  Bend, lift, and carry reagent containers  Control laboratory equipment and adjust instruments to perform laboratory procedures  Use an electronic keyboard to operate equipment and to calculate, record, evaluate, and transmit laboratory information	C
<b>FINE MOTOR SKILLS</b>	Perform testing procedures which require the use of both hands ( pipetting, mixing, pouring, wiping tip, etc.)  Possess manual dexterity to safely handle and/or transport biologically hazardous specimens  Possess manual dexterity to safely perform venipuncture, microcollections, and culture specimens  Perform testing procedures which require delicate psychomotor skill control	C
<b>PHYSICAL ENDURANCE</b>	Perform moderately taxing continuous physical work  Stand for prolonged time period over several hours  Sit for prolonged time period over several hours  Travel to clinical laboratory sites for clinical experience – may require 30-60 minute drive	C
<b>PHYSICAL STRENGTH</b>	Lift up to 50 lbs reagent containers, stock	O
<b>MOBILITY</b>	Move freely and safely about the laboratory  Refer back to Gross Motor Skills	C
<b>HEARING</b>	Hear and respond to verbal communication from co-workers, other health care staff, and patients  Hear and respond to equipment and instrument alarm systems  Hear and respond to equipment and instrument timers  Utilize the telephone for communication between lab and other health care personnel and the community.	C
<b>VISUAL</b>	Confirm patient identity, specimen, etc.; read lab requisitions, labels, results, etc.	C



	<p>Read/comprehend text, numbers, graphs, instrument settings, etc. in print and on computer screen</p> <p>Read laboratory procedures, instrument manuals, manufacturer inserts, chemical names and instructions</p> <p>Follow written instructions to be able to independently perform laboratory test procedures</p> <p>Observe and visually interpret laboratory tests on biological specimens (body fluids, culture material, tissue, blood and serum)</p> <p>Differentiate color, clarity, and viscosity of specimens, reagents, or reaction products</p> <p>Differentiate colors of stained specimens, and color coded evacuation tubes</p> <p>Employ use of clinical grade binocular microscope to discriminate fine structural details, and color (hue, shading, and intensity) of microscopic specimens</p> <p>Possess eye-hand coordination</p>	
<b>TACTILE</b>	Utilize fingertips for tactile discrimination of vein size, depth, and direction, arterial pulse location, etc.	O, F, C Depending upon employment
<b>SMELL</b>	<p>Discriminate odors specific for certain organisms, metabolic disorders</p> <p>Differentiate odor of specimens</p> <p>Discriminate/Differentiate odors of chemicals/reagent safety issues and reaction products</p>	C
<b>EMOTIONAL STABILITY AND INTERPERSONAL SKILLS</b>	<p><u>EMOTIONAL STABILITY:</u></p> <p>Possess emotional health necessary to effectively employ intellect and exercise appropriate judgment.</p> <p><u>FLEXIBILITY: FUNCTION UNDER STRESS:</u></p> <p>Interact with patients and health care workers in a professional manner in all circumstances i.e., stress, crises, etc. without exhibiting anger, rage, or other inappropriate emotional displays</p> <p>Manage time and systemize actions in order complete professional and technical tasks with realistic constraints</p> <p>Provide professional and technical services while experiencing the stresses of task related problems (i.e., ambiguous test ordering, ambivalent test interpretation), emergency demands, and a distracting environment</p>	C

	<p>Flexible, creative, and able to adapt to professional and technical change</p> <p>Adapt to working with unpleasant biological specimens</p> <p>Able to draw blood specimens in ER and other locations on critically ill patients</p> <p><u>SOFT SKILLS:</u></p> <p>Interact with trauma, chronically ill, acutely ill, and terminally ill patients of all ages, race, etc.</p> <p>Provide service to all patients, regardless of age, race, gender, sexual orientation, religion, physical, or mental handicap, physical condition or disease process</p> <p>Be honest, compassionate, ethical, and responsible</p> <p>Be forthright about errors or uncertainty</p> <p>Able to critically evaluate his/her own performance and accept constructive criticism, and look for ways to improve</p> <p>Support and promote the activities of fellow students and health care professional thus encouraging team approach to learning, task completion, problem solving, and patient care</p>	
<p><b>COMMUNICATION SKILLS</b></p>	<p><u>VERBAL:</u></p> <p>Speak clearly, concisely and employ correct vocabulary and grammar for communication with physicians, other health care professionals, students, faculty, patients, family and public in person and via telephone</p> <p>Give clear verbal instructions to patients prior to specimen collection</p> <p>Converse effectively, confidentially, and sensitively with patients in regards to laboratory test</p> <p><u>NON-VERBAL:</u></p> <p>Recognize, identify and respond correctly to non-verbal communication</p> <p><u>WRITING AND RECORDING:</u></p> <p>Transcribe laboratory results accurately and legibly in print and on computer report screen</p> <p>Transcribe phone messages accurately and legibly</p> <p>Write laboratory procedures using correct grammar, spelling punctuation, sentence structure and appropriate medical terminology</p> <p><u>READING:</u></p>	<p>C</p>

	<p>Read and correlated laboratory results</p> <p>Read and comprehend technical and professional materials (i.e., procedure manuals, manufacturer inserts, reference materials, textbooks, journals, etc.)</p>	
<b>INTELLECTUAL/ CONCEPTUAL</b>	<p>Ability to problem solve</p> <p>Critical Thinking:  Measuring  Calculating  Reasoning  Analyzing  Prioritizing  Synthesizing  Correlating</p> <p>Interpret normal and abnormal laboratory test results</p> <p>Use Levey-Jennings Charts, graphs and numerical tables</p> <p>Use testing algorithms</p> <p>Calculate laboratory test results when required</p> <p>Recognize when a testing or instrument problem exists and take appropriate action</p> <p>Recognize when problems or complications occur and take appropriate action during patient procedures</p> <p>Prioritize workload</p> <p>Delegate workload</p>	C

**THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER**

I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

Yes  No

I have reviewed results of TB screening and verify that the student is free of active tuberculosis.

