



1300 Fifth St., Wenatchee WA • 116 West Apple Ave., Omak WA

Medical Laboratory Technology **Student Handbook 2020-2021**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Accredited

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Section 1: Overview of the MLT Program

1.1 – Introduction, Accreditation, and Welcome

Introduction

The profession of Medical Laboratory Technology is both a demanding and fascinating occupation. Physicians rely heavily on the laboratory test results supplied by Medical Laboratory Technicians (MLT). This requires that they be thoroughly and completely trained in understanding both the test procedures and the physiological implications to the patient. As a result, an intensive training program has been designed to prepare individuals able to respond competently to this challenge.

The MLT program may be completed in EIGHT quarters, depending upon the educational background of the entering student. During the first year, the student takes general education and preparatory courses. In the second year, students have three components to complete: lecture, student lab and clinicals. If clinical training cannot be secured in the region where the student is assigned, they may be required to travel to another region to complete training. **Students must have reliable transportation available and be willing to travel.**

Accreditation

The program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS may be contacted at their mailing address, e-mail address/web address, or telephone number, which follow: NAACLS, 5600 North River Road, Suite 720, Rosemont, IL 60018-5119, e-mail at naacslinfo@naacls.org online at <http://www.naacsl.org/About.aspx> or call 773-714-8880.

Director's Note

Welcome to the Medical Laboratory Technician program in the Allied Health department at Wenatchee Valley College. It is from here that you are to begin an interesting and rewarding journey into becoming a laboratory professional. What the program has to offer is only the beginning of what you may find to be numerous possibilities for your future.

Students in the MLT program can expect to work with trained and experienced professionals on campus/online and at clinical sites. These people have years of experience in their field and are there to support you on your road to achieving your degree. On campus/Online you will have both theoretical lectures and practical laboratories to learn the basis on which laboratory technology stands. At the clinical site you will work with laboratorians who are there to give you the hands-on training you will need for your future in laboratory medicine.

As an MLT, you will have the ability to work in various types of laboratories. In addition, an MLT degree opens doors to advanced degrees, working in education, and hopping to other related fields in the medical industry. The possibilities are there; it is up to you to pursue them.

I know that the MLT faculty and I look forward to getting to know you and helping you attain an MLT degree.

We wish you all the best.

*Patrick Tracy, MT (ASCP)
MLT Program Director
Wenatchee Valley College*

1.2 – Associate of Technical Science Degree (MLT) Faculty and Support Staff

Contact Information

Administrative Support



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Wenatchee and Omak**
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**Allied Health Secretary Senior
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ryenney@wvc.edu

MLT Faculty



**Director
Full Time MLT Faculty**
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ptracy@wvc.edu



Full Time MLT Faculty
Katie Lantau, MS, MLS, ASCP
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klantau@wvc.edu

Fax Numbers

Wenatchee Allied Health Office

509.682.6661

Omak Allied Health Office 509.422.7951

Frequently Requested Telephone Numbers

Wenatchee		Omak	
Bookstore	509.682.6532	Cashier	509.422.7808
Cafeteria	509.682.6518	Counseling	509.422.7814
Cashier	509.682.6500	Disability & Support	
Counseling	509.682.6850	Services	509.422.7812
Disability & Support		Financial Aid	509.422.7808
Services	509.682.6854	Library	509.422.7830
Financial Aid	509.682.6810	Lost & Found	509.422.7803
Library	509.682.6710	Registration	509.422.7807
Lost & Found	509.682.6860	Student Resource Center	509.422.7810
Parking	509.682.6450	Student Senate	509.422.7890
Registration	509.682.6833	Textbook Information	509.422.7803
Student Resource Center	509.682.6830	Tutor Center	509.422.7827
Student Senate	509.682.6878		
Tutor Center	509.682.6863		
Veterans Services	509.682.6810		
Veterans Administration	888.442.4551		

1.3 – WVC Mission Statement

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

1.4 – MLT Program Mission Statement

The mission of the Medical Laboratory Technician (MLT) program at Wenatchee Valley College is to provide high quality, job-ready laboratory personnel to the medical laboratories within the WVC service district and beyond.

1.5 – MLT Program Goals

The goals of the Wenatchee Valley College Medical Laboratory Technician (MLT) program are to:

1. Provide training in the field of medical laboratory technology for residents of the college service district and beyond.
2. Provide support to students enrolled in college MLT classes so that they can successfully complete the program.
3. Provide entry level MLT graduates for the laboratory communities throughout the Pacific Northwest.
4. Be flexible and responsive to the needs of laboratory employers, as they give input to the program within the constraints of the program's accreditation limitations.

1.6 – Non-Discrimination Statement

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854,

1.7 – Admission Requirements

Selection to the First Quarter of the Second Year of the Program

Selection to the first quarter of the second year of the program occurs during spring quarter of the first year. The student must either have completed or be currently enrolled in all of the courses required in the three quarters of the first year with a GPA of 2.0 or greater in each course in order to be considered for this selection process. An interview and letters of reference may be a part of the acceptance criteria. The number of positions available in the second year is dependent on the number of clinical training sites available. Admission to the second year is competitive.

Clinical Year of Training- The final four quarters

In the second year, the on-the-job training rotation schedule (Clinical Experience I-IV) includes rotations in the clinical laboratories within the region, where the student has been accepted for training – either Omak, Moses Lake, Walla Walla, Pendleton, OR, Lewiston, ID or Wenatchee. Most clinical training sites are within or near these cities, but a few are further out, even up to 75 miles away in each region. The college cannot guarantee that a student will be able to complete their final year in the same regional area in which they started. If a student must be asked to change training regions, the college will bear no responsibility for any additional costs incurred by the student having to relocate.

Regional Program

The entire two years of the program need not be taken on the Wenatchee campus. Prerequisites in the first year can be taken at other institutions of higher education, but this does not guarantee that all courses will be accepted.

There is a distant option for the second year allowing students at considerable distance from Wenatchee to take the program largely in their areas. Currently, regional centers in operation are: Omak, Moses Lake, Walla Walla and Pendleton, OR and Lewiston, ID. Students from most regional areas are able to complete the entire program in their region without traveling to Wenatchee.

During the second year of the program, students from certain regions may be asked join with all the Wenatchee students and take MLT 150 and 151 on the Wenatchee campus. Students are usually able to take all other required courses totally within their regional areas and are not required to take any courses in Wenatchee. Clinical training during the second year is available in medical laboratories in the areas surrounding each area where the program is available. The lectures (MLT 213, 223 and 233) and labs (MLT 214, 224 and 234) during the second year are taught by the use of either online materials or in live interactive TV classrooms.

1.8 – MLT Program Learning Outcomes

The Medical Laboratory Technician (MLT) Program at Wenatchee Valley College (WVC) is committed to training high-quality individuals, who upon successful completion of the established course requirements are capable of performing in a competent and professional manner as expected of the associate degree trained MLT. The student must be able to accomplish the essential functions of the program and be able to effectively communicate with patients and other medical staff in a manner that is professional and follows established policies and appropriate affective behavior.

In order to receive passing grades and graduate from the WVC MLT program, the student is expected to be competent in:

1. Perform routine clinical laboratory procedures, including quality control, on biological specimens in the areas of Hematology, Hemostasis, Immunohematology, Clinical Chemistry, Microbiology, Serology and Urinalysis under the supervision of a Medical Laboratory Scientist or Pathologist.

2. Relate laboratory findings to common disease processes.
3. Demonstrate knowledge of laboratory safety, standard precautions, HIPAA, and other laboratory standards necessary to protect themselves and others.
4. Apply critical thinking and problem solving techniques to identify and correct procedural and instrument errors, and verify the accuracy of laboratory results obtained.
5. Demonstrate effective communication skills to serve the needs of patients, the public, and all members of the health care team.

All MLT graduates MUST be able to demonstrate entry level competencies in the above areas of professional practice.

Program Statistics – 3-year Average

Board of Certification Pass Rate – 98%

Graduation Rate – 100%

Job Placement Rate – 98%

1.8 – MLT Program Evaluation

To ensure that the MLT program is effective, a scheduled system is in place for evaluation and correction of any trends. Program evaluation takes place on several levels: individual course evaluation by instructors and students; curriculum review by college curriculum review bodies; surveys given to graduates and employers; and finally by analysis of Board of Certification (BOC) pass rates, program completion rates and graduate employment rates. Any trends from program effectiveness are identified and examined, a plan of action is developed, that plan is implemented and eventually measured.

