MIDDLESEX Community College

Student Success Starts Here

MEDICAL LABORATORY TECHNOLOGY DAY PROGRAM STUDENT HANDBOOK

Academic Year

2023-2024

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road, Suite 720, Rosemont, IL 60018
773.714.8880

August 2023

Notice of Equal Access/Opportunity and Nondiscrimination

The Board of Higher Education and the Boards of Trustees of the Community Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin.

Middlesex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

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INTRODUCTION

Welcome to the Medical Laboratory Technology Program (MLT) at Middlesex Community College. The faculty of MCC wish you success in the pursuit of your educational goals. The MLT program follows the mission statement of the college. Middlesex Community College provides access to affordable education for a diverse community from all ethnic backgrounds and identities, preparing individuals for success and lifelong learning. We promote academic excellence, provide workforce development opportunities, and empower all learners to become productive and socially responsible members of our local and global communities. As much as possible, we will be here to help you through your academic endeavors. We will assist you in gaining an education in the classroom, both didactically and in laboratory skills, and guide you in the application of this knowledge in your clinical practicum experiences.

The New England Commission of Higher Education (NECHE) accredits Middlesex Community College. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Accreditation by NAACLS assures students that they will be provided with a quality education in laboratory medicine. Upon successful completion of the Associate Degree in Medical Laboratory Technology, the graduate is eligible to sit for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) exam. Graduation from the program is not contingent upon passing an external certification exam.

The Middlesex Community College MLT Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in this program. The purpose of this handbook is to detail policies and procedures specific to this program. This handbook is to be used as a supplement to the Middlesex Community College Student Handbook which is accessible on the college website. The policies and procedures set forth in this handbook are designed to support the success of the student.

SECTION 1
MEDICAL LABORATORY TECHNOLOGY PROGRAM INFORMATION

Middlesex Community College Program and College Leadership

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With Equity at Its Core: Middlesex Community College 2022 - 2027 Strategic Plan

MISSION STATEMENT 2022

Middlesex Community College values equity and inclusion as the foundation for excellence, innovation, and success. Through pathways, we educate, challenge, and support all students. MCC is central to the evolving educational, cultural, economic, and workforce needs of the local and global communities.

VISION STATEMENT 2022

Middlesex Community College is focused on equity to transform lives and shape futures.

MCC's FOUR STRATEGIC DIRECTIONS

DIRECTION 1: To build a college culture of equity-mindedness and expansive excellence.

A culture of equity-mindedness addresses the ways the College serves and advances the institution's goal of expansive excellence. Middlesex Community College takes responsibility for creating equitable outcomes for all. MCC raises awareness of inequities as MCC works to eliminate them by intentionally removing barriers to success and closing opportunity and achievement gaps.

DIRECTION 2: To strengthen pathways to student retention.

Middlesex Community College provides clear pathways, leveraging students' unique lived experiences, strengths, and assets to achieve students' personal and professional goals efficiently and successfully. Middlesex Community College focuses college resources and enhances curricular and co-curricular experiences to create connected communities designed to reduce barriers to completion and allow students to progress towards their educational goals.

DIRECTION 3: Strengthen our identity as a community-based hub for equity, centering student and community voice

Middlesex Community College is committed to engaging with our surrounding communities to contribute to positive social transformation and a stronger region. We respond nimbly to the needs of our community and the economy. We recognize our place-based responsibility to support our workforce, economic, and educational communities in a rapidly changing 21st century. Middlesex Community College partners with regional organizations to meet the educational needs of all learners and align education programs with workforce needs.

DIRECTION 4: Fiscal Stewardship: Design for an Economically Sustainable Institution.

Middlesex Community College recognizes the success for all the strategic directions is based upon a foundation of fiscal sustainability. The College directs its resources to achieving its strategic outcomes and fulfilling its commitment to equity. The College deepens its position in the community through dedicating human, physical, and financial resources to achieve equitable outcomes.

MEDICAL LABORATORY TECHNOLOGY PROGRAM MISSION STATEMENT

The mission of the Medical Laboratory Technology Program at Middlesex Community College is to prepare, inspire and motivate a diverse community of learners to enter the field of laboratory medicine with the tools and knowledge necessary to contribute positively to health care. The program will graduate students who are competent, entry-level medical laboratory technicians capable of performing routine clinical laboratory testing in all major areas of the laboratory. In keeping with the Mission of Middlesex Community College, we encourage our students to develop strong critical thinking skills, lay the foundation for a lifetime of learning, and instill the importance of becoming a vital part of their community.

PROGRAM OUTCOMES

Graduates of the Medical Laboratory Technology program will:

- Demonstrate the entry-level competencies necessary to perform routine clinical laboratory tests in all areas of the laboratory.
- Assume responsibility for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.
- Apply safety and governmental regulations to maintain compliance in the laboratory.
- Employ effective communication skills with colleagues and other health care professionals.
- Practice within the constraints of legal, moral, and ethical conduct.
- Demonstrate accountability and responsibility for personal growth and professional development.

PROGRAM GOALS

- Students will be able to perform routine laboratory procedures encompassing all major areas of the clinical laboratory including hematology, chemistry, serology, microbiology, urinalysis and transfusion services at the career entry level.
- Students will be able to procure laboratory test samples in an efficient and timely manner.
- Students will able to recognize unexpected results, instrument malfunctions, and take appropriate action.
- Students will be able to produce accurate laboratory test results within acceptable limits of quality control.
- Students will be able to correlate laboratory findings to common disease processes.
- Students will demonstrate critical thinking and problem-solving skills.
- Students will be able to communicate effectively and understand the need to consult with more experienced team members when necessary and to deliver test information to clinicians in a timely manner.
- Students will comply with safety procedures and ethical standards of practice.
- Students will be accountable and professional when interacting with patients, fellow employees, and other health care providers and the public.
- Students will understand the importance of continuing education and professional awareness.
- Students will be prepared to sit for the Board of Certification exam for Medical Laboratory Technician offered by the American Society for Clinical Pathology (ASCP).
- Students will pass the certification exam as a first time applicant at an 80% pass rate.
- Students will find employment in their field at an 80% employment rate, post- graduation, of those seeking employment.

**** Granting of the Associate of Science degree in Medical Laboratory Technology is not contingent upon passing any external certification or licensure examination.**

PROGRAM ACCREDITATION

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions through the involvement of expert volunteers and its dedication to public service.

Primary aspects of the NAACLS programmatic accreditation process are: (1) the self-study process; (2) the site visit process; (3) evaluation by a review committee, (4) assessment of review committee evaluation by the Quality Assurance Committee, and (5) evaluation by the Board of Directors. Evaluation is based on Standards, which are the minimum criteria used when determining programmatic accreditation.

NAACLS conducts various functions of programmatic accreditation including: (1) drafting and reviewing Standards for the operation of specialized programs; (2) selecting and training knowledgeable volunteers to review Self-Study Reports and serve as site visitors; (3) selecting representatives to serve on the review committees and the Board of Directors, and (4) granting accreditation awards based on a program's self-study and site visit processes.

Accreditation is a process of external peer review in which an agency grants public recognition to a program of study or an institution that meets established qualifications and educational standards. Programs that participate in the NAACLS programmatic accreditation process typically culminate in an associate's degree or higher upon completion. Participation in the accreditation process is voluntary since there is no legal requirement for specialized programs and institutions to participate. However, there are factors that make accreditation valuable. The benefits include, but are not limited to, the following.

NAACLS Accreditation:
1. Through a review process that includes a Self-Study Review and Site Visit, identifies for the public specialized degree and certificate programs that meet nationally established standards of educational quality.
2. Stimulates improvement of educational programs by involving faculty and staff in ongoing self-evaluation, research and planning.
3. Promotes a better understanding of the goals of professional education.
4. Provides reasonable assurance that practitioners meet minimum educational standards upon entry into the profession.
5. Assists specialized programs in achieving their objectives.

The accreditation standards for Medical Laboratory Technician (MLT) programs may be found using the following link:
http://www.naacls.org/docs/standards2012.pdf
National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Suite 720
Rosemont, IL 60018 Tel: 773.714.8880

SECTION 2

GENERAL STUDENT INFORMATION

ACADEMIC CALENDAR 2023-2024

Fall 2023 Academic Calendar

September 5	All full-term day classes begin
September 11	Last day for full semester course drop at 100%
September 18	Last day for full semester course drop at 50%
September 22	Last day to DN from full term classes
October 9	**INDIGENOUS PEOPLES DAY- NO CLASSES**
October 21	Mid-term grades due for full semester classes
October 27	**COLLEGE PROFESSIONAL DAY- NO CLASSES**
November 10	**VETERANS DAY HOLIDAY- NO CLASSES**
November 23 - 25	**THANKSGIVING HOLIDAY- NO CLASSES**
November 27	Last day to withdraw from full term classes
December 12	Tuesday/Thursday day classes end
December 13	Monday/Wednesday day classes end
December 15	Friday only day classes end
December 18 - 22	**FINAL EXAM PERIOD- SEE COURSE SYLLABI FOR DATES**

Spring 2024 Academic Calendar

January 22	All full-term day classes begin
January 23	Minimester 1 T/R classes begin
February 19	**PRESIDENT'S DAY- NO CLASSES**
March 1	**ALL COLLEGE PROFESSIONAL DAY- NO CLASSES**
March 12	**Minimester 1 T/R Class End with Final Exam**
March 18 – 23	**SPRING BREAK- NO CLASSES MEET**
March 25	Minimester 2 online class begins
April 15	**PATRIOT'S DAY- NO CLASSES**
April 25	**ASSESSMENT DAY – NO CLASSES**
May 10	**Minimester 2 Online Class Final Exam Due**
May 13 – 18	**FINAL EXAM PERIOD- SEE COURSE SYLLABUS FOR DATES**
May 23	**COMMENCEMENT DAY!!**

PARKING

Validated student parking is available in designated municipal facilities in Lowell. Students are **NOT** required to have parking decals on their vehicles.

Validated parking for classes is available at following garages:

Roy Garage
100 Market Street
Lowell, MA 01852

Downes Garage
75 John Street
Lowell, MA 01852

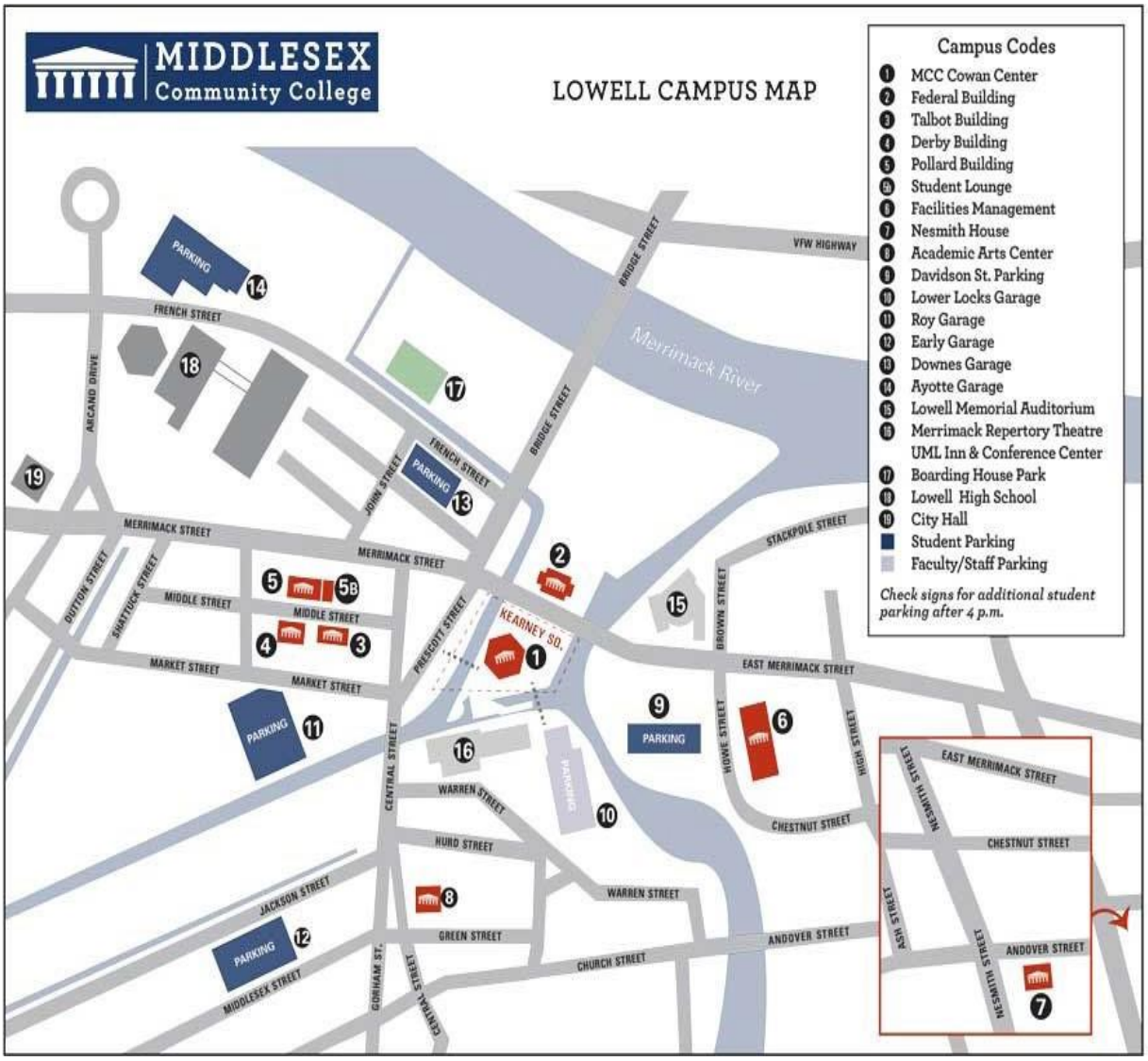
Davidson Street Lot
5 East Merrimack Street
Lowell, MA 01852

