

Western Piedmont Community College

Medical Laboratory Technology

STUDENT POLICY MANUAL

2019-2020



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Revised 2019

The clinical laboratory professional is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. Clinical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Clinical laboratory professionals practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Description of Career Entry of the Medical Laboratory Technician

At career entry, the medical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics) as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

MLT Program Statistics

	Certification Results for WPCCL MLT Program		
	% Pass	# graduates	# graduates taking exam
2019	100	6	6
2018	100	10	10
2017	100	8	6
2016	100	7	3
2015	100	8	6

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WESTERN PIEDMONT COMMUNITY COLLEGE**

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SECTION I

MEDICAL LABORATORY TECHNOLOGY PROGRAM

Program Mission

The MLT Program mission is to provide qualified personnel functioning as entry level medical laboratory technicians (MLT) for clinical laboratories in the Western Piedmont Community College service area, to meet the academic standards of Western Piedmont Community College and the Southern Accreditation for Colleges and Schools and to meet the clinical standards of NAACLS.

Program Goal

The goal of the MLT Program is to educate students with the skills and knowledge required to work as an MLT in hospital, reference, physician office, or health department medical laboratories, to be certified by the BOC of the American Society for Clinical Pathology (ASCP) or the American Medical Technologist (AMT); and, if desired, to prepare graduates to matriculate to a four year Medical Laboratory Scientist program.

Program Competencies

The graduate will be able to:

1. Perform clinical laboratory tests as the primary analyst making specimen oriented decisions based on predetermined criteria and a working knowledge of critical values.
2. Perform analyses in point of care testing and in levels from waived to complex testing in all major areas of the clinical laboratory.
3. Demonstrate diverse functions in areas of preanalytical, analytical, and post analytical processes.
4. Display abilities in information processing, training and quality control monitoring in the clinical laboratory setting.
5. Display communication skills which will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education.
6. Demonstrate ethical, legal, and professional conduct appropriate for a member of the health services profession.
7. Recognize the need for professional development activities.

Program Degree

At the successful completion of the MLT Program the student is awarded an Associate in Applied Science (A.A.S.) in Medical Laboratory Technology. See the current College catalog for the course requirements

Program Accreditation

The WPCO Medical Laboratory Technology Program is accredited by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd, Suite 720, Rosemont, IL 60018-5119, (773) 714-8880.

Certification of MLT Graduates

Graduates of the MLT Program are eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology or the exam given by American Medical Technologists for certification as a medical laboratory technician (MLT). Certification is not a component of the requirements for graduation.

Program Costs

Current maximum tuition per semester for in-state students with 16 SHC or greater is \$1288.20 including all fees. Out-of-state students pay at a higher rate. Tuition costs are subject to legislative changes. See WPCC Catalog for payment and refund policies.

Other Program approximate expenses include, but are not limited to:

Year 1 textbooks (\$900), uniforms and shoes (\$180), Hepatitis B vaccine (\$300), liability and accident insurance (\$13).

Year 2 textbooks (\$100), accident and liability insurance (\$13), uniforms and shoes (\$180), Castlebranch account which includes tracking of immunizations, drug screen, comprehensive criminal background check required to for clinical practicum site (\$140), travel expenses for internship, health assessment, Certification exam (\$210) and certification review fees (\$35), graduation fee (\$30), pin fee (\$32), and white lab coat (\$30). All costs are estimates and may change.

Financial Aid

Financial aid is available for qualified students. Various scholarships are also available through NCSCLS and ASCLS. Contact the Financial Aid office at WPCC for information.

MLT Program Closing Policy

If for any reason it becomes necessary for the WPCC to terminate an academic program the following actions will be taken to insure compliance with SACS-COC best practices.

