CLINICAL LABORATORY TECHNOLOGY PROGRAM

STUDENT HANDBOOK

2023-2024

Elgin Community College
1700 Spartan Drive
Elgin, Illinois 60123
www.elgin.edu
847-214-7322

These requirements are specific to the Clinical Laboratory Technology Program and are a supplement to the ECC college catalog and the Health Professions Policies & Procedures Manual

Updated July 2023

Accessible Version: CLT Handbook

This page left intentionally blank

Table of Contents

Accrediting Agency

The Clinical Laboratory Technology (CLT) Program is accredited by the
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS),
5600 N. River Rd, Suite 720, Rosemont, IL 60018.
(773) 714-8880

Health Professions - Mission Statement

The mission of Health Professions is to provide a quality education that supports the development of health and wellness practitioners.

Health Professions - Vision Statement

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Clinical Lab Technology - Mission Statement

The mission of the CLT Program is to develop lab professionals that are patient-focused, providing accurate and timely patient results.

Clinical Lab Technology - Professionalism Statement

As a student in the CLT program you will be expected to behave as a professional. It is easy to recognize a professional because they are good at what they do and they like doing it. They enjoy helping others and knowing that they have made a difference. They treat everyone with dignity and respect. Professionals set high standards for themselves and work hard to achieve them. They care about quality and how to improve it. They continually strive to learn and grow in their personal and professional lives. Professionals are recognized for their integrity. They are reliable, accountable, and always team players.

Your assignment: begin to think about how you will develop your own professionalism as a CLT student.

Health Professions Discrimination Statement

Clinical experiences are planned by health professions faculty/administrators to best meet student learning needs. Students may not refuse assignments based on the students' beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

CLT Program Homepage Link

Clinical Lab Technology | Elgin Community College (ECC)

ECC Strategic Plan

Mission, Shared Values, and Philosophies:
ECC's mission: to improve people's lives through learning. Through our decisions and actions, we empower:

- **Students** to reach their goals in an equitable and welcoming environment;
- **Employees** to thrive and fully use their collective talents; and
- Our **community** to transform and enrich the world.

Philosophies – how we approach our work.
These philosophies serve as our ethical compass and the lens through which we look when making decisions.

Learning: empowers individuals to improve their own lives as well as the economic, social, and cultural conditions of local and global communities.
Equity: ensuring everyone receives what they need to be successful.
Diversity: is all expressions of humanity.
Inclusion: valuing what makes us unique.
Justice: ensuring our structures and systems honor individual rights.

Strategic plan can be accessed in its entirety at Mission, Shared Values, and Philosophies | Elgin Community College (ECC)

Program Goals

The CLT program has established five program goals. The competency statements listed below are used in assessing the progress of students throughout the program and serve as a measure of how well the program is meeting its goals.

Goal #1: To provide students with the highest quality academic and clinical education in the field of clinical laboratory science.

Competencies:
1A. Students will demonstrate basic knowledge necessary to obtain passing scores on national certification examinations.
1B. The program will maintain continued accreditation by NAACLS.

Goal #2: To provide students with the technical skills needed to perform laboratory test procedures accurately and efficiently.

Competencies:
2A. Students will collect and process specimens independently.
2B. Students will apply test principles in the performance of diagnostic lab analysis
2C. Students will correlate test results with clinical disease states.
2D. Students will evaluate quality control results before reporting test results.
2E. Students will follow established laboratory safety policies.

Goal #3: To provide students with the critical thinking skills needed to solve problems independently.

Competencies:
3A. Students will organize and prioritize tasks appropriately.
3B. Students will initiate measures to correct technical problems.
3C. Students will maintain quality performance under stress.

Goal #4: To provide students with the communication skills needed to function effectively in a laboratory environment.

Competencies:
4A. Students will convey written and verbal information to others in a timely manner.
4B. Students will follow written and verbal instructions accurately.
4C. Students will use computer technology to operate equipment manage information

Goal #5: To help students develop an understanding of their professional role within a health care team.

Competencies:
5A. Students will develop a sense of responsibility to the patient and the employer.
5B. Students will treat co-workers and patients with respect.
5C. Students will maintain professionalism in appearance and conduct.
5D. Students will remain adaptable to changes that occur in the profession.
5E. Students will grow intellectually through continuing education.

Essential Requirements

The CLT program has established minimum essential requirements, separate from academic standards for admission, which every student must meet with or without reasonable accommodations in order to participate fully in all aspects of training.