Ayotte Garage
1 Post Office Square
Lowell, MA 01852

Early Garage
135 Middlesex Street
Lowell, MA 01852

Parking at the Lowell campus requires validation. Bring parking receipt along with Student ID to the following campus locations for validation:

- Talbot Building Lobby
- Federal Building Lobby
- Security Desk in the Cowan Center Building Lobby


MIDDLESEX
Community College
LOWELL CAMPUS MAP
Campus Codes
1 MCC Cowan Center
2 Federal Building
3 Talbot Building
4 Derby Building
5 Pollard Building
5B Student Lounge
6 Facilities Management
7 Nesmith House
8 Academic Arts Center
9 Davidson St. Parking
10 Lower Locks Garage
11 Roy Garage
12 Early Garage
13 Downes Garage
14 Ayotte Garage
15 Lowell Memorial Auditorium
16 Merrimack Repertory Theatre
UML Inn & Conference Center
17 Boarding House Park
18 Lowell High School
19 City Hall
Student Parking
Faculty/Staff Parking
Check signs for additional student parking after 4 p.m.
Merrimack River
VFW HIGHWAY
BRIDGE STREET
FRENCH STREET
ARCAND DRIVE
JOHN STREET
MERRIMACK STREET
DUTTON STREET
SHATTUCK STREET
MIDDLE STREET
MARKET STREET
PRESCOTT STREET
KEARNEY SQ.
STACKPOLE STREET
BROWN STREET
EAST MERRIMACK STREET
HOWE STREET
HIGH STREET
CENTRAL STREET
WARREN STREET
HURD STREET
CHESTNUT STREET
JACKSON STREET
GREEN STREET
ANDOVER STREET
CHURCH STREET
MIDDLESEX STREET
GORHAM ST.
NESMITH STREET
ASH STREET
PARKING

STUDENT SERVICES AND RESOURCES

Middlesex Community College offers many support services to our students. Below you will find select services highlighted. Please refer to the MCC Student Handbook for a complete listing of services provided. **https://catalog.middlesex.mass.edu/index.php**

WELLNESS RESOURCE CENTER

Attending to your personal wellness (including mental/physical wellness) and basic needs (including food/housing) is vital for achieving academic and personal success. The Wellness Resource Center provides a variety of services, supports, and resources for mental health, food, housing, and financial needs - all available to help you meet these goals**.** For questions or concerns about mental health, essential needs, or wellness education and programming email: **https://www.middlesex.mass.edu/wellnessandessentialneeds/default.aspx**

If you are in crisis, call 911 or go to your local hospital Emergency Room.

MCC DENTAL HYGIENE CLINIC

The dental hygiene program at Middlesex Community College provides preventive dental hygiene services at its on-campus clinic from September through May. These services are available at reduced cost to the local community, as well as to Middlesex faculty, staff and students. New patients are always accepted and welcome.

Dental hygiene students, who provide direct patient care, have extensive education and training and have demonstrated competence in clinical services before treating the public. The clinic is supervised by licensed dental hygienists and dentists. The MCC dental hygiene program is fully accredited by the Commission on Dental Accreditation of the American Dental Association.

The dental hygiene clinic offers Language Line Video Interpreter Service in many languages, including ASL.

https://www.middlesex.mass.edu/dhclinic/default.aspx

STUDENT ACCESS AND SUPPORT SERVICES

The collegiate experience at Middlesex, on the campus and in the classroom, is open to students of varying abilities and levels of adaptive skills. Supportive faculty and staff as well as fellow students encourage all students to participate in extracurricular and class activities. The SASS office provides services and resources to empower each student to attain the highest level of academic success and learning independence.
Please refer to the following documentation guidelines before applying for accommodations and support.

- **General Guidelines**
- **Learning Disability Documentation Guidelines**
- **Autism Spectrum Disorder Documentation Guidelines**
- **Attention Deficit Hyperactivity Disorder Documentation Guidelines**
- **Medical/Sensory Disability Documentation Guidelines**
- **Psychiatric Disability Documentation Guidelines**

https://www.middlesex.mass.edu/disabilityservices/documntation.aspx

ACADEMIC CENTERS FOR ENRICHMENT (ACE)

The mission of the Academic Centers for Enrichment is to empower students to become independent, intellectually curious, lifelong learners. The objective is to assist students to enhance their own learning by:

- Developing time management, communication, and study skills to promote academic success
- Strengthening critical thinking skills
- Building self-confidence and self-advocacy
- Collaborating with peers with diverse perspectives
- Exploring the resources and services provided at MCC

Ten Steps to Promote Positive Classroom Etiquette

The following classroom etiquette guidelines were developed to provide faculty and students with a positive and respectful learning environment, to foster teaching and learning. The purpose of these guidelines is to provide both students and faculty with a positive atmosphere in the classroom and to promote honesty and integrity in the classroom.

- Students are expected to attend all scheduled classes.
- Students are expected to be in class on time.
- Students are expected to remain in class for the entire instructional period.
- Students are expected to remain alert throughout the entire instructional period.
- Students are expected to come to class free of alcohol or drugs.
- Students are expected to be respectful of opposing opinions.
- Students are expected not to interrupt a faculty member or other students when they are speaking.
- Students are expected to address student specific concerns prior to or after the instructional period.
- Students are expected to use respectful language throughout the instructional period.
- Students are expected to receive the faculty's permission prior to using cell phones, laptops, or other electronic equipment.

Open Computer Facilities

Fully equipped and staffed computer facilities are located on both campuses for all students' course-related assignments. Included in this category are the Libraries in Bedford and Lowell Campus. All open computer facilities have Internet access.
https://www.middlesex.mass.edu/technologycenter/openlabs.aspx

Open Computer Lab - Lowell Library - Federal Building

Phone: (978)656-3004

Monday - Friday Library Hours of Operation

Open Computer Lab - Lowell Cowan Center - Net Lab C - LC-209C

Hours: 8:00AM - 2:00 PM Monday - Friday
8:00AM - 1:00PM Saturday (Closed during the Summer Semester and Winter Intersession)

Evening lab hours at this location are subject to change each semester. Call to verify.
Phone: (978)656- 3105

- ***2 Macintosh systems (reserved for Graphic Design students only)***
- ***9 PC's***
- ***Black and White Laser Printer***

Open Computer Lab - Lowell- Middle St. - Derby Building - Room 204

Hours: 8:30AM - 4:00PM Monday - Friday
Lab hours are subject to change each semester. Call to verify. Phone: (978)656-3030

- ***20 PC's*** ***Black and White Laser Printer***

PROGRAM PROGRESSION

In order for a student to successfully progress through the Medical Laboratory Technology program, the student must, at a minimum:

- Complete pre-requisite requirements, if necessary. These required course prerequisites are BIO 131-General Biology, college level, with a grade of C or better and Chemistry with lab, high school or college, **with a grade of C or better within the last 5 years.**
- Minimum cumulative GPA of 2.5.
- Achieve a **minimum grade of 73** in all Medical Laboratory Technology core courses.
- If less than a 73 is achieved in any MLT core course, the student will be referred to the Health Programs Progression and Readmission Policy.
- If a core course repeat is permitted, the student will have **one attempt** to achieve success in the course during the next course offering. If unsuccessful, the student will receive notification of program dismissal from the program coordinator.
- This course repeat policy applies to clinical practicums as well.
- Satisfactorily meet course objectives.

MIDDLESEX COMMUNITY COLLEGE
HEALTH DIVISION
Health Programs Progression and Readmission Policy

Middlesex Community College strives to give students every reasonable opportunity to succeed in their chosen course of study, yet provide fair opportunity and access to all members of the college's community. Health Programs often have limited seats available. The following policy was developed to ensure a fair and equitable process for readmission decisions to health programs. All readmission decisions shall be based on space availability, academic progress and/or suitability for the profession and potential for future program success. A student is eligible to seek readmission to a health program only once. The readmission process shall not be used to challenge a course grade or allege discriminatory conduct in a health program. In those cases, the College's Student Grievance Procedure and Affirmative Action Plan shall be utilized, respectively.

Academic Progress:
Satisfactory completion of all courses in a given semester is required in order to progress to the next semester in all health programs. To satisfactorily complete a semester in a health program, students must not only demonstrate a satisfactory level of performance in clinical settings (as outlined in course syllabi and program student handbooks), but also earn a grade of C or better in all courses within the area of specialization, (these courses are designated with a three letter code for the major, for example, "NUR" for Nursing and "SON" for Diagnostic Medical Sonography). In addition, students in the Nursing, Dental Hygiene and Radiological Technology programs must earn a grade of C or better in required science courses. If a student does not meet these requirements, and/or withdraws from courses, the student is not eligible to continue in the program and shall be dismissed upon written notification from the Program Coordinator, Department Chair, or Director who leads the program. The notification of dismissal shall also include information about the Health Programs' Student Readmission process and applicable timelines.

Suitability for the Profession and Potential for Future Program Success:
Students will be recommended for readmission based on suitability for the profession and their potential for future success in the program of study. Students may not be recommended for readmission to a health program or admission to another health program if they are determined to not be well suited for a career in healthcare based on a variety of factors, including, but not limited to, the following:

- A pattern of unprofessional and/or unethical behavior off-campus or in a classroom, lab or clinical setting. In some circumstances a student's unprofessional behavior may be so severe that the student will be determined to be unsuited for a career in health care based on a single incident.
- Inability to meet the standards or technical skills for the program or profession.
- Unsafe clinical practice.
- Inability to demonstrate progressive and consistent mastery of theoretical and/or technical skills consistent with entry level practice for the specific health career.
- Unsatisfactory completion of more than one course

Readmission Process:
Students seeking readmission must write a letter requesting such to the Program Coordinator, Department Chair, or Director. This letter must be sent by email or US Mail within ten (10) calendar days of the student's receipt of the notification of dismissal from their Program Coordinator, Department Chair or Director. In the letter, the student should include the following:

- Explanation of the extenuating circumstances that prevented the student from being successful either academically or clinically. Extenuating circumstances may include, but are not limited to: personal injury or illness; family issues/difficulties; interpersonal problems; death of a relative; difficulty balancing

responsibilities, etc. In addition, the student should provide documentation, if available, to verify the extenuating circumstances cited.

- Explanation of the changes planned that will enable the student to be successful. In addition, the student should provide documentation, if available, to verify the explanations offered.
- Explanation of the strategies that will be utilized to enable the student to be successful in the program in future semesters, if given the opportunity. The student should be specific and provide a rationale for each proposed strategy. Strategies might include, but are not limited to: a commitment to seek tutoring or counseling; a commitment to join a study group; a commitment to spend a set number of hours per class studying each week, etc. In addition, the student should provide any documentation that may verify the student's new commitment to the program.

Health Programs' Student Review Committee:
Readmission decisions are made by the Health Programs' Student Review Committee. The Student Review Committee has college-wide representation; the committee's membership includes a representative from each of the health programs, and at least one representative from each of the following areas: enrollment, admissions, student affairs and academic affairs. The committee is chaired by the Dean of Health.

Each semester, the Health Programs' Student Review Committee reviews the readmission requests of students. The Committee meets at the end of each semester; generally, 2-3 weeks after grades have closed. Readmission decisions are based on space availability, the student's academic progress and/or suitability for the profession and potential for future program success.

Each student requesting readmission will be considered on an individual bases. A student's request for readmission will be considered along with faculty recommendations which are presented to the Committee by the Program Coordinator, Department Chair, or Director who leads the program. Students may also request a meeting with the Program Coordinator/Chair/Director prior to the meeting of the Health Programs' Student Review Committee. Where practical, committee decisions will be sent via email to the student within 10 days of the committee meeting.

Readmission Appeals Policy:
If the student desires to appeal the decision of the Health Programs' Student Review Committee, the student can petition for reconsideration by submitting a written letter of appeal to the Dean of Health and Provost and Vice President of Academic and Student Affairs. This letter should be sent by email or US Mail to the Dean of Health within ten (10) calendar days of the student's receipt of the Committee's decision. In this letter, the student should request reconsideration of the Committee's decision and include the following:

- A basis for the appeal, that provides specific points on why the decision of the Committee should be reconsidered; and
- Additional information on extenuating circumstances or other factors that affected the student's performance that the Committee was unaware of.
- Any documentation, if available, to support the appeal

After receiving the appeal, the Dean, the Provost or designee will conduct a review inclusive of all previously submitted documents, Committee recommendations, and academic and/or clinical records. A written decision will be sent to the student within ten (10) calendar days of receipt of the student's appeal. The decision of the Provost or designee is final.