1. WPCC will follow the SACS-COC document " CLOSING A PROGRAM , SITE, BRANCH OR INSTITUTION", adopted by the Commission on Colleges in August of 2011, as a guide to terminate a curriculum program and properly teach out remaining courses to currently enrolled students.
2. WPCC will offer the courses required for graduation or "teach out" to current students in the Program at the time of closure in accordance with the teach out plan developed for each student.
3. Students awaiting entry into the Program will be notified of the program closure.
4. Students who do not complete their program in accordance with the approved teach out plan will be advised by faculty or advisors regarding suitable options including transfer to comparable.

The "teach out plan" for natural disasters such as floods or hurricanes and interruptions in service due to fires or other catastrophic events would include utilizing the laboratories at nearby hospitals (ie Broughton Hospital) for student training and classroom space at the AHEC building.

Program and Policy Changes

This document is for informational purposes and does not constitute a contract. The MLT department reserves the right to make changes in policies and regulations and to add or withdraw course offerings as needed.

The Medical Laboratory Technician Program of Western Piedmont Community College serves all students who meet minimum admission requirements regardless of race, religion, sex, age, handicap, or ethnic origin.

ADMISSION PROCEDURES AND PROGRAM REQUIREMENTS

Admissions Procedures

See WPCC Catalog and Essential Functions Form, Addendum I

Advanced placement

Certified Laboratory Assistants seeking advanced placement for applied experience must provide documentation of competencies from a Joint Commission accredited clinical facility. After reviewing the documentation, MLT faculty will consider the request for placement and notify the applicant.

Program Requirements

Bloodborne Pathogen Training and Hepatitis B Vaccine

All MLT students are required to attend Bloodborne Pathogen Training in MLT 110. This session includes:

1. Safety guidelines for handling body fluids and preventing exposure.
2. Information on HIV, HBV, HCV and the Hepatitis B vaccine.
Regulations by OSHA require that students with occupational exposure to bloodborne pathogens be vaccinated for Hepatitis B. Because of these regulations, students in the MLT Program are required to begin the Hepatitis B vaccine series before or when starting in clinical MLT courses. A mandatory declination form must be signed if the student elects not to receive the Hepatitis B vaccine. (Addendum) Payment for the vaccine is the responsibility of the student.
3. WPCC Post Exposure Protocol (Addendum)
4. Signing and submitting Mandatory Universal Precautions and Post Body Fluid Exposure Plan Consent Form (Addendum)

Flu Vaccine and Clinical Policy

Students follow the vaccination policy of the affiliate during clinical. Facilities require the flu vaccine (documented) or some may allow the student to wear a mask during the designated time of flu season.

HIPAA Training

All MLT students are required to attend HIPAA Training in MLT 110. This session includes all patient privacy information for the clinical setting.

Liability Insurance

All MLT students are required to purchase professional liability insurance. This insurance is available at a group rate through WPCC. The annual insurance fee will be included in enrollment costs for MLT 140 and MLT 255 and MLT 265.

Accident Insurance

Student accident insurance is purchased at the time of registration and is mandatory.

Student Uniform Policy

The MLT student uniform for the freshman year is **ceil blue scrubs**. Students must wear the designated WPCC school uniform and closed-toe clinic or athletic shoes in all campus MLT laboratory classes. Two sets of scrubs per semester are required with one pair of shoes per year. During clinical practicum, the student must conform to the clinical

affiliate uniform policy.

In addition, the student is required to appear clean, neat, and professional while in MLT classes. Simple jewelry may be worn. Only two sets of earrings on the earlobe are acceptable. No "low rider" pants are acceptable. No ear gauges or plugs. No observable body art is allowed. No observable body piercing other than ears is allowed. Hair must be kept clean and out of the face. Hair colors that are acceptable in MLT classes include blond, red, brunette, black, grey, and other natural colors. Male students with beards/mustaches should be well trimmed and manicured. Tobacco odor is not allowed in MLT classes. To meet safety standards: dangling earrings and hoops are prohibited and long hair must be contained; appropriate Personal Protective Equipment (PPE) must be worn when exposure to biohazardous materials is possible; artificial nails are not allowed; pants which touch the ground are not allowed.

