



MEDICAL LABORATORY TECHNOLOGY (MLT) STUDENT HANDBOOK 2015-16



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Policies within this Student Handbook are in compliance with College policies. All policies are subject to revision as necessary. Any changes or additions to this policy manual will be in writing and provided to the students. These policies are in addition to all College policies as stated in the college Student handbook and the policies of the Clinical Education Settings.

College policies can be found in the [Student Handbook & Catalog](http://www.gvltec.edu/catalog) on the Greenville Technical College website (www.gvltec.edu/catalog)

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Mission Statement

The mission of the Medical Laboratory Technology program is to provide the highest quality learning opportunities, primarily to the residents of Greenville County. Specifically, the program strives to produce graduates who are proficient in the entry level skills required of a Medical Laboratory Technician. In addition to specific technical skills, graduates have opportunities to acquire competence in critical thinking, problem solving, written and oral communication, computing, teamwork, and other skills that enhance their professional careers.

Upon completion of the MLT program, students are awarded an Associate in Applied Science degree in Medical Laboratory Technology and are eligible to take a national certification exam. The majority of graduates become employed in a clinical laboratory setting.

Accreditation

The Medical Laboratory Technology Program is accredited by:
National Accrediting Agency for Clinical Laboratory Science
5600 N. River Road, Suite 720
Rosemont, Chicago, IL 60018 -5119
(773) 714-8880

MLT Department Goals

- To provide a curriculum in medical technology that is valid and reflects current concepts and methods.
- To provide students with a patterned program of learning that fulfills degree requirements, entry-level skills, knowledge and competence in the field of medical technology.
- To provide clear, concise instructions and supervision by qualified competent experts in the field of medical technology.
- To provide students with clearly defined course objectives, expected behaviors and evaluation methods.
- To provide clinical instruction that emphasizes competence in technical performance, principles of procedures, application of quality control and identification of sources of error.
- To nurture and enhance the exercising of independent judgment regarding routine technical procedures, and taking responsibility for actions.
- To provide unbiased evaluations of student performance by means of written, oral, and practical examinations which reflect achievement of course and program objectives.
- To provide students with faculty advisement throughout the educational experience in order to ensure student awareness and understanding of the academic experience and behaviors.
- To encourage continuing occupational competence and growth.
- To emphasize the use of effective communication skills in relating to patients and other members of the health care team.
- To provide students with a curriculum that is easily transferable into four-year degree programs.

MLT Program Competencies

Upon graduation and with initial employment, Greenville Technical College graduates should be able to demonstrate at least entry-level competencies in the following areas:

1. Collecting and processing biological specimens and other substances.
2. Performing analytical tests on body fluids, cells and other substances.
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
4. Performing and monitoring quality controls within predetermined limits.
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs.
6. Applying principles of safety.
7. Demonstrating professional conduct and interpersonal communication skills with faculty, patients, laboratory personnel, other health care professionals, and the public.
8. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
9. Applying basic scientific principles learned in the Medical Laboratory Technology curriculum to learning new techniques and procedures.
10. Relating laboratory findings to common disease process.
11. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

MLT Program Student Learning Outcomes

1. The student will graduate with entry level skills and knowledge in Hematology, Blood Banking, Clinical Chemistry, Microbiology, Immunology, Urinalysis, and Lab Operations.
2. The student will demonstrate interpersonal communication skills with faculty, patients, laboratory personnel, other health care professionals and the public
3. The student will demonstrate the critical thinking and problem solving skills necessary for work responsibilities.
4. The student will be able to demonstrate professional conduct, attitudes and etiquette appropriate to the laboratory field.

College Wide Learning Outcomes

1. Students will demonstrate the ability to recognize diversity and to demonstrate respectful conduct and attitudes toward all and, understand how global issues impact life, work, and opportunities.
2. Students will demonstrate competency in using computer technology within a field of study.
3. Students will demonstrate the ability to exhibit conduct, attitudes, and etiquette appropriate to the student's community and chosen career through the ability to manage time, to use effective interpersonal skills, and to display responsible behavior.
4. Students will demonstrate the ability to apply the scientific method, mathematical processes, and research skills to analyze and solve problems/issues by using reflection and reasoning to justify conclusions.
5. Students will demonstrate the ability to use active reading and listening skills and to produce effective written and oral communication to varying audiences.
6. Students will demonstrate the ability to use active reading and listening skills and to produce effective written and oral communication to varying audiences.

Technical Academic Standards for Admission & Progression

Purpose: To provide the applicant/student with a clear understanding of the physical demands required of the program based on the tasks performed by the graduate. **Demonstration and/or documentation may be required.**

Description of Work Environment and Activities: Constant walking and standing; lifting up to ten (10) pounds; bending; seeing, hearing, talking, public contact and decision making; frequent operation of computers and sophisticated laboratory instruments; reading, handling, reaching, grasping, and feeling; exposure to stressful situations and concentration; frequent exposure to blood-borne pathogens, body fluids, and chemicals; limited exposure to radiation.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES	ABILITY TO PERFORM (circle answer)	
			YES	NO*
Communication	Communication ability sufficient for interaction with others in verbal and written form.	Explain laboratory procedures. Give directions. Answer questions posed by faculty, patients, co-workers, physicians, and other health care providers concerning laboratory procedures and results. Keep accurate logs and records of test results. Maintain confidentiality of all patient information.	YES	NO*
Critical Thinking/ Problem Solving	Critical thinking and problem solving ability sufficient for clinical judgment.	Assess patients' readiness for phlebotomy procedures. Determine quality of specimen obtained. Evaluate testing methodology, accuracy for validity of results. Perform and evaluate calculations of patient results and quality control. Make decisions regarding panic values. Troubleshoot for instrument failures and manual procedure problems.	YES	NO*
Hearing	Auditory ability sufficient to accurately gather information relevant to medical laboratory duties.	Hear instrument signals and alarms, voices through protective clothing, emergency signals, telephone conversations, etc.	YES	NO*
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain supportive relationships with faculty, patients, patient families, co-workers, and other health care providers.	YES	NO*
Mobility	Physical abilities sufficient to move from room to room and to maneuver in small spaces.	Move around in patient rooms, elevators, stairwells and laboratory areas as necessary.	YES	NO*
Motor Skills	Gross and fine motor skills necessary to perform laboratory	Reach, manipulate and operate equipment; access stored supplies; assist patients as required. Good hand	YES	NO*

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES	ABILITY TO PERFORM (circle answer)	
			YES	NO*
	procedures accurately, safely and efficiently.	to eye coordination and manual dexterity.		
Self Care	Ability to present professional appearance and implement measures to maintain own health.	Implement universal precautions (wear lab coat, gloves, facemask, etc). Observe established safety policies, chemical hygiene plans, OSHA regulations, etc.	YES	NO*
Smell	Olfactory senses sufficient for maintaining patients, environmental and co-worker safety.	Distinguish smells, which are contributory to assessing test results and maintaining safety (e.g. smoke, gas, etc).	YES	NO*
Temperament	Ability to deal effectively with stress produced by work-place interaction situation.	Perform laboratory procedures and duties with time, equipment, and manpower constraints. Handle stress created by working with sick patients and emergency situations.	YES	NO*
Visual	Visual ability sufficient for observation, assessment and performance of laboratory procedures.	Distinguish colors and shades of color. Read request forms, computer screens, instrument panels, product information inserts in small print. See and grade visible test results (agglutination, lysis, precipitation and other reactions).	YES	NO*

I, the undersigned, do hereby testify that I have read and understand the Technical Performance Standards for admission to the Health Sciences/Nursing Division and that the above statements, as indicated, are true.

Applicant's Signature

Date

Telephone Number

Print Name

*Indicates awareness of applicant to make an appointment with Student Disabilities Services by calling (864) 250-8408 between the hours of 8:00 and 5:30 (Mon-Thurs) to determine reasonable accommodations. **Demonstration may be required.**

Any student who requires special needs accommodation must present documentation to the instructor within one week of the course start date.

Course Enrollment

Registration

The MLT faculty will register students for the MLT core courses each semester. It is the student's responsibility to register themselves for any General Education courses required. Students are urged to seek academic advisement prior to registering each semester. During Career Talk and MLT 101, the student is given a suggested plan for taking the required courses. Completion of all required courses for the curriculum is ultimately the student's responsibility.

Add, Drop and Withdrawal Policy

Students may **add or drop courses** during the posted add/drop period of each term through WebAdvisor via **GTC4me** (login required). Courses dropped during this period will not appear on the transcript. After the add/drop period but prior to the end of the day on the last day to withdraw, students may **withdraw** from one or more classes. The student will receive a grade of "W." Withdrawals from courses appear on your transcript permanently but do not impact your GPA. They do, however, count as an attempt. Greenville Tech gives a student three attempts to successfully complete a course, so do not treat withdrawals lightly.

NOTE: The withdrawal date varies by semester – see course syllabi for dates.

A student who registers for a class but fails to attend or has missed more than 20 percent of the contact hours in a given course may be administratively withdrawn by faculty. An **administrative withdrawal** will receive a grade of "WA" and will result in fees based on date of removal.

If a student must withdraw from the program, the student must counsel with current instructor(s), MLT Department Head, Financial Aid, and Business Office.

