




Medical Technologies (MLT, HIT, Phlebotomy)

STUDENT POLICY HANDBOOK

Revised September 2019

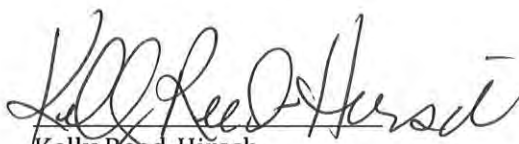
Panola Medical Technologies Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be notified of any changes.

The policies and procedures contained in the Medical Technologies Student Handbook have been approved by the following officials of Panola College:



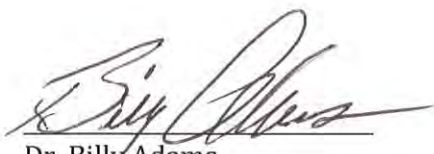
Jo Ellen Russell
Chair/Professor, Medical Laboratory Technician/
Health Information Technology

9/4/2019
Date



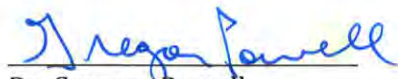
Kelly Reed-Hirsch
Dean of Health Sciences

9/6/2019
Date



Dr. Billy Adams
Vice President of Instruction

9-10-2019
Date



Dr. Gregory Powell
President

9-10-19
Date

Table of Contents

MISSION STATEMENT.....	4
AFFILIATIONS	5
STATEMENT OF NON-DISCRIMINATION:	6
STATEMENT ON DISABILITIES:.....	6
COURSE OF STUDY FOR MEDICAL TECHNOLOGIES PROGRAM:	6
ABILITIES AND SKILLS NECESSARY FOR THE ALLIED HEALTH PROGRAM:	6
RISKS FOR HEALTH CARE PROVIDERS:	7
RESOURCES AVAILABLE FOR STUDENTS:.....	7
LIBRARY FACILITIES:	7
STUDENT FINANCIAL AID SERVICES:	7
SIMULATION AND SKILLS LAB:	8
TEXTBOOKS:.....	8
MESSAGES:	8
CONFERENCES:	8
MEDICAL TECHNOLOGY HANDBOOK:	8
MEDICAL TECHNOLOGY PROGRAM POLICIES	9
I. REQUIRED CRITERIA:	9
II. PROFESSIONALISM:	12
III. PROGRESS AND EVALUATION.....	14
IV. ACCIDENTS/ INJURY:	15
V. CLASSROOM:.....	15
VI. TOBACCO/SMOKING:.....	15
VII. HEALTH SCIENCES SUBSTANCE ABUSE POLICY.....	15
VIII. UNIFORM / DRESS CODE:	17
IX. GRIEVANCES	18
X. APPLIED EXPERIENCE POLICY.....	18
ATTACHMENT A: ACKNOWLEDGEMENT OF RECEIPT OF MEDICAL TECHNOLOGIES STUDENT HANDBOOK	20
ATTACHMENT B: LIMITATIONS AND LIABILITY RELEASE FORM	21
ATTACHMENT C: IMMUNIZATIONS	22
ATTACHMENT D: CONFIDENTIALITY STATEMENT	23
ATTACHMENT E: COUNSELING FORM	24
ATTACHMENT F: PHYSICIAN'S EXAMINATION.....	25

MISSION STATEMENT

The Medical Technologies Program, like Panola College, shapes its mission around the needs of the people of the service area. Currently our community calls for more medical personnel, particularly in the allied health fields of Medical Laboratory Technology and Health Information Technology. These programs seek to fulfill that need.

The Medical Laboratory Technician Program serves the needs of our students by providing flexibility in online lectures and Saturday labs and the Health Information Technology program is offers online courses (except for clinicals and labs). This allows students to work and/or tend to their family commitments.

Both programs teach information and skills necessary for allied health professionals to provide care in a compassionate, competent, and ethical manner.

The focus of the Panola College Medical Technologies Programs is preparing competent novice allied health professionals such as Medical Laboratory Technicians and Health Information Technology Specialists.

Graduates completing the Medical Lab Technician AAS are eligible to sit for the certification/registration exam from the American Society of Clinical Pathology (ASCP) or American Medical Technologists (AMT). Graduates completing the Health Information Technician AAS are eligible to sit for the Registered Health Information Technician (RHIT) exam, and graduates completing a Certificate in Medical Coding are eligible to sit for the Certified Coding Associate (CCA) from American Health Information Management Association (AHIMA).

AFFILIATIONS

CONTROLLING AGENCY:

The controlling agency is Panola College, Carthage, Texas.

ADMINISTRATION AND FACULTY:

PANOLA COLLEGE:

President	Dr. Gregory Powell
Vice President of Instruction	Dr. Billy Adams
Dean Health Sciences	Kelly Reed-Hirsch
Chair, Medical Laboratory Technician and Health Information Technology	Jo Ellen Russell

ACCREDITATION AND APPROVAL:

Panola College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Applied Science and Certificate of Completion of the MLT and HIT.