Middlesex Community College reserves the right to make changes or exceptions to this policy or procedure as needed.
Accepted: 2/96 Revised: 9/04, 8/12, 1/13, 9/14, 4/17, 8/21, 7/22

Middlesex Community College

Bedford Campus • 591 Springs Road • Bedford, MA 01730-1197 • 781-280-3200
Lowell Campus • 33 Kearney Square • Lowell, MA 01852-1987 • 978-656-3200

Dear Student:

Congratulations on your admission to a health program at Middlesex Community College. Now that you have been admitted, we require that you submit a number of health documents before you can start in your program.

Included in the packet of documents you have received either electronically or as paper documents, are step-by-step instructions on how to create an account for and navigate in CastleBranch (https://portal.castlebranch.com/IX00). CastleBranch is an online resource that allows health program students to submit and track their health records with the College.

Please note: It is crucial to select the correct program you are admitted to when placing an order on CastleBranch.

Once you have created an account and are ready to submit documents, you will need to upload the following items on the CastleBranch portal (https://login.castlebranch.com/login):

1. The *Required Student Health Records* document with three pages of student health records forms. These forms need to be filled out by your healthcare provider and include a required physical exam, documentation of your immunizations, and documentation of your completed color-blind test.
2. A copy of your CPR Certification (not a requirement for MLT students)
3. A copy of your current health insurance card or proof of current health insurance coverage

If you have any questions, please email us at healthrecords@middlesex.mass.edu.

We wish you success in your health program!

CastleBranch

Middlesex Community College - Nursing and Allied Health

How to Place Order

Welcome to myCB

To place your order go to:

https://portal.castlebranch.com/IX00

PlaceOrder → Select Program → Select package

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- View order results
- Upload documents
- Manage requirements
- Place additional orders
- Complete tasks

Please have ready personal identifying information needed for security purposes.
The email address you provide will become your username.

Contact Us: **888.914.7279** or **servicedesk.cu@castlebranch.com**

How to Place an Order on CastleBranch to Fulfill Student Health Records Requirements for MCC's Nursing and Allied Health Programs

1. Go to: https://portal.castlebranch.com/IX00
2. Click *Place Order*
3. Click on the *Program* you are admitted to **(It is crucial to select the correct program you are admitted to when placing an order on CastleBranch)**
4. Click on *IXxxxx: Compliance Tracker* (from the drop down menu under the program name)
5. Check off *I have read order instructions* and Click on *Click to Continue*
6. Check off *I have read, understand and agree to the Terms and Conditions of Use* and Click *Continue*
7. Fill out your Personal Information – items with asterisks(*) are required and Click *Next*
8. Create you *Password* and Click *Create Account*
9. Click *Next*
10. Click *Submit*
11. Click *Next* and Click on *LOG INTO DASHBOARD* (Top Right) OR go to https://login.castlebranch.com/login to log on to your account

MIDDLESEX COMMUNITY COLLEGE

MIDDLESEX COMMUNITY COLLEGE

REQUIRED STUDENT HEALTH RECORDS

Health Programs

- **Dental Assisting**
- **Dental Hygiene**
- **Diagnostic Medical Sonography**
- **Medical Assisting**
- **Medical Laboratory Technology**
- **Nursing**
- **Radiologic Technology**

FALL ADMISSIONS RECORDS DEADLINE: JUNE 1

SPRING ADMISSIONS RECORDS DEADLINE: NOVEMBER 15

Academy of Health Professions

- **Phlebotomy**

Community Ed. & Training

- **Nursing Assistant**

RECORDS DEADLINE: TWO (2) weeks before the first class

NOTE: The *Academy of Health Professions* and *Community Education and Training* programs are offered in an accelerated format with varying start dates. For this reason, documentation must be received by the Health Records Office at **HEALTHRECORDS@middlesex.mass.edu** TWO (2) weeks before the first scheduled class meeting.

TO THE STUDENT

This information is not used as a requirement for admission to the college. The completed STUDENT HEALTH RECORD is however a requirement for participation at all clinical sites. This form is confidential and will be kept on file at the Health Records Office. Only pertinent information that may be determined as creating special needs in planning the clinical experience will be shared with the program coordinator.

MCC ID# A00

Last Name_____First_____ DOB_____

Address_____ City_____State_____ Zip_____

Telephone (home)_____**Telephone (cell)**_____

MCC E-mail Address_____**@mail.middlesex.edu**

Secondary E-mail Address_____

PROGRAM: *(check all that apply)* ❒ Fall 20_____ ❒ Spring 20_____ ❒ Summer 20_____ ❒ Day ❒ Evening

❒ Dental Assisting ❒ Medical Assisting ❒ Nursing Full-Time ❒ Radiologic Technology

❒ Dental Hygiene ❒ Medical Laboratory Technology ❒ Nursing Part-Time

❒ Diagnostic Medical Sonography ❒ Nursing Assistant (CET) ❒ Phlebotomy (AHP)

In case of emergency notify_____

Relationship_____Telephone _____

Name of Medical Insurance Plan_____ COPY of INSURANCE CARD REQUIRED

Health Care Provider Name_____MD/DO/PA/NP Telephone _____

IMPORTANT: Please read and sign.

(1) I understand that it is my responsibility to submit ALL required medical/health records by the date established by my specific Health Program. Additionally, I also understand that failure to submit all required documents may result in being ineligible for participation in clinical rotations, which could ultimately affect my ability to successfully complete my selected health program.

Student Signature_____Date _____

(2) I understand it is my responsibility to notify my clinical instructor within 24 hours if I am in contact with a reportable disease requiring isolation/quarantine, or if I have symptoms/disease, accident, or infirmity that may change my health status, including pregnancy. I also understand that I will be required to provide medical clearance documentation to my program coordinator in order to return to class or the clinical area.

Student Signature_____Date _____

*****PLEASE Attach documentation for all immunizations, TB tests, titers, and chest x-rays.*****

Name:_____ MCC ID# A00_____

TO THE HEALTH CARE PROVIDER – REQUIRED TESTS

Page 3

1

TB TESTING ***(Required for ALL Health Programs, must be updated annually, and must provide documents to verify results.)***

I have provided the following supporting documents (attached) to meet my TB testing requirements:

Check one:

- ❒ **2-step TB/PPD/Mantoux skin test (includes plant date, read date, and results for *EACH* test = 4 visits)**
  - **Step 1: #1 Plant date, read date with result**
  - **Step 2: #2 Plant date, read date with result (1-3 weeks after Step 1)**
- ❒ **Quantiferon Gold *or* T-Spot blood test***
- ❒ **Chest X-ray within past 5 years**

****Positive reactors to skin or blood tests must submit a negative Chest X-Ray report performed within the past 5 years.***

2

OSHA COLOR DEFICIENCY TESTING:

Test Name_____ **Results** ❒ Pass ❒ Fail Date_____/_____/_____
Month Day Year

REQUIRED IMMUNIZATIONS - *Attach documentation. Handwritten dates not accepted.*

3

TETANUS/DIPHTHERIA/ACELLULAR PERTUSSIS *(one lifetime dose after 2006)*

TDAP _____/_____/_____ ***and*** **Td (if TDAP date is greater than 10 years) Td**_____/_____/_____
Month Day Year Month Day Year

4

MEASLES, MUMPS, RUBELLA (MMR) ***(two doses required)***

#1: *(first dose must be after age 12 months)* _____/_____/_____ #2: *(must be at least 1 month after dose #1)* _____/_____/_____
Month Day Year Month Day Year

OR

❒ Positive blood titers: **Rubeola(Measles)**:_____/_____/_____**Mumps**:_____/_____/_____**Rubella**:_____/_____/_____*(attach copy of lab results)*
Month Day Year Month Day Year Month Day Year

5

HEPATITIS B

❒ Positive **anti-HBs** (Hepatitis B Surface Antibody) blood titer:_____/_____/_____*(attach copy of lab results)* * **NEW Effective Fall 2018**
Month Day Year

OR ❒ Statement of non-seroconversion for vaccine non-responder after total of 6 doses per CDC Guidelines

6

VARICELLA ***(two doses or titer required - history of disease not acceptable)***

#1:_____/_____/_____ #2:_____/_____/_____
Month Day Year Month Day Year

OR ❒ Positive blood titer:_____/_____/_____*(attach copy of lab results)*
Month Day Year

7

MENINGOCOCCAL (MenACWY)* ***(required of full-time students 21 years of age or younger received on or after 16th birthday)***

_____/_____/_____ * **NEW Effective Fall 2018**
Month Day Year

8

SEASONAL FLU VACCINE ***(required each flu season; must be updated annually with current vaccine BEFORE October 1st)***

_____/_____/_____
Month Day Year

PHYSICAL EXAMINATION - *must be performed within 1 year of entering program*

Page 4

Student Name_____ DOB _____

Date of Exam _____ Allergies_____

Height _____ Weight _____ Blood Pressure _____

CURRENT OR CHRONIC HEALTH PROBLEMS

1. _____ **3.** _____

2. _____ **4.** _____

To the health care provider: This student has been accepted to a Health Program that may require long hours, occasional strenuous activity and mental alertness. Students will experience a variety of clinical settings, which may require standing or sitting for long periods of time, lifting patients, and responding and moving quickly. We would like the student to have the opportunity for a successful experience. Therefore, as you complete this form, please consider the capability of this student to fully participate and perform the functions required by the program to which he/she has been accepted.

PLEASE COMPLETE THE FOLLOWING:

Is this student physically capable of performing the functions required in a Health Program at this time? ❒Yes ❒ No

If any limitations or restrictions, please explain and advise:

_____

_____

_____

_____

Health Care Provider (Print name):_____Date _____

Telephone:_____ Fax Number: _____

Health Care Provider Signature: _____MD/DO/NP/PA

*****PLEASE Attach documentation for all immunizations, TB tests, titers, and chest x-rays.*****

MIDDLESEX COMMUNITY COLLEGE
HEALTH DIVISION
HEALTH PROGRAMS HEALTH REQUIREMENTS

Students accepted to Health Programs must be in compliance with the current immunization requirements specified by the Massachusetts Department of Public Health for Health Care Personnel (HCP) and in accordance with state law, MGL, Chapter 76, Section 15C, and its regulations at 105 CMR 220.000 - 220.700 in order to participate in an externship placement or clinical experience. Students may also be required to meet additional requirements of the particular health program and/or clinical agency as outlined below.
Students who are not in compliance with these requirements will not be allowed to participate in externship placement or clinical experiences, which may jeopardize their ability to continue in the program.

Health Record Requirements

Completion of the 4 page Required Student Health Record Form, which includes:

1. Student Information
2. Physical Examination and evaluation by a health care provider (completed within past 12 months).
3. Testing for Color Deficiency. (This may be administered in Lowell by the health compliance personnel in Pollard 301 or the administrative assistants in Pollard 308 or Derby 409).
4. TB testing:

   Either two-step **tuberculin skin test** (TST) for Tuberculosis:
   - 1st TB/PPD given, read and recorded
   - If positive, see notes below
   - If negative, repeat in 1-2 weeks (2nd TB/PPD given, read and recorded)

   OR TB blood test (T-Spot or QuantiFERON Gold)

Notes:
- The TB Test must be done before entering the program **and** updated at least every 12 months.
- **For the annual update of TB testing,**
  - **Either a one-step Mantoux (TB/PPD) tuberculin skin test***
  - **OR** TB blood test (T-Spot or QuantiFERON Gold) **will be sufficient to meet the requirements for the annual update.**
    *Students are only required to do the two-step **Mantoux (TB/PPD) tuberculin skin test upon acceptance into their health program.**
- Positive reactors to the skin test must submit the positive TB test report and a report of a negative chest x-ray performed within the past 5 years.

Immunization Requirements for Health Care Personnel:

Official Documentation of:

1. One dose of Tdap vaccination, with a booster (either Td or Tdap) every 10 years.
2. Two doses of MMR (Measles, Mumps, Rubella) vaccine, given at least 28 days apart on/after12 months of age,
   OR a positive blood titer report for **all three** - (1) Rubeola, (2) Mumps, (3) Rubella
   (with original copy of lab results)
3. Completion of the 3 dose Hepatitis B (HBV) vaccine series or the new 2 dose Heplisav-B,
4. Positive Hepatitis B surface antibody (anti HBs) blood titer report *(with original copy of lab results)*

5. Two doses of Varicella vaccine given one month apart,
   OR a positive Varicella blood titer report *(with original copy of lab results)*
6. One dose of MenACWY meningococcal vaccine administered on or after 16th birthday for any newly enrolled full-time student 21 years of age or younger.
7. COVID-19 Vaccine including manufacturer
8. Annual flu vaccine including lot number*
9. Up to date with COVID-19 vaccine booster*

***NOTE:** Although currently the Massachusetts Department of Public Health does not require these vaccines, most of our clinical partners do. While a reasonable effort will be made to place you in a clinical facility if you do not have these, **clinical placement cannot be guaranteed for those who have not received these vaccinations**.