Required Courses

Pre-requisite

- Chemistry 100 or Chemistry 110

General Education Requirements

- Biology 216: Physiology
- English 101: English Composition I
- Math 120: Probability and Statistics
- Psychology 201: General Psychology
- Speech 205: Public Speaking
- Humanities elective (preferred SPA 102 or higher, PHI 110 or REL 201)

MLT Core Courses

- MLT 101 Introduction to MLT
- MLT 105 Medical Microbiology
- MLT 108 Urinalysis & Body Fluids
- MLT 110 Hematology
- MLT 115 Immunology
- MLT 120 Immunohematology
- MLT 130 Clinical Chemistry
- MLT 205 Advanced Microbiology
- MLT 210 Advanced Hematology
- MLT 230 Advanced Clinical Chemistry
- MLT 241 Medical Lab Transitions
- MLT 251 Clinical Experience I
- MLT 252 Clinical Experience II
- MLT 253 Clinical Experience III
- MLT 254 Clinical Experience IV

Instructional Resources - Required Textbooks

Course	Textbook
MLT 101 Intro to MLT	Clinical Laboratory Science: Concepts, Procedures and Clinical Applications, Linne and Ringsrud, 7 th Edition, Elsevier, 2016.
MLT 105/205 Microbiology	<u>Introduction to Diagnostic Microbiology for the Laboratory Sciences</u> , Maria Delost, 1 st edition, Jones & Bartlett Learning, Burlington, MA, 2015.
MLT 108 Urinalysis/ Body Fluids	<u>Urinalysis and Body Fluids</u> , 6 th edition, Susan Strasinger and Marjorie DiLorenzo., FA Davis, 2014
MLT 110/210 Hematology	<u>Clinical Hematology Theory and Procedures</u> , 5th edition, Mary Louise Turgeon, Lippincott Williams & Wilkins, 2012.
MLT 115 Immunology	<u>Clinical Immunology and Serology, A Laboratory Perspective</u> , Christine Stevens, 3 rd edition, F. A. Davis, 2010.
MLT 120 Immunochemistry	<u>Concepts of Immunochemistry</u> , Kathy Blaney and Paula Howard, 3rd edition, Mosby Elsevier, 2013.
MLT 130/230 Chemistry	<u>Clinical Laboratory Chemistry</u> , Robert Sunheimer and Linda Graves, Pearson, 2011
MLT 241, 251,252, 253, 254	Books from previous MLT courses; various other review books are available in the bookstore for purchase - optional

Estimated Expenses - Fall 2015

Tuition* (5 semesters)	\$ 10,560
Books/Supplies	\$ 2000
Uniforms	\$ 300
Physical Exam/Immunizations	\$ 200
Criminal Background check	\$ 35
Drug Screen	\$ 25
Additional MLT fees (lab fees, liability insurance, etc.)	\$ 500
ASCLS Student Fee*optional	<u>\$ 60</u>
Estimated Total	\$13,715

*Tuition based on 12 hrs/semester, in-county student.

**All costs on this page are estimated and subject to change without notice.

Exemption Policy

Students may exempt course work if he/she has documentation of previous experience that may replace didactic work. This policy covers course exemptions other than the required General Education Courses.

Eligibility

Students, who have completed a Medical Laboratory Technology course through a NAACLS approved program other than Greenville Tech **may** be eligible to exempt selected courses.

Procedure

Applicants may be considered eligible to exempt selected courses if:

1. Course is transferred from a regionally accredited college/university.
2. The student earned a grade of "C" or better in the completed courses.
3. A course syllabi for the completed course is submitted to the department head and the course is found to be comparable to the appropriate MLT course. The decision of the MLT department head is final.
4. Verification of course knowledge will be required.
For lecture/lab courses, students must take a validation test equivalent to the course written final examination and lab practical for each course. Student must obtain a minimum grade of 75% for each component. Testing must be completed no more than 30 days or less than 7 days prior to the beginning of the term in which each course is offered. If unsuccessful, the student must repeat the course.
5. Clinical Experience rotations may be shortened only on the consent and recommendation of the MLT department head upon documentation of prior lab experience and evidence of technical skills included in Clinical Experience. Students wishing to transfer credit from another institution for a Clinical Experience course will be required to take the written exit exam for the department(s). Failure to achieve a score of "75" on the first attempt of the exam will result in the student having to retake the clinical rotation through Greenville Tech.

Note: See College Catalog/Handbook for copy of International Policy.

Alternate Status Policy for Clinical Experience

The MLT program is affiliated with several sites that provide a minimum of sixteen clinical slots for second year students.

Greenville Memorial Hospital

701 Grove Road
Greenville, SC 29605

Bon Secours/St. Francis Hospital System

1 Saint Francis Drive
Greenville, SC 29601

Baptist Easley Hospital

200 Fleetwood Drive
Easley, SC 29640

Self Regional Healthcare

1325 Spring Street
Greenwood, SC 29646

Laurens County Hospital

22725 Hwy. 76 East
Clinton, SC 29325

The Blood Connection, Incorporated

1099 Bracken Rd
Piedmont, SC 29673

The Cancer Institute

65 International Dr
Greenville, SC 29615

1. In the event that more than 15 students are prepared at the same time for clinical, the order of priority is determined as follows. The fifteen qualified students (meet all criteria on page one of the weighted admit form) with the highest number of points are guaranteed a clinical spot in the 2nd year.
2. The remaining applicants are accepted as alternates and placed in order according to the number of points from their weighted admissions forms. Any student applying to the program after the established deadline will be placed at the bottom of the waiting list, but ahead of recycling students. Alternates are informed in writing of their position on the alternate list. The declaration of alternate status requires the student's signature and a copy is placed in the student's file. A copy is also provided to the student for their records.
3. In the event that a student withdraws from the program, students on the alternate list move upward in sequence on the alternate list.
4. Recycles are not guaranteed clinical sites unless the number of second year students is less than 15. If they elect to re-enter the program, they will be placed at the bottom of the alternate list.

Progression Policy

All Medical Laboratory core courses must be taken in sequence as laid out in program course plan. Students must obtain a grade of "C" or better in all MLT courses to progress. Individual course grading policies are the responsibility of the course instructor and will be stated in the syllabus at the beginning of the course.

If a student receives a grade of "D" or lower in a MLT lecture/lab course:

- The student is dropped from the program for the current academic year.
- The student may apply for readmission to the program (recycle) one time by submitting a new weighted admission form by the stated deadline.
NOTE: Recycle students will only be considered if they have completed all of the General Education requirements. Recycle students will only be readmitted if seats are available after the initial round of admissions that seats new students that meet all of the program prerequisites (ENG, BIO, CHM and MAT).
- In addition to repeating the required course(s), the recycle student must validate knowledge from previously passed MLT courses (except MLT 101):
The student has two options for validation:
 1. Retake classes and obtain a minimum grade of 75% for both the lecture and lab components.
 2. Take a validation test equivalent to the course written final examination and lab practical for each course. Student must obtain a minimum grade of 75% for each component. Testing must be completed no more than 30 days or less than 7 days prior to the beginning of the term in which each course is offered. If unsuccessful, the student must repeat the course.
- **Recycles are not guaranteed clinical sites unless the number of second year students is less than 16. If they elect to re-enter the program, they will be placed at the bottom of the alternate list.**

Clinical Assignments

In order to register for the Clinical Experience courses, a student must have completed the following steps:

- Successfully complete the following courses with a "C" or better: MLT 101, 108, 110, 115, 105, 120, 130, 205, 210, 230 and 241,
- Submit a completed physical form with required supporting documentation,
- Have an acceptable background check and urine drug screen,
- Complete the HealthStream Pre-Clinical course (fee attached to MLT 241)

Clinical Courses

If a student receives a grade of "D" or lower in a MLT clinical course:

- The student may repeat the course at the next offering if a clinical spot is available. The student may be required to change clinical sites depending on availability.
- MLT students may only repeat one clinical course. Unsuccessful completion of a second clinical course (regardless of the reason) will result in dismissal from the MLT program. In this event, the student would have to successfully complete an approved remediation plan before being allowed to repeat clinical courses.
- If a student has been withdrawn from a clinical site for disciplinary actions, the student may not be eligible for the recycle/remediation option.

Graduation Requirements

In order to graduate from the MLT program, each student must complete:

- college graduation requirements (available on gvltec.edu),
- all courses in the curriculum with a grade of "C" or better, and
- the MLT curriculum must be completed within a four year period.

Graduation is not contingent upon the student's passing any type of external certification or licensure examination.

Grading Policy

Grading Scale

The following scale is used for all MLT courses:

A	94 – 100
B	86 – 93
C	75 – 85
D	70 – 74
F	< 70

Incomplete (I) : Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed by the next course offering. The faculty is the final authority on whether a student qualifies for an incomplete. Per college policy, incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Grading Policy

Students must achieve a minimum final cumulative average of 75 or better in each MLT course to receive a satisfactory grade and progress through the program.

Lecture/Lab Courses

For MLT courses containing a lecture and lab component (except for MLT 241), the final course grade is a combination of lecture and lab and is determined as follows:

- Lecture – 65%
 - Unit examinations – 35%
 - Final examination – 30%
- Lab – 35%
 - Lab reports (pre/post, lab data, etc.) and affective behavior evaluation – 20%
 - Laboratory Practical exam and affective behavior evaluation – 15%

Students **must pass** both the lecture **and** the laboratory sections individually with a minimum of 75%. In the event that either section is not successfully passed, the lower grade will be reported to the registrar as the grade for this course.