<u>Evaluation Type</u>	<u>Frequency</u>
Course Evaluation	Every quarter
Curriculum Review	Every 3 years
Graduate Survey	Fall quarter
Employer Survey	Spring quarter
BOC Pass Rate	Fall quarter
Program Completion Rate	Fall quarter
Employment Rate	Spring Quarter

Section 2: Associate of Technical Science Degree (MLT) Program

2.1 – MLT Curriculum

First Year

Math 099 or higher

Fall Quarter

BIOL 241 Human A&P I
CHEM 121 Introduction to Chemistry
MLT 100 Introduction to Medical Lab Technology
HCA 113 HIV/AIDS Education
HLTH 123 Medical Terminology

Winter Quarter

BIOL 242 Human A&P II
CMST 101 or 210 or 220 Communications
ENGL& 101 English Composition I

Spring Quarter

BIOL& 260 Microbiology
CHEM 131 Introduction to Organic Biochemistry
MLT 102 Phlebotomy
PSYC 100 General Psychology

Second Year

Summer Quarter

MLT 150 Basic Laboratory Theory
MLT 151 Basic Laboratory Practice

Fall Quarter

MLT 210 Clinical Experience I
MLT 213 Hematology & Blood Bank Lecture
MLT 214 Hematology & Blood Bank Lab

Winter Quarter

MLT 220 Clinical Experience II
MLT 223 Clinical Microbiology Lecture
MLT 224 Clinical Microbiology Lab

Spring Quarter

MLT 230 Clinical Experience III
MLT 233 Clinical Chemistry & Urinalysis
MLT 234 Clinical Chemistry & Urinalysis Lab

Summer Quarter

MLT 240 Clinical Experience IV

2.2 – Academic Standards

Once a student has been accepted into the WVC MLT program and course work has begun, a minimum cumulative grade point average of 2.0 must be maintained, as defined by the WVC Admissions Office, in any courses required in the program of study. Any student receiving less than a cumulative GPA of 2.0 or a failing grade in any second-year course may be dismissed from the program. If a student receives a failing score in any second-year course and is given a chance to do remedial work in order to achieve a passing grade, he/she will be given only one chance to do so. The student is required to take MLT courses in sequence, as identified in the catalog.

2.3 – Honors Society

Honor Society for Community Colleges

Phi Theta Kappa (PTK) is the official honor society for community colleges, as recognized by the American Association of Community Colleges. There is a chapter on each WVC campus. Membership is granted by invitation and is based on superior academic achievement. Members of PTK are eligible for scholarships and transfer resources, receive recognition of academic achievement, achieve personal development.

2.4 – Enrollment Requirements

Upon acceptance into the second year of the program, students must fulfill the following list of requirements before the second year begins in summer quarter. The instructions are included in the new student information packet. Most of the requirements are done only once, but some must be repeated over the course of the second year, e.g., tuberculin skin test. Moreover, some will take several months to complete, e.g., hepatitis B vaccination. Students bear the costs of all these requirements. It is the student's responsibility to ensure that adequate documentation of the listed requirements is uploaded onto Complio (the company that maintains immunization and compliance records) and approved by the Allied Health secretary. Prior to the first day of class for the second year, all required enrollment requirements (which can be) must be met, uploaded onto Complio and approved by the Allied Health secretary. If they are not, the student may lose his/her spot in the program or receive a deficiency. Over the course of the second year, any expiring documentation on Complio must be renewed prior to the beginning of the quarter in which it expires. If the student does not have documentation requirements met by the first day of the quarter, a deficiency may be issued. The student should keep his/her original documents in his/her personal records.

Lack of compliance with any of the following requirements may prevent a student from entering a clinical site and completing his/her clinical training, and may result in a deficiency. (For deficiencies, see section 4.7)

WVC reserves the right to modify these requirements as needed.

- **Tetanus/Diphtheria/Pertussis (Tdap) Immunization**

Students must have had a Tetanus/Diphtheria/ Pertussis injection, or booster, within the last ten (10) years. The immunization must be a Tdap; Td will not be accepted as the Tdap vaccine. The Tdap includes the pertussis vaccine that is required. Pertussis protection wears off with time.

- **Measles, Mumps, Rubella (MMR) Vaccines, or Titer**

Students must provide presumptive evidence of immunity to measles, rubella, and mumps. Presumptive evidence includes documented administration of two doses of live virus vaccine or positive titers (blood test for immunity of Mumps, Rubella, and Rubeola).

- **Meningococcal Vaccine**

MLT students are not required to have this vaccine. It is only suggested.

- **Hepatitis B Vaccines (complete series of three [3] injections)**

Students must have the first and second injections prior to entering the Program. Adults getting Hepatitis B vaccine should get three (3) doses, with the second dose given four (4) weeks after the first and the third dose five (5) months after the second. Your healthcare provider can tell you about other dosing schedules that might be used in certain circumstances. Positive titer (blood test) is acceptable. *CDC Guidelines recommend titer verification after one month of completion of Hepatitis B series.*

- **Two-Step PPD (Tuberculin Skin Tests)**

An initial negative two-step PPD is required, which means that two (2) separate tuberculin skin tests have been placed one to three weeks apart. Each test is read 48 to 72 hours after it has been placed. This requires four (4) visits. Documentation must show the dates and results of the tests, as well as the lot numbers of the vaccine. Students should not get any other vaccination with the first PPD.

Students with a positive PPD must provide documentation of a chest x-ray, treatment (if necessary), and a release to work in a healthcare setting from a doctor or healthcare provider.

Tuberculin skin tests are required each year (annual renewal) and must be placed and read within one year following the initial two-step PPD.

As some facilities now utilize the QuantiFERON® TB Gold Test in place of the PPD, WVC will accept this method. This does not require a two-step initial skin test; however, the test must be performed annually.

- **Chickenpox (Varicella) Immunization**

Students must have had two (2) Chickenpox injections or a positive Varicella titer (blood test for immunity).

- **Flu Vaccination**

Depending on the availability of flu vaccine, students will be required to be vaccinated each Fall Quarter by the announced date or before December 1, depending on the flu season.

- **Negative Drug Screen**

Students must provide results of a standard, ten-panel drug screen, either urine-based or oral swab, dated not more than forty-five (45) days prior to the beginning of the Program. If MLT students have their drug screens anywhere but Confluence Health (formerly Central Washington Hospital), they must have the facility send a copy of the drug screen report directly to the MLT Program Director. The student must load a copy of the drug screen report onto the ITS.

- **CPR For Healthcare Providers**

The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers (i.e., American Heart Association, American Red Cross, Central Washington Hospital [665.6036], the WVC Health 051 class, and American Safety & Health Institute HealthCare Provider). Online classes are not acceptable.

Students are required to maintain CPR Certification for Healthcare Providers for the duration of their attendance, and the card must be renewed every two years.

- **HIV/AIDS Training Certificate**

Seven (7) hours of HIV/AIDS training, as required in chapter 246-12 WAC, Part 8, can may be obtained by taking HCA 113 for 1 credit at WVC. An online course is offered through Wild Iris at www.nursingceu.com. AIDS education and training must include, but is not limited to, the following: Etiology and epidemiology; testing and counseling; infection control guidelines; clinical manifestations and treatment; legal and ethical issues, to include confidentiality; and psychosocial issues, to include special population considerations.

- **Background Checks**

Washington State law (RCW 43.43.832) permits businesses or organizations that provide services to children, vulnerable adults, or developmentally disabled persons to request criminal history records. Facilities used for clinical work experience require clearance prior to the student being allowed to work in the facility. Prior to beginning any clinical work experience, criminal record checks (Complio®) are required of all students accepted into the Allied Health programs at WVC, dated not more than forty-five (45) days prior to the beginning of the Program. Use the student instructions and package code provided.

Students need to be aware that the conviction of certain crimes may prevent completion of the clinical course requirements of the Program (thereby preventing completion of the Program) and may also prevent future licensing and employment in the health field. In addition to the background check run by WVC before the first quarter of the second year, further background checks may be run by each clinical facility. The results of which may lead a student to being barred from a clinical facility and thus unable to complete the clinical course requirements and the Program.

2.5 – Uniform Code

The personal appearance and demeanor of Wenatchee Valley College Medial Laboratory Technology students reflects both the college and the program standards and are indicative of the students interest and pride in their profession. Students in clinical sites shall always demonstrate professionalism.

Attire should be clean, wrinkle free, in good repair, conservative, and appropriate. Unacceptable attire includes jeans, stretch pants, flip-flops, clogs, heavy (work- type) boots, shorts, high heels and any clothing article that is extremely short, tight or revealing. Scrubs may be permitted in some clinical facilities.

- a. Students must conform to the dress code of the assigned facility. Any student reporting to the clinical affiliation in improper attire, or in soiled or untidy clothes and/or with dirty shoes, may be sent home by the department supervisor or clinical instructor. Time missed will be made up according to the attendance policy.
- b. Shoes must be clean and neat. Sandals, clogs and open-toed shoes are unacceptable.
- c. Body and oral hygiene is necessary. Careful attention should be given to these areas.
- d. Clean lab coats and other personal protective equipment (PPE) will be provided by the clinical facility under OSHA guidelines. Laundering of lab coats is performed by the clinical facility. If a lab coat for clinicals is borrowed from the MLT program, it must be returned to the program for laundering as needed.
- e. Gloves and other PPE must be worn at all times, as specified in the lab safety policy and in the safety policy for a clinical site. This rule applies even when you see others in the lab not adhering to this policy. Lab coats must be buttoned up.

School Picture Identification

A student picture identification badge must be worn to every clinical experience. The badges will be provided during the first week of summer quarter.

Jewelry/Adornments

- * Engagement rings and wedding bands are the only allowable rings.
- * Earrings must be small studs, with no more than two earrings per ear.
- * No other piercings may be worn (e.g. nose, tongue, eyebrow, navel, etc.)
- * Tattoos must be covered and not visible through clothing.