PROGRAM ACCREDITING AGENCIES:

The Health Information Technology Program is accredited through:

*Commission on Accreditation for Health Information
And Information Management Education (CAHIIM)*
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601



Medical Laboratory Technician Program is accredited through:

*National Accrediting Agency for Clinical Laboratory Science
(NAACLS)*
5600 N. River Rd., Ste 720
Rosemont, IL 60018



AFFILIATED CLINICAL AGENCIES/FACILITIES:

A number of facilities are used for clinical assignments in the Medical Technology Programs. Clinical Affiliation Agreements are signed for each facility used. Students are guests in the facilities and should follow the policies of the facilities as well as the policies outlined in this handbook.

STATEMENT OF NON-DISCRIMINATION:

It is the policy of Panola College not to discriminate on the basis of age, race, color, religion, sex, national or ethnic origin in admissions, educational programs, activities, scholarship and loan programs, athletic or other college administered programs, or in its employment policies. Panola College is committed to equal opportunities for physically or mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973.

STATEMENT ON DISABILITIES:

Academic students with disabilities, including learning disabilities, who wish to request academic adjustments in the Allied Health Program, should notify the Disability Services office early in the semester so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his / her disability to the Disability Services counselor. At the beginning of the class, the student must inform the instructor so that arrangements can be made to accommodate those needs.

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or clinical setting. An applicant would be considered ineligible when his / her physical, emotional and / or intellectual disability:

1. Prohibits the student from achieving the knowledge and / or manipulative skills required of the respective Medical Technologies Program.
2. Creates a potential hazard to the student and / or recipient of health care services, faculty or another student.

COURSE OF STUDY FOR MEDICAL TECHNOLOGIES PROGRAM:

Curriculum for each program can be found in the Panola College catalog-
<http://www.panola.edu/student-success/catalog.html>

ABILITIES AND SKILLS NECESSARY FOR THE ALLIED HEALTH PROGRAM:

As an Allied Health student and a beginning health care provider, it is necessary for the student to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical proficiency and dexterity to perform the tasks related to the duties of the profession.
2. Mental / Emotional stability to demonstrate appropriate behavior at all times.
3. Energy to fulfill responsibilities required of the profession.
4. Adequate visual acuity and adequate color vision (with corrective devices as needed).
5. Adequate auditory acuity (with corrective devices as needed).
6. Speech which is understood by *all* persons across the life span.
7. Adequate tactile ability.
8. Manual dexterity of all limbs.
9. Strength to push, pull, and lift in accordance with assignments.

10. Strength / ability to carry, stoop, squat and bend in accordance with assignments.

11. Ability to:

- a. Reach above shoulder area.
- b. Stand / walk for long periods of time
- c. Organize and effectively manage time to meet deadlines.
- d. Perform neat and accurate work.
- e. Respond to increasing pressure, emergencies and workloads.
- f. Set priorities.
- g. Communicate effectively with the health care team and client, both verbally and non-verbally.

RISKS FOR HEALTH CARE PROVIDERS:

There are potential risks during clinicals at the various facilities which may include but are not limited to the following: Communicable and infectious diseases, cuts, punctures, slippery floors, electrical and chemical hazards, assault and battery.

RESOURCES AVAILABLE FOR STUDENTS:

ADVISING SERVICES:

Advising services are available through Panola College Student Services. The primary function of the advising program is to help students adjust to the college environment as well as to provide academic and career counseling. Students in the Medical Technologies program may also receive career guidance from program instructors. Students are responsible for identifying advising needs (both academic and personal) and requesting assistance or referrals.

LIBRARY FACILITIES:

The M.P. Baker library on the main campus is also known as the Learning Resources Center (LRC). The LRC includes the library collection and the Instructional Media Services Department. The growing collection of books and audiovisuals supports all programs at Panola College. The library services are available on-line. Students in the Medical Technologies program may be given assignments that require the use of the LRC. It is the student's responsibility to know how to access the resources of the library. Orientation tours and reference classes are available on request.

STUDENT FINANCIAL AID SERVICES:

There are numerous financial aid opportunities available through the Panola College Financial Aid office (see *Panola College Catalog*). Occasionally grants or scholarships become available specifically for nursing students. Students are encouraged to have a financial aid application on file.

HEALTH SCIENCE COMPUTER LAB:

The Health and Natural Science (HNS) Building houses a well-equipped computer lab for use by all of the Science and Health Science students enrolled in classes. Many computer-aided-instruction programs are available in this lab. Students may be given assignments in various courses that require use of the lab. Students are asked to respect the equipment in this lab by not eating or drinking in the area. Students are asked to respect other students by not talking in this area. Please note there are other computer labs available on campus including the library and that free wifi is available throughout most of the campus.

Print copies may be made for \$.10 per page at the student's expense. A photocopier is available for student use. **A card must be purchased in order to use this photocopier.** Cards may be purchased in the library or from the secretary (\$5 for 50 copies). **Paper copies may not be made for students by the department secretary. Please do not ask.**

SIMULATION AND SKILLS LAB:

Skills and Simulation laboratories are held in the HNS building to provide the students independent and supervised practice of clinical skills and application of clinical practice. Faculty may refer students to the skills laboratory or simulation laboratory for return demonstration of selected competencies/skills. Use of these labs is a privilege and students must abide by all policies.