Students can monitor their progress in the course by viewing their grades online in Blackboard.

Laboratory grading (lab reports and practical) will include the affective behaviors. Points will be deducted from the lab grades for failure to meet affective behavior standards. Please see laboratory grading sheet in course packet.

NOTE: Daily grades may include (but are not limited to): pop quizzes, review sheets, etc. All daily grades will be averaged and will count as one test grade. The lowest daily grade will be dropped.

NOTE: See individual course syllabi for determination of final course grade for MLT 101, MLT 241 and clinical courses (MLT 251, 252, 253, 254).

Attendance and Make-up Work

College Attendance Policy

Class attendance is necessary in order to receive maximum benefits from the educational process and to achieve academically. Students are expected to attend all scheduled instructional activities both in class and online.

If you never attend a face-to-face class or if you do not meet requirements assigned to be counted as present in an online class you will be administratively dropped from the class. Furthermore, your class load will be reduced by the course credits, and this may affect your full-time or part-time student status. In instances where your registration is administratively dropped you may still incur a financial obligation.

If you are recorded absent more than 20 percent of class contact hours or you do not meet requirements assigned to be counted as present in 20 percent of an online class, you will be administratively withdrawn from the class. In rare instances, the instructor may examine and will document extraordinary circumstances for the absences and allow the student to continue in the class and make up the work. Students will be notified via official college communication channels if the limit has been exceeded and if they are being administratively withdrawn (W). VA benefits and other financial aid may be affected by a student's excessive absences.

With the approval of the vice president for Academic Affairs, individual departments may set attendance requirements that are more stringent than those stated above and publish such in the course syllabus.

Addendum to Attendance Policy by MLT Department

Lecture/Lab classes - The number of missed hours that may not exceed for each course will be included in the class syllabi.

Note: Start times are measured by the clock in the teaching area. Students are required to call/email prior to class/lab time if absent.

Clinical Attendance - A student may be absent for two days per clinical rotation without penalty if the proper procedure is used to notify the necessary personnel and proper documentation is submitted. These absences are only to be used for illness or unavoidable emergencies.

Note: Only one absence is allowed for the Phlebotomy/Histology rotation due to its shorter length.

Notification: The student must notify **both** the clinical site and the MLT department on the morning of the absence. The clinical site should be notified by telephone at least one hour prior to the scheduled time of the laboratory/clinical experience – preferably sooner. Students must document the notification of the clinical site on their attendance form (time and person notified).

The student must also notify the MLT department head in advance or on the day of absence by 9 am (voice mail or e-mail is acceptable). Advance notification of the MLT Department Head must be made in writing (see Request for Clinical Absence Form) whenever possible.

Penalty: More than two absences per rotation will result in point deduction from the final clinical grade for each additional absence

Exceptions to this policy will be made only in the following cases: a death in the immediate family of a student, an extended illness that will cause the student to be absent for a period of greater than one week, or a chronic illness. Appropriate documentation to the GTC faculty must be provided upon return to clinic.

Student Reinstatement Policy

1. A student can only be reinstated in any **ONE** course **ONE** time unless there are extremely unusual circumstances (see number 2 below).
2. Any request (s) for subsequent reinstatement due to unusual circumstances or a reinstatement after the term or course withdrawal date **MUST** be approved in writing by the academic dean.
3. Any student requesting reinstatement **MUST** be performing at a level of at least 70 percent in that course to qualify for reinstatement.
4. A reinstatement fee of \$50 will be assessed to the course for reinstatement.

Tardiness

Classes and clinical sessions begin and end promptly at the assigned time. Students are expected to attend classes promptly as late entrance into a class already in progress is disruptive to the learning environment of those students who were on time for class/clinics. Excessive tardiness will not be tolerated.

It is understandable that on occasion a student may be late or may need to leave early for extenuating circumstances. Absences will be recorded in 15 minute increments if students are tardy or leave early.

Faculty must be notified in advance of any anticipated absences. It is the student's responsibility to obtain any missed information.

Inclement Weather Policy

Greenville Technical College will determine its own schedule with regard to cancellation of classes, college activities and other events and any delayed opening during periods of inclement weather. The college will not follow the schedule of the Greenville County School District but will take the public school schedule into consideration.

Greenville Technical College will utilize the following with regard to operating hours:

1. Option 1: The College is closed. All day and evening classes, activities and events are cancelled.
2. Option 2: All day classes, activities and events are cancelled.
3. Option 3: All evening classes, activities and events are cancelled.
4. Option 4: Classes are delayed until 10:00 AM – when classes/activities are delayed, students should report to the class they would normally report to then in progress at that time. In other words, if a class normally begins at 9:30 AM and continues until 11:00 AM, students should attend that class beginning at 10:00 AM.

The college will make announcements based on the following schedule:

Monday – Friday

1. Day Classes, College Activities and Events – Announcements regarding a delay or cancellation will be made by 6:00 AM.
2. Evening Classes, College Activities and Events – Announcements regarding cancellation will be made by 2:30 PM. Evening classes and activities are those with a start time of 4:30 PM or later.
3. Saturday – Sunday Classes, College Activities and Events
Announcements regarding the status of daytime Saturday/Sunday classes, college activities and events will be made by 6:00 AM and by 2:30 PM for any evening classes, college activities and events.

Listen to radio or television for this announcement.

Information regarding delay or cancellation can be found through the following sources:

1. TV Outlets
 - a. WYFF – TV 4 (NBC)
 - b. WSPA – TV 7 (CBS)
 - c. WHNS – TV 21 (FOX)
 - d. WLOS – TV 13 (ABC)
2. College Outlets
 - a. Switchboard – 864.250.8000
 - b. [Greenville Tech Website](http://www.gvltec.edu/) (http://www.gvltec.edu/)
 - c. Student Communication System – An announcement will also be posted on the student communication system.

NOTE: The student communication system (GTC2Me - emergency messaging) is available by signing up through GTC4Me.

Make Up Work

1. Quizzes

An absence must be excused to be able to make up an announced quiz, and the student must notify the instructor **in advance of class time** of the reason for the absence. **Make up quizzes will only be allowed to be taken on assigned make-up days** (see individual course syllabi). Failure to make-up the test on the next scheduled date/time will result in a grade of zero (0) for that quiz.

NOTE: Students taking make-up quizzes are not eligible for bonus points.

2. Due Dates

Assigned written work must be turned in on or before the date due and specified time. Unless otherwise notified, a grade of zero (0) will be recorded for any work not turned in at the assigned time.

Note: If a student is absent on a due date for an assignment, the student must turn in the assignment on his/her first day **back to campus** after the absence to avoid penalty.

Note: All written assignments must be submitted in order to receive a grade for this course.

Failure to submit an assignment will result in a grade of "Incomplete" until all assignments are submitted.

The student is responsible for scheduling with the instructor to make-up work. Labs and quizzes will be made up on the scheduled make-up days. All other assignments should be made-up within 72 hours of return to school or a grade of "0" will be assigned.

3. Laboratory Attendance/absences

It is very difficult to reconstruct laboratory exercises. Therefore, every effort must be made to be present for each laboratory exercise. Students are allowed to **miss and make-up only one lab (including graded and ungraded exercises)** per semester.

If the student is absent for additional labs, the student will be allowed to complete only the written pre-lab and/or post-lab portions of the exercise, if applicable. A grade of zero (0) will be recorded for the lab data section. However, the student will still be responsible for any information covered in the laboratory during the absence which may be included in the cumulative lab final (practical) at the end of the semester.

Note: A lab missed due to improper attire may not be made-up (see dress code).

Change in Health Status

Any student who experiences a significant change in health status must notify the MLT faculty immediately. Any significant change in medication must also be reported immediately. Documentation of emotional and physical ability to carry out the normal activities of MLT Program may be required for continuation in the program if health status changes following admission. Failure to disclose change in health status or medication may result in dismissal from the program without option to recycle.

MLT Testing Procedure

During all test times, the following procedures will be followed:

- A. All book bags, handbags, etc. must be placed to the side/front of the room.
- B. No papers may be present in or on the lab desks, floor surrounding the desks, etc.
- C. Cell phones must be turned "OFF" (not Vibrate) during test times.

NOTE: Any student that takes out a cell phone during a test or graded exercise will automatically receive a grade of zero (0) for that test/graded exercise.

- D. If a calculator is required for the test, students must use the calculators provided by or approved by the instructor. Cell phone calculators cannot be used.
- E. Students are not allowed to talk or communicate with anyone but the instructor during the test.
- F. All tests will be timed. If a student arrives late for a scheduled test and misses less than half of the allotted test time, the student will begin the test upon arrival and only have the remaining time to complete the test.

If a student arrives late for a scheduled test and misses more than half of the allotted test time or arrives for another class later in the day, the student will be expected to take the test on the same day after class at a time convenient for the instructor (after lunch). Failure to take the test at the stated time will result in a grade of "0" for that test.