Tobacco Policy

WPCC and all clinical affiliates have tobacco free campuses. Students cannot use any tobacco product on the campus or in a vehicle. If the student violates the policy, it is cause for dismissal. The smell of smoke on the student uniform is prohibited and, if detected, the student will be sent home from clinical.

Student Policies

Students must sign and submit the Agreement to Abide by the MLT Student Policies; Addendum V

Section II STUDENT POLICIES

Student Attendance

The Western Piedmont Community College Attendance Policy States:

Because the College recognizes that academic success is tied to regular attendance, students are expected to attend and be on time for all classes. Although an occasional

absence may be unavoidable, it in no way excuses students from meeting all requirements of the courses and being responsible for all learning experiences.

An attendance policy will be established for each course by the instructor and/or Program Coordinator in concurrence with the appropriate Dean. This attendance policy will be part of the Course Document given to the students at the beginning of the course. Class attendance is calculated from the first scheduled class meeting though the last scheduled class meeting. Neither late registration nor other circumstances will change this requirement.

In addition, the student will be withdrawn on the 14th consecutive calendar day on non-activity in the course.

Due to the critical nature in a patient care curriculum, Medical Laboratory Technology classes have more stringent attendance rules. All course attendance requirements are listed in the Course Documents/Syllabi and will be distributed to the students at the beginning of each course. Students with absences that exceed the allowed number for each class will be dropped from the course and from the Program.

Student Evaluation

Grading scale for most MLT classes:

A = 93-100 B = 85-92 C = 77-84 D = 70-76 F = 69 or below

Requirements for grade determination are documented in each course syllabus and provided to the student at the beginning of the course. Satisfactory performance in class and clinical experience is determined by the instructor. On evaluation, the student will receive the exact grade to 0.1 point, ie 83.4 etc. On final class grade, <0.5 will be rounded down, 0.5 and greater will be rounded up. Conferences with the MLT instructor and student are held a minimum of two times per course (midpoint and final) for the discussion of grades for on-campus classes. In Clinical Practicum, midpoint and final evaluations are provided during each clinical rotation by the clinical instructor. The student may request an evaluation conference at any time by making an appointment with the Program Coordinator or instructor.

Academic Progression

MLT students must make a "C" or better in all MLT courses and maintain a GPA of 2.0 in order to remain in good standing. When faculty identifies a student who is not achieving satisfactory progress in the classroom, they meet with the student and provide a plan for improvement. This could include tutors, study groups, assistance in the Academic Success Center or appointments with faculty for academic assistance.

Academic Dismissal

A student will be dismissed from the MLT Program when the student:

- earns a "D" or "F" in any MLT course
- has a GPA less than 2.00 and does not correct the GPA to 2.00 or above the next semester
- makes a 0.5 on Affective objective or 1.0 on Psychomotor objective in Clinical Practicum

- withdraws from any MLT course after acceptance into the Program

Student Code of Conduct

The MLT student is expected to:

- Comply with the Student Code of Conduct of WPCCC
- Comply with the Mandatory Universal Precautions of WPCCC Division of Health Sciences and HIPAA (Health Insurance Portability and Accountability Act) guidelines.
- Comply with the MLT Program Uniform Code.
- Comply with the Code of Conduct for the Clinical Affiliate in which they are training. (Instruction in the Code of Conduct is provided during Orientation to the facility.)

Conduct causing Student Dismissal

Conduct for which a student may be dismissed from the MLT Program includes, but is not limited to:

- Noncompliance to any required Code of Conduct
- Dishonesty to include cheating, stealing, plagiarism, providing false information, utilizing electronics during testing, etc.
- Misuse of information to include malicious gossip including statements on social media, libel, disclosure of patient information etc.
- Aggressive behavior or lack of respectful behavior to faculty or other students.
- Unstable behavior which disrupts the classroom learning environment
- Failure to comply with the clinical affiliate substance use policy during clinical practicum

The student is referred to the WPCCC College Policies for due process.