Hair

Hair must be effectively restrained so that it does not fall into or contaminate the workspace. Beards and/or mustaches must be neatly groomed and no longer than ¾ inch.

Cosmetics/Fragrances

Cosmetics, if worn, must be natural-looking. Fragrances (lotions, colognes, perfumes, etc.) are not allowed.

Nails

Nails must be short (nails should not be visible when looking at palm of hand), clean, and well-rounded. Nail polish and artificial nails are not allowed.

Other

- * Gum-chewing is prohibited in all clinical facilities.
- * Smoking is not allowed anywhere within the clinical facilities. You may go outside to smoke during breaks. Be careful of clothes and breath that smell of smoke.

Clinical facilities have the right to send students home if they do not meet this or their own uniform code. Such a situation is considered as a lack of professionalism and may result in a deficiency.

2.6 – MLT Program Expenses

The following itemizations show the ***approximate*** expenses MLT students are expected to incur while completing the MLT program. These fees are subject to change at any time. These are only to be used as an example of fees that may be incurred during the program.

Allied Health Program	Program Length	Tuition Per Credit 107.59 per credit	Books, Supplies	Program Requirements	Costs
Medical Laboratory Technology	Five Quarters (2 nd year only)	\$8285 77 credits	\$1000.00 Books	Acceptance Fee Registration Fees Immunizations Lab Fees Technology Fees Enrollment Fees Zoom & Proctoring Fees* Liability Insurance	\$50 \$20 \$1200 \$300 \$150 \$32 \$400 \$35
* Only applies to certain distant sites					

2.7 – Commencement

Application for Graduation

In order for a student to graduate from the MLT program, all course requirements must be completed as stated in the current Wenatchee Valley College catalog. This includes completing all courses with a grade no less than a **C (2.0)**. The granting of the ATS degree in MLT is not contingent on passing any external certification or licensure exam.

Application for graduation should be made by all MLT students, who have completed courses as scheduled, by **May 1st** of their second year of training. In order for the diploma to be processed and issued, students must apply for graduation. Not doing so will result in a delay in receiving the diploma.

Upon successful completion of the program, the student receives an Associate in Technical Science (ATS) degree in Medical Laboratory Technology. This degree qualifies the MLT graduate under the Federal Clinical Laboratory Improvement Amendment of 1988 (CLIA '88) to perform high complexity testing in the vast majority of medical laboratories across the nation.

Commencement

Commencement ceremonies are held in June of each academic year on both campuses. Candidates for graduation will receive commencement ceremony information from the Student Development Office during the final quarter of the Program.

Career Placement

WVC MLT graduates have a very good placement record. Workshops or instruction sessions held during the program help students prepare resumes, develop interviewing techniques, and polish job seeking skills.

2.8 – National Certification

National Certification

After the MLT student has graduated, s/he is eligible to take the national certification exam. Successful completion of this exam is required by most medical laboratory employers, and allows a graduate to work in most states. Some states may also require licensure by paying a fee and/or taking an exam.

It is the student's responsibility to contact the ASCP Board of Certification to obtain application forms and to submit the forms with the required fees. Transcripts also must be sent. However, this cannot be done until after the last quarter of the program has ended.

ASCP Board of Certification
33 West Monroe St. Suite 1600
Chicago, Illinois 60603
Phone: 1-800-267-2727; option 2, 2
www.ascp.org/boc

2.9 – Program Closure

In the event that the facility in Wenatchee would have to close due to a natural disaster or unseen circumstances, instruction would continue on an online basis. For clinical training, students may be required to travel or relocate to another region where clinical training is available. In the event of the complete closure of the program by an external body, WVC would work with students to find enrollment at other MLT programs in the region. NAACLS would be notified within 30 days of WVC receiving a program closure notice.

Section 3: General MLT Program Information

3.1 – Financial Aid/Scholarships

The Financial Aid Office at Wenatchee Valley College is available to assist students in finding and applying for all types of financial assistance, including grants, work study opportunities, veteran benefits, scholarships, and student loans. The Financial Aid Office is located on the first floor of Wenatchi Hall. The Financial Aid Office can be reached by phone at 509.682.6810 or by email at financialaid@wvc.edu.

To apply for financial aid, simply complete the FAFSA (Free Application for Federal Student Aid) online at <http://www.fafsa.ed.gov/>. Students will need the WVC school code, which is **003801**. Also, check out the Application Checklist on the WVC Financial Aid website for the three basic steps in applying for financial aid.

Most types of aid are based on financial need and a student's successful academic progress as monitored by the Financial Aid Office. Once the student has completed the FAFSA, The Financial Aid Office will contact him/her by either mail or WVC e-mail regarding eligibility and status.

Processing time for financial aid is usually three to six weeks. Please allow sufficient time for the processing of financial aid and tuition due dates. During peak times, processing times may increase.

Loans, unlike grants or work study, are borrowed money that ***must be repaid***, with interest. To apply for a loan, a student loan application must be completed and submitted to the Financial Aid Office. The student must also have a completed FAFSA in addition to the loan worksheet. Loan information is available on the WVC financial aid webpage.

Students are encouraged to apply for WVC Foundation scholarships. Applications are available every December prior to the following school year. For more information regarding financial aid, scholarships and other types of assistance, please visit the WVC website at www.wvc.edu, and go to Financial Aid.

3.2 – Support Services

Bookstore

The WVC Bookstore is located in Van Tassell Center on the Wenatchee campus. Textbooks, school supplies, art supplies, clothing, snacks, greeting cards, and computer software are among the items available for purchase. Please refer to the WVC Student Handbook for the textbook return policy.

Computer Lab

Computer labs on both campuses are available for use by students for either independent, group, and/or assigned activities. Computer labs may be used during posted hours. Students should be conscientious about logging on and logging off when utilizing computers.

Counseling

WVC counselors provide academic, career, and personal counseling services, which are free, voluntary, and confidential for WVC students. Please see the WVC Student Handbook for further information about counseling services.

Tutoring

Tutoring services are available, free of charge, to all enrolled WVC students on both campuses. A variety of services are provided at each center. For further information about tutoring services, please refer to the WVC Student Handbook or contact the appropriate tutor center (Wenatchee, 682.6863; and Omak, 422.7827).

3.3 – Library Services

Each campus has a library with full library resources. In addition, the WVC library web site (<http://commons.wvc.edu/library>) offers access to a variety of information resources. They include: access to databases with peer-reviewed journal articles, an online catalog of the libraries' holdings, an online reference collection, over 50,000 electronic books, streaming instructional films, and other resources. Services available online include: tutoring, study room reservations (WVC campus), 24x7 "ask a librarian" service, and basic information about the libraries. Students are encouraged to utilize the libraries. Please refer to the WVC Student Handbook for further information about the libraries.

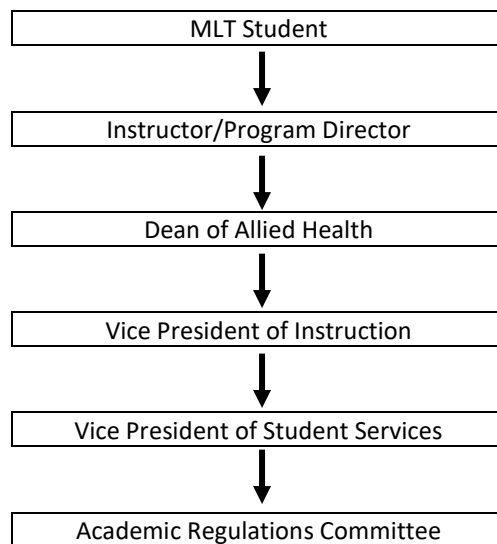
3.4 – Guidelines for Resolving Problems/Due Process/Appeals

Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue can usually be resolved by direct communication between the student and the professor/instructor. Students are encouraged to resolve conflicts in the following manner:

Step 1: Speak with the professor/instructor as soon as a problem or concern arises. If the professor is not available after class, attempt to meet with him/her during office hours. If the concern is with a part-time faculty instructor, schedule to meet with him/her to discuss your concern. If the part-time faculty instructor is not able to assist you with your concern, seek assistance from the program director.

Step 2: If the conflict remains, schedule an appointment to meet with the Dean of Allied Health.

The due process procedure in the WVC Student Handbook will be utilized for all MLT student appeals. Following is an organizational chart detailing the flow of the due process procedure:



Any concerns a student may have in a clinical site should be brought to the attention of MLT-program faculty, namely Katie Lantau and Patrick Tracy.

Honor Code Policy

All students and faculty are expected to uphold the highest standards of professional honesty and integrity. This includes expecting students to act on their honor. Students and faculty accept responsibility for acting in an ethical manner. Together they create an atmosphere conducive to professional integrity.

Students and faculty are expected to report to the Dean of Allied Health within twenty-four (24) hours, if possible, any proscribed conduct that violates the standards of professional safety, honesty, and integrity. The college reserves the right to dismiss students for unprofessional behavior with adequate cause.

Students are required to abide by the Code of Student Conduct, which includes, but is not limited to, Standards of Classroom Behavior, Code of Conduct, and Academic Misconduct, as outlined in the WVC Student Handbook.

Plagiarism is defined in the WVC Student Handbook as:

The deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgement.