OSHA Requirements:

1. Color Deficiency testing (may be administered in Lowell by the health compliance personnel in Pollard 301 or the administrative assistants in Pollard 308 or Derby 409).
2. Education for OSHA Blood-borne Pathogen Standard and Universal Precautions for all health program students prior to clinical placement.

Student Health and Medical Insurance:

All students enrolled in Health Programs are required to carry health insurance because of the potential of exposure to a variety of communicable/infectious diseases as well as contractual requirements of some affiliating agencies. The period of coverage must be current throughout students' enrollment in the Health Program.

Malpractice Insurance

Malpractice/Liability Coverage of one million dollars per incident and three million dollar aggregate is maintained for all students in health programs. This insurance only addresses a claim arising from activities required by the student's program.

Health Clearance for Participation in the Clinical Area:

All enrolled Health Program students, new and returning, will be expected to have completed the Health Records, Immunization and OSHA (Color Deficiency Testing) requirements prior to participation in any externship placement or clinical experience.

All students should submit documentation of these requirements to CastleBranch as directed in the admission acceptance package. CastleBranch is an online resource that allows health program students to submit and track their health records with the College. The documentation will be reviewed and depending upon completeness of the record, the program coordinators will be notified regarding health clearance status for students enrolled in their specific program***. Students may not participate in the externship or clinical experience until all records are successfully submitted and they are cleared.***

Students are also responsible to update any requirements (e.g. annual TB/PPD test, CPR, Tdap) in order to continue their participation in the externship or clinical experience if any requirement expires before the end of the externship or clinical experience. CastleBranch reminder alerts start 21 days before due date, and repeat weekly thereafter.

Medical Clearance for Return to Class/Clinical after Illness/Injury or Change in Health Status:

1. Students are responsible to notify their course faculty/clinical instructor and their Department Chair/Program Coordinator/Director within 24 hours of any change in health status, including but not limited to:
    - exposure to a reportable disease requiring isolation/quarantine
    - symptoms/disease
    - accident/injury
    - any circumstance that may change health status (i.e. after delivery of a baby)
2. The Department Chair/Program Coordinator/Director will provide the student with a copy of a clinical clearance form to submit to the student's health care provider.
3. Students will not be permitted to return to classes or the clinical area until documentation from the health care provider is returned to the Department Chair/Program Coordinator/Director and the student is cleared to return.
4. The Department Chair/Program Coordinator/Director will notify the appropriate course faculty/clinical instructor that the student is cleared to return, and send the original of the clinical clearance form to the Health Compliance personnel.

Accepted: 2/21/06 Revised 12/11, 10/12, 8/13, 10/15, 4/16, 6/16, 3/17, 1/18, 8/18, 10/18, 8/20, 8/21, 11/21, 5/22

Middlesex Community College
Health Division
POLICY FOR INVASIVE LABORATORY PROCEDURES

POLICY STATEMENT:

Only those invasive laboratory procedures determined by the program faculty as necessary to support the learning experience shall be conducted. Examples of invasive laboratory procedures in relevant health programs may include, but are not limited to drawing blood, starting IVs, and giving injections.

PURPOSE:

To allow students the opportunity to gain practical skill in invasive procedures while in the controlled setting of a campus-based laboratory.

COMPLIANCE WITH STATE LAWS AND REGULATIONS:

Students shall obtain all required immunizations and vaccinations in accordance with state law and Massachusetts Department of Public Health regulations prior to participating in any invasive laboratory procedures.

PRACTICING INVASIVE LABORATORY PROCEDURES:

Students may practice invasive laboratory procedures on one another while under the direct supervision of an instructor. A student's participation as a practice patient is strictly voluntary. A student who elects not to be subjected to an invasive laboratory procedure performed by another student shall not be penalized in any manner whatsoever.

ASSESSMENT OF LABORATORY INVASIVE PROCEDURES:

All students will be assessed and graded on their ability to adequately perform invasive laboratory procedures on another student in the lab setting.

REQUIREMENTS:

The following items MUST be completed prior to any person being permitted to engage in an invasive laboratory procedure:

1. Instructional training on Infection Control Procedures, Personal Protective Equipment, Standard Precautions, and Transmission-Based Precautions for airborne, droplet and contact.

2. The Middlesex Community College Invasive Procedures Release Form must be signed and submitted to the Program Coordinator.

3. The Program Coordinator will keep all signed forms on file for at least three calendar years following completion of the semester during which the student participated in any invasive laboratory procedures.

PROCEDURES:

The following procedures must be strictly followed during laboratory sessions in which invasive procedures are conducted.

1. Standard Precautions are to be practiced in the laboratory at all times.

2. All procedures involving blood or other potentially infectious materials shall be performed in a manner that minimizes splashing, spraying, spattering, and generating droplets.

3. Contaminated sharps are not to be re-capped.

4. Contaminated sharps must be discarded in the containers that are provided in the laboratory. These containers are to be kept in an upright position, and must not be overfilled. When a container is filled, another container must be obtained and used. The laboratory instructor or designee must secure the filled container and make arrangements for its removal from the learning laboratory.

5. Contaminated vacutainers must be disposed of in the sharps containers provided in the laboratory.

6. Potentially infectious materials (non-sharps) must be disposed of in the biohazard bags provided in the laboratory.

7. Specimens of blood or other potentially infectious materials must be placed in containers that prevent leakage during collection, handling, processing, transport and disposal.

8. Mouth pipetting, and suctioning of blood or other potentially infectious material is strictly prohibited.

9. Students must immediately notify the laboratory instructor in the event of any needle-stick injury. The student must complete a Blood & Body Fluid Incident Report and submit it to the Program Coordinator within 24 hours of the injury.

10. Should the instructor(s) incur a needle-stick injury, the instructor(s) must notify the Program Coordinator.

11. Direct supervision by the instructor is required for all invasive procedures performed on a student's self or willing laboratory partner. Direct supervision is defined as the instructor standing within five (5) feet of the procedure being performed; having a direct line-of-sight to the procedure being performed; and monitoring the procedure until its completion, including the proper disposal of any sharps. No individual, other than the instructor, the student performing the procedure, and any willing laboratory partner upon which the procedure is being performed, should be within five (5) feet of the procedure area. Students are not permitted to perform any invasive procedure unless the instructor is available for direct supervision as defined in this section.

12. Indirect supervision by the instructor is required when invasive procedures are being practiced on human simulation mannequins. Indirect supervision is defined as the instructor being present in the laboratory while the procedures are being performed, as well as being available to answer questions, to demonstrate the procedure, and to monitor any activities as necessary. No more than one pair of laboratory partners is to be assigned to a mannequin at one time, and within any laboratory pair, only one partner is to be practicing at one time. A laboratory partner who is observing the simulated invasive procedure must be standing at least three (3) feet from the area where the sharp is being used. Students are not permitted to perform any invasive procedures on a human simulation mannequin unless the instructor is available for indirect supervision as defined in this section.

References:

Center for Disease Control: Core Infection Prevention and Control Practices for Safe Healthcare Delivery in All Settings – Recommendations of the Healthcare Infection Control Practices Advisory Committee, accessed at https://www.cdc.gov/hicpac/pdf/core-practices.pdf

United States Department of Labor, Occupational Safety and Health Administration. (Lack of) Universal Precautions, accessed at http://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html

MIDDLESEX COMMUNITY COLLEGE
RELEASE FORM FOR PARTICIPATION IN INVASIVE AND NON-INVASIVE PROCEDURES

I, _____, a student in the Medical Laboratory Technology Program acknowledge that I have received and read a copy of the Policy for Invasive Laboratory Procedures. I also acknowledge that I was informed that as part of my instructional training it is necessary for me and my classmates to practice both invasive and non-invasive procedures on each other under the supervision of the Program's instructor(s) ("procedures"). I have been trained in Standard Precautions, which will be utilized while practicing these procedures in a laboratory setting.

I am aware that the practice of invasive procedures, such as drawing blood or giving injections, has certain risks and I have been informed of those risks, including but not limited to, bruising, bleeding, lightheadedness, dizziness, the development of an infection, or nerve damage. I acknowledge that I have had a full and complete opportunity to discuss these risks and any other concerns that I have about participating in this portion of the course curriculum with the program faculty. All of my questions have been answered to my satisfaction.

I have been advised that my participation as a practice "patient" is strictly voluntary and understand that my grade will not be affected if I choose not to participate as a practice "patient". However, I also understand that I will be assessed and graded on my ability to adequately perform both invasive and non-invasive laboratory procedures on another student in the lab setting.

I knowingly and voluntarily consent to participate as a practice "patient" for my classmates to practice said procedures on me. I understand that the College will not be responsible for the cost of any medical care I receive or require, which is associated with my participation as a practice "patient." I further understand that participation is for educational purposes only and not for providing diagnostic medical information.

On behalf of myself and my family (including legal guardians) I agree to assume all risks and responsibilities associated with my decision to permit my classmates to practice invasive and non-invasive procedures on me in the Medical Laboratory Technology program. Further, I agree to release from liability, hold harmless and discharge the College, its governing board, officers, agents, employees and students from any and all causes of action and liabilities for personal injuries or death suffered by me as a practice patient, even if caused by the negligent act of another. I also certify that I have current health insurance.

I am at least eighteen (18) years of age, fully competent to sign this agreement, and am voluntarily seeking to participate as a practice patient. If I am not eighteen (18) years of age, then I will have a parent or legal guardian read and execute this agreement. I understand that by signing this document, I am representing that I understand all of its terms and conditions and fully intend to be bound by the same. I also understand that I may wish to consult with an attorney prior to signing this document. This document shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

Signature of Student: _____ Date: _____

Parent or Guardian signature: _____Date: _____
(if applicable)

Adopted: 8/19

MIDDLESEX COMMUNITY COLLEGE
HEALTH PROGRAMS
BLOOD and BODY FLUIDS EXPOSURE (STUDENTS)

POLICY:
Any injury which results in an exposure (of mucous membranes, open skin lesions by sharp instruments or needle sticks) to blood or other body fluids at on-campus clinics, laboratories, or off campus clinical affiliation sites should be reported to the Program Coordinator at the time of the exposure. The following guidelines should be used to protect the student and provide immediate assistance. The referral for an exposure should be to an emergency facility.

A. Report Exposure Incident / First Aid:

1. Inform Clinical Instructor or Clinical Supervisor of the exposure immediately before continuing any further patient procedures.
2. Initiate first aid by cleansing affected areas well: mucus membrane, open skin lesions, site of needle stick or sharp instrument puncture, etc.

B. Exposure Counseling:

1. The Clinical Instructor or Clinical Supervisor is responsible to ensure that the student and source patient are provided with information about:
   (a) the importance of testing immediately for HIV, HBV, and HCV (CDC guidelines 6/01).
   (b) confidentiality of testing and reporting (written permission required for both at the testing site.)

C. Cost of Testing:

1. Student's insurance should be billed for the testing (and chemoprophylaxis if warranted). Insurance information should be given to the site where testing is performed.

D. Referral:

1. The student and source patient should be referred immediately to a hospital emergency facility.
2. The Clinical Instructor or Clinical Supervisor should call ahead to the emergency facility to notify of arrival, if applicable.
3. If the student chooses to use his/her own personal health care provider, the Clinical Instructor or Clinical Supervisor should inform the health care provider 's office of the nature of the exposure (with the student's permission) and request testing as soon as possible, preferably within two hours. (If the student is unable to be seen quickly, request that the health care provider's office authorize a referral to a hospital emergency unit).
4. As a source of information for decision-making at the testing site, a copy of the Accident Report should be sent with the student. The Health Clearance Officer should be contacted to determine the last Tetanus-diphtheria date and Hepatitis B immune status.

E. Accident Report:

1. The Clinical Instructor or Clinical Supervisor or the student should complete the **Accident Report: Blood and Body Fluid Exposure** form.
2. The original Accident Report should be sent to the Health Clearance Officer, with a copy to the Program Coordinator.

F. Refusal of Evaluation:

1. The student has the right to refuse testing and evaluation. In this case, the student should sign the Declination of Testing and/or Follow-up Procedures statement on the Accident Report: Blood and Body Fluid Exposure form.

Revised: 10/12, 7/18

MIDDLESEX Community College

Nursing and Allied Health Division

ACCIDENT REPORT

Name_____ A#_____

Address_____ Telephone _____

Occupation_____ Date of Birth _____ Age _____ Gender _____

Date of accident _____ Time of accident _____ Campus where accident occurred _____

Please check the following that apply: ❑ Student ❑ Employee ❑ Visitor

To whom was the accident reported? ❑ Program Administrator_____ ❑ Human Resources ❑ Campus Security
(Student) (Employee) (Visitor)

Date and time accident reported _____

Please describe how the accident occurred and any injury received:

_____

_____

_____

Please list body area(s) injured and type of injury (example: cut, bruise / right, left / back, leg, arm, head, etc.)

_____

_____

Did the injury require treatment? Please check all of the following that apply:

❑ No treatment ❑ Minor First Aid / College ❑ Examined by personal physician

❑ Transported home by friend/relative ❑ EMT/Ambulance response ❑ Taken to Emergency Facility

❑ Hospitalization ❑ Other (please explain)

How long after the accident did you seek professional evaluation or treatment? _____

Did anyone observe the accident? ❑ Yes ❑ No

Please give the name, address, and telephone number of anyone who observed the accident:

1. _____ 2. _____

_____ _____

Signature of person filing report _____

Relationship to person involved in accident _____ Date _____

IMPORTANT
RETURN REPORT TO your clinical supervisor or program coordinator at the campus within 24 hours of accident. This form will be kept on file in the student's Health Record.