TEXTBOOKS:

The faculty chooses textbooks for the Medical Technologies program based on currency and appropriateness to the curriculum design. Textbooks/e-books are available in the Panola College bookstore. Required textbooks/e-books will be noted in the course syllabus along with other recommended readings.

MESSAGES:

The department secretary will take only emergency messages for students. Messages will be posted on the bulletin board. The student must be responsible for checking the board for messages.

Please encourage family and employers not to call the Medical Technologies Department except in emergencies.

CONFERENCES:

Conferences will be scheduled individually at any time the instructors feel a conference is warranted. All instructors will have posted office hours. Students may request a conference at any time. If needed, the student may also schedule a conference with the appropriate Chair of in the Medical Technologies Program to express any concerns or problems.

MEDICAL TECHNOLOGIES HANDBOOK:

All Medical Technology students at Panola College are required to abide by the guidelines and policies set forth in this student handbook. Students in the Medical Technology Programs (MLT and HIT) are also required to abide by the guidelines and policies in the **Panola College Catalog** and the on-line student handbook, *The Pathfinder*.

The Handbook for the Medical Technologies Program will be reviewed with the student after acceptance and/or advising into their respective program. All students must be aware of and abide by the policies contained therein.

Students will sign a statement before the first day of class to verify they have received and read the handbook and agree to abide by the guidelines set forth. Attachment A.

Panola College Medical Technologies Programs hereby reserve and retain the right to amend, alter, change, delete, or modify any of the provisions for the Medical Technologies Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be informed of any changes.

MEDICAL TECHNOLOGY PROGRAM POLICIES

I. REQUIRED CRITERIA:

1. Admission

- The **Health Information Technician** Program is "Open Admission". Students that meet all the required criteria are admitted to the program and may register for courses after meeting with an advisor.
- The **Medical Laboratory Technician** Program is a "Closed" program. Students must apply and be accepted to the program to take courses. Information on the program and how to apply can be found at <http://www.panola.edu/programs/health-sciences/mlt/>
-

2. Age

Student must be at least **seventeen (17) years old.**

3. Health

Student must be physically and mentally capable of performing the necessary tasks and skills required of the profession. Please speak to the instructor **IMMEDIATELY** if you have any functional limitations and complete the Limitations and Liability Release Form – Attachment B.

4. Pregnancy:

In order to enter or remain in a Medical Technologies Program, a pregnant student **MUST** submit the following:

- (a.) A statement from her physician as to any limitations while in or continuing in the program. *This must be provided before going to lab or clinical:* A "limitations and liability" witnessed document – Attachment B- from the student to the effect that neither the school nor the clinical facility will be held responsible for any unforeseen consequence, completed **prior** to clinical.
- (c) A pregnant student who does not have a current negative tuberculosis (TB) skin test must present a document from her doctor stating she is free from tuberculosis, **prior** to clinical.
- (d) If student is unable to provide required documentation **prior** to clinical the student will receive a grade of "F" or "No Credit" for the course and will not be allowed to complete / start clinical.
- (e)

5. Immunizations:

Source of immunization requirements: Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code.

All required immunizations must be kept current. Students provide proof of required immunizations to Program Director prior to participating in clinical experiences. In addition, students must meet the college immunization requirements as well as any individual facility requirements when attending clinicals. This section applies to all students enrolled in health-related courses, which will involve direct patient contact.

Students are required to have all required vaccinations and acceptable evidence of vaccination on record with the department NO LATER than the fifth (5th) class day of the semester they are enrolled in a clinical course (MLAB 2160, 2161, 2162, 2163 or HIT 1361, 2261). **Failure to meet this requirement will result in the student being dropped from the clinical course and excluded from clinicals for the semester. NO EXCEPTIONS.**

Required Vaccinations for Students Enrolled in Health-related Courses in Institutions of Higher Education:

1. Serologic confirmation of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses. Acceptable evidence is a laboratory report that indicates either confirmation of immunity or infection.
2. Polio vaccine is not required but students are encouraged to ascertain that they are immune to poliomyelitis.
3. One dose of tetanus/diphtheria/acellular Pertussis (TDAP) is required within the last 10 years.
4. Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.
5. Students shall receive a complete series of hepatitis B vaccine (3) **AND show serologic confirmation of immunity (titer)** to hepatitis B virus. If, after six (6) doses of vaccine, the student produces a negative titer then the student shall be deemed a non-responder and is considered to have met the criteria. Declination must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.65. Students may also be required to complete a declination as required by the clinical facility.
6. Students shall show documentation of a positive varicella titer. Students showing a negative titer shall receive the varicella vaccination and titer a second time.
7. An annual TB test (negative ppd) must be verified. If positive, a negative chest exam must be verified by primary provider.

Acceptable Evidence of Vaccinations:

- a) Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.
- b) Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.
- c) An official immunization record generated from a state or local health authority, such as a registry, is acceptable.
- d) A record received from school officials including a record from another state is acceptable
- e)

6. Criminal Background Check and Drug Screening

The purpose of a certified background check and drug screen policy is to:

1. Promote and protect patient/client safety.
2. Comply with clinical affiliates that require a student background check and drug screening as a condition of their contract.