In order to avoid plagiarism, all sources must be fully and clearly acknowledged in student work. Sources from which students might plagiarize are patient records, agency brochures, other students' papers, class lecture notes, personal communications with faculty, preceptor, or physician, and student presentations. If proper citation is not included in the work, it is considered plagiarism and will be handled as such.

Cheating will not be tolerated neither on homework nor on tests and quizzes.

3.5 – MLT Advisory Committee

The MLT Advisory Committee is made up of community members, clinical partners, faculty, and students. The committee meets two times a year, to seek input from communities of interest regarding program planning and evaluation.

3.6 – All Campus Emergency

WVC emergency information, including campus closure information, will be posted on the website (www.wvc.edu) as necessary.

WVC has an Emergency Text Alert system to notify students, faculty, and staff about a campus emergency or unplanned closure. Students and employees can sign up for the text alerts to appear on their cell phones or other mobile devices. Students and employees can sign up for the service online through www.wvc.edu/emergency. They will need their nine-digit student or staff identification numbers, which usually start with "905."

WVC does not charge for the service. However, it is the users' responsibility to pay for any charges from their service for receiving the emergency text alerts. This would include occasional functional tests of the system or emergency drills. The system will not be used for other messages from the college.

Section 4: MLT Program Policies

4.1 – MLT Program Communication

Student E-Mail Accounts

WVC student e-mail is the primary means of communication. Therefore, all WVC MLT students are required to utilize their WVC e-mail account for the purpose of communication with administrators, faculty members, and support staff. Communication through the College's course management program Canvas will not be accepted for communication nor will communication through a personal email account. Program announcements, schedules, registration information, course information, syllabi, study guides, reading assignments, etc., are sent via e-mail and may be posted on Canvas. **Students are responsible for all information sent via their college e-mail and are expected to check their accounts daily.**

Students can access their WVC e-mail by going to the WVC web site (www.wvc.edu) and then selecting 'student e-mail' on the quick jump menu. The user name for any student e-mail account is the student's first initial, last name, and last four digits of his/her student identification number (SID), at student.wvc.edu. Following is an example of an e-mail account for a student named "College Student," SID number "905-00-0000":
cstudent0000@student.wvc.edu.

Change in Contact Information

Students who change their names, addresses, or telephone numbers must report the change to the program director, as well as the appropriate Admissions/Registration office. A copy of the Student Records Change Form used by the MLT Program can be found in the back of this Handbook.

4.2 – Professionalism/Ethics/Standards of Conduct

Professionalism

When students are interacting with patients, visitors, and health care workers, they represent the clinical facility hosting the training as well as the Wenatchee Valley College MLT Program. In addition, student actions are a reflection of involvement, concern and character. Professionalism should be exhibited at all times.

The practice of laboratory medicine is a profession and as such requires that workers in the field behave in a professional manner at all times. Some of the characteristics of a professional are the following:

1. Accepts high standards of performance for himself/herself as an individual.
2. Is willing to conform to standards imposed by his/her group and to help police the group imposed standards (see specifics, section five).
3. Seeks continually to improve his/her own qualifications and to raise the standards of the group.
4. Is willing and anxious to exchange ideas and test his/her own thinking with fellow professionals for the mutual benefit of all concerned.
5. Is willing to be held accountable by his/her peers for his/her judgments and acts and by society for any mistakes s/he commits.
6. Adopts a personal code of ethics governing all his/her professional actions and activities.

ASCLS Code of Ethics

(From the American Society for Clinical Laboratory Science)

Preamble

1. Duty to the Patient
 2. Duty to Colleagues and the Profession
 3. Duty to Society
- Pledge to the Profession

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

1. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

2. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

3. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Behaviors that Imply Professional Values

The student:

- * Is accessible and prompt in answering patients' requests.
- * Sets priority of activities reflecting patients' needs.
- * Explains treatments and procedures; keeps patients well informed.

- * Is responsive and reliable when needs are identified by patients, staff, or faculty.
- * Calls and makes appropriate arrangements if unable to be on time or present for scheduled clinical experience.

Commitment to medical technology and to MLT program policies. The student:

- * Is present and willing to learn; complies voluntarily with rules and policies of the MLT program.
- * Demonstrates enthusiasm for the clinical experience; appears to enjoy the profession.
- * Looks and acts in a professional manner; i.e., is neat and clean, behaves professionally.
- * Is pleasant to staff, peers, and faculty.
- * Gives appropriate information to others.
- * Completes charts and records.

Cooperation. The student:

- * Is able to disagree diplomatically.
- * Knows when to stop arguing.
- * Takes criticism constructively.
- * Accepts the roles of others and works in appropriate capacity in response to others.
- * Deals with stress and frustration without taking it out on others.
- * Objectively handles conflict with others; tries to see both sides of issues.

Intellectual and personal integrity. The student:

- * Readily admits mistakes and oversights.
- * Is forthright with peers, staff, and faculty.
- * Selects appropriate responses to patients.
- * Always observes safe techniques.
- * Accepts responsibility for errors and tries to take appropriate corrective action.
- * Makes statements that appear to be based on fact and believable; does not provide information or facts unless known to be correct.
- * Does own work and does not represent the work of others as being original.
- * Is respectful of faculty, staff, peers, and patients.

Behaviors that Imply the *Absence* of Professional Values

Placing the patient's welfare first. The student:

- * Is unreliable in completion of tasks.
- * Is difficult to find when needed.
- * Elicits hostility from patients and others.
- * Displays hostility towards patients and others.
- * Justifies doing things "just for the experience," without taking patients' needs into consideration.
- * Approaches with "who is right," rather than "what is right" attitude.
- * Fails to make appropriate arrangements if unable to be on time or present for the clinical experience.

Commitment to medical technology and MLT program policies. The student:

- * Is chronically tardy or absent.
- * Skips the clinical experience or other obligations if not supervised.
- * Passes assignments or tasks to others when possible.
- * Is a chronic malcontent and complainer.
- * Is sloppy.
- * Gives inappropriate information to others.
- * Is chronically deficient on upkeep of charts and records.
- * Feels existent policies are irrelevant, unimportant, and nonobligatory.

Cooperation. The student:

- * Is argumentative or stubborn.

- * Is sullen or arrogant with faculty, peers, staff, and patients.
- * Is uncommunicative with staff and faculty.
- * Responds in a hostile manner to frustrating situations.
- * Exhibits passive-aggressive behaviors when dissatisfied.

Intellectual and personal integrity. The student:

- * Lies or fabricates data, when needed, to cover up mistakes and oversights.
- * Fails to use safe techniques when not being supervised.
- * Blames others for own shortcomings.
- * Provides data without appropriate checks for correctness.
- * Sneaks away or does not show up if unsupervised.
- * Represents the work of others as being original.
- * Is disrespectful and rude to faculty, staff, peers, or patients.

Unprofessional and/or Unacceptable Behavior

Unacceptable behavior or conduct includes, but is not limited to:

- * Interference with the learning of others.
- * Smoking at clinical sites.
- * Tardiness.
- * Interruptions or inappropriate talking during class.
- * Intimidation of students and/or faculty (angry, hostile, or violent behavior).
- * Inappropriate or provocative dress or appearance.
- * Use of pagers or cell phones during class time.
- * Fabrication of data.
- * Sleeping in class.
- * Sexual harassment.
- * Use of vulgar or obscene language.
- * Any other behavior deemed by MLT faculty as unacceptable and which interferes with the learning or safety of others.

Standards of Conduct

Students should conduct themselves in a professional manner in dealing with patients and the other health care personnel. Students must attend to the diverse needs of individuals regardless of race, religion, color, national origin, sex, age, economic status, or disabilities and foster an environment in which all individuals are treated with respect, courtesy, and dignity. The clinical education centers have the right to refuse to provide clinical education to any students involved in any activity not considered professional or conducive to proper patient care.

Failure of a student to practice in a safe manner in a clinical facility is cause for immediate dismissal from the program.

Confidentiality

Confidentiality is defined as any information, written or spoken, whose unauthorized or indiscreet disclosure could be harmful to the interests of a patient, an employee, or the clinical facility. As required by law, each student must hold in strict confidence medical and personal information pertaining to clients. Any violation of confidentiality, electronic, hard copy or verbal, may result in the student's dismissal from the program, and may expose him/her to legal action from the patient and/or clinical facility.

Patient test results are not revealed to patients or to any other interested party, but only to authorized health care personnel. All requests for such information should be directed to the patient's physician.

HIV Testing

There are special rules applying to HIV testing required by law. For instance, HIV results can only be given to the

patient by a trained counselor. Therefore, the student should be especially careful regarding confidentiality in HIV testing.

4.3 – Essential Functions and Abilities of the MLT Student

The Degree in Medical Technology (Associate of Technical Science [ATS] Degree) is recognized as a degree requiring the acquisition of general knowledge and basic skills in all areas of this allied health profession.

Faculty in the Medical Laboratory Technician (MLT) program have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the MLT program, as well as for the welfare of students in the program. In order to fulfill this responsibility, the MLT faculty and Advisory Committee established minimum essential functions that must be met with or without reasonable accommodation in order to participate in the program and graduate.