MIDDLESEX Community College

Nursing and Allied Health Division

Accident Report - Blood and Body Fluid Exposure

Name _____ Student A# _____
Address _____ Telephone _____
Occupation_____ Date of Birth _____ Age _____ Gender _____
Date of accident _____ Time of accident _____ Clinical facility where accident occurred _____
Hepatitis B Vaccine status: Dose #1 _____ #2 _____ #3 _____ Last Tetanus/diphtheria booster:_____

Please Describe:

Type of exposure (e.g., needlestick/sharps injury; mucous membrane contacts with potentially infectious fluids; body part affected. Use back of form if necessary.)

_____
_____

The volume of blood or body fluid involved and duration of exposure

_____
_____

Initial Actions

(a) Immediate first aid consisted of _____ Time: _____
(b) Notification of Clinical Supervisor / Program Coordinator _____ Time: _____
(c) Referral site for serological testing / postexposure prophylaxis evaluation (name of hospital emergency center or physician)
_____

(d) If testing is declined by exposed person, that person must read and sign below.

DECLINATION OF TESTING AND FOLLOW-UP

I have been informed and understand the importance of baseline testing for the Hepatitis B and C viruses and HIV and evaluation for post exposure prophylaxis immediately after an accidental exposure to blood and body fluids. The importance of receiving future follow-up testing at six weeks, twelve weeks, and six months from the date of exposure has also been discussed with me; however, I decline to have testing at this time.

Signature: _____ Date: _____

Source Patient

(a) Name (if known) _____
Address _____
_____

(b) Consent and referral for serological testing to _____ Time _____

(c) If no testing, please explain _____
_____
_____

Witness

Name _____
Address_____
Telephone_____

Signature of person filing report _____ Date _____

IMPORTANT
RETURN REPORT TO your clinical supervisor or program coordinator at the campus within 24 hours of accident. This form will be kept on file in the student's Health Record.

7/2018

GRADUATION PROCEDURE

Students of the Medical Laboratory Technology program must complete a Graduation Application in the summer after completion of coursework. A student will be eligible to walk for graduation even though MLT 255: Immunohematology Practicum will not be completed until June or July of the summer semester. Graduation applications are available online or in the Student Information Center in the Cowan Center Building. **Do not apply for Spring Graduation.** There is no fee for application to graduate. Students must pay close attention to the application deadline.

Caps, gowns, and invitations to commencement will be available as scheduled in the Lowell Cowan Center cafeteria. Commencement will be held at the Lowell Memorial Auditorium on the designated date at 10:00 am. Graduates should arrive by 8:30 am. Visit the website online for more information.

Graduation Requirements

Students receive the Associate of Arts (AA) or Associate of Science (AS) degree when they have fulfilled the following requirements:

- Completion of at least 60 semester hours or the minimum number of semester hours and courses required by a specific major program of study and the core curriculum.
- Achievement of a cumulative grade point average (GPA) of at least 2.00.
- Minimum of 15 semester hours of coursework completed at Middlesex Community College
- Payment of all financial obligations.

Graduation Honors

Candidates for the associate degree whose cumulative GPA is at least:

3.20- Honors

3.50 High Honors

3.70 Highest Honors

To be eligible for graduation honors, students must earn a minimum 35 semester hours at Middlesex Community College.

Honors read at the Commencement ceremony are based on the graduate's GPA at the end of the fall semester.

TUITION AND FEES

All students, whether they study during the day, evening, weekends, or any combination, will be charged the same amount per credit, unless indicated otherwise for specific courses/programs. The tuition and fee rates for AY 2022-23 may be found using the following link:
https://catalog.middlesex.mass.edu/content.php?catoid=26&navoid=2370

Tuition and fees were not increased for AY 2021-22 and remain the same as AY 2020-21.

WITHDRAWAL AND REFUND POLICY

When a student drops or withdraws from a course, processing, instructional and other costs must still be met by the college. Therefore, during fall and spring semesters* refunds for official withdrawals from credit courses are adjusted as follows:

Withdrawal up to the first week of classes:

- Students who withdraw from all their courses will be assessed a $25 administrative fee.
- Students who drop a course, but still are registered for one or more courses, will receive 100% refund of tuition and fees for course that was dropped.

Withdrawal during the second week of classes:

- 50% refund of cost of attendance

  For example:
  3-credit course at $252 per credit equals $756; 50% refund = $378.00

After 2nd week of classes:

- NO REFUND

Please check current Semester Schedule for specific dates and further information.

* This refund policy is for courses offered over 15 weeks in the fall and spring semesters only. For the summer semester refund policy, or for accelerated courses refund policies, please refer to the applicable Semester Schedule or our website at www.middlesex.mass.edu.

IMPORTANT: To be eligible for a refund, students **MUST** notify the Student Information Center in writing, in person or by calling 1-800-818-3434. Official Course Withdrawal forms are available at each campus Student Information Center. Lack of attendance, course abandonment, etc., does not constitute course withdrawal.

FINANCIAL AID WITHDRAWAL POLICY

The calculation of how much financial aid a student is eligible to receive is determined by the date the student withdrew from Middlesex Community College. Students earn financial aid each semester based upon the length of time they attend MCC. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester. Information on MCC's Financial Aid Withdrawal Policy may be found on the college website: www.middlesex.mass.edu/financialaid (click on Withdrawal Policy). A paper version of this policy is available in the Financial Aid Office.

SECTION 3

MEDICAL LABORATORY TECHNOLOGY STUDENT INFORMATION

The Medical Laboratory Technology Profession

Medical Laboratory Technicians (MLTs) constitute a large portion of the 300,000 medical laboratory professionals working in the United States. According to the American Society for Clinical Pathology (ASCP), "a medical laboratory technician searches for basic clues to the absence, presence, extent, and causes of diseases. This skilled individual is responsible for performing laboratory tests efficiently and accurately for high-quality patient care."

Medical laboratory technicians work in a medical laboratory, often under the guidance or supervision of a medical technologist (MT). The nature of the work is similar in that the Medical Laboratory Technician also works with laboratory equipment, helping to prepare and analyze slides and specimens of human blood, tissue, or other cells.

Medical Laboratory Technicians help to support the work of medical technologists, to help identify abnormalities in the samples such as malignancies, bacteria, parasites, or genetic abnormalities. Medical laboratory technicians also perform blood-typing and other routine blood tests. Medical laboratory technicians do similar work but at a less complex level as medical technologists, as educational requirements for medical laboratory technicians are less than the requirements for medical technologists.

Standard (Essential) Skills for a Medical Laboratory Technician

The following is a list of standard (essential) and/or technical skills required for performing duties in the medical laboratory field. These skills are not conditions for admission to the program, but do indicate abilities and characteristics necessary for successful completion of the Medical Laboratory Technology program, and to perform the duties of the career upon graduation.

- Demonstrate sufficient motor skills to manipulate and operate all equipment and instruments found in the clinical laboratory. Such motor skills should include but may not be limited to the following:
    - Ability to grasp, turn and otherwise manipulate equipment with both hands.
    - Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instrument to perform laboratory procedures.
    - Ability to stand and move between different clinical departments in the laboratory.
    - Ability to approach and position the patient when necessary for laboratory procedures.
    - Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Display the verbal and written skills necessary to effectively respond and communicate with patients, peers and other campus and clinical personnel.
    - Read and comprehend technical and professional materials.
    - Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
    - Clearly instruct patients prior to specimen collection.
    - Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

- Demonstrate the ability to visually observe and evaluate patient conditions, test reactions and results, and the total laboratory environment.
    - Discern and discriminate color differences and reactions both microscopically and macroscopically.
    - Exhibit adequate hearing ability in order to respond appropriately to both patients and co-workers, and to audible equipment sounds.
    - Manage heavy academic schedules and deadlines.
    - Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
    - Demonstrate the cognitive ability to recognize and deal with any potential hazards in the laboratory environment, and protect oneself and others from injury.

Student Conduct

The Medical Laboratory Technology Program has a responsibility to maintain high professional standards. Conduct of the medical laboratory technician student reflects upon the individual, the MLT Program and Middlesex Community College. The Medical Laboratory Technology Program supports the Middlesex Community College Student Handbook and all its policies, including the MCC Code of Conduct, Code for Academic Integrity and Core Commitments. The MCC Student Handbook may be viewed on the college website Middlesex Community College - Acalog ACMS™ (mass.edu)

ASCLS Code of Ethics

The ASCLS Code of Ethics serves to establish a standard for laboratory professionals to uphold a high level of ethical decision making throughout all aspects of the profession. The faculty adopts this Code as part of our medical laboratory technician program's code of conduct. Students should become familiar with this code of ethics and use this as a guidepost for their actions.

CODE OF ETHICS

Preamble

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

I. **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 judgement 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.

II. **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.

III. **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 wellbeing 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 wellbeing of the community.

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

Clinical Attire/Personal Appearance

The dress code policy is designed to ensure that our students put forth a professional appearance both in the classroom and at the clinical sites. Each student is expected to demonstrate professionalism in both conduct and appearance.

Due to the nature of the work performed in out simulated lab/classroom on campus, students are required to wear the program uniform, which consists of a royal blue scrub top and royal blue scrub pants with the MCC Medical Laboratory Technician patch attached on the left sleeve of the scrub top.

Lab coats, masks, face shields and gloves are provided when working in the lab. Long hair must be tied back. Long dangling jewelry and/or scarves that may be caught in automated analyzers are not permitted in the laboratory.

Clinical Practicum Requirements

- **CLOTHING**- All MCC Medical Laboratory Technology students are required to wear the program uniform. This consists of a royal blue scrub top and royal blue scrub pants with the MCC Medical Laboratory Technician patch sewn on the **left sleeve** of the scrub top. These may be purchased at the MCC bookstore. The uniform may be purchased at other retailers, as long as they are the royal blue color.

- **LAB COAT**- Fluid resistant disposable coats will be provided by the clinical site and all regulations provided by the clinical affiliate regarding lab coat use must be adhered to strictly.

- **SHOES**- Open toe shoes or sandals are not permitted in any clinical area. Shoes with soft soles, sneakers or health care uniform shoes are permitted.

- **COSMETICS/NAILS/HAIR**- Facial cosmetics should be used with discretion as to maintain a professional appearance. **Perfumes, colognes or other scented lotions must not be used during the clinical practicum**. Personal hygiene is extremely important. The use of deodorant/antiperspirant is strongly suggested. Hair should be clean and neat. Hair that is longer than shoulder length should be tied back so as not to cause any safety issues. Nails are to be kept short and clean.

- **SMOKING**- Smoking is not permitted in any of our clinical sites. Many of our affiliates are now requiring a nicotine-screening test prior to accepting students for practicums. Smokers will not be permitted to participate in a clinical at these sites if they test positive.

- **JEWELRY**- Jewelry must be kept to a minimum so as not to pose a safety hazard. Wedding rings/bands, small earrings and wrist watched are acceptable. Any long hanging necklaces are not permitted in clinical areas. **Facial piercings must be removed before reporting to a clinical site.**

Cell Phones/Smart Phones and Tablets

In the classroom or laboratory setting, mobile devices are expected to be turned off or in the silent mode and kept in the student's backpack or bag. Mobile devices **are not allowed** during the clinical practicum.

Academic Integrity

Middlesex Community College seeks to foster a climate for academic achievement, personal growth, and community engagement, based on a strong sense of mutual respect, integrity and social responsibility. Students have an obligation to be knowledgeable of and comply with the Code of Conduct which specifically addresses academic integrity violations. Students must also understand and abide by the policies of their individual faculty or face potential consequences as dictated by the syllabus and/or the Code of Conduct.

Cheating is scholastic dishonesty and students caught cheating may be subject to disciplinary action. These violations occur in many forms and faculty address cases on an individual basis according to their policy. MCC asserts plagiarism is representing, intentionally or unintentionally, the words or ideas of another as one's own work in any academic exercise without correctly acknowledging its source. It is the responsibility of the student to understand the instructor's expectations within each course

Advice for Students from the Office of Community Standards

Your College is your community. It represents a safe place where you can explore your identity and craft your future. At Middlesex we believe in training students to grow as humans and prepare for a life of active citizenship. We do this through offering experiences that help students consider what it means to be socially responsible. We understand that students need to discover what matters to them and that many may change their minds during the process. We also expect you might make a mistake a two along the way. Learning is a life-long process. Take advantage of the resources and support MCC offers, use your voice, make a difference, and build your character. You've got this.

Collaborating on Assignments

Students are often encouraged to work in groups or on team projects. It's widely accepted that learning with peers is a best practice towards strong understanding of the course material. However, the line between collaboration and cheating isn't always clear. Study together, test each other, support your classmates, but remember that you earn your own grade. Faculty must be able to assess your work as an individual. Collaboration is a virtue and skill that is highly regarded and commonly complimented in myriad settings. It's critical that students fully understand the scope of the expected cooperation for each course and each assignment. When in doubt, ask your professor.