Essential Observational Requirements

- The student must have the ability to observe and acquire information from printed and projected materials.
- The student must be able to differentiate the color of structures both macroscopically and microscopically.
- The student must be able to discern veins through tactile senses.

Essential Movement Requirements

- The student must be able to travel to and from clinical sites for practical experiences.
- The student must be able to move freely and safely about a laboratory.
- The student must be able to reach laboratory benchtops and shelves.
- The student must be able to tolerate long periods of physical activity, including sitting, standing, and moving quickly at times.
- The student must have sufficient fine motor control to collect and process potentially infectious specimens, safely handle laboratory chemicals, and manipulate laboratory equipment requiring repetitive motion.

Essential Communication/Cognitive Requirements

- The student must be able to effectively read, write, and speak in English in order to communicate with instructors, students, patients, and other members of the health care team.
- The student must be able to follow oral and written instructions in order to perform tasks independently.
- The student must be able to comprehend, memorize, analyze, and synthesize scientific information at a level appropriate for clinical lab technicians.

Essential Behavioral Requirements

- The student must be able to prioritize and complete projects within realistic time constraints.
- The student must be able to exercise judgment and decision-making skills during periods of stress.
- The student must remain flexible and adaptable to change.
- The student must recognize potentially hazardous situations and proceed safely. The student must seek help when needed.
- The student must be able to accept constructive criticism and work to improve performance.
- The student must be able to work collaboratively with fellow students and instructors.

Graduates are expected to be qualified to enter the field of clinical laboratory technology. It is, therefore, the responsibility of the student with disabilities to request those accommodations that they feel are reasonable and are needed to execute the essential requirements. Students with disabilities must contact Disability Services to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any standard procedure.

ADA/Section 504 Compliance

Elgin Community College complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 to ensure that no students, employees, visitors, or other beneficiaries of the ADA encounter discrimination on the basis of their disability. All college facilities, services, and programs must be accessible to students, employees, and visitors with disabilities unless doing so would be an undue burden to the college. ECC can provide reasonable accommodations to qualified students with disabilities for successful entrance into and completion of courses, but students should note that the college is not required to, nor should it, compromise on program admissions or essential course requirements. Qualified students with disabilities must contact the Student Access and Disabilities Services Office to request reasonable accommodations. Student Access and Disability Services | Elgin Community College (ECC)

CLT Program Entrance Requirements

Proof of High School (HS) graduation or HS equivalency examination

One of the following items within the past five (5) years

- ECC reading placement test score of 95 or better
- ACT reading score of 19 or better
- SAT/PSAT reading score of 480 or better
- High School GPA of 3.0 or higher (unweighted, based on at least six (6) semesters excluding summer
- Grade of C or better in HPE-112
- Grade of C or better in RDG-091
- Grade of C or better in LTC-099

AND a grade of C or better in BIO 110
AND a grade of C or better in CHM 101
AND a grade of C or better in MTH 097 or HS Geometry
AND a grade of C or better in MTH 098 or HS Algebra

CLT Course Descriptions

CLT 100-INTRODUCTION TO CLINICAL LAB TECHNOLOGY (2.5)
Prerequisites: Acceptance into the Clinical Laboratory Technology program or program director consent.
Description: This introductory course will familiarize the student with the professional responsibilities of the clinical laboratory technician. Units on medical terminology, laboratory safety, infection control, use of diagnostic equipment, and quality control will be covered. Students develop basic phlebotomy skills in preparation for CLT 120.

CLT 110-CLINICAL MICROSCOPY (3.0)
Prerequisites: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or program director consent.
Description: Students will learn basic microscopy techniques used in performing body fluid analyses. Anatomy and physiology of the urinary system, renal disease states, diagnostic test principles and procedures, and clinical correlation of lab results will be covered.

CLT 112-CLINICAL HEMATOLOGY (3.5)
Prerequisites: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or program director consent.
Description: Students will learn basic lab techniques used in performing hematology/hemostasis analyses. Hematopoiesis, hematologic disorders, diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results will be covered.

CLT 114-CLINICAL IMMUNOLOGY (2.5)
Prerequisites: Grade of C or better in BIO 240 or BIO 246 and CLT 100 or program director consent.
Description: Students will learn basic lab techniques used in performing serologic analyses. The immune system, the immune response in health and disease, diagnostic test principles and procedures, and clinical correlation of lab results will be covered.