Student Dismissal/ Clinical Affiliate Refusal

A student will not be allowed to continue in the MLT Program if any Clinical Affiliate refuses to accept the student for clinical training due to the results of the drug screen, criminal background check or any other reason or if the Clinical Affiliate releases the student for any reason after beginning training.

Student Grievances and Appeals

Due process for student grievances is outlined in the Western Piedmont Community College General Catalog. All appeals and grievances are to be directed through the proper channels. It is the legal right of all students and the responsibility of WPCCC to ensure that all appeals and grievances are given due process.

Student Withdrawal from Program

If the student wishes to withdraw, he/she is encouraged to consult with the Program Coordinator and appropriate faculty members prior to withdrawal. If the student still wishes to withdraw, the following steps should be followed:

Contact the instructor of the course to be dropped by email, phone, or in person. Ask that a "Student Class Withdrawal" form be completed and sent to Student Services.

Student Readmission

There is no guarantee of readmission to the MLT Program when a student withdraws. A student may be readmitted one time only. A student dismissed for violation of policies or reasons other than academic **will not** be considered for readmission. Students readmitted must meet the graduation requirements as specified in the College catalog in effect at the time of reentry into the MLT Program.

Readmission Process

- Student should submit a written request for Readmission and an action plan indicating student behaviors to increase opportunity for success to the Program Coordinator by March or as soon as possible after Spring Semester prior to the August start date.
- The requests for Readmission will be placed in a Readmission applicant pool and an Allied Health faculty committee will consider each request and submit selected applicants for approval to the MLT faculty. The remaining readmission applicants will be ranked and placed on a wait list for any available seats. Criteria for the decision on which applicants will be selected and ranked is based on:
 1. Grades from the satisfactorily completed MLT courses and number of courses completed successfully
 2. Attendance in previous MLT courses
 3. Professionalism in behavior, attitude and teamwork in previous MLT courses as documented by the MLT faculty.
 4. Minimum GPA 2.0 overall with preference given to students with higher MLT Program GPA
 5. number of years since original admission
 6. "no show" after student acceptance into the Program

Exceptions to the above criteria may only be made with the approval of the MLT Program Coordinator. When a student is readmitted, all MLT courses must be re-taken with the exception of MLT 110. If the student has successfully completed MLT 110 within 2 yrs of the readmission date, they do not have to retake the class. They do have to show competency in phlebotomy.

Section III CLINICAL PRACTICUM

MLT students are required to participate in a two semester clinical practicum during the sophomore year. The site for clinical training will be chosen by the Program Coordinator. Students must provide personal transportation to the assigned clinical affiliate which may be over one hour travel distance. Should there be more students than available clinical sites, the Program faculty will select the students who will be placed according to results

of an interview, GPA, professionalism grades and other criteria. Any students who are unable to be placed will be given placements in the following academic year. Prior to attending clinical the following year, the student must show competency by making at least a 77 grade on exams in each department.