Self-Plagiarism

The Middlesex Community College Code of Conduct includes academic dishonesty as a violation of a student's responsibilities. Multiple submissions of a paper is an integrity violation (also known as 'recycling fraud'). Self-plagiarism is a confusing concept for many students. Submitting your own work a second time is considered plagiarism. If you represent your work as original for a particular class when, in fact, you used the assignment previously, you can be held responsible for violating class policy and the MCC Code of Conduct. You are expected to complete assignments during the current semester thereby demonstrating effort you put into that particular course. Turning in an old paper or project is making a false claim that you completed work for the current class. It is considered fraud to duplicate your own work without acknowledging the original content. You may wish to connect with

your current professor, explain you have completed prior related work, and ask how you might further your research or cite yourself as a source. Likely you will be asked to pick a different topic.

Keeping it Honest

Honesty is the best policy. College students, like all human beings, often struggle with prioritizing their values. How does one choose Integrity over Loyalty? Trustworthiness over Academic Success? Credibility over a 4.0 GPA? Scholastic dishonesty – even when hidden – impacts one's character. If nobody finds out, perhaps the reputation is not yet tarnished, but how you represent yourself going forward will not be accurate or deserved. Justifying cheating once often leads to further instances of dishonesty. Everyone is faced with difficult decisions throughout their life. Now is the time to take responsibility – even if at a cost.

The MLT faculty require students at the beginning of each academic year to participate in an online seminar entitled **Integrity Seminars Pocket Guide to Academic Integrity.** Each student must successfully pass this seminar and produce a certification of completion to the program coordinator. This certificate is kept in each student folder located in the program coordinator's office. The seminar may be found using the following link: https://integrityseminar.org/academic-integrity-and-distance-learning/

CORI/ SORI CHECK

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities.

The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

If a student is allowed to enroll or participate in such a program despite having certain criminal convictions or pending for criminal actions, this is no guarantee that a future employer would also disregard such criminal record. Some clinical sites may require that students undergo CORI checks for any state that they have lived in the past 5-7 years.

For more information regarding the College's CORI/SORI check process, please contact MCC's Director of Compliance at 781-280-3620.

TRANSPORTATION

Students are responsible for their own transportation to clinical practicum sites. Every effort is made to accommodate extenuating circumstances, but the ultimate responsibility lies with the student. Many of our clinical affiliates are within a reasonable distance from the college.

SCHOOL/CLINICAL PRACTICUM CANCELLATIONS

In the event of inclement weather, school cancellations are broadcast on the following TV stations:

- Channel 4
- Channel 5
- Channel 7

Radio stations:

- WBZ (1030am)
- WCAP (980am)
- WRKO (680am)

Alternatively, **Download the FREE MCC Mobile app to your smart phone.**

Cancellations and notifications appear there, as well as news, events, and other useful information. Available for iPhone, iPad, Android, and Blackberry.

If school there is a school cancellation, students DO NOT report to their clinical practicum. If the clinical practicum is during semester break, the Program Coordinator will make the decision to cancel for the day and will notify the students and the clinical affiliates of the cancellation. **All cancellations due to weather or school closings must be made up.**

ATTENDANCE

Attendance is required in both the clinical and classroom setting. Attendance is recorded in all MLT courses and clinical practicums. Excessive absenteeism may result in the termination of the student at the Program Coordinator's discretion. Please refer to each individual course syllabus for specific attendance requirements. All absences from the clinical practicums must be made up. If the student needs to miss a clinical day for any reason, he/she is responsible for notifying the MCC Program Coordinator and the contact person at the clinical affiliate.

COMPETENCY-BASED CURRICULUM

Middlesex Community College is proud to set its Medical Laboratory Technology program apart from other local programs by offering a competency- based curriculum. Students are provided with the essential didactic and hands-on knowledge needed to successfully perform in the clinical practicum setting. The faculty of the MLT program have developed rigorous criteria for the skills and laboratory techniques that are required to successfully complete the clinical practicum rotation in the various departments of the laboratory. The purpose of the competency-based curriculum is to decrease the time the student requires in the clinical setting for each discipline. This allows the clinical practicum instructors to concentrate more on automation and workflow rather than having to re-teach the laboratory techniques required for each laboratory section.

Each student will be required to complete the specified tasks set forth by the MLT program faculty in a self-directed fashion with the samples and instrumentation provided by the college. Each student must demonstrate proficiency and competency for each prescribed task before approval for his or her clinical practicum. Competency will be demonstrated by completing reading materials, case studies, flow-charts, analysis of unknown patient samples which are provided by the faculty, as well as demonstrating the ability to analyze samples in a pre-determined period. Students who fail to complete these tasks within the prescribed period will not be allowed to report to the clinical practicum.

SECTION 4

MEDICAL LABORATORY TECHNOLOGY CURRICULUM

MEDICAL LABORATORY TECHNOLOGY ASSOCIATE DEGREE PROGRAM

Required Courses

- BIO 231 - Anatomy And Physiology I ***4***
- BIO 232 - Anatomy And Physiology II ***4***
- CHE 131 - College Chemistry I ***4***
- CHE 132 - College Chemistry II ***4***
- MLT 105 - Introduction to Clinical Laboratory Science ***3***
- MLT 106 - Basic Clinical Laboratory Theory and Techniques ***4 (2 Lecture and 2 Laboratory)***
- ENG 101 - English Composition I ***3***
- ENG 102 - English Composition II: An Introduction To Literature ***3***
- ETH 101- Ethics and Society ***3***
- MAT 177 - Statistics ***3***
- PSY 101 - Introduction To Psychology ***3***
- SOC 101 - Introduction To Sociology ***3***
- MLT 151 - Urinalysis and Body Fluids ***1***
- MLT 153 - Immunology and Serology ***3***
- MLT 154 - Introduction to Molecular Diagnostics ***1***
- MLT 201 - Hematology Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
- MLT 202 - Clinical Chemistry Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
- MLT 203 - Medical Microbiology Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
- MLT 205 - Clinical Chemistry Practicum ***2***
- MLT 251 - Immunohematology Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
- MLT 252 - Hematology Practicum ***2***
- MLT 253 – Medical Microbiology Practicum ***2***
- MLT 254 - MLT Seminar ***1***
- MLT 255 - Immunohematology Practicum ***2***

TOTAL CREDITS: 72

COURSE DESCRIPTIONS

BIO 231 - Anatomy and Physiology I *4*

This course is the first half of an intensive two-semester sequence designed to integrate the study of the structure and function of the human body. The semester begins with a study of the chemical and cellular levels of organization as related to molecular biology, cellular transport, and histology. The central theme of homeostasis then is applied to the integumentary, skeletal, muscular systems and nervous system.
3 hours lecture/2 hours laboratory

Prerequisite(s): Completion of or concurrent enrollment in ENG 101; completion of BIO 131 in the last five years with a C or better or 73% or better on the A & P Prerequisite Exam.

BIO 232 - Anatomy and Physiology II *4*

This course is the second half of an intensive two-semester sequence designed to integrate the study of the structure and function of the human body. The semester includes study of the special senses, the endocrine system, cardiovascular system (blood, heart and blood vessels), lymphatic and immune system, respiratory, digestive, urinary and reproductive systems. The concept of homeostasis and its disruption by disease conditions is emphasized, providing a framework in which to integrate all systems into a functioning whole. 3 hours lecture/2 hours laboratory

Prerequisite(s): Completion of BIO 231 with a C or better.

CHE 131 - College Chemistry I *4*

The fundamental concepts of inorganic chemistry including the physical and chemical properties of matter, atomic structure, chemical bonding, stoichiometry, the gas laws, solutions, acids and bases, redox reactions, and chemical equilibria. The laboratory includes an experimental study of the chemical principles. 3 hours lecture/3 hours laboratory

Prerequisite(s): Eligible for ENG 101; and eligible for MAT 080, Math Module 70 or 80.

CHE 132 - College Chemistry II *4*

A systematic study of the structures, nomenclature, physical properties, and chemical reactions of the classes of organic compounds, progressing to a study of biochemistry and the compounds of life: carbohydrates, lipids, proteins, and nucleic acids. The laboratory includes an experimental study of the chemical principles. 3 hours lecture/3 hours laboratory

Prerequisite(s): Completion of CHE 131 with a C or better.

MLT 105 - Introduction to Clinical Laboratory Science *3*

Formerly CLS 101

This provides course an introduction to clinical laboratory science, including history of the profession, an introduction to the laboratory departments, laboratory safety, and concepts and procedures used in a professional medical laboratory. Pre-analytic, analytic, and post-analytic variables will be discussed. The student will also be introduced to the accreditation process, certification, licensure, professionalism and ethics in healthcare today.

MLT 106 - Basic Clinical Laboratory Theory and Techniques *4 (2 Lecture and 2 Laboratory)*

Formerly CLS 102

This course offers an introduction to the diagnostic techniques and procedures of the clinical laboratory. Topics include qualitative, quantitative and automated laboratory techniques, including an introduction to basic skills performed in urinalysis, hematology, chemistry, immunology, microbiology and immunohematology. This is achieved through both didactic and laboratory sessions.

ENG 101 - English Composition I *3*

English Composition 1 focuses on developing students' academic writing, close reading, and critical thinking skills. Using a writing process that includes pre-writing, drafting, instructor and peer feedback, and revision, students will produce written essays with arguable thesis statements and appropriate use of standard English. Students will produce a total of 18-24 pages of formal polished writing in three or more source-based essays.

ENG 102 - English Composition II: An Introduction to Literature *3*

Building on skills learned in English Composition I, students will sharpen their academic writing, close reading, and critical thinking skills, as well as develop research skills. Using a writing process that includes pre-writing, drafting, instructor and peer feedback, and revision, students will produce thesis-driven, evidence-based essays that employ appropriate rhetorical strategies. In English Composition II, students will be introduced to at least two documentation styles and will produce a total of 18-24 pages of polished formal writing in three or more source-based essays.

Prerequisite(s): Completion of ENG 101 with a C- or better.

ETH 101- Ethics and Society *3*

An introductory study of traditional and contemporary ethical philosophies and an analysis of how they apply to the chief moral issues of our time. Students in the course explore such moral virtues as courage, compassion and generosity, as well as moral vices as greed, envy, and hypocrisy. Relevant moral issues such as abortion, euthanasia, and our obligation to feed the poor are discussed.

Prerequisite(s): Eligible for ENG 099.

OR

ETH 105 - Introduction to Bioethics *3*

An introductory study of contemporary issues in bioethics and the ethical theories that serve as a framework for making decisions about those issues. The topics covered will include ethical dilemmas in the workplace, professional relationships to patients and experimental subjects, reproductive decision-making, decisions about the end of life, issues in biomedical research, and justice in health care. Appropriate for all students but particularly relevant for students in the Biotechnology and Health Careers Programs.

Prerequisite(s): Eligible for ENG 101.

MAT 177 – Statistics *3*

A general statistics course, which includes understanding data, measures of central tendency, measures of variation, binomial distributions, normal distributions, correlation and regression probability and sampling distributions, Central Limit Theorem, confidence intervals, estimates of population parameters and hypotheses testing. Interpretation and data analysis are emphasized.

PSY 101 - Introduction to Psychology *3*

This course introduces students to the scientific study of the mind and behavior and to the applications of psychological theory to life. Topics include research methods; biopsychology; lifespan development; memory; learning; social psychology; personality; and psychological health and disorders. This course will establish a foundation for subsequent study in psychology.

Prerequisite(s): Eligible for ENG 101.

SOC 101 - Introduction to Sociology *3*

This course is an introduction to the study of society and social behavior. Topics covered include sociological theory, research methods, culture, socialization, deviance, social institutions, social stratification, global inequalities, gender, race, ethnicity, social movements and social change.

Prerequisite(s): Eligible for ENG 101.

MLT 151 - Urinalysis and Body Fluids *2*

Formerly MLT 101

This course provides the student with a foundation for performing urine and body fluid analysis. The anatomy and physiology of the renal system, urine formation, chemical analysis of urine and the microscopic examination of urinary sediment will be introduced. Urinary and metabolic diseases as they relate to urinalysis findings will be discussed. An introduction to body fluids and their clinical significance will be examined.

Prerequisite(s): Completion of MLT 105 and MLT 106, both with a C or better.

MLT 154- Introduction to Molecular Diagnostics

This course provides the student with an introduction to the foundational principles and laboratory techniques of molecular diagnostics utilized in the clinical laboratory today.

Prerequisite(s): Completion of MLT 151 with a C or better.

MLT 153- Immunology and Serology *3*

Formerly MLT 204

This course provides the student with a foundation of immunology and serology. Topics include components of the immune system, basic immunoassay principles and immunologic techniques, and the clinical symptoms and laboratory findings associated with diseases and disorders of the immune system in the human body. Serological procedures will presented and their diagnostic significance emphasized.

Prerequisite(s): Completion of MLT 105 and MLT 106, both with a C or better.

MLT 201 - Hematology Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
This course provides the student with a foundation of hematology in the clinical laboratory setting. Analysis and interpretation of test results as they correlate to clinical diagnosis will be discussed.