- G. An absence must be excused to be able to make up an announced test, and the student must notify the instructor **in advance** of class time of the reason for the absence. Voice mail or email is acceptable. Make-up quizzes will only be given on the designated dates on the syllabi. Failure to make-up the test on the next scheduled date/time will result in a grade of zero (0) being recorded for that test.

NOTE: Students taking make-up quizzes are not eligible for bonus points.

NOTE: Only one test per course may be made up. Additional absences will result in a grade of zero (0) unless appropriate documentation is submitted.

- H. Once a student has completed testing, s/he should return to his/her desk and sit quietly until everyone has finished. Students should not discuss the test until everyone in the class has taken it.
- I. Once tests are graded, the grades will be posted in the gradebook on Blackboard under the appropriate course. Students will be able to see a "running average" for each course. It is the responsibility of the student to meet with the instructor if their grade falls below a passing grade.
- J. Graded tests will be returned to the students within one week of the test date. Selected items will be reviewed with the students and the students will be provided time to review their tests.

NOTE: Students are not allowed to copy any questions/answers from their tests.

- K. Students can only challenge a test answer by meeting with the instructor in their office. At that time, the student must present justification in writing for the grade change request. The student must reference their notes, textbooks, etc in their justification. The final determination rests with the instructor and/or department head.

NOTE: Violation of any of the above policies will result in a grade of zero for the individual test and may result in disciplinary action.

Student Conduct

It is each student's responsibility to be familiar with and observe the regulations set forth in the Student Handbook and the Student Code for South Carolina Technical Colleges. Failure to meet standards of conduct acceptable to the college may result in disciplinary action. Each student charged with misconduct which could result in suspension or expulsion shall have and be informed of his or her right to a fair hearing before the Student Appeals Committee as described in the Student Code for South Carolina Technical Colleges.

* Refer to [Greenville Technical College Catalog and Student Handbook](http://www.gvltec.edu/catalog/) for further information on policies. (<http://www.gvltec.edu/catalog/>)

Beginning November 15, 2013, the college adopted a smoke-free policy. The policy prohibits use of cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes, and other tobacco-related products on college property except for McAlister Square and student housing. Students with a strong odor of smoke will be dismissed from class/lab/clinical.

The following are considered by the MLT faculty to be critical behaviors which must be demonstrated at a satisfactory level in all class/clinical courses:

- A. Function within the legal limit of the student MLT role.
- B. Maintain ethical standards at all times.
- C. Adhere to policies of clinical institutions.
- D. Recognize need for help and request help from appropriate person.
- E. Demonstrate acceptance of constructive criticism and modify behavior accordingly.
- F. Comply with uniform requirements.
- G. Follow all class/clinical safety policies.
- H. Assume responsibility for own actions.
- I. Protect the rights of the patients.
- J. Complete all assignments in a timely fashion.
- K. Report situations accurately despite reflection on self.
- L. Use verbal communication appropriately.
- M. Work as a team member.
- N. Maintain work quality and quantity under stress.
- O. Follow verbal and written instructions without shortcuts.
- P. Display confidence after instruction.

Any student that fails to display any of the above behaviors will be counseled by the MLT faculty.

Failure to correct the observed problems will result in removal from the program without the option of recycling.

Classroom/ Lab Conduct

Classes will be conducted in adult fashion. Both instructors and students will be present, on time and prepared to conduct the class in a learning manner and environment. The instructor will be in control of the classroom at all times, both in selection of subject matter and learning methods. Students may disagree with the instructor on occasion. On these occasions, the necessity and efficacy of the subject material shall be restricted to after class discussions by the student and the instructor so as not to interfere with classroom objectives.

Online conduct

All discussions or replies posted by students to class discussions must be constructed using standard English grammar and spelling. The use of profanity or text messaging symbols/"short-cuts" is prohibited. Any discussion or reply that contains text message content or inappropriate language will receive a grade of "0".

Online quizzes should be taken **without** the use of notes or other material. Students should study for an online quiz in the same manner as an in-class quiz. Any student observed using outside resources during online quizzes will receive a grade of "0" and be subject to disciplinary action.

Online quizzes will have specific times in which they are available; the quizzes must be taken during the specified times and cannot be "made-up" without appropriate documentation. Any student that takes an online quiz more than once will receive a grade of "0" and will be subject to disciplinary action.

Clinical site Conduct

The student will be assigned daily to an agency clinical instructor (hospital employee). The instructor has full responsibility over the student and the student will report directly to that instructor. The agency clinical coordinator will notify the MLT faculty of any student issues.

The student is expected to conduct himself/herself in a mature, responsible, and professional manner. The policies and regulations of the affiliating agency(s) must be respected. Unnecessary and loud conversation should be avoided at all times. This applies to corridors, elevators, cafeterias, and patient-care areas.

Students are expected to be courteous and respectful to everyone at all times. Any student that acts in an inappropriate/unprofessional manner will be sent home and an unexcused absence will be recorded.

All of the clinical sites are **smoke-free**. Smoking is prohibited in the buildings and on the outside grounds (including the parking lot). Any student that smokes at the clinical will be sent home and an unexcused absence will be recorded.

Personal phone calls or visits should **not** be received or made in the clinical site. If an emergency call is necessary, the family of the student may call the GTC Medical Lab Technology Office at 250-3666, 250-3667 or 250-3660 where student schedules are posted. An effort will be made to locate the student through the clinical coordinator at each site.

Causes for Immediate Dismissal

Students may be dismissed from the clinical facility/ program without advance notice if any of the following occur at the clinical affiliate: theft, use of alcohol or controlled substances, illegal or immoral conduct, or violation of HIPPA regulations.

Dress Code

General Information

According to the Student Handbook, students must dress in a manner that does not pose a safety hazard and does not result in unnecessary disruptions/distractions.

Students are required to wear all of the following each day of class or lab:

- navy scrub pants
- white polo shirt,
- black or white, all leather, tennis or nursing shoes, and
- calf length socks

In addition, hair shall be neat and clean. Long hair must be pulled back away from the face. Dangling ribbons, bows, jewelry, or scarves cannot be worn during lab.

Male facial hair must be clean and groomed close to the face.

No observable body piercing other than ears is allowed. Studs for pierced ears are permitted (gold or silver). Only two sets of earrings per ear are permissible.

Ear gauges must contain plugs.

For infection control, acrylic nails and nail polish are not allowed during lab; fingernails should be ¼ inch or less in length.

Students that dress inappropriately for class/lab/clinic will be dismissed for the day; missed daily grades and clinical/laboratory exercises cannot be made up. Repetitive offenses will result in counseling and disciplinary action.

Clinical Rotations

During clinical practice, students must follow the same general guidelines as listed above. In addition, a uniform will be worn at all times. The acceptable uniform consists of scrub pants and top with white leather shoes. Specific color(s) of scrubs must be worn based on the accepted dress code of the assigned clinical site. All leather tennis shoes with no obvious writing may be substituted for uniform shoes. The uniform is to be worn only during student clinical practice.

No jewelry except name badge may be worn on the uniform. The name badge must be worn at all times while at the clinical site. Students must wear both a GTC badge specifying the student as MLT, and a facility badge (if provided). Students are provided one facility name badge, free of charge. A fee will be charged for replacement badges.

Students must also wear a liquid impervious lab coat, gloves and a face shield whenever handling clinical specimens. Failure to have the proper attire will prevent the student from participating in clinical activities.

Note: No observable tattoos are allowed.

If you desire to wear a shirt under the scrub top, a white long or short sleeve is acceptable for male or female students.

Academic Dishonesty Policy

According to the Academic Honesty policy as stated in the College Student Handbook, students should know what activities constitute dishonesty such as cheating, plagiarism, and misrepresentation. Refer to the College Handbook.

Cheating is defined as wrongful giving, taking, altering or fabrication of any course work (examinations, written reports, laboratory experiments, etc.) for the purpose of gain for self or others. For example: a student who supplies information regarding an exam, quiz, or evaluation to another student or students, possesses or passes notes, signals exam/quiz or evaluation answers to another student, or changes answers after the exam/quiz or evaluation has been graded.

Plagiarism is defined as the act of copying, stealing, or using another's ideas, words, or specific substances as one's own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original author; failure to use quotations for an idea which has not been assimilated in the writer's own language; or paraphrasing (rewording) a passage so it is not grammatically changed.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. For example: falsifying information at clinical educational settings such as attendance, or presenting the same paper to different courses without prior approval of both faculty members.

Procedure

When a student is suspected of committing an act of dishonesty, the student will meet with the instructor as soon after the incident as possible. The instructor will inform the student of the accusation and review the evidence with the student. The student will have an opportunity to respond and/or present evidence or comment on the evidence that has been presented. If it is determined that a violation has taken place, the instructor will inform the student of the proposed action in a timely manner.

Due to the nature of the medical profession where proper documentation is essential, if it is determined that a student participated in any form of academic dishonesty, he/she is subject to immediate dismissal from the MLT program without a verbal or written warning. Additionally, students dismissed from the program due to such behavior are not eligible to recycle through the program.

If a student chooses to challenge the decision or recommended sanctions, he/she has the right to due process as explained in the GTC College Catalog and Student Handbook: Student Code for South Carolina Technical Colleges section.