3. Provide early identification of students who may have difficulty meeting licensing/certifying/registry agencies' eligibility for licensure/certification/registration requirements.

The background and drug screening company will be chosen by Panola College. Instructions will be given to students for obtaining the drug screen and background check. The results of drug screening and background will be provided to the Medical Technologies Director. All information will be kept in confidential paper or electronic files and archived as indicated by each programs' accrediting agency requirements.

The student will sign consent for drug screen and background check. Cost for these tests is part of clinical course fees. Any additional testing required, such as confirmatory testing, will be the responsibility of the student.

Students that take prescription medication will need to complete a Student Medical Record (form 2.4) prior to the drug screen. A student with an unexplained positive drug screen (after confirmatory testing) will be disallowed from clinical practice until they have met the requirements of the Substance Abuse Policy. *Due to insurance risk and liability, students on mood-altering prescribed controlled substances will not be allowed to participate in clinical experiences until cleared by the appropriate Medical Technologies Chair and Dean of Health Sciences.*

In addition to the Texas Health and Safety Code Chapter 250.006, Panola College reserves the right to refuse admission to any applicant to the Medical Technologies Program that have arrests for DWI, POCS, assault, theft, burglary, robbery, deadly conduct, or felony regardless of the date of offense.

Felony conviction, regardless of age of charge and nature of offense, is automatically disqualifying for the Medical Laboratory Technician program.

STUDENT RIGHTS:

If the student believes his or her background information is incorrect, he/she will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student. Students may appeal if issues related to the background checks are not resolved. Appeals are to be submitted to the agency responsible for the background check procedures.

7. CPR Certification (MLT students only)

MLT students are required to hold a current cardiopulmonary resuscitation card in Basic Life Support for Health Providers prior to attending MLT clinicals. Students are required to take CPR prior to the beginning of the first clinical course (cost is covered in clinical course fees). Certification is valid for two years. Failure to meet the CPR requirement by the fifth (5th) class day of the semester the student is enrolled in a clinical course. Failure to meet this requirement will result in the student being dropped from the clinical course and excluded from clinicals for the semester. Students who take longer than two years to complete the curriculum will be required to retake the course through Panola College Continuing Education for an additional fee.

8. Physical Examination

Students are required to have a physical examination before attending clinical rotation (see Attachment F). Form must be completed, signed by student and primary provider, and one file in the department prior to the fifth (5th) class day of the semester the student is enrolled in a clinical course. Failure to meet this requirement will result in the student being dropped from the clinical course and excluded from clinicals for the semester. If a student has a mental or physical issue that could interfere with their education should meet with the ADA counselor.

9. Additional Expenses

In addition to fees collected at registration, other expenses will be incurred. The following are only meant to serve as a guideline, as expenses may vary.

1. Books and fees (as required).
2. Initial and possible subsequent drug testing.
3. Criminal background check fee(s).
4. Uniforms/monogramming/shoes as detailed in section VII.
5. Clinical sites are chosen to provide the best experience available for a student. *Clinical sites may be as far as 70 miles or greater from Carthage. **TRANSPORTATION TO AND FROM CLINICAL SITES IS THE RESPONSIBILITY OF THE STUDENT.***
6. Optional expenses: cap, gown, stole, invitations (purchased through bookstore for students participating in graduation ceremonies).
7. Don't forget to budget for childcare! Students may be eligible for childcare assistance: <https://www.panola.edu/student-success/childcare-assistance/>

II. PROFESSIONALISM:

Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. Medical Technologies students are responsible for being professional on campus, in class, at clinical sites, and in the public while in uniform. Please read the following carefully. ANY violation of this professionalism policy will result in reprimand of the student UP TO AND INCLUDING DISMISSAL.

All Medical Technologies Students are responsible and will abide with the following:

1. **Attending Class and Clinical and Being on Time** - The student attends every class period, *arrives on time for class activities* and informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class. ***If the class is online, attendance is considered as online participation in all activities and discussions.***
 - Regular and **punctual** attendance is required. The instructor will take roll at each class meeting and/or students are required to sign an attendance sign in sheet daily.
 - *Tardiness is rude and disrespectful* to the instructor and other students. Chronic tardiness will not be tolerated and is a direct violation of the Professionalism policy.

Students arriving late for class and/or tests MAY NOT be allowed to enter the class or take the test/exam *at the instructor's discretion.*

- Attendance at ***all*** required "clinical assignments" and exams are **mandatory**.
 - "No-shows" to clinicals without valid excuse (explained below) will not be tolerated and may result in dismissal from program.
 - **THERE ARE NO MAKE-UP EXAMS** without VALID excuse (see below)
 - ❖ **VALID EXCUSES:**
 1. Extreme cases of sickness (contagion or hospitalization, etc.)
 2. Death of an *immediate* family member (father, mother, grandparent, sibling, spouse, or child).

Student must provide supporting documentation before make-up Exam or Clinical Schedule is altered. All documentation will be verified.

It is the responsibility of the student to contact the instructor for make-up work and/or exams and to provide documentation.