- **The student must gain approval from the clinical affiliate for training prior to the sophomore year.** The student must provide the affiliate with documentation of physical and emotional health (Addendum), a criminal background check, and a drug screen. If a clinical affiliate will not accept a student because of the results of the required documentation or for any other reason, the student will be withdrawn from the Program. Facilities require the flu vaccine (documented) or some may allow the student to wear a mask during the designated time of flu season.
- Attendance and punctuality are extremely important. **The MLT student is required to complete ALL clinical hours.** The student will maintain a time record which must be signed by the clinical instructor and uploaded in the Moodle course each week for the Program Coordinator to view. The student is not allowed to continue clinical if the time sheet is not submitted. In addition, the student is required to maintain a Clinical Practicum attendance log (signed by the technologists at the clinical site) which will be submitted at the end of the semester in order to receive a grade and complete the course. If the student is unable to attend clinical, the student **must notify:** (1) the clinical site prior to their designated arrival time and (2) email the WPCC faculty early in the day.
- **Clinical students follow the closing of WPCC for inclement weather.** Missed clinical time may need to be made up at times/dates approved by the Program Coordinator and the clinical site. If the student is in Practicum at a site that has inclement weather and the College is not delayed or closed, the student is to use travel only if they judge travel to the site is safe; the Program Coordinator and the clinical site will approve days/times missed hours can be completed.
- Students will be trained and supervised by specified clinical instructors in clinical and will be guided by the objectives provided by the MLT Program. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. Students are not compensated during the Practicum. Students may be employed at the clinical affiliate outside of student training hours, but it is not compulsory.
- Request from the Clinical Affiliate to remove a student from their facility due to nonsatisfactory performance may be cause for dismissal from the Program. When notified, the Program Coordinator will meet immediately with the Clinical Affiliate and document the reasons for the request. If the meeting shows that the student has met all WPCC requirements, arrangements will be made, if possible, to place the student in another facility for the current school year. If the student has not complied with the rules of conduct or if performance standards are not met, the student will be dismissed from the MLT Program.
- If the clinical affiliate terminates the Clinical Agency Agreement with WPCC, the student will be able to complete the rotation they are currently in and WPCC MLT Program will place the student at another clinical site to guarantee completion of the second year of the program.
- Student Uniform Policy in Clinical Practicum: The student is required to follow the dress code of the Clinical Affiliate providing the student training. Most affiliates require scrubs of the color noted for the laboratory in that facility. In addition to the affiliate dress code,

the MLT Program requires that the student appear clean, neat, and professional while in clinical training. Simple jewelry may be worn. Only two sets of earrings on the earlobe are acceptable. No “low rider” pants are acceptable. No ear gauges or plugs. No observable body art is allowed. No observable body piercing other than ears is allowed. Hair must be kept clean and out of the face. Hair colors that are acceptable in Clinical Practicum include blond, red, brunette, black, grey, and other natural colors. Male students with beards/mustaches should be well trimmed and manicured. Tobacco odor is not allowed in Practicum. To meet safety standards: dangling earrings and hoops are prohibited and long hair must be contained; appropriate Personal Protective Equipment (PPE) must be worn when exposure to biohazardous materials is possible; artificial nails are not allowed; pants which touch the ground are not allowed.

SECTION IV WPCC COMMUNICABLE DISEASE POLICY

Purpose

The communicable disease/pandemic influenza policy of WPCC is an effort to ensure the good health and safety of all employees and students. College adopts this policy in an effort to control communicable diseases and the threat of pandemic influenza on campus based upon established rules and regulations of the North Carolina Division of Health Services. Employees, employees of contractors or contracted services, or students infected with a communicable

disease have the responsibility of reporting this fact to the Director of Human Resources or the Dean of Student Services, as appropriate.

Communicable disease is defined as an illness due to an infectious agent, which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. (N.C.G.S. 130A-133) Communicable disease could include, but not be limited to: chickenpox, infectious mononucleosis, influenza (new Type A Virus) measles, meningitis, tuberculosis and whooping cough.

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

Notification Procedures for Students: Students who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves or others. Students are required to report this information to the Dean Student Services. Medical information relating to the communicable disease will be disclosed to responsible college officials only on a strictly limited need-to-know basis. No person, group, agency, insurer, employer or institution should be provided any medical information without the prior specific written consent of a student unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act. If a student reports a communicable disease condition to the Dean of Student Services, the student may be excluded from the institution until an appropriate evaluation of the students' medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, this student should report any suspected communicable disease to the Program Coordinator who in turn will notify the Dean of Student Services.