A student may not withdraw from a course in order to avoid possible academic and disciplinary sanctions. If a student is suspected of committing an act of academic dishonesty, the case must be resolved before the student can initiate a withdrawal. In addition to any academic sanction, a student found to have committed an act of academic dishonesty will be placed on disciplinary probation for the remainder of the semester of infraction and the next 2 semesters of attendance. If a student is already on disciplinary probation or it is believed the sanction may warrant suspension or expulsion, the Department Head, Assistant Dean, Dean of Health & Wellness and Associate VP for Education will be consulted to determine if additional sanctions are warranted.

Grievance Policy

Student concerns should be addressed following proper channels. Academic issues/concerns should be handled through the course instructor. If the issues or concerns cannot be resolved, the student should see the MLT Department Head, followed by the Division Dean. By-passing any steps in the sequence will only delay resolution of the issue.

Dean of Health & Wellness - Jan Hirt

Office HE Building 122(Barton campus), Room 102

Phone 864-250-8288

Email Jan.Hirt@gvltec.edu

The student is referred to the South Carolina Tech Student Code as stated in the [College Catalog and Student Handbook](#) for grievance procedures. (<http://www.gvltec.edu/catalog/>)

The Student Code for South Carolina Technical Colleges addresses the following:

- General Rights of Students
- Student Government and Student Organizations
- Prescribed Conduct
- Rules of Student Disciplinary Procedure and Sanctions
- Procedures for Hearings Before the Student Appeals Committee
- Student Grievance Procedure

It is the responsibility of the students to familiarize themselves with each of these policies, and follow them appropriately.

Student Use of Cell Phones and Other Personal Electronic Devices

The use of cell phones, pagers, and other personal electronic devices is allowed on all Greenville Technical College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community. To avoid any unnecessary disruption of College function, the ringers on these devices must be turned off and, in consideration of Greenville Technical College's Emergency Communication Plan, vibrate mode is acceptable in all academic settings, including classrooms, laboratories, clinical/externship settings, study spaces, and computer labs. At no time may these devices be used near classroom doors or hallways while classes are in session. Students participating in off-campus, course-related activities must follow the electronic devices' policies of the agency or organization where they are visiting or working.

Beyond the basic college policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not conflict with Greenville Technical College's Emergency Communication Plan. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others.

Any additional policies must be stated in the course syllabi and may include penalties for student violations. Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of Greenville Technical College.

MLT Addendum to Policy

Classroom

Cell phones must be in silent mode and not used during class unless instructed by faculty.

Note: Any student that takes out a cell phone during a test will automatically receive a grade of "0" for that test/graded exercise.

Clinical sites

Students must follow the cell phone policy of their clinical site. Cell phones must be in silent mode and remain in the "Clean areas" of the lab, if permitted by the clinical site. The camera function may not be used to photograph/videotape procedures or other students.

Audio Taping Devices

The use of audio taping devices is allowed at the discretion of the individual faculty member in classroom settings only.

Laptop Computers/Tablets

The use of personal laptop computers/tablets is allowed at the discretion of the individual faculty member in classroom settings only. However, students should maintain printed copies of all lecture material for use in laboratory exercises; computers/tablets are not allowed in the laboratory area except in "clean areas".

Student Use of Computing Facilities

This policy governs student use of College computing facilities. The terms "computing facilities" and "facilities" are used herein to include any terminal, computer, printer, network component, or other related resource belonging to or provided by the College. This policy is applicable regardless of whether use of a facility originates at the College, at a student's residence, or at any other location.

A. General

1. Computing facilities are provided in order to support the mission of the College.
2. Student access to computing facilities is provided only for uses associated with a course of study and activities related to that course.
3. The use of computing facilities for non-College related purposes are prohibited.
4. All who use computing facilities agree to do so in a manner that is ethical, legal, and does not interfere with others.
5. Students' children are not allowed in computer labs or classrooms or left unattended on campus.
6. Food and drinks are not prohibited in computer labs and classrooms.
7. Cellular phones, pagers, beepers, and other similar devices may not be activated in computer labs and classrooms.

B. Specific Prohibitions Regarding the Use of Computing Facilities

1. Students may use only those facilities that have been properly authorized for their use. Students may not make their password available to others, use an account set up for another person, or attempt to discover the password of another person.
2. Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Software may not be copied without the expressed permission of the copyright holder.
3. Students may not copy or attempt to copy information belonging to another person without that person's expressed permission.
4. Student may not attempt to interfere with the operation or attempt to circumvent security measures of the College's computing facilities.
5. Students may not use the College's computing facilities to send, receive, or access material that is deemed to be obscene, offensive, or harassing to others. The College reserves the right to determine if a particular source of information may contain such information and to restrict or deny access to such sources at its discretion.

C. Other

1. The College makes computing facilities consisting of hardware and software available to internal and external users. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage.
2. The College provides no facilities that guarantee the confidentiality of files. The computer systems administrator and his/her designee do have the ability to view all messages and files of any user. It is not the routine practice of the administrator to view such files; however, privacy cannot be guaranteed.
3. Different computer labs may have different regulations concerning their use. [Example: signing in and out may be required in some labs.] Students who use a computer lab must learn and adhere to the regulations of that lab. See MLT Syllabi for computer lab regulations.

Policies and Procedures for MLT Laboratory Sessions

Laboratory classes are provided to enable the student to grasp certain concepts through the use of controlled experiments. Correct experimental results and laboratory safety are dependent on good laboratory technique. The following is a list of policies and safety procedures which when incorporated in the laboratory sessions, will give the student the basis for good laboratory technique and a safe environment.

A. Specimen Handling

1. Students must follow the dress code during all on-campus class/laboratory sessions.
2. In addition, students must be dressed in a laboratory coat, gloves, and protective face shield when handling and processing specimens. The sleeves of the laboratory coat must cover the top of the gloves so that no skin is showing. Laboratory coats and face shields are available for purchase in the college bookstore.
3. Specimens needing centrifugation should first be capped or covered with parafilm and then placed into a centrifuge carriage with a sealed dome. These anti-aerosol devices provide an almost absolute containment of any infectious material.

B. Laboratory General

1. Care should be used when operating all laboratory equipment. If the student is unsure or undecided in the operation of some equipment, ask the instructor for assistance.
2. There will be no pipetting by mouth. Suction bulbs and pipet pumps are provided in the laboratory. These devices prevent accidental aspiration of chemicals and harmful biological materials.
3. There will be no smoking in the laboratory. Volatile chemicals and reagents are used in the laboratory and smoking would create a fire hazard.
4. Eating, drinking, and chewing gum will not be allowed in the laboratory. Contamination of chemicals or reagents might occur, and the food or drink might become contaminated with hazardous materials or biological organisms. All food and drinks must be left in the classroom or lab storage room.

C. Accidents

1. Notify the instructor immediately of all injuries no matter how minor they may seem. The instructor will provide the appropriate Accident Report forms to the student.
2. During the first lab session, the student will become familiar with the location and use of available safety equipment. Should an accident occur, the first movements are critical to prevent further damage or injury. Knowledge of accessible safety equipment and its use will save valuable time in an emergency situation.
3. Broken glassware should be handled carefully to avoid physical injury. All broken glassware must be placed in the red sharps container. The student should also be aware of any solution which might have been contained in the broken flask or bottle and act accordingly.
4. The student will exercise care in the preparation, use, and transportation of chemicals and biological materials.
 - a. If a chemical is accidentally spilled, it is to be cleaned up immediately using the appropriate Emergency Clean-Up Kit located under the sink, near the pipette washer.
 - b. Accidental spillage of a specimen should be promptly cleaned up with sodium hypochlorite (1:10 dilution of household bleach.) This solution should be freshly prepared and kept in its

diluted form no longer than one week. Spillage should be left standing with disinfecting solution for ten (10) minutes.

- c. If accidental contamination occurs to an exposed area of skin, wash first with a good liquid antimicrobial detergent soap. Rinse well with water, then apply 50% isopropyl alcohol. Leave preparation on skin surface for at least one minute before final washing with liquid soap and water.

D. Waste Disposal

1. All laboratory specimens and disposables should be discarded in biohazard bags placed in the biohazard bucket for disposal.
2. Disposable syringes with needles, scalpel blades, broken glassware and other sharp items capable of causing injury should be placed intact into puncture-resistance "Sharps" containers located as close to the area in which they were used as it is practical. To prevent needle-stick injuries, needles should not be recapped, purposely bent, broken, or otherwise manipulated by hand.

E. Close of Laboratory Period

1. The student will implement all shutdown procedures and clean his/her area and the equipment he/she is using at the end of each laboratory session. General clean-up will be assigned by the instructor on a rotating basis.
2. All work bench areas should be cleaned and sanitized with an appropriate germicidal agent at the end of each laboratory period (10 % sodium hypochlorite or Clavicide wipes).
3. Centrifuge carriages should be sanitized daily with a germicide.
4. Before leaving the laboratory, all protective clothing should be removed.
5. In addition, hands and arms must be washed using the guidelines on the next page.

Handwashing Procedure

- a. Consider the sink, including the faucet controls, contaminated.
- b. Avoid touching the sink with bare hands.
- c. Turn water on using a paper towel and then wet your hands and wrists.
- d. Work soap into a lather.
- e. Vigorously rub together all surfaces of the lathered hands for 20 seconds. Friction helps remove dirt and microorganisms. Wash around and under rings, around cuticles, and under fingernails.
- f. Rinse hands thoroughly under a stream of water. Running water carries away dirt and debris. Point fingers down so water and contamination won't drip toward elbows.
- g. Dry hands completely with a clean dry paper towel.
- h. Use a dry paper towel to turn faucet off.