CLT 120-CLINICAL LAB TECHNOLOGY PRACTICUM I (0.5)
Prerequisites: Program director consent.
Description: Practicum I will provide the student with supervised clinical experience in a phlebotomy setting. Students who have completed CLT 101 and earn 1.5 credits of CLT 120 are eligible to take a national certification exam for phlebotomy technicians.

CLT 210-CLINICAL CHEMISTRY (3.5)
Prerequisites: Grade of C or better in CHM 142 and CLT 100 or CLT 106 or program director consent.
Description: Students will learn basic lab techniques used in performing biochemical analyses. Units on carbohydrates, proteins, lipids, enzymes, hormones, electrolytes, and toxicology will include diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results.

CLT 212-CLINICAL MICROBIOLOGY (3.5)
Prerequisites: Grade of C or better in BIO 265 and CLT 100 or CLT 106 or program director consent.
Description: Students will learn sterile techniques used to isolate and identify microorganisms.

Antibiotic susceptibility testing and clinical correlation of lab results will be covered. Supplemental units on parasitology, mycology, and virology will be introduced.

CLT 214-CLINICAL IMMUNOHEMATOLOGY (3.0)
Prerequisites: Grade of C or better in CLT 114 or program director consent.
Description: Students will learn basic lab techniques used in blood typing, compatibility testing, and antibody identification. Other functions of the blood bank, including donor blood collection, screening, and component processing, will be covered.

CLT 220-CLINICAL LAB TECHNOLOGY PRACTICUM II (5.0)
Prerequisites: Grade of C or better in CLT 110, CLT 112, and CLT 210 or program director consent.
Description: Practicum II will provide the student with supervised experience in a clinical laboratory. Student rotations will be scheduled in the hematology and chemistry departments.

CLT 222-CLINICAL LAB TECHNOLOGY PRACTICUM III (5.0)
Prerequisites: Grade of C or better in CLT 114, CLT 212, and CLT 214 or program director consent.
Description: Practicum III will provide the student with additional supervised experience in a clinical laboratory. Student rotations will be scheduled in the immunology, microbiology, and blood bank departments.

CLT 230-CLINICAL LAB TECHNOLOGY CONFERENCE (1.0)
Prerequisites: Grade of C or better in CLT 120 and CLT 220 or program director consent.
Description: This capstone course will cover management and educational topics related to clinical laboratory science. Students will prepare resumes, design and operate a mock laboratory, and review for certification exams.

Copy Services

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the A building.

Castle Branch, Criminal Background Checks and Drug Testing

This information is located in the Health Professions Policies & Procedures Manual located on the CLT homepage.

Name Badges

All CLT students are required to obtain an ECC Student ID and student ID card holder. The holder can be purchased at the ECC bookstore. It should be clear, hold your ECC student ID card, and clip to your uniform. The student ID can be obtained through Student Life, Building B, room B173, Monday – Friday between 8 and 5. You need to bring your license and/or state ID and a copy of your schedule.

Code of Conduct

This information is located in the Health Professions Policies & Procedures Manual located on the CLT homepage.

Dress Code/Hygiene Policy

During Clinical Practicums

1. A lab coat and gloves are mandatory and will be provided by the clinical facility.
2. Student name badges must be worn so that they are easily visible.
3. Scrubs are required laboratory attire. Business casual may be permitted at certain facilities. Absolutely no jeans allowed.
4. Shoes must have rubber soles. Clean white gym shoes are acceptable. No open toe shoes permitted. Shoes must have backs.
5. Hair and nails must be neat. Long hair should be tied back.
6. Jewelry should be kept to a minimum.
7. Proper hygiene practices are to be followed. Avoid strong smelling perfumes.

***Students will be evaluated on their adherence to this dress code/hygiene policy (see clinical performance evaluation). Students will be asked to leave the clinical facility if violations occur.**

Snow Day Policy

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students should also subscribe to the **ECC Emergency Alert System**. Simply, register on-line at **emergency.elgin.edu** When there is a school closing or emergency, you will receive a text message.

If the college is closed, students are not required to attend practicums, however, any missed days must be made up. Site visits will not occur when campus is closed for snow days.

Safety Policy

Students must demonstrate competency in safety protocol during CLT 100. Safety objectives are continually reinforced during all of the CLT courses and clinical practicums. The following safety precautions must be followed while in the student laboratory (A218):

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid resistant lab coats must be worn while performing lab procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill kit.
7. All body fluid spills must be decontaminated immediately using a 10% bleach solution.
8. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately, and follow-up action initiated as directed (see Bloodborne Pathogen Exposure Policy in the Health Professions Policies and Procedures Manual).