Admission and retention decisions for MLT students are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to ensure that the candidate can complete the essential functions of the academic program for graduation. Essential functions, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The following essential functions have been developed in compliance with the American Disabilities Act (PL101-336) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Wenatchee Valley College MLT curriculum requires essential abilities in information acquisition and transmission. The student must have the ability to master information presented in course work in the form of lectures, written material, and projected images. The student must have the cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty. Additionally, the student must be able to hear well enough to respond to significant sounds in a clinical lab. Examples would include (but are not limited to) being able to hear the telephone ring, hear the fire alarm or other warning system, be able to hear signals generated from instrumentation that may indicate normal operating status or malfunction, and be able to follow verbal instruction from a coworker or supervisor.

The student must be able to speak in a manner that is understandable (this being both clear distinct words and adequate volume) to persons on the other end of a telephone or other health care workers listening specifically to the student in person.

The student must be able to communicate effectively in written English in order to transmit information to members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

The student must have adequate eyesight such that s/he can recognize and distinguish gradients of color such as on a urine dipstick. The student must be able to read numbers either on a video display screen, computer printout, or legible handwriting, and interpret lines and points on a graph.

The student must be able to safely and accurately perform patient testing in a timely manner. S/he must be able to distinguish objects both macroscopically and microscopically. The student must have sufficient upper body muscle coordination to practice safe specimen handling. S/he must be able to perform delicate manipulations on specimens and instruments necessary for complete and accurate diagnostic test results. Examples would include (but are not limited to) being able to operate a computer keyboard; dial a telephone; handle cuvettes, sample cups, pipet tips, and reagent vials; pick up glass slides from a table top, and use a pen or pencil to write the English language legibly.

The student must have excellent hand-eye coordination. Manual dexterity is essential. The student must be able to use a rubber bulb to draw liquid into a calibrated pipette; use a gloved finger to control the release of liquid to within 1mm of a fixed point on the pipette. S/he must be able to lift and move objects, e.g., load individual tubes in an analyzer and move test tube racks from one bench to another or isolate bacteria by smoothly moving a loop (a 6-inch wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar.

The student must be able to lift his or her arms above shoulder height in order to place or remove items from shelves. The student must be able to lift fifty pounds. The student must be able to bend over at the waist or squat down in order to place and remove items of ten pounds or less from drawers and cabinets. The student must have touch discrimination in order to discern veins for the performance of venipuncture.

The student must be able to work with organisms that may be infectious. S/he must be able to work with a wide variety of chemical reagents that may cause difficulties for individuals with chemical sensitivities.

The student must possess the emotional stability required for full utilization of the applicant's intellectual abilities. S/he must be able to work accurately and safely under stress, e.g., work under time constraints; read and record numbers accurately; perform repetitive tasks; concentrate in distracting situations; make subjective evaluations and decisions where mistakes may have a high impact on patient care. S/he must be able to adapt to changing environments, and be able to prioritize tasks.

The student must possess attributes which include integrity, responsibility and tolerance. S/he must show respect for self and others and project an image of professionalism.

These technical standards identify the requirements for admission, retention and graduation of applicants and students respectively. Graduates are expected to be qualified to enter the field of Medical Laboratory Technology. It is therefore the responsibility of the student with disabilities to request those accommodations that s/he feels are reasonable and are needed to execute the essential functions described.

The student must complete the "Student Agreement" form at the end of this *MLT Student Handbook* and turn it into the Allied Health secretary Rhonda Yenney before the start of summer quarter. It can be submitted with all other documents.

4.4 – Psychomotor Objectives

Psychomotor objectives (called *Test Checklists* in the clinical rotations) have been established for each quarter of clinical experience. It is the student's responsibility to complete these by the time s/he has finished his/her assigned time(s) at each facility.

Sometimes the clinical instructors, whose primary roles are laboratory employees, are busy and may be unable during these times to spend time in training the student. Keep in mind that clinical instructors and clinical facilities are training students on a volunteer basis-they receive no compensation from the college for their time or supplies used, and their first priority is the tests they are performing on patients, not teaching students. Try to be patient during these times, as well as creative. Make as good use of time as possible-review procedure manuals, write down questions to ask when an opportune time arises, and as a last resort study course material from your other courses.

Some clinical instructors may need to be reminded of the student's need to complete the *Test Checklists*. In this case at the appropriate time be tactful and assertive. Ask one of them if they could demonstrate how to do a specific task from the list of checklists.

4.5 – Reasonable Accommodations/Disability Support Services

The Disability Support Services Office has been designated by the college as the primary office to guide, counsel, and assist students with disabilities. If you receive services through this office and require accommodations for class, make an appointment with the Special Populations Office as soon as possible to discuss your approved accommodation needs.

Request for accommodation of a disability prior to the program start date will allow the student time for individual evaluation and submission of the written documentation to the college. Thereafter, requests for accommodation must be submitted quarterly.

For reasonable accommodations to be considered, it is first necessary for the student to obtain a current (within one to three years) evaluation of the disability from a licensed/certified professional counselor, psychiatrist/psychologist, or diagnosing physician (with experience in the disability identified), and if appropriate, an ARNP. The specific disability and recommendations should be described in the documentation submitted.

Students who disclose a disability and request accommodation after the educational program begins may experience a delay in the progression in the program until all required documentation is submitted and processed.

In the MLT program, special accommodations apply only to lecture, and not to student lab or clinicals.

Please refer to the WVC Student Handbook, Disability and Support Services, for additional information.

4.6 – Attendance and Absence Policy

There is a strong correlation between class attendance and academic success. Therefore, MLT students are strongly encouraged to be present at all learning experiences.

Tardiness and absences in clinical areas are not indicative of professional behavior. *Remember, the student is “writing” his/her resume every day s/he is in clinical training and the student clinical behavior may directly affect his/her employment opportunities.* Tardiness and absenteeism are unprofessional characteristics, and their continued practice is grounds for disciplinary action and/or dismissal from the program. Absenteeism/tardiness in the health care professions has the potential to reduce both the quality of patient care and the productivity of departments. In addition, the clinical year is very intense and students are expected to demonstrate their commitment to the profession by consistent, timely attendance to all classes, labs and clinical experience assignments. Exhibiting respect, appreciation for and adherence to these principles will be recognized and appreciated by laboratory directors.

Any instructor or administrator may, at his/her discretion, request a physician’s note, from any student, following any absence.

If an attendance issue develops in any aspect of the program, the student may be put on an attendance plan and asked to sign an agreement to adhere to that plan. The breaking of that agreement is grounds for deficiencies and/or dismissal from the program.

Lecture and Student Lab

Students are expected to attend all lectures and labs. **It is the student’s responsibility to find out what material was missed and to make up any missed assignments, quizzes or tests.** Due to the nature of the student lab for students in Wenatchee, some labs cannot be made up. It is the individual instructor’s decision to set a policy for dealing with missing lab material.

Clinical Rotations

Scheduled hours vary and are dependent on the specific clinical facility staffing levels at particular times. Generally, Wednesday, Thursday and Friday are reserved for clinical training. Some variation in this schedule is permitted at the discretion of the program director as long as the total clinical time each week is at least 20 hours.

Students do not have the right to refuse the assignments for clinical education. Out of town clinical education assignments are to be expected, and for that reason students must have reliable transportation.

Clinical rotations are mandatory and all missed hours must be made up before the end of the quarter. Students have 20 hours of clinical rotations a week for ten weeks during fall, winter and spring quarters totally 200 hours/quarter. It is assumed the student will do four hours on Wednesday, eight on Thursday and eight on Friday. Any variation from this schedule must be agreed upon by the clinical coordinator and then presented to the MLT program director. The final summer quarter has 32 hours a week for six weeks totally 192 hours. If a student is going to be tardy or absent from the established clinical schedule, then the clinical student coordinator must be notified before by phone. The MLT program director must be notified of all tardies and absences on the same day they occur.

Make-up opportunities must be approved and arranged with the clinical student coordinator in collaboration with the MLT program director. These opportunities are subject to certain limitations, and with the aforementioned arrangement, may be available on weekends, shifts other than those normally scheduled, and on vacation days.

Students wanting to put in clinical hours between quarters must first have the approval of the clinical site and the program director. Students are forbidden from being in clinical sites between quarters without permission in advance from the MLT program director.

At the clinical sites, students are allowed (two) 15 minutes rest breaks per 8-hour day plus a 30-minute lunch break (unless a facility specifies otherwise). If a student is doing a 4-hour shift, then they are onsite for 4 hours. If they are doing an 8-hour shift, then they are on site for 8.5 hours. If they are doing a 10-hour shift, then they are on site for 10.5 hours. Tardiness from breaks is reason for disciplinary action.

Medical appointments or other personal appointments must be scheduled during off hours. Permission otherwise may be granted by the clinical student coordinator and program director in advance. Appointments during clinical rotations will be considered an absence and that time must be made up.

All hours spent in the clinical sites must be documented. There is an attendance sheet that must be filled out while the student is in the clinical rotation, not simply at the end of the quarter. The attendance sheet must be signed by the student before it is reviewed by the MLT program faculty. It is also advised to keep the attendance sheet neat and easy to read. Attendance sheets that are difficult to read may be returned to the student to be re-done.

Clinical facilities do not want students who are ill/infectious to be at training. If the student is sick, s/he should stay home. Call the clinical student coordinator and talk with them.