The assessment of students with a suspected communicable disease and the final determination of that students' ability to remain in school will be made by the Dean of Student Services, after consultation with a Communicable Disease Committee and based upon professional medical judgment. If a student is found to have a communicable disease, then the Dean of Student Services will prohibit the attendance of the student on campus or at any college activity until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health official stating that such students are not a health risk to employees and other students at the College.

ADDENDA

- I. Essential Function Verification Form
- II. Universal Precautions
- III. Hepatitis B Virus Vaccine Consent/Declination Form

- IV. Western Piedmont Health Sciences Post Exposure Protocol
- V. Post Exposure Record
- VI. Mandatory Universal Precautions and Post Body Fluid Exposure Plan: Consent Form
- VII. Hepatitis B Virus Vaccine Consent/Declination Form
- VIII. WPCC Clinical Student Health Form

**WESTERN PIEDMONT COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY
ESSENTIAL FUNCTIONS VERIFICATION FORM**

NAACLS, National Accrediting Agency For Clinical Laboratory Sciences, the accrediting body for the Medical Laboratory Technology Program, requires the following assessment. Read each standard and respond by checking the appropriate column. If there are any *“unable to meet standard”* responses, it is requested that a contact be made with the Director of the Office for Disabled Students to determine if reasonable accommodation may be appropriate to meet the standard. The list includes the standards currently identified for entry level Medical Laboratory Technicians.

Standard	able to meet standard	unable to meet standard
Critical thinking and problem solving ability sufficient for clinical judgment.	[]	[]
Interpersonal abilities sufficient to interact with individuals families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	[]	[]
Communication abilities sufficient for interaction with others in verbal and written form.	[]	[]
Physical abilities sufficient to move from room to room, maneuver in small spaces and manipulate patients as necessary for the performance of laboratory procedures.	[]	[]
Gross and fine motor skills necessary to perform laboratory procedures accurately, safely and efficiently.	[]	[]
Auditory ability sufficient to accurately gather information	[]	[]
Visual ability sufficient for observation, assessment and performance of laboratory procedures.	[]	[]
Ability to present professional appearance and implement measures to maintain own health.	[]	[]
Ability to deal effectively with stress produced by work place interaction situations.	[]	[]

STUDENT VERIFICATION

Read the declarations below and sign only one. If unable to fully meet any standard, it is requested that an appointment be made with the Director of the Office of Disabled Students to determine if accommodations may be appropriate.

Option 1

I have read the standards and to the best of my knowledge I currently have the ability to fully meet these standards.

Student name _____ Date _____

Option 2

I have read the standards and to the best of my knowledge I am currently unable to fully meet the items indicated without accommodations.

Student name _____ Date _____

STANDARD PRECAUTIONS

WESTERN PIEDMONT COMMUNITY COLLEGE Division of Health Sciences

Purpose: The use of standard precautions will protect employees and students who have occupational exposure to blood or other potentially infectious materials.

Hand washing/sanitizing

- A. Hands must be thoroughly washed/sanitized between all direct patient contacts
- B. Hands must be washed/sanitized after handling soiled or contaminated equipment
- C. Hands or other skin surfaces must be washed/sanitized immediately or as soon as possible after contamination with blood or other potentially infectious materials
- D. Hands must be washed/sanitized immediately after gloves or other personal protective equipment (PPE) are removed

Personal Protective Equipment (PPE)

- A. PPE must be routinely used when there is a potential for exposure to blood or other potentially infectious materials

1. Gloves

- a. Gloves must be worn when there is potential of direct skin contact with blood or other infectious materials
- b. Disposable single use gloves must be changed as soon as practical when visibly soiled, torn, punctured, or when their ability to function as a barrier is compromised
- c. Disposable single use gloves cannot be washed or disinfected for reuse
- d. Gloves must be changed after contact with each patient

2. Lab coats, Gowns, Aprons

- a. Protective body clothing should be worn in occupational exposure situations
- b. Type and characteristics will depend upon the task and degree of exposure anticipated
- c. Fluid resistant lab coats are required when there is a possibility of exposure to adequate volumes of blood or body fluids which could pass through to street clothes