Prerequisite(s): Completion of MLT 153, MLT 154, BIO 232 and CHE 132, all with a C or better.

MLT 202 - Clinical Chemistry Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
This course provides the student with a foundation of the principles of clinical chemistry. The theory of manual chemistry testing as it applies to automated procedures will be introduced. Analysis and interpretation of test results as they correlate to clinical diagnosis will be discussed.

Prerequisite(s): **Completion of MLT 153, MLT 154, BIO 232 and CHE 132, all with a C or better.**

MLT 203 - Medical Microbiology Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
This course provides the student with a foundation in medical microbiology. Microscopic organisms, including bacteria, protozoa, fungi, and parasites are discussed, with an emphasis on the role these organisms play in health and disease. Aseptic laboratory techniques, varied cultivation methods, and standard diagnostic procedures are included.

Prerequisite(s): Completion of MLT 153, MLT 154, BIO 232 and CHE 132, all with a C or better.

MLT 205- Clinical Chemistry Practicum ***2***
This course provides the student with experience and competency in the clinical chemistry laboratory through integration of knowledge and skills gained in foundational courses. Chemistry instrumentation, methodologies and clinical interpretation and correlation of laboratory results will be emphasized.
Prerequisite(s): Completion of MLT 202 with a C or better.

MLT 251- Immunohematology Theory and Lab ***4 (2 Lecture and 2 Laboratory)***
This course provides the student with a foundation of immunohematology. Focus is placed on red blood cell immunology as it relates to ABO/Rh typing procedures, antibody detection and identification techniques and compatibility testing. Hemolytic disease of the newborn, component therapy, transfusion reaction investigation, quality control and problem solving will be introduced. Blood donor program regulations will be discussed.

Prerequisite(s): Completion of MLT 201, MLT 202, MLT 203, all with a C or better.

MLT 252 - Hematology Practicum ***2***
This course provides the student with experience and competency in the hematology laboratory through integration of knowledge and skills gained in foundational courses. Hematology instrumentation, methodologies and clinical interpretation and correlation of laboratory results will be emphasized.

Prerequisite(s): Completion of MLT 201 with a C or better.

MLT 253 – Medical Microbiology Practicum ***2***
This course provides the student experience and competency in the clinical microbiology laboratory through the integration of knowledge and skills gained in foundational courses. The student will be exposed to manual methodologies, instrumentation, and clinical interpretation and correlation of laboratory results to various disease states.

Prerequisite(s): Completion of MLT 203 with a C or better.

MLT 254 - MLT Seminar 1

This course provides the opportunity for students to develop and apply critical thinking skills and technical knowledge to a variety of laboratory case studies. The student will also gain experience in preparing for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) Examination for medical laboratory technicians.

Prerequisite(s): Completion of MLT 201, MLT 202, MLT 203, all with a C or better.

MLT 255 - Immunohematology Practicum *2*

This course provides students with experience and competency in the immunohematology laboratory through the integration of knowledge and skills gained in foundational courses. Methodologies, instrumentation and clinical interpretation and correlation of laboratory results will be emphasized.

Prerequisite(s): Completion of MLT 251 with a C or better.

GRADING POLICY

The student should refer to each individual course syllabi for the grading policy. This applies to both didactic/laboratory courses and clinical practicum courses. Each instructor will follow the grading system of Middlesex Community College, which is:

Grade	Points	Interpretation
A	4.00	93-100
A-	3.65	90-92
B+	3.35	87-89
B	3.00	83-86
B-	2.65	80-82
C+	2.35	77-79
C	2.00	73-76
C-	1.65*	70-72
D+	1.35*	67-69
D	1.00*	63-66
D-	0.65*	60-62
F	0.00	Failure; official withdrawal after 10 weeks

STUDENT GRIEVANCE PROCEDURE

Prior to commencing a formal grievance, students are encouraged to attempt an informal resolution directly with the subject of the complaint. Students may also consult with the supervisor or Academic Dean for the program. If an informal resolution is unsuccessful, students may initiate a formal grievance by submitting this form or contacting the Student Grievance Officer at communitystandards@middlesex.mass.edu. Complaint forms will be received electronically by the Office of Community Standards, reviewed, and shared with appropriate staff who will respond.

Policy Goal: Conflict Resolution

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution.

Therefore, it is in the best interest of the student, the potential subject of a Grievance, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

Student Rights

1. The right to pursue their education and assistance in overcoming educational, cultural, emotional and economic disadvantages that create challenges to the educational process.
2. The right to fair and equal treatment without discrimination based on a student's of race, color, religion, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, military service and national origin.
3. The right to privacy and confidentiality under the Family Education Right and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.
4. The right to procedural and substantive due process in disciplinary or grievance matters.

Definitions

1. **COMPLAINT:** the informal, unwritten stage of an allegation of mistreatment.
2. **DAY:** as used in this policy, shall mean a calendar day.
3. **GRIEVANCE:** a written grievance filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his or her rights as a student.
4. **GRIEVANT:** the student filing the Grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.
5. **INSTRUCTIONAL PERIOD:** the academic semester, summer session or intersession when a grievable act or omission occurs. The Instructional Period shall end on the last day of final exams.
6. **RESPONDING PARTY:** the person against whom a complaint or Grievance is directed.
7. **SENIOR OFFICER:** senior level employee who reports to the President for the Responding Party's work area.
8. **STUDENT GRIEVANCE OFFICER:** a College employee assigned responsibility for administering the Student Grievance Procedure, including the maintenance of specified records. The Student Grievance Officer shall ordinarily be the Senior Student Affairs Officer. If this individual is the person against whom the Grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.
9. **SUBSTANTIAL EVIDENCE OF ERROR OR INJUSTICE:** for purpose of Grade Appeals, substantial evidence of error or injustice is defined as:

    - The assignment of a course grade to a student on some basis other than performance in the course; or
    - The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course; or

- The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

10. **TIME:** the number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the President or his/her designee may extend the time limits in extenuating circumstances with notice to both parties in writing, or by mutual written agreement between the Grievant and the Responding Party.

Utilizing the Student Grievance Procedure

The Student Grievance Procedure may be used by a student to address alleged abridgment of the student's rights. The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College's Student Grievance Officer is **Rebecca H. Newell**, **Dean of Students.**

The Student Grievance Procedure may not be used to address allegations of discrimination, including sexual harassment. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, veteran status, genetic information or national origin, the College's Affirmative Action Grievance Procedure is a mechanism for resolution. The College's Affirmative Action Grievance Procedure is contained in the College's Affirmative Action Plan. The College's Affirmative Action Officer is **Pamela Medina, Assistant Director of Human Resources.**

If a Grievance involves a grade dispute, a student shall process the Grievance in accordance with the Student Grievance Procedure. However, if a grade dispute raises issues of discrimination or sexual harassment, the Grievance should be processed in accordance with the College's Affirmative Action Grievance Procedure and the Affirmative Action Officer shall conduct the process in collaboration with the Senior Academic Officer or designee.

Claims of physical or sexual assault shall not proceed under the Student Grievance Procedure. A claim of physical assault alleged against a student shall be reported to the Code of Conduct Officer. A claim of physical assault alleged against an employee shall be reported to the Human Resources Office. In both cases, law enforcement authorities shall also be notified. A claim of sexual assault shall be reported to the College's Affirmative Action Officer and/or Title IX Coordinator and law enforcement authorities and shall proceed under the College's Affirmative Action Plan. In matters involving physical or sexual assault, alleged victims are strongly encouraged to independently report the incident to the law enforcement authorities. The College's Campus Police/Security Department can assist with the reporting process.

At any Level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The Student Grievance Officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the timetable in writing. Where practicable, a mediation session shall be conducted no later than thirty (30) days after requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a mediated resolution cannot be achieved, the Grievant may proceed with the Grievance Process. The Grievant has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense throughout the grievance process. The advisor may be an attorney. An advisor's role is limited to personally advising the Grievant only. An advisor is not permitted to participate directly in any aspect of the grievance process.

Except for under extenuating circumstances, as determined by the President or his/her designee, failure by a party to comply with the Student Grievance Procedure during the course of a Grievance may result in the waiving of the noncompliant party's rights under the Procedure.

Grade Appeals

Complaints or Grievances filed in connection with assigned grades represent a special case within the Grievance procedure. Grading reflects careful and deliberate assessment of a student's performance by the instructing professional(s). As such decisions are necessarily judgmental the substance of those decisions may not be delegated to the Grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by a separate appeal procedure for a clinical program as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a Grievance under the Student Grievance Procedure.

A grade appeal Grievance shall proceed no further than Level Two, Step Two.

For purposes of a grade appeal, the Senior Academic Officer of the College, or his/her designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

If the faculty member who assigned the challenged grade is no longer employed by the College or is not available within the timelines specified (see "Time" definition), the student may initiate his/her Level One complaint with the chief administrator of the appropriate instructional division (who shall be identified by the Senior Academic Officer).

If at any level substantial evidence of error or injustice is produced, the grading process may be remanded to the instructor of record for reassessment. If after reassessment, the dispute remains unresolved, the matter shall be referred to the Senior Academic Officer, or his/her designee, for final review. If the instructor of record is no longer available, the Senior Academic Officer or his/her designee shall instead reassess the grading process.

Level One - Informal Procedure

This is the informal stage where most complaints are resolved. The Grievant and the Responding Party should consult with the Student Grievance Officer at this time.

A Grievant initiates the informal phase of the Grievance process. The Grievant shall first present his/her complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time, not exceeding thirty (30) calendar days following the instructional period when a grievable act or omission occurs.

The Responding Party must respond to the Grievant's complaint within ten (10) days. Though this phase of the process is informal, the parties may present their positions in writing. If the matter is not resolved informally within ten (10) calendar days from the date a response to the complaint was due, the Grievant may proceed to Level Two.

Level Two - Formal Procedure

Prior to filing a written Grievance at Level Two, a Grievant must consult with the Student Grievance Officer. The Responding Party should also consult with the Student Grievance Officer at this phase of the process.

L2 - Step One

The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

The Grievant may, within ten (10) calendar days after receipt of the Student Grievance Officer's written notice, file with the Student Grievance Officer a Grievance. The Grievance shall contain the following information: the name and title of the person(s) against whom the Grievance is directed, a statement of all known facts, documents and materials supporting the grievance, a list of individuals who have information pertinent to the grievance, and the relief sought by the Grievant. All supporting documents, if any, shall be attached to the grievance as part of the Grievance. The Grievance shall also state the date it is filed and that it is being filed at "Level Two, Step One."

The Grievance may be filed with the Student Grievance Officer by email, regular mail, certified mail, or in hand. Thereafter, the Student Grievance Officer shall deliver the Grievance, and all supporting documents, if any, to the Responding Party within five (5) calendar days. If the Responding Party is unavailable at the time the Grievance is filed, the Student Grievance Officer shall use reasonable means to deliver the Grievance within a reasonable period of time.

The Responding Party shall forward a written Level Two - Step One response to the Student Grievance Officer within ten (10) calendar days of his/her receipt of the Grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five (5) calendar days of receipt.

L2 - Step Two (Supervisor Level)

If the Grievance is not resolved to the satisfaction of the Grievant within ten (10) calendar days after his/her receipt of the Step One response, or if no written response is submitted, the Grievant may within ten (10) calendar days after the written response was received or due, request the Student Grievance Officer to forward the Grievance and response, if any, to the supervisor of the Responding Party, with a copy to the Senior Officer of the work area of the Responding Party.

The supervisor shall investigate the Grievance and confer with the Senior Officer. The supervisor shall forward his/her written decision to the Student Grievance Officer, within ten (10) calendar days after receipt of the Step Two Grievance. Thereafter, the Student Grievance Officer shall deliver the decision to the Grievant and the Responding Party within five (5) calendar days.

At any time before the issuance of the Supervisor's Step Two decision, the Senior Officer may request that the parties meet to discuss the issue and attempt to resolve it.

Grade appeals do not go beyond this Step (Level Two - Step Two) per the section on Grade Appeals.

No new issues or allegations may be raised by either party after Step Two.

L2 - Step Three (Student Grievance Committee Level)

If the Grievance is not resolved to the satisfaction of the Grievant within the period allowed at Level Two - Step Two, the Grievant may request a hearing before a Student Grievance Committee. Such a request must be in writing and presented to the Student Grievance Officer within ten (10) calendar days from the issuance of the Supervisor's Level Two - Step Two decision.

Within ten (10) calendar days of the Student Grievance Officer's receipt of the Grievant's request for a hearing, the Student Grievance Officer shall arrange a hearing before a Student Grievance Committee. The Student Grievance Officer shall use reasonable efforts to schedule the hearing at a time mutually convenient to the parties. At least twenty- four (24) hours prior to the hearing, the Student Grievance Officer shall provide each member of the Committee and all parties to the Grievance with copies of the Grievance, responses to the Grievance, decisions issued, and all relevant supporting documentation and materials. The Committee's make-up and hearing rules are discussed later in this policy.

The Committee shall deliver its findings and recommendations to the Student Grievance Officer within ten (10) calendar days following the hearing. A copy of the Committee's findings and recommendations shall be delivered to the President or his/her designee, within five (5) calendar days of receipt.