After citing cause, the clinical facilities have the right to refuse to provide clinical education to any student involved in any activity not considered professional or conducive to proper patient care.

In the event that a clinical placement cannot be guaranteed from the list of clinical sites in the student's regional location, the program director will initiate a search for a clinical site outside the area until one can be found, or the student may be required to delay those clinicals to another quarter.

Students are required to follow the same rules and policies as the employed personnel in the clinical facilities. The clinical facility will make available to students a list of their agency policies to which the student are asked to adhere (if not offered, ask for it). A violation of facility policy could result in the facility refusing to continue with student training. Clinical facilities may require participation in an orientation program.

Students must provide required documentation of immunizations, drug testing, background checks, etc. before training in a clinical site. If they do not, they will not be allowed to attend their clinical rotations which may result in deficiencies. This is usually handled by the Allied Health secretary.

Each clinical facility may develop institutional policies related to student conduct in cooperation with the MLT program director. A clinical facility may refuse to accept a student or request that a student be withdrawn from the facility after citing cause. This may be a basis for dismissal from the program or the issuance of deficiencies.

Students must practice in a safe manner in the clinical setting. Not only must students not jeopardize their own health and safety, they must insure the safety of other health care workers and patients. Failure to practice in a safe manner is grounds for a deficiency or even dismissal.

Staff at clinical facilities may ask the student to leave for the day. Possible reasons would include a suspected student's illness or an unanticipated staff shortage. This must be reported on the student's time sheet and reported to the MLT program director and clinical coordinator.

Students do not have the right to refuse the assignments by the program director. If there are problems for a particular student at a clinical site, the student should discuss these with the program director and alternate arrangements may be made, if available and deemed appropriate by the program director.

Make-Up Work

Lecture and student lab work missed **MUST** be made up if possible. If a student misses a class or lab, it is the student's responsibility to make up for the absence (obtain notes, handout material, assignments, reschedule clinical time, etc.). It is the student's responsibility to contact the instructor to arrange for make-up work.

Instructor Illness

On rare occasions, instructors may have to cancel lectures, labs or clinical experiences. Upon the cancellation of a lecture or lab, the instructor will inform the Dean of Allied Health as soon as possible. The instructor will also notify students, by telephone contact and/or utilizing the WVC e-mail system, and may arrange for an alternate assignment to be completed by the students.

Upon the cancellation of a clinical experience, the instructor will inform the healthcare facility and the Dean of Allied Health as soon as possible. The instructor will also notify students, by telephone contact and/or utilizing the WVC e-mail system, and will arrange for an alternate, or make-up, assignment to be completed by the students.

Supervision

The clinical instructor to whom you are assigned should be considered your immediate supervisor. Any technical problems should be reported to her/him. Other concerns should be reported to the clinical coordinator who reports all activities to the MLT program director. The overall responsibility for the MLT program is with the program director. Please feel free to speak to any of these people regarding any problem which you may have, utilizing the appropriate chain of command (i.e., clinical instructor, then clinical coordinator, then program director).

Lunch

Keep in mind the priority of timely patient care, which may at times delay scheduled breaks. Food and beverage may be allowed in classroom and break areas, but **NEVER** in other work areas of the lab (this includes the on campus MLT lab).

Holidays

All holidays listed on the WVC student academic calendar are honored. However, due to complex staff and student schedules, the actual calendar day or vacation period may have to be altered. When this happens, any changes which result will be made in a fair and proportional manner.

Employment

Students are permitted to hold employment throughout their training in the program. School must be the student's primary priority when s/he is enrolled in the Program; student employment is secondary. The quality of the student learning experience will not be compromised to adjust to student employment demands. Special consideration will *not* be given to students with employment/class conflicts. Each student must evaluate his/her academic success in relation to family, school, and work.

If at all possible it is recommended that a student seek financial aid or grants (i.e. *Skill Source*), rather than employment. This course of training is rigorous and very time intensive, usually requiring a minimum of 45 hours per week for the average student to be successful. If a student must be employed it is strongly recommended that the total amount of work not exceed 15 hours per week. It is also strongly recommended that students, for safety reasons, do not work for at least twelve (12) hours prior to any clinical experience.

Service Work

Students who are hired to work in a clinical laboratory while still a student may do so, but they may not count their paid employed time as clinical training by the MLT program. Paid time must be separate from clinical experience training. Similarly, students are not to be regarded as employees who can fill in and cover the workload.

4.7 – Deficiency Notice Policy

A deficiency may be given if, in the judgment of the clinical instructor or MLT faculty member, the student:

- does not meet the documentation requirements for Complio.
- is absent or tardy from the clinical rotation.
- is absent from required meetings, orientations or violates the attendance policy.
- is not prepared for the clinical experience.
- fails to demonstrate the expected level of competencies.
- fails to complete assigned work on time.
- demonstrates impaired function due to the use of drugs, alcohol, or other chemical substances, or because of physical or mental exhausting or illness.
- violates the Student Affirmation form.
- does not respond to communication in a timely and direct manner.
- does not properly complete and submit all required/requested paperwork.
- does not maintain a good relationship or atmosphere with instructors and clinical facility staff and patients.
- is disciplined or sent home from a clinical facility.
- does not behave in a professional manner.
- violates any other unforeseen codes of performance or conduct.

Three deficiencies may lead to dismissal from the program. However, depending on the severity of the circumstances, students may be dismissed on fewer deficiencies. Students are required to sign deficiency forms. This is to prove that the deficiency was received by the student and not an admission of agreement with the deficiency. Students have five working days from the time they received a deficiency to respond if they feel it is not justified.

The number one reason why students initially receive deficiencies is due to students not getting their required documents uploaded on to Complio before the beginning of their clinical visits/rotations. The student must have these uploaded before s/he goes to any clinical facility. Not doing so may result in one or more deficiencies, which could lead to the student's expulsion from the program.

4.8 – Dismissal Policy

The Medical Laboratory Technology program reserves the right to terminate a student's enrollment in the program. Reasons for dismissal from the program are the following:

Unsatisfactory Academic Performance Levels

Once a student has been accepted into a Wenatchee Valley College allied health program and course work has begun, a minimum accumulative grade point average (GPA) of 2.0 must be maintained as defined by the Registrar's Office. All courses must be passing.

To remain in good standing in an allied-health program, a student shall receive no grade below a 2.0 in any course required in the program. In the clinical experience courses, the student must receive a passing grade to remain in good standing. If the student receives a grade below a 2.0 in any required course or a failing grade in clinical experience, the student may be dismissed from the program. If dismissed, the student must reapply for admission. The student may retake courses once readmitted to the program. Reapplication is also necessary whenever retaking of a course requires the student to delay until a later year to complete course requirements. The student will be permitted to retake the course only if there is space available. If after retaking the course a second time, the student fails to obtain a 2.0 (C) grade or better, or fails to obtain a "Pass" in a clinical experience course, the student will be dismissed from the program with no opportunity for reinstatement into the program.

If there are extenuating circumstances causing the student's poor academic performance, s/he may be allowed to continue on a probationary status only with permission of the program director and dean of allied health. Requested documentation of circumstances must be provided by the student.

Unsatisfactory Clinical Experience Performance (MLT 210, 220, 230 or 240)

Students are required to adhere to the institutional policies of each clinical facility. Failure of a student to follow clinical facility policies or failure to function in a safe manner in a clinical facility is grounds for immediate dismissal from the program.

A clinical facility may refuse to accept a student or request that a student be withdrawn from the facility without citing cause. This also is a basis for dismissal from the program. Inability of a student to meet the clinical outcomes established for each clinical experience will result in an unsatisfactory evaluation and a failing grade for the course.

Unethical or Unprofessional Conduct

Refusal to abide by the policies and standards described in this document is regarded as unprofessional conduct. Gross misconduct (including but not limited to cheating, diversion of supplies, breach of confidentiality, unsafe practice, falsifying information, impairment, etc.) may result in immediate dismissal.

Failure to Comply with Program Documentation Requirements

For a student to enter a clinical site, they must first have met all the documentation requirements. A student who is not in compliance cannot attend and therefore is considered absent. Issues related to failing to meet documentation requirements are grounds for deficiencies.

Deficiencies

The accumulation of three deficiencies is grounds for dismissal from the program.

Impaired State

If a student is proven to be impaired while attending lecture, lab or clinicals, s/he may be dismissed from the program.

Failed Background Check

It is within the right of a clinical facility to run its own background check on an MLT student before that student enters the facility. Based on the findings of that background check, the facility has the right to refuse the student permission to attend clinicals in the facility.

Untruthful Application

If a student's application to the program was in any way untruthful, this may be grounds for dismissal.

Appeal of Dismissal

Students wishing to appeal the dismissal action must do so by notifying the MLT program director in writing within ten days of any decision, or receipt of notice of dismissal. If the appeal decision of the MLT program director is regarded as unsatisfactory by the student, then further appeal may be made to the dean of allied health. This second level of appeal must be made within ten days of receipt of the appeal decision by the student from the MLT program director. The appeal may be carried beyond this dean to the WVC vice president of instruction if the student is unsatisfied with the decision of the dean of allied health. The last level of appeal is the vice president of student services, or designee, who will present it to the Academic Regulations Committee, and must be made within ten days of receipt of the appeal decision by the student from the dean of allied health.