2. **Dependability** - The student meets assignment deadlines and follows through to completion of responsibilities.
 - You are responsible for what goes on in class EVEN if you are not here. Check your calendar and be prepared when you return to class.
 - Papers are due at the beginning of class on the day they are assigned. **NO LATE WORK WILL BE ACCEPTED!** *Technical difficulties (printer didn't work, ran out of ink, couldn't open file, etc.) are not valid excuses. Neither is forgetting your paper or forgetting to print it. Do not come to class late because you were printing your paper, and do not ask to leave early to print it. Complete your work on-time and anticipate possible problems. Excuses are not acceptable in these programs or in the healthcare field.*
 - Paper copies are to be turned in at beginning of class ONLY. Assume that emailing assignments is not allowed.
3. **Effective interpersonal and team skills** - The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
4. **Effective communication skills** - The student listens, speaks using correct grammar and without excess fillers, (e.g. *um, you know, like*) or inappropriate language. Cursing, profanity, sexual remarks, or any related gestures **will not be tolerated** on campus, at clinicals, or while the student is in uniform (even off campus). This will not be tolerated and will result in disciplinary procedures.
5. **Ethical conduct** - The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information.

- **Respect should be shown to instructors, patients, other students, and staff at facilities as well as the public. Foolishness and fighting are never appropriate.**
 - Cheating and plagiarism will not be tolerated. Students caught cheating or plagiarizing on assignments will receive an immediate "F" in the class and will not be allowed to continue in the program.
 - Copy/Paste from the internet or another person is plagiarism.
 - Two or more students "sharing" answers and/or copying and turning in identical/similar classwork is considered cheating/plagiarism.
 - **DO YOUR OWN WORK!**
6. **Electronic Devices** – Electronic devices such as cell phones, tablets and laptops will be allowed in the classroom and clinical at the instructor's discretion. Failure to follow the instructor's directions will result in one warning and then an "F" in the class.

III. **PROGRESS AND EVALUATION**

1. **Courses / Grades / Exams:**

Academic integrity and forward progression through Medical Technologies Programs must be sufficient. Students that neglect coursework will be removed from the program according to the following rules:

- MLT and HIT students must receive a grade of "C" or better in all Medical Technologies department courses (courses beginning with HITT, MLAB, PLAB, or HPRS). Students receiving a grade lower than "C" in a Medical Technologies department course will be required to REPEAT that course. If a student receives a **total of three or more final grades of "D" or "F"** in any Medical Technologies course or combination of courses- the student will be permanently dismissed from their respective program.
- Cheating, attempting to cheat, plagiarism, blatant dishonesty and/or falsification records will result in immediate a grade of "F" for the course.
- Disruptive behavior **of any kind** during clinical / classroom / skills lab setting or on Panola College property will not be tolerated and can cause an immediate "F" in the course. Students are always expected to act as mature adults.
- Disruptive behavior can include but not limited to: Cursing/profanity, screaming/yelling, throwing/shoving/or turning over equipment /objects, obscene / sexual gestures and or remarks, fighting / kicking, threatening students or instructors, damaging or attempting to damage college /public/private property.
- Any student receiving an "F" due to disruptive behavior will not be allowed to progress in the program.

Clinical Rotations:

- Disruptive /disrespectful behavior of any kind, whether witnessed by the instructor /classmates /clinical staff / residents, during clinical at a facility inside or outside of the facility may result in a warning, or, if serious enough, an "F" for the class. Disruptive or disrespectful behavior may include failing to provide appropriate care to patients as

- instructed, putting patients' safety at risk, poor infection control practices, using profanity, disregard to patients' belongings or the nursing facilities' equipment.
- In the event a student receives a grade of "F" in the clinical, the student is subject to removal from the program.
- Students will be required to sign a Confidentiality Form stating they understand HIPAA and will abide by the guidelines. See Attachment D.

2. Conferences:

Individual conferences with students will be held whenever the Instructor or the student finds it necessary. Confidential discussions will take place, and the conference will be documented. A counseling form will be used and will be kept in the students file and a copy given to the student (See Attachment E). This form will be used as documentation of counseling, warnings, and reasons for "F" in a course.

IV. ACCIDENTS/ INJURY:

- It is the responsibility of the student to notify the instructor **IMMEDIATELY** if they are involved in a patient care incident. Appropriate action, as dictated by nursing home policy, will be taken.
- If any class room injuries occur to student- call 911, if appropriate, and notify Human Resources and the Vice President of Instruction.
- If an injury occurs to a student at the clinical site that warrants an emergency response call 911. If injury is not an emergency, the student must follow up with their medical doctor (at their own expense).
- An incident report must be completed, a copy kept in students file, and Human Resources notified.
- The student must obtain a medical release from their medical doctor and present it to the instructor before they can return to clinical rotation.

V. CLASSROOM:

- The classroom is to be used for scheduled classes. The classroom **IS NOT** to be used for socializing or any inappropriate behavior. Food, chewing gum is not permitted during classroom.