Source: Stanford.edu/dept/ehs/prod/researchlab/lab/handwashing

Accidental Coverage

Students are covered by a limited accidental injury policy (\$ 25 deductible) which may apply to some accidents. In addition, students and faculty are covered by a Workman's Compensation plan provided at no cost to the student. Should a student need medical attention due to a class related accident on the campus or at a clinical site, the student must notify the MLT Faculty and/or Department Head as soon as possible. An accident report must be completed at the time of the accident, and a South Carolina Worker's Compensation Form must be completed according to the Greenville Technical College protocol. If the accident is not reported and the appropriate forms completed, the student forfeits his/her right under the policy.

When the accident occurs on campus:

1. Notify the instructor immediately.
2. Any student requiring treatment should be referred to his/her family physician or an Emergency Room facility. If necessary, call 9-911. Contact Northwest Security (419-9968) if emergency response personnel require direction to the site of the accident.
3. Student must obtain and complete accident and insurance claim forms as soon as possible. Submit completed accident forms to Dean of Students within two (2) working days if possible. Students should contact the secretary to the Dean of Students, Student Center, Room 135 (phone 250-8102) for assistance with insurance claims.

When the accident occurs at a clinical site:

Any accident occurring at a clinical site must be reported immediately to a supervisor at the clinical site, and later to the MLT Faculty and/or Department Head.

If the accident involves exposure to a communicable disease, the appropriate person at the clinical site will be notified so that evaluation/treatment can be arranged as soon as possible.

If the accident involves direct blood/body fluid contamination, the student/faculty must refer to the Exposure Control Plan in the [Health Sciences Risk Management manual](http://gvltec.edu/Risk_Management_Manual/) (http://gvltec.edu/Risk_Management_Manual/).

The following steps must be taken immediately if the accident involves potential exposure to HIV or HBV:

1. Notify the clinical supervisor of the accident.
2. Contact the MLT Department Head or Dean as soon as possible
3. If follow-up testing/care is required, contact CompEnDium at 1-877-705-2667. Be sure to identify yourself as a Greenville Tech Student.
4. Contact the Workwell Center at St. Francis Women's Hospital within 4 hours of exposure.

Liability Insurance

The student is required to carry liability insurance. The charge is minimal through a group policy. A fee is attached to one course each Fall.

American Society for Clinical Laboratory Science

The American Society for Clinical Laboratory Science (ASCLS) is a national professional organization for clinical laboratory employees. It is recommended that the student become a member of this organization. Membership includes access to:

A. Publications

1. Clinical Laboratory Sciences, the official publication of ASCLS is published monthly and distributed to all members. The Journal is a reflection of the field of clinical laboratory science.
2. ASCLS Today is ASCLS' monthly newspaper which provides up-to-date information on society activities, features on members and reports on external events affecting the profession.
3. *Clinical Laboratory Science* is an award-winning, bi-monthly journal featuring articles on the very latest in research, education and government actions affecting the profession. Click on the button to the left for more info.
4. Manuals and texts covering a wide range of clinical laboratory disciplines are also published by ASCLS. Members may purchase these at a discounted price.

B. Continuing Education

ASCLS provides educational programs on a routine basis to provide members an opportunity to expand and update their knowledge on the newest techniques in the practice of the professions.

The NC/SC chapters of ASCLS support a local meeting each year to allow clinical laboratory personnel and students to continue their education.

C. Special Membership Services

1. Professional Acknowledgement of Continuing Education (PACE)
2. Insurance programs for life, auto, home, disability and liability.
3. Job placement services.

D. Student Membership

Membership is available to students actively engaged in Medical Laboratory Technician Programs.

E. Student Activities

Each year the South Carolina society of ASCLS sponsors activities for MLT students around the state, including the MLT Student Bowl. Students are required to attend each year.

More information can be obtained through the [ASCLS webpage](http://www.ascls.org) (www.ascls.org).

Student Health Policy

Health and Wellness Division

Infection control in health care institutions is essential to the safety of patients, their families, and health care workers. Students are taught the concepts and procedures for infection control during MLT 101. Unique information for the clinical sites is taught in the Pre-clinical orientation course offered by the College. This course is required prior to any student beginning a clinical rotation. The course includes: hazardous communication, R.A.C.E., infection control, and other pertinent topics.

All students are required to have a physical completed prior to the start of their clinical experience in the program. The Student Health Form must be completed by a licensed physician/nurse practitioner prior to the beginning of their first clinical rotation or at a date set by the department.

The Department Head will review all submitted health forms to ensure completeness. This includes all immunizations (excluding Hepatitis B vaccine which is optional), physician/nurse practitioner evaluation, physician/nurse practitioner signature and student signature. The student will be prohibited from the clinical education activities until the Student Health Form is completed satisfactorily. The only exception will be for the time required to complete any vaccination series initiated as part of their physical assessment.

All Student Health Forms will be maintained in the Health Sciences/Nursing Dean's office. Copies of the form will be shared with clinical education sites upon written request from agency officials. In compliance with HIPPA, a consent statement allowing the disclosure of health information with clinical agencies is included on the Student Health Form.

The Student Health Form must contain documented immunization history. These requirements are as follows:

- Tetanus: date of vaccination (must have been within 10 years)
- Varicella/chickenpox: acceptable titer or documentation of two (2) chickenpox vaccinations.
- Measles/mumps/rubella: two doses are required for students born after 1/1/1957. Individual titers may be drawn to determine history of measles/mumps/rubella.
- Tuberculosis (TB) testing: The initial TB test must include the two step process. If a student has regularly received a yearly TB test, a one step test may be documented.
- Influenza Vaccine: date of vaccination and required information.

Although the Hepatitis B vaccine series is not required, it is highly recommended that the student complete this series as MLT students are exposed to blood/body fluids placing them at risk to this disease. The Hepatitis B vaccination protocol includes three doses of vaccine over a six month period. If a student chooses to be vaccinated, the student is required to pay for the vaccine series. Students who elect NOT to get the Hepatitis B vaccine must sign a waiver.

Requirements for Student Health Records

The following checklist should be used by students accepted into any Health and Wellness Program. Each student must submit proof of the following items. NO exceptions can or will be made regarding submission of documentation by a medical professional.

ITEM	DOCUMENTATION REQUIRED
Health Form	Initial Physical examination must have occurred within 12 months of admission to clinical sites. Sections B and C must be completed by a licensed practicing physician or Certified Nurse Practitioner. ALL requested information must be completed with supporting documentation attached. Process could take up to 30 days to complete.
PPD (TB skin test)	Initial 2-Step PPD is required. Documentation with placement date, read date and results must be attached. Annual PPD's are required throughout program. If you have ever tested positive for TB, you must submit documentation of a current negative chest x-ray. Chest x-rays are current for 2 years from date of test. Also you will be required to complete an annual TB questionnaire. RESULTS OF X-RAY MUST BE ATTACHED.
MMR (Mumps, Rubeola, and Rubella)	Documentation of two MMR immunizations or titers that indicate immunity for Rubeola, Mumps, and Rubella required. MMR documentation or Titer lab results must be attached.
Varicella	Two immunizations with documentation, or titers indicating immunity with titer lab results attached.
Tetanus	Documentation of Tetanus immunization within 10 years.
Hepatitis B	Hepatitis B series which includes 3 vaccines with follow up titer is recommended but not required; however, signature on the Hepatitis B information sheet is required. If initially starting series at this time please provide documentation as series progresses.
Influenzae	Documentation of a FLU vaccine by November 30
Meningitis	Meningitis Vaccines are highly recommended.
Preclinical Healthstream (set up by school)	Students will be provided access and instructions to complete the specific requirements at the beginning of the clinical program and annually.
Criminal Background Check (School responsible)	Student MUST have a CLEAR status for SEVEN years and no history of violent crimes on the criminal background check.
Drug Screening (School responsible)	Drug screening will be conducted at least once during the program. Random drug screening will also be conducted.

4/18/11

Hepatitis B Information Sheet

Health and Wellness Division

Students in the Health and Wellness Division whose activities involve contact with patients and/or blood or other body fluids are at risk for exposure to blood borne pathogens which might include hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV). These exposures are serious and should be reported immediately to the supervising preceptor and clinical instructor. Immediate reporting will ensure timely post exposure management. Avoiding blood exposures is the primary way to prevent transmission of these diseases. When dealing with potential exposures always use appropriate personal protective equipment (gloves, eye protection, etc) and blood and body fluid precautions.

HBV currently results in approximately 5,000 deaths in the US each year. Hepatitis B can range from a disease with no symptoms to a debilitating disease that can keep a health care worker off the job for months. HBV can also linger as a chronic disease that destroys the liver. HBV infection is a well-recognized occupational risk for health care worker and studies have found that the incidence of HBV infections in health care workers is approximately 10 times higher than that of the general population. Percutaneous (needle stick) injuries are the most efficient modes of HBV transmission but many HBV infections are thought to arise from exposure through scratches, abrasions, burns or mucous membranes. Also, HBV can survive outside the body at least 7 days and still be capable of causing infection.