4.9 – Travel to Clinical Training Sites

Travel to clinical sites

It is strongly recommended that the student have available a reliable automobile in order to ensure that the student is able to arrive on time, both at local and distant sites.

Second Year

Most of the clinical training during the clinical year (second year) occurs three days each week, Wednesday through Friday. Not all of the students can be accommodated in local clinical sites, and this necessitates some of the students training outside of the program area for a portion of the year. This may require traveling distances ranging from 25-75 miles (50-150 miles round trip) each day - three days each week scheduled. In rare case, students may be required to travel or even relocate further. It is the student's responsibility to have adequate, reliable transportation, in order to insure timely arrival and safe return to and from these sites.

4.10 – Electronic Devices and Social Media Policy

Recording of Classes

Audio or video recording of any class, lecture, or meeting is allowed **only with the permission of the instructor**.

Criteria for PDA and Cell Phone Use

As a general rule, electronic devices (cell phones, beepers, etc.) must be turned off during class, labs, or clinicals. In the event that the instructor approves the use of a PDA or cell phone during the clinical experience, the device must be used for legitimate educational purposes only.

Cell phone conversations must be conducted outside of the classrooms, labs, or clinical facilities.

The student will not discuss or post any information about faculty, clinical instructors, peers, patients, family members, or any clinical facility on any electronic venue (i.e., MySpace, Facebook, Twitter, cell phones, etc.). Nor will the student leave/save any patient, patient family, faculty, clinical facility, or student information on any open access desktop or hard drive.

4.11 – Evaluation Policy

Grading

The following scale of grading is used for all MLT lecture and lab classes:

94-100% = A
90- 93% = A-
87- 89% = B+
84- 86% = B
80- 83% = B-
76- 79% = C+
70- 75% = C
Less than 70% is unacceptable/failing

Evaluation

In clinicals, a written evaluation form is completed each quarter. Evaluations review the student's psychomotor and cognitive skills, as well as affective behaviors during the rotation. These evaluations will be discussed between the student and the clinical instructor. This represents an opportunity to discuss the student's progress and should not be interpreted by the student as undue criticism. Students are asked to accept constructive criticism in a professional, positive manner and to learn from this feedback. Opportunity is given for student response to each evaluation. A student receiving a failing grade in clinicals will not be allowed to continue on to the next clinical rotation until s/he rectifies the failing grade.

The student is expected to show significant ability in the acquisition of these necessary skills, by satisfactory completion of the *Test Checklist* and the *Student Evaluation*. A student may appeal the failing of a clinical course to the MLT program director.

Students are evaluated three times over the course of the ten-week quarter; at the end of weeks 2, 6 and 10. If a student receives a failing grade in any area of the evaluation or if the clinical instructor expresses a unique concern, the MLT program director will become directly involved and will incorporate a Student Evaluation Improvement Plan. If the student does not improve in the highlighted area, he/she may face disciplinary action.

In lecture and student lab, students are evaluated on an on-going basis. A student receiving a failing grade in lecture or lab will not be allowed to continue on to the next lecture or lab until s/he rectifies the failing grade.

4.12 – Opportunity for Students to Evaluate MLT Program

High-quality teaching and learning opportunities are key factors to meeting the MLT students' needs. Online evaluations, which provide anonymity and confidentiality for participating students, have been developed to provide information to WVC administration, and individual faculty members, which is used to improve and advance the curricula and its instruction. Students assist their instructors and the program by giving honest responses to the evaluation statements. Students are also given the chance to evaluate the clinicals sites they attend.

4.13 – Retention and Progression Policy

Withdrawing or changing to an audit for any MLT class may result in the student being dismissed from the MLT program. Consult the Registrar's Office to determine the last day for withdrawal. Tuition refund depends upon the time the withdrawal application is filed. Consult the Wenatchee Valley College Cashier (Wenatchi Hall) for details.

A student may exit WVC's MLT program at any quarter and return to the program the following year (based upon space availability) for readmission one (1) time only. This is based on the permission of the program director, MLT faculty, and clinical supervisors.

Documentation of reasons for withdrawal must be submitted and approved. If the student withdraws mid-quarter, s/he must formally withdraw with the Registrar's Office in order to preserve his/her good standing status.

An exit for any reason is leaving the program. Reasons for leaving the program may include academic or clinical failure, family emergency, or entering the workforce.

Any student exiting the program must meet with the MLT program director and/or dean of allied health to complete the exit interview process, in order to be considered for re-entry to the program at a later date.

Extensions

If unusual and extenuating circumstances exist, a student who has not achieved a satisfactory level of performance in a quarter of clinical experience training, may be given the opportunity to extend beyond the 24 months to complete course requirements and graduate from the program. The decision will be made by the program director. This delay will mean that if the student has submitted an application to take the national certifying examination, s/he will not be permitted to take the examination until the program requirements are satisfactorily completed. In this situation, WVC is not responsible for the loss of the student's examination application fee.

4.14 – Impaired Practice Policy

Clinical affiliates have the option of requiring drug testing of MLT students prior to the students attending a clinical rotation which results in delivery of patient care. Due to our affiliates acting on this option, all entering and continuing WVC MLT students are required to submit to a urine-based or oral swab drug screen and must comply with all of the clinical-affiliate standards, including this drug screen, in order to successfully complete clinical courses in the MLT program. Some facilities may require annual and/or their own drug screening.

MLT students who re-enter the program after having withdrawn for a period of one or more years will be required to submit a current negative drug screen. Students may not attend lectures, labs or clinicals until the screening has been successfully completed. Refusal to comply with this requirement may lead to dismissal from the MLT program.

Any positive drug result may be reviewed by a certified medical review officer (MRO). This review will require an additional fee. If the MRO deems that the positive drug result is due to the use of illegal drugs, the student will not be allowed to begin his/her clinical experience and may be dismissed from the program.

If the lab is performing a urine screen, rather than an oral swab, it is suggested that, prior to the test, students refrain from consuming large amounts of fluid. This may lead to a dilution of the test results. If the initial test indicates a diluted specimen, the student must submit another sample and pay the additional testing fee.

Chemical Dependency and Abuse

The WVC MLT program has adopted the following position:

- * Chemical dependency may have a negative impact on all aspects of life.
- * Chemical dependency is a condition that can be successfully treated.
- * Chemical dependency of an MLT student will compromise patient safety and clinical standards of performance.
- * MLT faculty have a primary responsibility to the students enrolled in the MLT program.
- * MLT faculty have a responsibility to intervene when patient safety in the clinical setting is compromised.
- * MLT faculty have a responsibility to require professional behavior (as defined in this Handbook) from students in all aspects of the curriculum.
- * MLT students who misuse alcohol, controlled substances, or legend drugs will be advised to seek professional help and may be dismissed from the program. They must address that problem before they will be allowed to apply for readmission and resume pursuing their professional MLT career.

Substance Abuse

This policy refers to the use/misuse of or being under the influence of alcoholic beverages, illegal drugs, or drugs which impair judgment while attending class or clinical, or representing the college in any manner, in any health care facility, school, institution, or other location.

The student will be asked to submit to a urine or oral swab drug screen, at his/her own expense, if the MLT faculty/clinical instructor, or staff at the clinical facility where the student is assigned, has reasonable cause to suspect that the student is mentally or physically impaired due to alcohol or substance abuse, immediately prior to or during the performance of his/her clinical duties. A representative of the college will accompany the student to a laboratory immediately after the suspicion of impairment is voiced by the clinical instructor and brought to the student's attention. The college representative may be an MLT program faculty member, the dean of allied health, the vice president of student development, or designee. If the results of the test(s) are positive, the dean of allied health may recommend that the student be dismissed from the program. If the results of these tests indicate a negative drug screen for alcohol or other illegal substances or for non-prescribed legal substances, the student shall meet with the dean of allied health to discuss the circumstances surrounding the impaired clinical behavior. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting. If the indicator was behavioral,

consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

If a student refuses to submit to a urine or oral swab drug screen, the student will be removed from the clinical setting pending a full investigation by the dean of allied health. The student will be transported home and will remain out of the clinical area until the investigation is complete and a decision is finalized.

In the event that a student is confronted with alleged impairment, the student will be given the opportunity to refute the allegation by producing a negative blood or urine sample. The student will be expected to bear the burden of cost for the test.

If a student, after being readmitted to the MLT program (after leaving due to chemical dependency and/or substance abuse), has positive results on an alcohol/drug screen a second time, s/he will be permanently dismissed from the MLT Program.

4.15 – Exposure/Injury Protocol

WVC MLT students risk harm from a variety of sources and may accidentally become injured or exposed to unsafe blood borne pathogens, fluids, or other materials. As students are not employees of clinical facilities to which they have been assigned, they are required to carry appropriate insurance in order to cover medical care in such an instance.