VI. TOBACCO/SMOKING:

- Tobacco use of any kind **IS NOT ALLOWED ON AT CLINICAL, ON CAMPUS (INCLUDING PARKING LOTS) OR IN UNIFORM (even if you are "off campus"- on public OR private property)**. While you are wearing your Program uniform you are representing Panola College- *You may NOT smoke while in uniform*. Do not smell of smoke when you arrive at clinical or classroom. If you reek of smoke, you will be told to immediately leave the clinical site/ classroom and receive a zero for any assignments/activities/exams given that day.

VII. HEALTH SCIENCES SUBSTANCE ABUSE POLICY

Any student enrolled in a Health Science program will be tested for drugs on admission (see Policy 2.4). In addition, testing will occur when there is a reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law that are not being used under the supervision of a licensed health care professional (as prescribed), or otherwise in

accordance with the law. The Student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

Procedure:

1. Students will be asked to submit to drug screening by their program Director in the following circumstances:
 - a. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherence, marijuana or alcohol odors
 - b. Possession of drugs, apparent paraphernalia or alcoholic beverages.
 - c. Detailed, factual and persistent reports of misuse by multiple colleagues.
 - d. Abnormal or erratic behavior, such as sudden outburst, mood swings, hostility or unusual anxiety
 - e. Which suggests possible drug use or alcohol misuse.
 - f. Involvement in suspicious accidents.
 - g. Apparent lapses in judgment or memory.
2. Faculty and students will adhere to the following testing guidelines:
 - a. The student will sign consent to undergo drug screening upon admission (Form 4.8.a).
 - b. The instructor(s) will document student's behavior and confer with Program Director (see Form 4.8.b). If a program Director is the faculty member concerned about the student's behavior or if the program Director is unavailable, the conference will be with the Vice President of Instruction or VP's designee.
 - c. A request for a drug screen will be initiated.
 - d. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
 - e. The program Director will arrange for transportation of the student directly to a designated testing center accompanied by a Panola College representative.
 - f. After the drug screen specimen has been obtained the student will be transported back to the point of origin or home.
3. The student is excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.
4. Drug screen findings will be interpreted by the designated testing center as soon as possible.
5. Positive results will be kept in a confidential, locked file in the Department. Records may be released only to the student or the decision maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of a positive drug test.
6. The College will bear the cost of the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.
7. Student may have positive drug sample detailed and verified by a second testing center at cost to the student. Student should be advised additional testing may cost in excess of \$200.
8. During the review process with the Vice President of Instruction and the program Director, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen
 - b. Provide the name of the physician authorizing any prescription medications.
9. The Dean or Director will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
 - a. Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program Director will develop a plan

- for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
- b. Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.
- 10. If drug screen is positive and unexplained, the student will be:
 - a. Dismissed from the program (see readmission below)
 - b. Reported to the state licensing agency, if applicable
- 11. The student may appeal the dismissal using the student Appeal Procedure in the Student Handbook (Pathfinder, online).
- 12. A student who tests positive will be provided a list of community resources for treatment.
- 13. If the drug screen is negative, the student will be immediately reinstated by the program Director and will be provided opportunity to make up assignments. The student will be subject to all other policies related to safe behavior and care of clients.

Substance Abuse Recovery – Student Applicant or Readmission

Panola College believes that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. No recovering student shall be denied learning opportunities purely based on history of substance abuse. A student applicant with a positive pre-admission test result or with a prior history of substance abuse (whether they have previously been dismissed from a health science program) will be required to do the following before entering:

- A. Demonstrate one or two years of abstinence by providing negative quarterly drug screens immediately prior to application clinical site placement.
- B. Provide letters of reference from all employers within the last one or two years.
- C. Provide a report of participation and current status from an acceptable treatment or support source(s), if applicable.
- D. Sign an agreement to participate in random drug screenings consistent with the policy of Panola College Health Sciences Division and the clinical agency where student is assigned for patient care. Testing will be paid for by the student.

VIII. UNIFORM / DRESS CODE:

THE UNIFORM DRESS CODE HAS BEEN FORMULATED ON THE PRINCIPLES OF MEDICAL ASEPIS, SAFETY, AND PROFESSIONAL PRIDE AND ETHICS. THIS DRESS CODE APPLIES TO THE CLASSROOM **AND** CLINICAL SETTING.

- 1. **Uniform:** (student's expense) (MLT =Red, HIT =Navy Blue) Scrub uniform of program choice. Uniform must be clean, free from wrinkles, and in good repair. A matching scrub jacket may be worn for warmth, but sweaters, hoodies, or other jackets are not permitted at all during clinical or in the classroom (MLT students may wear white scrub jacket/lab coat of any length if desired). Students may wear a white, black, gray, or navy-blue long sleeve shirt underneath scrubs for warmth. If student desires a scrub dress or skirt for personal or religious reasons, the length of skirt must fall at or below the student's knee.