3. Masks, Eye Protection, Face Shields

- a. Facial protection must be worn whenever splashes, spray, droplets, or spatters of blood or other potentially infectious materials can be reasonably anticipated to contaminate the eye, nose, or mouth
- b. Prescription eyeglasses must be equipped with solid side shields if used for eye protection
- c. Protective eyewear must be worn by persons wearing contact lenses when there is potential for eye contamination

B. Additional PPE

Mouth pieces, resuscitation bags or other ventilation devices should be

available to minimize the need for emergency mouth-to-mouth resuscitation

Sharps

- A. Sharps include needles, lancets, scalpel blades, and other sharp instruments
- B. Sharps disposal
 1. Immediately after use or as soon as possible, dispose of sharps into a puncture resistant, labeled container which is leakproof.
 2. All needles should have a safety cap which is engaged before disposal and the **entire unit** should be disposed of; **do not** disassemble
 3. Sharps disposal units will be easily accessible and located in the immediate area of use
 4. Sharps containers must be replaced routinely and not allowed to be more than three fourths filled
 5. Filled sharps containers must be closed immediately upon filling and disposed of in a biohazard container
- C. **Needles and sharps used should meet the standards outlined in the Federal Needlestick Safety and Prevention Act.**

Exposure Precautions

- A. Eating, drinking smoking, chewing gum, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is potential for exposure to biohazardous materials
- B. Food and drink shall not be stored in refrigerators, freezers, shelves, cabinets or countertops where biohazardous materials are stored
- C. Mouth pipetting of biohazardous materials is prohibited

Decontamination

A. Work Surfaces

1. Body fluid spills should be cleaned using a fresh 1:10 dilution of sodium hypochlorite or an EPA- registered germicidal detergent
2. Gloves must always be worn for cleaning spills of biohazardous materials

HEPATITIS B VIRUS VACCINE CONSENT/DECLINATION BLOODBORNE PATHOGENS

I have been informed of the symptoms and modes of transmission of bloodborne pathogens including HBV (hepatitis B virus). I know about Western Piedmont Community College's infection control program and understand the procedure to follow if any exposure incident occurs.

I understand that the HBV vaccine is available to employees at no cost whose jobs involve the risk of directly contacting blood or other potentially infectious material. I understand that students must pay for their own vaccines. I understand that vaccinations shall be given according to recommendations for standard medical

practice in the community.

Signature of student

date

HEPATITIS B VACCINE CONSENT

I consent to administration of the HBV vaccine. I have been informed of the method of administration, the risks, complications and expected benefits of the vaccine. I understand that Western Piedmont Community College is not responsible for any reactions caused by this vaccine.

signature

date

PRINT name

I have completed the HBV vaccine []

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring HBV (hepatitis B virus) infection. I have been given the opportunity to be vaccinated with HBV vaccine. However, I decline the HBV vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring HBV, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with HBV vaccine, I can receive the vaccination.

Signature

date

PRINT name

WESTERN PIEDMONT HEALTH SCIENCES

POST EXPOSURE PROTOCOL

- I. **If a student has an accident of infectious nature in a clinical affiliate, the student will:**
 - A. Follow the Post Exposure Protocol (PEP) of that facility.
 - B. The student will notify their immediate supervisor and notify the instructor on WPCC campus. The instructor will notify the Dean of Health Sciences. The Post Exposure Record should be completed as soon as possible.
 - C. Complete the Post Exposure Record as soon as possible.

Any costs incurred in fulfilling the Post Exposure Protocol will be the responsibility of the student.

The student must file a claim for accident insurance at the WPCC business office for reimbursement for the standard and usual costs of the treatment.

The claim must be submitted in a timely fashion following the incident.