Exposure Incident Procedures

1. CLEANSE EXPOSED AREA (immediately following exposure):
 - a. Open Wound: "Milk" entry wound. Cleanse wound with soap and running water, lathering, scrubbing, and rinsing thoroughly.
 - b. Mucosal Membranes:
Eyes: Flush eyes with copious amounts of running water for at least 15 minutes.
Mouth: Rinse mouth thoroughly.
Nose: Blow nose; wipe insides of nostrils.
 - c. If Chemical exposure: Follow MSDS recommendation.
2. REPORT (immediately upon completion of step #1, above) to:
 - a. Immediate supervisor.
 - b. Notify Employee Health in a facility that offers that service; or, if there is no Employee Health, notify the Chief Nursing Officer. After hours in an acute care facility, notify the House Supervisor. This contact assures that an attempt will be made, in the case of blood borne pathogens (HIV, Hep B and Hep C), to contact the source patient, who, if contacted, can then be tested. Results of testing can then be made available to the treating provider.
 - c. MLT program director (509-682-6678 or 701-934-5678).
 - d. Complete "Exposure Incident Report" form (see 4. below).
3. MEDICAL ATTENTION
 - a. If urgent care is required, seek evaluation and medical care at the emergency department of the closest hospital or urgent care clinic.
 - b. If urgent care is not required, seek evaluation and medical care at primary care provider's office.
Note: All medical expenses incurred are student's responsibility.
4. ACCIDENT REPORT FORM
 - a. The form must be completed and returned to MLT program director. The MLT program director will provide this form. Make copies and route as indicated on form, saving one to take to the medical care provider.

- b. Fill out a WVC Accident Report Form and submit it to the MLT program director within twenty-four (24) hours. WVC Accident Report Form is submitted to WVC Business Office within twenty-four (24) hours. WVC Accident Report Forms are obtained directly from Administrative Services (Wenatchi Hall, 3rd Floor).
 - c. Follow protocol for Wenatchee Valley College.
5. Follow up with MLT program director.

Immediate reporting and implementation of these procedures is mandatory.

4.16 – Documentation Retention

All records related to application to the program, safety training, deficiencies, clinical evaluations and transcripts are stored in the department in a locked cabinet in a locked room. After a student has finished the program, their file is transferred to another building on campus for permanent storage.

4.17 – Sexual Harassment

Sexual harassment will not be tolerated in the MLT program, either on campus or at any site affiliated with the program. If a student feels they are the victim of sexual harassment, they are advised to contact the WVC Human Resources department for consultation.

Human Resources
509-682-6440

Section 5: Health and Safety

See the *MLT Lab Hygiene Plan* in the MLT lab on campus for specific instructions. For clinical facilities, see each lab's safety/hygiene plan.

Section 6: Clinical Sites

The following is a list of Clinical Sites by region where a student may be assigned. It is **the student's responsibility to contact the person listed as soon as the student is assigned to the facility in order** to determine scheduling, dress codes, parking and documentation needed. Some facilities require orientation before the student is allowed to train in the medical laboratory.

Wenatchee Program

Facility

Confluence Health-Central Washington Hospital
1201 S. Miller St.
Wenatchee, WA 98801
509-433-3380

Columbia Valley Community Health
600 Orondo Ave
Wenatchee, WA. 98801
509-664-3505

Lake Chelan Community Hospital
503 E. Highland Ave.
Chelan, WA 98816
509-682-2531

Cascade Medical Center
817 Commercial St.
Leavenworth, WA 98826
509-548-5815

Quincy Valley Hospital
908 10th Ave. SW
Quincy, WA 98848
509-787-3531

Columbia Basin Hospital
200 Nat Washington Way
Ephrata, WA 98823
509-754-4631

Student Coordinator

Megan Carey
megan.carey@confluencehealth.org

Jennifer Adkins
jaadkins@interpathlab.com

Byron Schmidt
bschmidt@lcch.net

Robin Wolf
robinw@cascademedicalcenter.org

Duvelza Lopez
duvelza.lopez@quincyhospital.org

Debra Valle
valled@columbiabasinhospital.org

Moses Lake Program

Confluence Health-Moses Lake Clinic
840 E. Hill Ave.
Moses Lake, WA 98837
509-764-6400

Callie Moberg
callie.moberg@confluencehealth.org

Samaritan Hospital
801 E. Wheeler Rd.
Moses Lake, WA 98837
509-765-5606

Paulena Motzkus
pmotzkus@samaritanhealthcare.com

Othello Hospital
315 N. 14th Ave.
Othello, WA 99344
509-488-2636

Matt Walker
WalkerM2@othellocommunityhospital.org

Omak Program

Facility

Mid-Valley Hospital
810 Jasmine St.
Omak, WA 98841
509-826-1760

Student Coordinator

Sheena Hill
hills@mvhealth.org

North Valley Hospital
203 S. Western Ave.
Tonasket, WA 98855
509-486-3142

Noreen Olma
Lab@nvhospital.org

Three Rivers Hospital
507 Hospital Way
Brewster, WA
509-689-2517

Jeremy Vandelac
jvandelac@oddh.org

Omak Clinic
1003 Koala Dr.
Omak, WA 98841
509-826-1800

Adrian Schnake
adrian.schnake@confluencehealth.org

Grand Coulee
411 Fortuyn Rd.
Grand Coulee, WA 99133
509-633-1753

Penny Lewis
lewisp@cmccares.org

Pendleton Program

Facility

Interpath Lab
2460 SW Perkins Ave.
Pendleton, OR 97801
541-276-6700

Student Coordinator

Cheryl Richardson
crichardson@Interpathlab.com

St Anthony Hospital
1601 SE Court Avenue
Pendleton, OR 97801

Cheryl Richardson
crichardson@Interpathlab.com

Walla Walla Program

Facility

VA Medical Center
77 Wainwright Dr.
Walla Walla, WA 99362
509-527-3465

Dayton General Hospital
1012 S. 3rd St.
Dayton, WA 99328
509-382-2531

Walla Walla Clinic
55 W. Tietan St.
Walla Walla, WA 99362
509-525-3720 x 1281

Student Coordinator

Deanne Beebe
deanne.beebe@va.gov

Monte Fulbright
montef@cchd-wa.org

Serena Heinz
serena.heinz@wallawallaclinic.com

Lewiston Program

Facility

Pathologists Regional Laboratory
415 6th St.
Lewiston, ID 83501
208-798-3627

Valley Medical Center
2315 8th St.
Lewiston, ID 83501
208-746-1383

Moscow Family Medical Lab
623 S. Main St. #1
Moscow, ID 83843
208-892-7506

Syringa Hospital
607 W. Main St.
Grangeville, ID 83530
208-983-1700

St. Mary's Hospital
701 Lewiston St.
Cottonwood, ID 83522
208-962-3251

Student Coordinator

Josh Buessing
jbuessing@pathregional.com

Cory Gall
cgall@valleymedicalcenter.com

Sherry Lyle
style@mfm.gritman.org

Hannah Bieler
hbieler@syringahospital.org

Colleen Bennett
colleen.bennett@smh-cvhc.org

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Section 7: Forms and Agreements

7.1 – Student Reference Request and FERPA Release

Student Reference Request and FERPA Release

In accordance with FERPA (Family Educational Rights and Privacy Act) regulations, any student wishing a recommendation from MLT faculty will provide the following information.

Student name (please print): _____

I request (please print MLT faculty name) _____ to serve as a reference for me and to provide requested reference in written form.

The purpose of the reference is (check all applicable spaces):

- ☐ Application for employment
- ☐ All forms of scholarship or honorary award
- ☐ Admission to another education institution

I authorize the above person to release information and provide an evaluation about any and all information from my education records at WVC, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at WVC, to the following (please print):

1. _____
(Name and Address)
2. _____
(Name and Address)
3. _____
(Name and Address)
4. _____
(Name and Address)

I understand that I have the right not to consent to the release of my education records; I have a right to receive a copy of any written reference upon request; and that this consent shall remain in effect until revoked by me, in writing, and delivered to the above faculty member, but that any such revocation shall not affect disclosures previously made by said faculty member prior to the faculty member's receipt of any such written revocation.

Student Signature

Date

This **Student Reference Request and FERPA Release** will be attached to a copy of each reference sent on behalf of the requesting student and will be maintained in the student's MLT file.

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7.2 – Student Records Change Form

MLT Program

RECORDS CHANGE FORM: *Only when the below information changes*
(turn into Allied Health Secretary)

1. Please print your name and Student Identification Number as they currently appear on your records:

Last	First	Initial	905#
------	-------	---------	------

2. Please print changes/corrections, as needed.

Name:

Last	First	Initial	Signature
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Street Address:

Street	City	State	Zip
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Mailing Address (if different from street address):

Street/P. O. Box	City	State	Zip
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Telephone Numbers:

Home	Cell	Work
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7.3 – Deficiency Notice

Deficiency Notice

Student_____ Instructor_____ Date_____

The incident as described below has resulted in the issuance of a Deficiency.

The student:

_____ is not compliant with program documentation requirements.

_____ is absent from the clinical rotation.

_____ is absent from required meetings, orientations or violates the attendance policy.

_____ is not prepared for the clinical experience.

_____ fails to demonstrate the expected level of competencies.

_____ fails to complete assigned work on time.

_____ demonstrates impaired function due to the use of drugs, alcohol, or other chemical substances, or because of physical or mental exhausting or illness.

_____ violates the Student Affirmation form.

_____ shows unprofessional behavior.

Description of incident:

Instructor Signature

Date

Student Signature

Date

Original is to be placed in student file; copy to be given to student.