Health Professions students are expected to practice safe techniques, remain drug and alcohol-free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the college's Grade Appeal Process. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Dismissal-Due Process procedure in the Health Professions Policies and Procedures Manual.

Bloodborne Pathogen Exposure Policy

Scope: Applies to all students enrolled in ECC Health Professions programs

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions:

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:

- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing: mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated immediately after use according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached **Exposure/Incident Report Form**.

Reporting of Clinical Exposure Incidents:

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.
3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC **Exposure/Incident Report Form.**
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.
7. Reference: Occupational Safety and Health Administration (OSHA) Standard Number 1910.1030 OSHA Bloodborne Pathogens

Elgin Community College

Bloodborne Exposure Report Form

Working in the healthcare field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Name:_____ HP Program: _____

Phone:_____

Exposure Incident Date:_____ Time: _____

Location of Exposure: (ie. facility & department or unit) _____

Type of Exposure: (ie. needle stick, mucous membrane, bite etc.) _____

Type of Device: (ie. manufacturer, safety device, type of needle etc.) _____

Body fluid or substance involved:_____ Body part(s) exposed: _____

Incident Details: (Explain in detail what occurred)

Personal protective equipment used: _____

Was first aid performed? ☐ YES ☐ NO (Check one)

Describe action taken & if so, by whom?

Follow-up testing and results (attach documentation)

Instructor Name:_____

Instructor Signature: _____

Comments:

Facility contact to whom incident was reported:

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Submit copy of completed form to both the Program Director and Dean of Health Professions

All students are required to read and sign the Health Professions Consent and Release form before participating in any lab activities.

Professional Development

Students are expected to participate in professional development activities each semester while in the CLT program. Examples of professional development activities include:

Becoming a member of the American Society for Clinical Laboratory Science (ASCLS), the premier professional organization for laboratory professionals. Application forms are available from the program director or online at www.ascls.org.

Attending the ASCLS-IL state meeting held each year in April/May and participating in the Student Bowl competition.

Planning the National Medical Laboratory Professionals Week celebration on campus.

Mentoring first year students and helping with recruitment activities.

Grading Policy

The grading scale for CLT courses is as follows:
A = 92-100% B = 83-91% C = 75-82% no D's F = <75%

Students must achieve a minimum 75% in each CLT course (CLT 100 or CLT 106, CLT 110, CLT 112, CLT 114, CLT 120, CLT 210, CLT 212, CLT 214, CLT 220, CLT 222, CLT 230) to remain in the clinical laboratory technology program. Students receiving a final grade less than 75% in any clinical course or rotation must repeat the course/rotation the following semester/year. In addition, students must score a 75% or higher on all final course exams. Failed courses/rotations may be repeated only once. Students receiving two failing grades in the CLT program will be dismissed permanently.

All general education courses required in the CLT program (BIO 113 or CHM 170, BIO 240 or BIO 245/246, BIO 265, CHM 142, MTH 112, ENG 101, ENG 102, social/behavioral science elective, liberal education elective) must also be completed with minimum grades of C.

Every attempt will be made to assist the student having academic difficulties. A health professions retention specialist is available for advice. Counseling and tutoring services are also available through the college.

Academic honesty is expected of all students. Abuse of the honesty policy may result in a lowering of a grade or failure of a test and/or course. Refer to the ECC Academic Integrity Policy in the Health Professions Policies and Procedures Manual.

Exam Re-Takes

At the discretion of the CLT faculty member, students may be allowed to re-take one failed written exam/quiz per course (final exams not included). The exam/quiz grade will be calculated as follows: 50% original grade, and 50% re-take grade. No practical exam re-takes or make-ups are permitted.

Course Grades

CLT course grades are calculated using scores from the activities listed below. See course syllabi for grading policy specifics.

Written Exams/Quizzes	Presentations	Group Projects
Practical Exams	Attendance	Research Projects
Lab Worksheets	Class Participation	Written Assignments
Performance Evaluations	Skill Validations	Discussion Board Postings

Practicum Grades

Practicum grades are calculated in the following manner:

CLT 120-Clinical Lab Technology Practicum I

Phlebotomy Rotation - 100%

CLT 220-Clinical Lab Technology Practicum II

Hematology Rotation - 50%, Chemistry Rotation - 50%

CLT 222-Clinical Lab Technology Practicum III

Microbiology Rotation - 45%

Blood Bank Rotation – 45%

Immunology Rotation - 10%

If a rotation must be repeated, the grade from the second attempt will be used in calculating the practicum grade.