Yes  No

I have reviewed the Essential Functions for Nursing/Health Sciences requirements with the student, and based on my assessment and the medical history and information

provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the essential functions described above.

Yes  No

**PROVIDER PRINTED NAME/CREDENTIALS:**

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**(MD, DO, NP, PA)**

**PROVIDER SIGNATURE:**

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**PROVIDER PHONE:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**IVY TECH COMMUNITY COLLEGE  
SCHOOL OF HEALTH SCIENCES, SCHOOL OF NURSING  
DECLINATION FOR VACCINATION**

Student Name: \_\_\_\_\_

Student ID: C \_\_\_\_\_

I understand that as a student in a health program, there is increased risk of acquiring Hepatitis B virus (HBV), Measles, Mumps, Rubella, Tetanus, Diphtheria, Varicella (Chicken Pox), influenza, and/or Tuberculosis infection due to potential occupational exposure to blood or other infectious materials. It has been recommended that I be immunized with vaccine for these illnesses. However, I decline these immunizations at this time. I understand that by declining vaccination, I accept the risks involved and I will not hold Ivy Tech Community College, classmates or the clinical facility responsible for the consequences of my decision.

I understand that certain course activities and affiliated clinical sites may refuse or prevent students the right to participate in hands-on contact with clients or patients if they are not vaccinated and/or provide documentation of immunization for the above mentioned communicable diseases. Depending on specific clinical affiliating agency requirements, declining immunization may prevent the student from participating in clinical coursework and may require withdrawal from the program.

I understand that the purpose of providing in-class hands-on laboratory activities and clinical experiences is to assist students in the understanding and application of course content, ultimately providing a sufficient foundation to prepare the student for degree completion and subsequent certification or licensing examination. Ivy Tech cannot guarantee that a student who has not participated fully in these hands-on activities will be fully prepared to do the same. Ivy Tech cannot guarantee that any student will pass a certification or licensing exam, or become employed in the field.

I have discussed the implications of this decision with my healthcare provider as indicated by the signature on this form.

Immunization	Purpose for Declination		
	Personal Preference	Medical Contraindication	Expected Duration of Medical Contraindication

Health Care Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

IVY TECH- COMMUNITY COLLEGE  
Ivy Tech Community College – South Bend  
Medical Laboratory  
Competency List for Stop-Outs

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**MEDL 101: Fundamentals of Laboratory**

- Specimen Collection: Demonstrate Venipuncture Using Universal Precautions
- Lab Math quiz
- final Exam Testing

**MEDL 102: Routine Urinalysis**

Discuss the tests usually included in a routine exam of the chemical properties of urine.

- Perform chemical tests on dip stick for pH, Protein, glucose, and other properties.
- Discuss the importance of microscopic urine Perform an assigned number of routine urinalysis within 2 S.D. of reference values.
- Final Exam Testing

**MEDL 201: Immunology Techniques**

- Read and correctly follow instructions provided in reagent package inserts, as needed, to obtain valid results.
- Final Exam Testing

**MEDL 205: Hematology Techniques I**

- Proper preparation and staining techniques for blood Smears.
- Prepare acceptable blood films using slide procedure
- Describe spinal fluid analysis to include: Physical, Chemical, cell count, culture, and cell differential

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**MEDL 206: Hematology Techniques 1**

- The importance and use of the differential as an aid in Clinical diagnosis.  
Identify and classify RBC's by morphology on Wrights Stain.  
Identify and Classify WBC's by morphology on Wright Stained Smears.
- Final Exam Testing MEDL 205 & 206

**MEDL 214: Medical Chemistry:**

- Final Exam testing

**MEDL 216: Microbiology Techniques:**

- Final Exam Testing

**MEDL 200. • Hemostasis Theory and Practice:**

- Final Exam Testing

**MEDL 202: Immunohematology Techniques:**

- Type and Screen (Gel and tube)
- ABID Cross Out
- Final Exam Testing

**MEDL 217: Parasitology and Mycology:**

- Final Exam Testing

Competencies to be done based on completed courses: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> MEDL 101: Fundamentals            | <input type="checkbox"/> MEDL 102: Routine Urinalysis    |
| <input type="checkbox"/> MEDL 216 Microbiology Techniques  | <input type="checkbox"/> MEDL 201: Immunology Techniques |
| <input type="checkbox"/> MEDL 206: Hematology Techniques I | <input type="checkbox"/> Other: _____                    |

I acknowledge and understand that I must successfully complete upon instructor satisfaction the identified competencies from the list above before being allowed to continue in Medical Laboratory program course

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

Ivy Tech Community College – South Bend  
 Medical Laboratory Program  
**Competency Check-Off Chart for Stop-Outs**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Competency	Date Planned	Date Passed	Instructor Signature
MEDL 101: Venipuncture			
Basic Lab Math quiz			
MEDL 201 RPR Testing			
MEDL 205: Blood Film Prep/Discussion Spinal Fluid			
MEDL 102: Perform Routine urine chemical and microscopic exam			
MEDL 206 Complete Abnormal Differential with RBC Morphology			
MEDL 202: Type and Screen (Gel and Tube)			
ABID Cross out			
ALL MEDL Courses Final Exams; _____			
Grading scale will be followed according to MLT Policy on all finals. 75% or above must be achieved to ass.			
Others as Needed			

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Medical Laboratory Program Competencies