HIV and HCV do not have vaccines available at this time; however, currently a series of 3 vaccines are available to provide immunity to HBV. The HBV vaccines have been *found* to be safe when administered to infants, children and adults. The most common side effects from the HBV vaccine are pain at the injection site and mild to moderate fever. Greenville Technical College strongly recommends that all Health & Wellness students receive the HBV vaccine series from a health care provider.

Your signature below indicates your understanding of this information and also your intent concerning the HBV vaccine. Further information can be found at the CDC website -

Your signature below indicates that you agree to report any incident immediately to the supervising preceptor and clinical instructor.

Your signature below indicates that you have been strongly advised to take the Hepatitis B vaccine series from a health care provider.

- I have decided to receive the vaccine
- I have received the vaccine series or are in process
- I have documented immunity to HBV (please provide)
- I have decided **NOT** take the vaccine series

Student Signature _____ Date_____

Note: This form must accompany the completed Student Health form.

Divisional Criminal Background Check Policy

Health and Wellness Division

Revision Date: January 2013

PURPOSE:

This policy is designed to protect the Greenville Technical College (GTC) community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health and Wellness Division programs to be in compliance with the clinical affiliation agreements.

POLICY:

Students enrolled in programs within the H&W Division are required to have crime free background for seven years prior to entering any H&W program of study. Also student backgrounds should not contain any acts of violence.

PROCEDURE:

1. A multi-state record check will be conducted for all students for at least seven years prior to admission. The criminal background check will occur during the following courses:
 - PCT Students - NUR 151
 - ADN Students - NUR 139
 - Nursing Transition Students - NUR 201
 - Surgical Technologist Students - SUR 101
 - Pharmacy Technician Students - PHM 101
 - Medical Laboratory Technician Students - MLT 101
 - Occupational Therapy Assistant Students - OTA 103
 - Emergency Medical Technology Students - EMS 105 or 150
 - Dental Hygiene/Assisting Students - DHG 161, DAT 154
 - Physical Therapist Assistant Students - PTH 102
 - Health Information Management Students - HIM 110
 - Respiratory Therapy Students – RES 101
 - Massage Therapy Students – MTH 120
 - Animal Studies Students – VET 104, 111, 133
 - Personal Trainer Students – SFT 109
 - Medical Imaging Science Students - RAD 130, DMS 164, MRI 152, (MAM) RAD 295, (CT) RAD 140
2. A criminal background check fee will be charged for the above courses and collected with tuition and fees by the Business Office. In the event a student transfers into a program, the fee will be charged prior to starting the first course. The student will be required to make payment in full at the Business office prior to entering his/her first course of study.
3. Students are required to disclose any prior criminal record by accurately answering the following question on the authorization for criminal background check release form:
HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION? (CIRCLE ONE) **YES/NO**

Please note that Driving Under the Influence (DUI) and Driving Under Suspension (DUS) are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

4. Students are required to disclose if they have lived in one state less than 12 months consecutively or worked outside the state South Carolina in the past 12 months. Each state that a student has lived or worked in the past 12 months will be included in the criminal search. An FBI fingerprint may be required on students who cannot verify residency in a single state for 12 consecutive months. Failure to report may result in withdrawal from the program of study.
5. Student Information forms will be collected by H&W Division faculty and forwarded to the agency designated to perform the criminal background check.
6. Convictions of, pleas of guilty, pleas of nolo contendere (no contest), or any pending criminal charges during the past seven years will prevent the student from meeting the requirements. However, crimes involving violence against a person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery and/or any crimes involving cruelty against animals including but not limited to: neglect, mistreatment, abandonment, fighting or baiting, stealing animals, or malicious injury at any time will prohibit a student from a Health Sciences/Nursing program of study.
7. The Assistant Dean of the H&W Division will inform any disqualified student and the student will not be allowed to continue in any H&W Division program.
8. Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.
9. Each student must report within 3 business days to the Department Head and the Assistant Dean of H&W any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.
10. Any student who changes programs or stays out of H&W program for 12 months will be required to submit a new criminal background check upon re-entry to the H&W Division.
11. All background results on Greenville Technical College students will be made available to Clinical agencies upon request. Some agencies require submission of the criminal background reports prior to the student's start of clinical rotation.

Divisional Student Drug Testing Policy

Health and Wellness Division

PURPOSE:

This policy is designed to protect the Greenville Technical College (GTC) community of health care consumers from services provided by students who engage in the inappropriate use of drugs. These requirements also allow the Health and Wellness (H&W) Division programs to be in compliance with the clinical affiliation agreements.

POLICY:

Initial Drug Screening

Greenville Technical College Health and Wellness Division students are strictly prohibited from being under the influence of alcohol or any drug/medication which alters behavior or appearance of capability while engaged in any portion of their formal educational experience. To insure compliance each student will be required to submit to drug screening at any time during the clinical programs. A variety of specimen collection methods may be utilized some of which may include but are not limited to: blood, urine, hair, saliva and breath.

Procedure for Testing

- An agency specializing in drug testing will be employed to conduct the drug testing. The agency will be determined by the College.
- Drug testing dates will not be announced.
- Students are required to disclose all medications they take including prescription and over the counter medications.
- Students are required to provide the requested specimen for the tester.
- Any student that leaves during the drug testing without providing an adequate specimen is considered to have a positive result and will be removed from the program.
- Any specimen that is tampered with or does not register body temperature is considered to be a positive specimen and the student will be removed from the program.
- Any specimen that test positive for a substance for which the student does not have a prescription will be sealed and taped in front of student. Chain of custody forms will be completed and signed by student.
- The fee for drug testing is included in tuition as a course lab fee.
- Any student out of the program for greater than 6 months or any transfer student will be drug tested prior to entering clinical program of study.

Procedure for Initial Drug Screening for Distant Expansion Campus Programs

For students enrolled at expansion campuses out of Greenville County, drug screening will be done at a Labcorp facility near the expansion campus. Department Heads at these campuses will hand out drug screening packets and have the students sign and turn in the **Drug Disclosure and Consent Form**. The **Drug Disclosure and Consent** form will be forwarded by the Department Head to the Assistant Dean of H&W for review. The students are expected to go on their own to the designated Labcorp facility within 24 hours of receiving the drug screening packet. There they will provide a picture ID, turn in the packet and provide the specimen. The results will be sent to the Assistant Dean of H&W for review and results will be filed in the student health folders.

Procedure for Initial Drug Screening for Distant On-line Learning Programs

For students enrolled in distant education programs that do not live within a reasonable driving distance of the Greenville campus, the student must complete the required drug testing within 72 hours of receiving the drug testing information packet in the mail. The student must inform the program instructor prior to the start of the clinical program of their correct mailing address.

The **Drug Disclosure and Consent Form** must be completed and mailed to:

Assistant Dean of H&W, Lydia Dunaway
Greenville Technical College
PO Box 5616
Greenville, SC 29606

Upon completion of drug testing the student is to notify the Assistant Dean and the Program Director that the testing is complete via email. Results will be sent to the school.

Positive Findings

It is unacceptable for students to have detectable levels of illegal drugs in their system, to be under the influence of alcohol, to be impaired by prescription medications in the lab or clinical setting or to have detectable levels of legal drugs which are not disclosed and/or for which no prescription can be produced. If there is a positive finding, the specimen will be sent for confirmation. Upon confirmation of a positive finding, or if the student refuses to submit to a requested drug screen, the student will immediately be removed from his/her program of study. Confirmation is the final appeal.

Students who do not provide a specimen for testing, will not be offered a second opportunity for testing and will be removed from the program.

Random Drug Screening

Random drug screening may be required of student at any time throughout the program. Random drug screenings may be done with or without reasonable suspicion. The expense of random drug screens will be at the expense of the College.

Random Drug Screening with Reasonable Suspicion

Students are subject to drug testing at times in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:

- Contributing to a clinical or lab accident
- Possession of drug paraphernalia
- Unexplained abnormal or erratic behavior
- Arrest or conviction for drug related offenses
- Observance of drug or alcohol use
- Odor of alcohol beverages
- Other behavior that gives reasonable suspicion

Students who display reasonable suspicion will immediately be removed from education experience and required to submit to an immediate drug screening. Students will be given a timeframe by which they must arrive at the testing center. If a student is late arriving, the test will not be performed and the student will be considered positive. The instructor will

communicate immediately with the Dean, Assistant Dean and/or Program Director in facilitating the screening process.

Reapplication after Removal from Program of Study

Students removed from any program of study for drug related issues are not eligible to reapply and may not reapply to any Health Sciences/Nursing program for 12 months and must provide documentation of substance abuse rehabilitation that has been preapproved by the Assistant Dean of H&W.

Revised July 2014

Statement of Understanding Re: Program Compliance Procedures

Health and Wellness Division

Effective Date: Fall 2013

POLICY:

Admission into a program within the H&W Division does not guarantee acceptance into a clinical rotation at an affiliate health care facility or externship, which is required for graduation. Affiliate sites supporting the H&W programs require that students have background checks, drug screens, and a completed Greenville Technical College health form prior to placement in clinical/externship rotations. Random and discretionary background checks and drug screens may also be conducted at the request of the clinical/externship site. These checks will be done at the expense of the student. The College may also conduct random screenings.