Progress Reports/Exit Interviews

Students are expected to meet with the program director at the end of each semester to discuss academic progress and class scheduling. The program director or designated clinical coordinator also visits each student one time during each clinical semester.
At the end of the program an exit interview is scheduled with the program direcotr to gather overall feedback and suggestions for program improvement. At this time students will also complete a mock certification exam.

Academic Integrity

This information is located in the Health Professions Policies & Procedures Manual located on the CLT homepage.

Dismissal Policy

This information is located in the Health Professions Policies & Procedures Manual located on the CLT homepage.

Student Grievance Policy

Students who have grievances regarding the CLT program should discuss them first with the faculty member or clinical instructor involved. A problem that is not resolved at this level should then be brought to the program director's attention. If a problem is not resolved informally at this level, the student should follow the grievance procedure outlined in the college catalog.

Complaints That Fall Out of Due Process

Complaints that fall outside due process will be referred to the college's general counsel where necessary, and records of such complaints will be kept within the department.

Withdrawal/Re-Entry Policy

Students who wish to drop out of the CLT program must follow the college withdrawal policy. Refer to the course schedule or college catalog for course withdrawal deadlines.

Students who would like to re-enter the CLT program after a period of voluntary inactivity may do so under the following conditions:

1. No more than two semesters have passed since the student last completed a CLT course (summer term not included).
2. Remedial work will be given to ensure competency. Student must achieve a score of 75% or

better to return to the program.
3. Student is in good academic standing.
4. Space is available in the CLT program.

Students must submit a letter to the program director requesting consideration for re-admission. Students who are granted re-admission must meet with the program director before scheduling courses.

If a student would like to re-enter the CLT program, but more than two semesters have passed since they last completed a CLT course, they may be re-admitted under the following conditions:

1. Student is in good academic standing.
2. Remedial work will be given to ensure competency. Student must achieve a score of 75% or better to return to the program.
3. Space is available in the CLT program.
4. CLT courses that are two or more years old must be repeated with grades of C or better before the student is allowed to enroll in clinical practicums.

Alternate Status Policy

The CLT program is generally able to place all students in clinical rotations. In the event that the number of students in the program exceeds the number of available clinical rotation spots, the alternate status policy described below would apply.

Full-Time Students
Full-time students will have first priority for clinical rotation spots. Full-time students will be ranked based on their GPA in CLT professional courses. Students will be assigned clinical spots based on these rankings. Students not assigned to a clinical rotation will be considered alternates.

Part-Time and Re-Entering Students
Part-time students or those students who are re-entering the program after voluntary withdrawal will be assigned to any remaining clinical rotations based on their GPA in CLT professional courses. The part-time or re-entering student with the highest CLT GPA will receive the first available rotation spot and so on. Students not assigned to a clinical rotation will be considered alternates.

Alternates
Alternates will be scheduled for rotations when space becomes available. This scheduling will be done on an individual basis by the program director, which will be based on CLT GPA. Therefore, students with highest CLT GPA will be placed first, and placement will proceed according to CLT GPA in descending order.

Clinical Affiliates

The following facilities are current affiliates of the CLT program:

ACL Labs (Advocate/Dreyer/AAH) (Rosemont)

Advocate-Christ Hospital ACL Labs (Oak Lawn)

Advocate-Lutheran General Hospital ACL Labs (Park Ridge)

Advocate-Good Shepherd Hospital ACL Labs (Barrington)

Advocate-Sherman Hospital ACL Labs (Elgin)

Alverno-Alexian Brothers Medical Center (Elk Grove Village)

Alverno Presence Mercy Medical Center (Aurora)

Alverno-St. Alexius Medical Center (Hoffman Estates)

AMITA-St. Joseph Hospital (Elgin)

Edward Hospital (Naperville)

Elmhurst Hospital (Elmhurst)

Northwestern Medicine-Central DuPage Hospital (Winfield)

Northwestern Medicine -Delnor (Geneva)

Northwestern Medicine - Kishwaukee Community Hospital (DeKalb)

Northwestern Medicine -McHenry Medical Center (McHenry)

Northwestern Medicine – Woodstock Hospital (Woodstock)

OSF-St. Anthony Medical Center (Rockford)

Quest Diagnostics (Various Locations)

Rush Copley Memorial Hospital (Aurora)

Special Note: Students are assigned to specific rotations by the program director. Trading rotations is prohibited. The program director will not honor any requests for vacations during rotations.