2. Shoes: (student's expense) neutral-colored closed-toe and closed-heel athletic shoes. Must be clean and in good repair. No high heels, clogs, sandals, etc. Soles must have good non-slip soles.
3. Good grooming: includes daily bath with the use of an antiperspirant or deodorant. (Perspiration and odor increase with physical activity, nervousness, and excitement). Good oral hygiene should be maintained. A report from instructors, patients, family, staff, or clinical instructor regarding body odors of any nature (including smoke) will result in counseling.
4. Hair: (men and women) must be kept clean, neat, and off the collar and professional in appearance. Long hair must be kept up and off the shoulders. All MLT students with hair longer than shoulder length must have hair tied back in clinical and laboratory environments. No un-natural hair coloring will be allowed, (bright pink, red, purple, green, etc.) Male students: Facial hair will be shaved clean daily. Beards and moustaches are allowed if kept neatly trimmed.
5. Visible tattoos: must be covered at all times while representing Panola College, both in the classroom, during clinical, and while in Panola College uniform.
6. Earrings / Jewelry / Body Piercing: No excessive jewelry is allowed in uniform (this includes large and/or dangly earrings, clunky bracelets, and long necklaces). Jewelry will be limited to wedding rings, a watch and **small** stud earrings. Earrings are only allowed in the ears and limited to one in each ear during class room and clinical setting. Open gauged ears are not allowed. Gauges must be appropriately covered and not visible. ***No facial / tongue rings / nose rings/ brow rings, etc. will be allowed in the classroom and clinical setting.***
7. Name Tags:
Clinical Name tags will be provided by Panola College. Name tag must always be worn in the clinical and classroom setting. Name tag must be worn on the left upper shoulder. Program patch or Embroidery will be placed on the right front shoulder of the scrub top only.
8. Fingernails: Fingernails must be kept short and clean. Only clear nail polish is allowed. No colored polish. ***No artificial fingernails will be worn by Medical Technologies Students in the classroom, clinical or laboratory setting. Artificial nails are a breeding ground for bacteria and are not allowed under any circumstances. Students presenting to class or clinical with artificial fingernails will be dismissed from class and reprimanded. Students that refuse to or do not remove artificial nails will be reprimanded- continued failure to remove artificial nails will result in dismissal to the program.***

IX. GRIEVANCES

Student grievances that cannot be resolved by the instructor must follow the grievance procedure as outlined in the Student Policy Handbook: *The Pathfinder*.

X. APPLIED EXPERIENCE POLICY

Students will not be excused from clinical practicum rotations or phlebotomy practice for disabilities or health reasons. Participation in the educational experience may be modified as necessary to fit their disability. Each student's case will be handled on an individual basis. Completion of clinical hours is required for course credit and graduation with corresponding degree and/or certificate without exception.

The Medical Technologies department works with many different health care facility practicum/clinical sites to provide applied education as necessary to qualified students. In the event a site cannot participate and/or complete clinical instruction for the student, an alternative site will be assigned for completion of student clinical requirements.

In the unlikely event that a student cannot be placed in a clinical experience during the desired semester, the student will receive priority for clinical placement in the following semester.

Attachment A: ACKNOWLEDGEMENT OF RECEIPT OF MEDICAL TECHNOLOGIES STUDENT HANDBOOK

I HAVE READ AND UNDERSTOOD THE HANDBOOK AND ALL ATTACHMENTS. I AGREE TO ABIDE BY ALL POLICIES AS STATED IN THIS HANDBOOK.

I KNOW THAT IF I RECEIVE MORE THAN TWO GRADES OF "D" OR "F" IN ANY MEDICAL TECHNOLOGIES COURSE OR COMBINATION OF COURSES, THAT I WILL BE DISMISSED FROM MY RESPECTIVE PROGRAM PERMANENTLY.

I UNDERSTAND THAT INAPPROPRIATE BEHAVIOR IN THE CLASSROOM AND/OR THE CLINICAL SETTING WILL CAUSE ME TO BE DISMISSED FROM THIS PROGRAM AND RECEIVE AND "F" OR NO CREDIT IN THIS CLASS.

I UNDERSTAND THAT I MUST CONDUCT MYSELF IN A PROFESSIONAL AND ETHICAL MANNER AT ALL TIMES AND WILL BE RESPECTFUL OF MY INSTRUCTORS, PRECEPTORS, PATIENTS, FELLOW STUDENTS, AND ANYONE I ENCOUNTER DURING MY CLASSROOM AND CLINICAL INSTRUCTION.

I UNDERSTAND THAT THERE IS NO MAKE-UP TIME OR MAKE-UP TESTING EXCEPT IN EXTREME MEASURES OUTLINED IN THIS HANDBOOK.

Student Name Printed

Date

Student Signature

Date

Instructor

Date

Attachment B: LIMITATIONS AND LIABILITY RELEASE FORM

Panola College: Medical Technologies

I, _____, age _____, am a student in the Panola College

(circle one) MLT HIT Program. I am currently under the care of

_____ for the following condition/
(Name & credentials)

injury: _____.

My primary provider recommends the following limitations:

Primary Provider Signature: _____

Primary Provider Name Printed: _____

Office Stamp:

I am requesting to be allowed to continue in the _____ Class with modifications as outlined by my instructor and participate in activities as able.