Results of background checks, drug screens, physical exams, immunization records, titers, and 2-step PPDs will also be shared with designated personnel at the affiliate clinical/externship site as requested. To be accepted for clinical/externship placement, all findings must be satisfactory to all participating clinical/externship sites and the H&W Divisional requirements. Students must be eligible for clinical/externship placement at all affiliate sites associated his/her program of interest. Students not accepted for clinical/externship rotations will not be able to successfully complete the program of study.

PROCEDURE:

In signing below, I understand that it is my responsibility to read and comprehend the information pertaining to the requirements of the Health and Wellness (H&W) Division and my program of interest. Information can be obtained by visiting the [Health and Wellness webpage](http://gvltec.edu/HSN/) (<http://gvltec.edu/HSN/>). Information regarding specific program requirements can be obtained by the appropriate link located on the above webpage.

I also understand that it is my responsibility to contact the Department Head of my program of interest for assistance should I have any questions regarding the information contained with the webpage(s).

Print Student's First Name Middle Name Last Name

Student's Signature:

Date: _____ Student ID# _____ Program of Interest: _____

Program Student Change of Major Policy

Health and Wellness Division

Effective Date: Fall 2014

POLICY:

Students who intend to complete certain associate degree programs within the Health and Wellness (H&W) Division are required to complete a Supplemental Admissions Process once accepted into the college and prior to beginning the clinical component of such programs. The programs that require a Supplemental Admissions Process include Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technician, Health Information Management, Medical Laboratory Technician, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, and Respiratory Care.

In an effort to better track and advise GTC students in the pre-clinical portion of their curriculum (those taking developmental or general education courses), pre-clinical students will be coded AS.SCI.

PROCEDURE:

1. Once accepted to the College, the student who applied as one of the above H&W student is considered a pre-clinical student in that major.
2. Students who have already graduated from the AS.SCI major will be coded as undecided and will need to meet with his/her advisor to discuss further options.
3. Once accepted into the clinical component of the student's intended major, a program update form will be completed by the student and program director or designee to change the student's major to the specific H&W program.
NOTE: This change CANNOT be made in Student Records or Admissions and can only be handled by program officials.
4. Students may elect to retain the AS.SCI major along with his/her H&W major.
5. If a student falls out of progression from a H&W program of study, a program update form must be completed to change the student's major. Students out of progression will be coded as an Undecided Student or in a major of his/her choice with the exception of those listed above. This process is also handled by the Department Head or designee. Students out of progression should consult with his/her advisor for further discussion and with Financial Aid Office to understand how his/her financial aid may be impacted.
6. A program update form may be completed by the program officials without the student's signature if a student falls out of progression.

Student Progression Policy

Health and Wellness Division

Effective Date: Fall Semester, 2008

PURPOSE:

Students enrolled in programs within the Health & Wellness (H&W) Division are expected to exemplify professional behavior at all times. The professional attributes minimally include attentiveness, maturity, cooperation, responsibility, professional personal appearance, respect for authority, peers, patients, and other members of the healthcare team, communication, judgment, ethics, honesty, and morality.

POLICY

Any student dismissed from any GTC Health & Wellness (H&W) program for behavioral/disciplinary reason(s) will not be eligible to re-apply to that program or any program within the division for a period of one academic year.

PROCEDURE

1. Notification of dismissal for behavioral/disciplinary reason(s) must be made to the divisional dean within one week by the Department Head. The Department Head must notify the Divisional Dean within one week of any student dismissal for behavioral/disciplinary reasons.
2. If a student re-applies to the program in which he/she was dismissed, or applies to another H&W program and is in the grievance process, he/she must be considered for acceptance. If the student qualifies for acceptance, he/she will be accepted contingent upon the outcome of the grievance procedure. If the dismissal is upheld by the grievance committee, the student will not be able to progress in the program and will not be eligible to apply to any H&W program for a period of one year. If the student is contingently accepted into an H&W program and is in the midst of a grievance procedure, the grievance procedure must be resolved no later than two weeks prior to the start of the program.
3. If, when the student was dismissed from a program, a remediation plan was developed, the student must have met and completed all requirements within the remediation plan in order to be eligible to apply to any H&W program.
4. If the student was denied access to a clinical site while enrolled in any H&W program, this may prevent admittance into a program indefinitely as clinical sites and therefore clinical space for student experiences are limited.

Student Fees for Certification Exams

Health and Wellness Division

Effective Date: Fall Semester, 2009

PURPOSE:

The following defines the financial responsibility of the College and students as it relates to fees collected from students enrolled in a program within the Health Sciences/Nursing Division for professional certification examinations.

POLICY:

Greenville Technical College will pay the fee for the professional certification examination for a student's/graduate's first attempt. Subsequent financial responsibilities for such exams will be the responsibility of the student/graduate.

PROCEDURE:

1. Student fees are applied to courses by the program and paid by the student (to the Business Office) to cover the expense of a professional certification exam.
2. Once the student meets the eligibility requirements to attempt the certification exam, the College will pay the expense of the certification exam ONE time only.
3. The College will pay only the cost of the exam and will NOT cover other expenses such as travel.
4. The student's first attempt at the certification exam must be made within four (4) months of graduation. Students who do not test within the four (4) month time-frame will be responsible for all fees associated with the exam.
5. If the student is required to repeat a certification exam or if the window period for eligibility expires, the student is responsible for all expenses incurred to take the certification exam.
6. The student must be in good standing with the business office of the College. If a student has outstanding debt, the cost of the certification exam will NOT be paid by the College.
7. Student fees are NOT refundable. Therefore, if a student does not complete a program of study and/or is not eligible to attempt a certification exam, the student forfeits any fees paid to the College.

Social Networking Policy

Health and Wellness Division

Effective Date: Fall Semester, 2010

PURPOSE:

With the increased usage of social networking and multimedia communication tools, and the continued need to be mindful of privacy regulations, the Health & Wellness (H&W) division is establishing this policy to guide both students' and faculty's internal and external electronic media communications.

POLICY:

This policy will establish general guidelines regarding internal and external communication using social networking, emailing, texting and other forms of electronic recording and communication. The absence or lack of explicit reference to a specific situation does not limit the application of this policy. Students and faculty should use appropriate professional judgment, where no guideline exists, and take the most prudent and professional action possible. Please consult with faculty or supervisor if you are uncertain for clarification.

GUIDELINES:

This policy refers to communication using social networking sites such as MySpace, Facebook, Twitter, Yahoo, YouTube, blogs, Wikipedia, college electronic communication system and texting. Student or Faculty communication that may come under scrutiny can occur both internal and external to Greenville Technical College or its associated websites. Disregard for this policy may result in disciplinary action including but not limited to dismissal from the H&W Program.

1. Internet posting or other forms of communication should not contain any confidential information. This includes, but is not limited to, any type of patient or staff information such as name, photograph, social security number, address, diagnosis, treatment, date of admission or any other information which might be protected by Health Insurance Portability and Accountability Act of 1996 (HIPAA). Business related information and policy of any clinical education center should not be disclosed publicly through internet postings or other forms of communication.
2. Internet posting or other forms of communication should not contain any confidential information related to students, faculty, clinical preceptors, or other employees of the clinical facility.
3. If on your communication forum, you acknowledge your affiliation with a Greenville Technical College Health & Wellness Program, then all communication on that network should reflect a professional persona as you would in a professional network. You should also post in a prominent location the following: *"The posts on this site, including but not limited to images, links, and comments left by readers, are my own and do not necessarily represent Greenville Technical College's position, strategies or opinions"*.
4. Please be aware that it may be construed as inappropriate for students to seek networking friend relationships with faculty, preceptors, or other employees of the clinical facility. If faculty and preceptors are going to network with students, the forum should allow all students access to join.

No form of electronic digital photography, videotaping or recording (including PowerPoint presentations) of a faculty course lecture or lab activity is permitted to be posted on any social networking or electronic media sites without prior written authorization of the instructor.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Health and Wellness Division

July 2003

PURPOSE: To satisfy the legal and moral obligations of the clinical education centers and the College regarding the confidential nature of patient information to which students have access. These obligations are driven by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The privacy provisions of HIPAA went into effect April 14, 2003.

POLICY:

Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements, this policy focuses upon the confidentiality of patient information. Students participating in the clinical component of the Medical Laboratory Technology Program have access to information regarding the patients they come into contact with at the clinical education centers. This information is typically obtained through verbal, written, and electronic means.

- Students who violate a patient's right to confidentiality may be subjected to immediate dismissal from the program without the option to recycle.
- Additionally, HIPAA establishes both civil and criminal penalties for privacy violations. Wrongful disclosures of any health information may result in sizeable fines and possibly prison time.
- The clinical education center may also receive a civil sanction and fine.

PROCEDURE:

- Patient information should only be released to those individuals or organizations on an official "need to know" basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor in charge at the clinical education center.
- At no time should patient information be discussed with co-workers or other healthcare personnel, unless it affects the care of the patient or the procedure being performed.
- Patient information should never be discussed in public areas of the hospital or outside of the hospital. This includes areas such as elevators, cafeteria, etc.
- Students will receive training on HIPAA requirements prior to beginning his/her clinical experience and annually thereafter.
- Students may also be required to complete training on HIPAA requirements at individual clinical education centers.