Before being scheduled for CLT 220 or CLT 222 students must complete the following:

- Pass the clinical rotation entrance exam with a score of 75% or higher
- Pass ENG 101 with a grade of C or higher
- Repeat TB if more than one year old
- Repeat drug tests if more than one year old (site specific)
- Repeat annual flu shot if more than one year old
- Repeat background check if more than one year old (site specific)

Practicum Attendance Policy

Students are expected to provide their own transportation to and from all clinical sites. Students will be scheduled for training in each department according to the guidelines listed below. Points will be deducted from the clinical rotation grade if the minimum hours are not met. **Students should be aware that prospective employers generally inquire about attendance records.**

Phlebotomy	40 hours
Hematology + Urinalysis+ Coagulation	150 hours (approximately 6 weeks)
Chemistry	90 hours (approximately 4 weeks)
Microbiology	180 hours (approximately 7 weeks)
Blood Bank	120 hours (approximately 5 weeks)
Immunology	3-week simulation lab at ECC

Each rotation week (with the exception of phlebotomy) consists of a minimum of 24 hours spent at the clinical site. Rotation hours are generally 7:00am-3:30pm (3 days per week). Clinical instructors may adjust these times if necessary.

If a student will be late/absent from the clinical site the clinical instructor and program director must be notified prior to the scheduled start time. If a student is tardy (late 15 minutes) three times, they will be dismissed from the rotation. Absences other than illness must be cleared by the program director. Prolonged illnesses (3 or more days) require a written clearance from a physician before returning to the clinical rotation. Arrangements must be made with the clinical instructor to make up any missed rotation days.

Service Work

Students may not be used in the clinical setting in place of paid employees. Students may be permitted to perform procedures under supervision in the clinical setting after demonstrating an appropriate level of proficiency. Laboratories with part-time positions available may hire students for evening or weekend hours. Students must be paid appropriately for this work. Though relevant work experience is highly encouraged, students are cautioned not to accept more than 20 hours of work per week while in the CLT program.

Practicum Dress Code/Hygiene Policy

A lab coat and gloves are mandatory and will be provided by the clinical facility. Student name badges must be worn so that they are easily visible. Scrubs are required laboratory attire. Business casual may be permitted at certain facilities. Absolutely no jeans allowed. Shoes must have rubber soles. Clean white gym shoes are acceptable. No open-toe shoes permitted. Hair and nails must be neat. Long hair should be tied back. Jewelry should be kept to a minimum. Proper hygiene practices are to be followed. Avoid strong-smelling perfumes. Students will be

evaluated on their adherence to this dress code/hygiene policy. Students will be asked to leave the clinical facility if violations occur.

Time Limitations for Completion of the CLT Program

There is a three-year time limit from entry into CLT 100 or CLT 105 to completion of the CLT program. Exceptions will be handled on an individual basis by the program director.

Program Completion

Students are accepted into the Clinical Lab Technology program with the intention that the program will be completed in its entirety on this campus within the designated time frame. In the event of unforeseen circumstances like a natural disaster it may be impossible to carry on educational activities at this campus. Depending on the severity and scope of the situation, alternative sites will be utilized or temporary agreements implemented in order to provide for program completion on or near the original completion date. A completed plan of operation is required to be submitted to NAACLS within 30 days of the event.

Graduation Requirements

Students are encouraged to participate in the ECC sponsored graduation ceremonies which are held each year in May and December. Students must apply for graduation in order to have the AAS degree posted on their final transcript.

Certification Information

Once a student has successfully completed the CLT program, they are eligible to sit for a national certification exam prior to becoming employed in a clinical laboratory.
Certification information may be obtained from the American Society of Clinical Pathology www.ascp.org . Granting the AAS degree in Clinical Laboratory Technology is not contingent upon earning a passing score on these certification exams.

Affective Domain Evaluations

Students will be evaluated each semester on their affective performance. This evaluation will be followed up with a one-on-one meeting with the Program Director each semester.

Affective Domain Evaluation

Student _____ Date _____Course_____Instructor_____

Mark the box which most closely represents your evaluation of the student's affective performance. Comments are required for any categories marked below expectations.