I HEREBY FREELY, KNOWINGLY, AND VOLUNTARILY ELECT TO PARTICIPATE IN ASPECTS OF THE CNA PROGRAM, AS I AM ABLE. I HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS PANOLA COLLEGE MEDICAL TECHNOLOGIES PROGRAMS, ITS FACULTY, STAFF, AGENTS, NURSING FACILITIES, TOUR FACILITIES, AND EMPLOYEES FROM ANY AND ALL LOSS, DAMAGE, CLAIM, OR LIABILITY ARISING FROM THE SAME, INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFLICTED UPON BY ANOTHER.

I PERSONALLY ASSUME ALL RISKS OF MY VOLUNTARY PARTICIPATION. _____(initials).

I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE IT IS LEGALLY BINDING.

Dated this _____ (day) _____(month) _____(year)

Student Signature

Witness:

Name: _____

Address: _____

Attachment C: IMMUNIZATIONS

PANOLA COLLEGE MEDICAL TECHNOLOGIES

I understand that due to my potential occupational exposure to blood and potentially infectious materials, as well as other infectious diseases at the clinical site, I may be at risk of exposure.

(Initial)

- _____ I have been informed that I must obtain or provide proof of at least my first Hepatitis B Vaccine for the Medical Technologies Class prior to being admitted to the program.
- _____ I have been informed that I must provide proof of current immunizations, prior to going to clinical. If I am unable to take the TB skin test, I understand that I must provide proof from my primary physician that I do not have TB or communicable disease.
- _____ I understand that if I do not provide proof of all required immunizations prior to clinical, I will receive an "F" and / or "No Credit" for the class and will not be allowed to proceed or take the state exam.
- _____ I understand that it is my responsibility to obtain all required immunizations prior to clinical and that I cannot leave class or clinical to obtain these tests.

Print Name: _____ Date: _____

Signature : _____

Instructor: _____ Date: _____

Attachment D: CONFIDENTIALITY STATEMENT

Panola College

Medical Technologies Programs

I _____ have been informed of **HIPAA** and I understand that information concerning a patient's condition may **never** be discussed either inside or outside the nursing homes, and/or tour facilities; the exception is information given to the instructor that is related to patient condition and my program skills and duties.

Furthermore, patient information may **never** be released to anyone without proper authorization from the appropriate facility administration.

I understand that information concerning nursing home/tour facility business and their employees is confidential as well and will not be discussed inside or outside the nursing home/tour facility.

I understand that I will be held accountable for the confidentiality of the information to which I will have access.

I further understand that release of confidential information about a patient, employee, or the nursing home/tour facility is not only a serious HIPAA violation, and a serious breach of ethics and confidentiality, but also may involve legal proceedings, loss of privileges, and I will receive an immediate grade of **"F"** in the Medical Technologies Classes I am currently enrolled in and **will not** be allowed to proceed in the program.

Print name: _____ Date: _____

Signature: _____

Instructor: _____ Date: _____

Attachment E: COUNSELING FORM

**PANOLA COLLEGE
MEDICAL TECHNOLOGIES**

STUDENT: _____ **DATE:** _____

___ Dismissal	___ Scholastic
___ Attendance	___ Conduct
___ Verbal Notice	___ Performance
___ Informational Entry	
___ Withdrawal	

REASON FOR COUNSELING

___ Absence	___ Personal Hygiene
___ Unprofessional Behavior (profanity, disrespect, etc.)	___ Leaving clinical site without permission
___ Chronic tardiness	___ Insubordination
___ Dishonesty, cheating	___ Quitting early
___ Excess break/lunch time	___ Defective work
___ Failing grades	___ Failure to follow directions
___ General conduct / attitude	___ Tobacco use in prohibited areas
___ Failure to notify	___ Inappropriate behavior in class/clinical setting.

Remarks:

Student Signature

Instructor Signature

Date

Date

Attachment F: PHYSICIAN'S EXAMINATION

Physical Examination Panola College Medical Technologies Programs - MLT/HIT

1. Student Name: _____ Date of Physical: _____
2. Birthday: _____ Age: _____ Height: _____ Weight: _____ BP: _____
3. Pertinent Past History (Illnesses, Surgeries, and Injuries): _____
4. Chronic Illness: _____
5. Vision: R 20/____ L 20/____ ☐ Color blind ☐ Glasses ☐ Contacts
6. Hearing R _____ L _____ Aid? _____
7. Check (3) the following if normal. (2) if abnormal, and comment below:
- | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Skin | <input type="checkbox"/> Lymph nodes | <input type="checkbox"/> Abdomen |
| <input type="checkbox"/> Orthopedic | <input type="checkbox"/> Spine | <input type="checkbox"/> Neurologic |
| <input type="checkbox"/> ENT | <input type="checkbox"/> Head/Neck | <input type="checkbox"/> Genitalia |
| <input type="checkbox"/> Lungs | <input type="checkbox"/> Heart | <input type="checkbox"/> Menses |
8. Adaptations made or recommended: _____
9. Current medications: _____

I have examined this student and have found no condition appearing to prevent him/her from performing the duties of a nursing student with the possible exception of:

Provider's signature: _____ Date: _____

Provider's Name (printed): _____

Provider's Address: _____

Provider's Phone: _____

OR a Seal or Stamp of Provider
MUST
be provided in this box