- II. **If a student has an accident of infectious nature on the WPCC campus**, the student will:
 - A. Notify his instructor immediately. The instructor will notify the Dean of Health Sciences.
 - B. Contact their personal physician for appropriate treatment and testing; **or** Go to the hospital and follow the Post Exposure Protocol (PEP) for the facility
 - C. Complete the Post Exposure Record as soon as possible.

Any costs incurred in fulfilling the Post Exposure Protocol will be the responsibility of the student.

The student must file a claim for accident insurance at the WPCC business office for reimbursement for the standard and usual costs of the treatment.

The claim must be submitted in a timely fashion following the incident.

**WESTERN PIEDMONT COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

POST EXPOSURE RECORD

- I. _____ was the subject of an exposure to potentially infectious body fluids
on:
(student)

(date and time) _____
(clinical site) _____
(address) _____

- II. The incident was reported to:

(supervisor) _____
(date and time) _____

III. **Circumstances and route of exposure:**

Type of exposure:

- percutaneous injury
- mucous membrane exposure
- nonintact skin exposure
- bites resulting in blood exposure

Type and amount of fluid/tissue

- blood
- fluids containing blood
- potentially infectious fluid or tissue

Susceptibility of exposed person

- HBV vaccine and vaccine response status
- HBV, HCV and HIV immune status

Source testing: Infectious status of source

- presence of HBsAg
- presence of HCV
- presence of HIV
- none
- source unknown or not tested

IV. Testing and treatment were administered by:

(healthcare provider) _____

Student signature: _____

Program Coordinator signature: _____

Dean of Health Sciences signature: _____

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DIVISION OF HEALTH SCIENCES

**MANDATORY UNIVERSAL PRECAUTIONS
AND
POST BODY FLUID EXPOSURE PLAN
CONSENT FORM**

I, _____, have read and do understand the Universal Precaution Plan for handling body fluids and the Post Exposure Plan. I agree to abide by the Policies. I have received a copy for my personal records.

Student Signature

Witness

Date



**WESTERN PIEDMONT
COMMUNITY COLLEGE**

Allied Health Student Health Form

Associate Degree Nursing
Dental Assisting_____
Medical Assisting_____
Medical Laboratory Technology_____

Name: _____

Address: _____

WPCC e-mail: _____ **Phone:** _____

Official Immunization Documents include:

- **Copy of North Carolina Immunization Registry** which is available from the Health Department or your Health Care Provider's office.
- *Military records, employment records, or high school transcripts can be used if the above is not complete or immunizations were given in another state or country. (Records of immunizations can be taken to the health department for entry into the online NC immunization registry).*

REQUIRED IMMUNIZATIONS
DPT (Diphtheria, Pertussis, Tetanus): Tdap (once)/Td within 10 years
MMR: 2 doses or positive blood titers for Rubeola, Rubella, and Mumps (copy of lab report required).
Varicella: 2 doses or positive blood titer for varicella (copy of lab report required).
Hepatitis B: series of 3 doses, or blood titer for Hepatitis B (copy of lab report required), or formal declination of Hepatitis B.
Influenza Vaccine: October 1 through March 31 annually. The only exceptions are documented medical, religious, or exemptions approved according to individual facility guidelines. Declination form required.

Initial TB/PPD: 2-step process (within last 12 months).
Annual TB/PPD screening once 2-step process complete:
Annual TB skin test (Mantoux Method).
If PPD is positive, chest x-ray negative for TB disease (within 5 years) and asymptomatic of TB disease, and completion of annual TB assessment questionnaire is required.

EXAMINATION BY HEALTH CARE PROVIDER (This section must be filled out by the Health Care Provider)

This student has the ability to participate in all activities of a health care professional in a clinical setting and can provide care safely, based on my assessment of their physical and emotional health.

Yes _____ No _____

Signature of HCP _____ Date: _____

Printed name of Physician/Physician Assistant/Nurse Practitioner

Agency

Address

City

State

Zip Code

Revised 2019