Attitudes & Behaviors	Meets Expectations	Below Expectations	Comments
Adaptability	Student responds to changes quickly, student is able to multitask.	Student is unable to respond to changes quickly, student is unable to multitask.	
Appearance	Student adheres to lab dress code/hygiene policy.	Student does not adhere to lab dress code/hygiene policy.	
Communication	Student demonstrates effective communication skills (written, verbal, and listening).	Student does not demonstrate effective communication skills (written, verbal, or listening).	
Confidence	Student organizes work to be completed, works independently, recognizes limitations.	Student cannot organize work to be completed, cannot work independently, does not recognize limitations.	
Cooperation	Student helps others willingly.	Student does not help others willingly.	
Dependability	Student arrives on time, begins work promptly, completes assignments in allotted time, properly uses and maintains equipment.	Student arrives late, does not begin work promptly, does not complete assignments in allotted time, does not properly use and maintain equipment.	
Initiative	Student displays enthusiasm and motivation, asks relevant questions, seeks additional information.	Student does not display enthusiasm and motivation, does not ask relevant questions, does not seek additional information.	
Integrity	Student follows instructions/course policies, pays close attention to detail, admits to errors or mistakes.	Student does not follow instructions/course policies, does not pay close attention to detail, does not admit to errors or mistakes.	
Judgment	Student makes sound decisions after considering all options, seeks help when needed.	Student cannot make sound decisions after considering all options, does not seek help when needed.	
Professionalism	Student interacts in a professional manner, maintains work quality under pressure.	Student does not interact in a professional manner, does not maintain work quality under pressure.	
Reaction to Criticism	Student accepts constructive criticism, tries to correct weaknesses.	Student does not accept constructive criticism, does not try to correct weaknesses.	
Safety	Student follows lab safety policies, leaves work area clean.	Student does not follow lab safety policies, does not leave work area clean.	

Number of days absent from this course ____

Number of assignments not completed ____ Student's initials _____ Revised 5/09

Clinical Performance Evaluation

Student _____**Clinical Site** _____
Department _____

Expectation: By the end of the rotation, students will perform CLT skills and demonstrate attitudes and behaviors at a level commensurate with successful entry into the profession (ie. meets or exceeds expectation). If two or more areas within a category are marked *performance below expectation,* the student will fail the rotation. If there are less than two areas marked *performance below expectation,* the student will be required to complete additional work on campus until the deficiency is corrected.
Instructors: Complete this evaluation during the last week of the rotation by marking the boxes that most closely describe your opinion of this student's knowledge and skills If performance is below expectations please add comments to each identified category. The completed evaluation should be discussed with the student and signed**. If problems are observed throughout the rotation the student and program director should be informed immediately.**

Category	Knowledge & Skills	**Exceeds Expectation** Student is able to complete task with minimal assistance from instructor **Meets Expectation** Student is able to complete task with moderate assistance from instructor **Below Expectation** Student is unable to complete task or requires considerable assistance from instructor	Exceeds	Meets	Below	Comments (Continue on back if necessary)
Comprehension	Specimen Requirements	Rejects specimens that are not acceptable for analysis				
	Test Principles	Understands principles and applies them to test methodologies				
	Diagnostic Skills	Correlates abnormal test results with disease states				
Technical	Specimen Processing	Processes specimens for analysis				
	Test Performance	Performs laboratory tests according to written procedures				
	Quality Control	Performs quality control according to written procedures				
	Instrumentation	Operates lab equipment and automated instruments				
Organization	Time Management	Prioritizes and completes assignments in allotted time				
	Work Area	Keeps work area neat and supplies stocked				
Documentation	Quality Control	Evaluates and records QC results				
	Reporting Results	Reports test results and recognizes critical values				
Problem-Solving	Recognizes Problems	Recognizes technical or instrumental problems				
	Corrective Action	Initiates corrective actions when appropriate				

Attitudes & Behaviors	**Exceeds Expectation** Student demonstrates attitude or behavior 90-100% of the time **Meet Expectation** Student demonstrates attitude or behavior 75-89% of the time **Below Expectation** Student demonstrates attitude or behavior <75% of the time	Exceeds	Meets	Below	Comments (Continue on back if necessary)
Adaptability	Responds to changes quickly				
Appearance	Adheres to lab dress code/hygiene policy				
Communication	Demonstrates effective written and oral communication skills				
Confidence	Works independently, recognizes limitations				
Cooperation	Helps others willingly, develops professional relationships				
Dependability	Arrives on time, follows instructions				
Ethics	Treats patient information and lab results confidentially				
Initiative	Displays enthusiasm and motivation, seeks additional information				
Integrity	Pays close attention to detail, admits to errors or mistakes				
Judgment	Makes sound decisions after considering all options				
Professionalism	Maintains work quality under stress, accepts constructive criticism				
Safety	Follows lab safety policies				

Number of days absent during this rotation ____
Were the missed rotation days made up? Yes / No
Would you recommend this student for employment in this department? Yes / No

_____

Evaluator Signature & Credentials Date

Student Comments:

_____

Student Signature Date

Revised 5.25.23 JAL

Elgin Community College

Social Media Conduct Contract

In exchange for the educational opportunities provided by the clinical coursework and clinical rotations, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. I agree to uphold all HIPPA and other privacy requirements both in the classroom and during my clinical rotations. Those privacy requirements have been explained to me, and by signing this document I agree to fully comply with these requirements.

I understand that I am bound to comply with all privacy requirements not only at the clinical rotation, but also when conversing with anyone not directly involved in the patient's care, including family, friends, and peers. I will be held accountable for maintaining the privacy of any information obtained, seen, or given during the clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience, or information regarding my experience with the clinical agency, its staff, or its clients/ patients on any internet or web-based platforms (Facebook, Twitter, Emails, MySpace, Instagram, Linkedin, and/or any others not specifically mentioned). I understand that administration periodically searches the internet for breaches of its privacy policies. I will be prohibited from returning to the clinical site if any privacy require.ment in any regard is violated. Such violation may also result in a delay in completing degree requirements or in further disciplinary action against me by Elgin Community College.

By signing this document, I agree to fully comply with this social medial conduct contract and all expectations included herein.

Student (signature) _____ Date _____

Student (print name) _____ ECC Student ID Number _____

Witness (signature) _____ Date _____

Elgin Community College

CLT Program Student Handbook Agreement

Elgin Community College's Clinical Laboratory Technology Student Handbook provides information regarding the policies and procedures in effect for the CLT program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

☐ I have received a copy of the Clinical Lab Technology Student Handbook.

☐ I am aware that it is my responsibility to ask questions about the contents of the Clinical Lab Technology Student Handbook and have those questions answered to my satisfaction.

☐ I understand that failure to follow any of the policies in the Clinical Laboratory Technology Student Handbook may result in my dismissal from the CLT program.

☐ I agree to fully participate in the lab portion of the CLT program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

☐ I agree that while enrolled in the CLT program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will strive to learn the technical skills and develop the professional behaviors vand attitudes required of a Clinical Laboratory Technician.

_____ _____

Student (signature) Date

_____ _____

Student (print name) ECC Student ID Number

CLT- 2023

Elgin Community College

Statements and Releases

Student (print name) _____

Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Clinical Laboratory Technician Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Clinical Laboratory Technician Program Director.

_____ _____

Student (signature) Date

Photography Release and/or Professional Insurance Status

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Clinical Laboratory Technician Program to any outreach site to which I am committed. I also give permission to send a copy of my student membership card in my chosen professional organization to prove that I am covered by liability insurance.

_____ _____

Student (signature) Date

Permission to Survey Future Employer

I give permission to survey my future employer as part of the Clinical Laboratory Technician Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program in meeting its goals.

_____ _____

Student (signature) Date

Elgin Community College

Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

_____,freely choose to participate in the (print your program name)

_____program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

_____ _____

Student Signature Date

_____ _____

Witness Signature Date

Elgin Community College

Safety Policy

Students must demonstrate competency in safety protocol during CLT 100 or CLT 105. Safety objectives are continually reinforced during all of the Clinical Laboratory Technology courses and clinical practicums. The following safety precautions must be followed while in the student laboratory (A-218):

1. No eating or drinking is allowed while performing laboratory procedures.
2. Fluid resistant lab coats must be worn while performing laboratory procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill-kit.
7. All biological spills must be cleaned up immediately with Cavicide or bleach.
8. Any accidents (broken glassware, puncture wounds, etc) must be reported to the instructor immediately and follow-up action initiated as directed (Refer to the Bloodborne Pathogen Exposure Policy in the Health Professions Policies & Procedures Manual for this information).

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

_____ _____

Signature Date

_____

ECC Student ID Number

_____ _____

Witness (signature) Date