Within ten (10) calendar days of the President's receipt of the Committee's findings and recommendations, the President or his/her designee, shall issue a written statement accepting, modifying or rejecting the Committee's recommendations.

The decision of the President, or his/her designee, shall be final and binding on all parties.

Student Grievance Committee Hearing & Decision Guidelines

The following guidelines provide the framework for conducting a Student Grievance Committee Hearing:

1. Prior to the hearing, the newly impaneled Committee shall meet to elect a Committee Chairperson. The Chairperson shall be selected by a simple majority vote.
2. The Chairperson on the Committee shall be responsible for conducting the hearing and drafting the decision of the Committee, but shall vote only in the event of a tie.
3. All hearings shall be closed and deliberations of the Committee shall be confidential and conducted in private.
4. The Grievant and the Responding Party shall be in attendance at the hearing. Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at any time during a hearing consult in private with his/her advisor.
5. Witnesses may be asked by the Committee to remain outside of the hearing room until they are called to testify.
6. The Grievant will address the Committee first. The Grievant will state the nature of his/her Grievance and may present relevant evidence and/or witnesses in support of the Grievance.
7. The Responding Party may respond to the Grievant's allegations and present relevant evidence and/or witnesses in opposition to the Grievance.
8. Once the parties have presented their respective positions, the Committee may question the parties and/or witnesses.
9. After the Committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the Committee. If the Committee determines that a question is relevant to the Grievance, the party or witness to whom it is addressed will be asked to respond.
10. Following the parties' questioning of each other, the Committee will have another opportunity to question the parties and witnesses.
11. Hearings before the Committee shall not be subject to the formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner.
12. If a party to a Grievance fails to appear for a scheduled hearing, the Committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party's absence.
13. The decision of the Committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses; the findings of the Committee and its recommendations. Copies of the decision and recommendations of the Student Grievance Committee shall be forwarded by the Student Grievance Officer to the President or his/her designee for review and final disposition. The President or his/her designee shall accept, reject or modify the Committee’s decision and/or recommendations and issue a final written decision.

14. All findings and decisions reached under this Procedure shall be based on a "preponderance of evidence" standard (i.e.; more likely than not). Any action taken hereunder shall be reasonable under the circumstances, in accordance with applicable College rules and procedures and be grounded in fundamental fairness.

Membership of the Student Grievance Committee

The composition of the College's Student Grievance Committee shall consist of five members: one student, one unit professional, one faculty member, one non-unit professional and one unit classified employee. The President or his/her designee shall appoint each member from among the recommendations submitted by the Student Grievance Officer.

Service on the Committee shall be voluntary, provided that a member who has a personal interest in a particular Grievance shall be ineligible to serve on the Grievance Committee. All College employees serving on the Student Grievance Committee, and acting within the scope of their official duties on the Committee, shall be protected from liability to the full extent provided under Massachusetts General Laws, Chapter 258, and eligible for indemnification as provided for pursuant to M.G.L. Chapter 258, Section 9.

All Student Grievance Committee members, as well as all others in attendance at a student Grievance proceeding, shall maintain the confidentiality of the proceedings. The Student Grievance Officer shall attend all Committee hearings but shall not vote.

Withdrawal

A student may withdraw his/her complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Retaliation

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of his/her rights under the Student Grievance Procedure or his/her participation in any Grievance proceedings.

Collateral Rights of Person Grieved by Student

If the recommendations made at any level of the Grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums

Filing a Grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.

SECTION 5

CLINICAL PRACTICUM

CLINICAL PRACTICUM

The program coordinator of the Medical Laboratory Technology Program at Middlesex Community College will make every effort to place a student at a clinical affiliate that is within a reasonable travel distance. Due to circumstances beyond our control, usually due to staffing issues at the clinical site, students may be placed later than expected or at a site further than desirable for travel. Each student must have a reliable mode of transportation.

Clinical Affiliations

Beth Israel Deaconess Medical Center
330 Brookline Avenue
Boston, MA 02215
Contact: Zain Paracha, Clinical Coordinator
zparacha@bidmc.harvard.edu

Elliot Hospital
1 Elliot Way
Manchester, NH 03103
Contact: Margaret Donovan, Education Coordinator, 603-552-1583

Emerson Hospital
133 ORNAC
Concord, MA 01742
Contact: Joshua Ladmirault, Core Laboratory Supervisor, 978-287-3630

Holy Family Hospital- Methuen Campus
70 East Street
Methuen, MA 01844
Contact: Kimberly Springford, Core Laboratory Supervisor, 978-687-0156, X2583

Holy Family Hospital- Haverhill Campus
140 Lincoln Avenue
Haverhill, MA 01840
Contact: Joy Sitnik, Laboratory Manager, 978-521-8677

Lahey Hospital and Medical Center
41 Mall Road
Burlington, MA 01805
Contact: Abigail DiScipio, Education Coordinator, 781-744-8214

Lawrence General Hospital
1 General Street
Lawrence, MA 01841
Contact: Susan Patti, Laboratory Operations Supervisor, 978-683-4000, X2725

Lowell General Hospital- Main Campus
245 Varnum Avenue
Lowell, MA 01854
Contact: Eleanora Kushilovsky, Laboratory Manager
Shirley Murrant, Laboratory Director, 978-942-2010

Lowell General Hospital- Saints Campus
1 Hospital Drive
Lowell, MA 01852
Contact: Eleanora Kushilovsky, Laboratory Manager
Shirley Murrant, Laboratory Director, 978-942-2010

North Shore Medical Center
81 Highland Avenue
Salem, MA 01970
Contact:

Quest Diagnostics
200 Forest Street
Marlborough, MA 01752
Contact: Megan Farrington, Microbiology Supervisor, 774-843-3395

St. Elizabeth's Medical Center
736 Cambridge Street
Brighton, MA 02135
Contact: Lisa Zenkin, Microbiology Supervisor, 617-789-2401

St Joseph Hospital
172 Kingsley Street
Nashua, NH 03060
Contact: Erika Duarte, MT (ASCP), Laboratory Operations Manager/Outreach Coordinator
603-884-4226

UMass Memorial Health Alliance – Clinton Hospital
60 Hospital Road
Leominster, MA 01453
Contact: Anne Catalfamo, MLS (ASCP), Lab Director, 978-466-2891

Clinical placements are announced the semester prior to MLT practicum classes. Whenever possible, student preferences for clinical sites are taken into consideration. Due to the scheduling nature of clinical affiliates, it is possible that not all students will be placed into clinical rotations simultaneously. In other words, the start of some student clinical rotations could be delayed. With the assistance of our clinical affiliates, the delay period should not exceed 30 days. During this waiting period, the student will still have access to course instructors, training modules, equipment and slides.

Placement of students in the clinical rotations will be determined by the following:

1. Academic performance in the MLT program, evaluated by the average course percent grade for each MLT course.
2. Instructor recommendation. Often students are recommended on their compliance with the absence and tardy policies and alignment with the MLT program mission statement.
3. Proximity to the clinical affiliate.

AFFECTIVE OUTCOMES

These outcomes apply to the overall performance and participation by the student during clinical practicums at the affiliate institutions.

- Comply with the established dress code policy of Middlesex Community College and its' clinical affiliates.
- Report to the laboratory at the scheduled time.
- Notify the **MCC MLT Program Coordinator and Clinical Instructor at the affiliation site** when unable to report to the clinical practicum.
- Demonstrate the ability to ask pertinent questions or for assistance if needed.
- Demonstrate the ability to work independently within student guidelines.
- Communicate courteously, effectively and professionally with instructors, laboratory staff, other health care personnel, patients and visitors.
- Demonstrate interest and enthusiasm for the clinical laboratory science profession.
- Accept evaluation of performance as constructive when offered by instructors and other laboratory personnel, and follow through with suggestions made.
- Adhere to laboratory safety regulations in each clinical area.
- Maintain a clean, organized work area.
- Utilize reagents and supplies judiciously.
- Replenish supplies required in the laboratory work area.
- Demonstrate self-confidence in the operation of equipment and in the performance of laboratory procedures.
- Report patient laboratory results (if permitted) only to authorized personnel.
- Maintain the confidentiality of all privileged information.
- Demonstrate organizational skills through ability to coordinate the quantity of work needed to be done with the time available for its completion.
- Practice acceptable quality assurance as established for each clinical area.
- Maintain composure and quality work under stressful conditions.

PROFESSIONALISM

The student is expected to conduct himself/herself in a professional manner at all times. The ability to communicate in a respectful manner under all circumstances is an expectation of a professional. The student must remember that all patient information is privileged and as such, strict confidentiality must be maintained.

ATTENDANCE

Attendance is **mandatory** and will be taken each day during the clinical practicum. Students will attend all practicum meetings, except in cases of reasonable extenuating circumstances. In cases of an emergency, students should contact their Clinical Coordinator and the MCC MLT Program Coordinator when unable to report to the clinical site.
If Middlesex Community College is closed due to inclement weather, the student will not report to the clinical site. This/these days will be made up at the end of the scheduled practicum.

STUDENT WORK POLICY

Medical laboratory technology students may **not** accept payment in any form for the time they are scheduled for clinical hours at the affiliate where those clinical hours are scheduled. Any service work by students in the clinical setting outside of regular academic hours is totally voluntarily on the part of the student and is noncompulsory in any way. Medical laboratory technology students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. **After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.** A clinical institution, which employs a currently enrolled MLT student as a laboratory assistant, or phlebotomist, will schedule the student for work during non-instructional hours.

OVERALL PERFORMANCE EVALUATION

Each clinical practicum experience has unique outcomes and performance evaluation rubrics. Please review the course syllabus for the evaluation process.

COMPETENCY-BASED ASSESSMENT, SKILLS MASTERY, AND PROGRESSION TO CLINICAL PRACTICUM

Competency-based assessment is used to determine that the student has the necessary knowledge and skills to perform a basic laboratory test accurately. Each competency assessment has a written set of specific criteria, which must be performed, without error, to demonstrate that competency has been achieved. The student will be provided with the assessment criteria and will receive feedback from the instructor. Clinical competencies are weighted independently as they are part of the student's overall clinical practicum grade. If the student is unable to satisfactorily meet the standards, he/she will be required to repeat assessment for a second time. Failure to meet the requirements will prohibit the student from participating in the associated clinical practicum.

UNSUCCESSFUL PRACTICUM EXPERIENCE

If a student is unsuccessful during their clinical practicum experience, the student will be required to repeat the didactic/laboratory course associated with this practicum. The student must take this course when offered during the next academic year. If the student is again unsuccessful, they must withdraw from the Medical Laboratory Technology program at Middlesex Community College.

STUDENT CONDUCT AT CLINICAL AFFILIATIONS

Medical Laboratory Technology students are expected to conduct themselves according to the following guidelines for ethical behavior:

1. Treat patients and colleagues with respect, care and thoughtfulness.
2. Perform any duties in an accurate, precise, timely and responsible manner.
3. Safeguard patient information as confidential, within the limits of the law.
4. Prudently use laboratory resources.
5. Advocate the delivery of quality laboratory services in a cost-effective manner.
6. Work within the boundaries of laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
7. Continue to study, apply, and advance medical laboratory knowledge and skills and share such knowledge and skills with colleagues, other members of the healthcare community and the public.

ENTRY LEVEL COMPETENCIES

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

- Collecting and processing biological specimens and other substances for analysis;
- Performing analytical tests on body fluids, cells, and other substances;
- Recognizing factors that affect procedures and results, and taking appropriate actions within determined limits when corrections are indicated;
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
- Applying principles of safety;
- Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- Applying basic scientific principles in learning new techniques and procedures;
- Relating laboratory findings to common disease processes;
- Establishing and maintain continuing education as a function of growth and maintenance of professional competence.

TEACH OUT PLAN

In the event that Middlesex Community College determines the Medical Laboratory Technology Program will no longer be offered, the college's official policy to sunset a program would be followed. Any students actively enrolled in the program would be given the opportunity to complete the program before the program would be closed. NAACLS will be notified within 30 days of the decision to close the program.

In the unforeseen event that Middlesex Community College cannot physically fulfill the obligation to teach MLT courses on the existing Lowell Campus, arrangements would be made to accommodate the students to continue in their courses until the situation is resolved. Students would be notified by email of the alternate arrangements. Possible arrangements could include teaching the didactic portion of the MLT courses online or on the Bedford campus. Arrangements would be made to either postpone required labs until safe to return to campus, or the Program Coordinator would contact UMass Lowell or local hospital affiliates in an effort to procure space and/or supplies as needed to fulfill the requirements.

In the case of a catastrophic event halting the operation of one or more of the program's clinical affiliates, steps will be taken to place students at other functioning clinical sites to finish the remainder of their training.

SECTION 6

CERTIFICATION EXAMINATION

AMERICAN SOCIETY FOR CLINICAL PATHOLOGY (ASCP)

BOARD OF CERTIFICATION EXAMINATION

Upon completion of the Medical Laboratory Technology Associate Degree Program, the graduate will be eligible to sit for the ASCP Board of Certification (BOC) Examination.

A copy of the ASCP Board of Certification Handbook: U.S. Procedures for Examination & Certification will be given to the student during the fourth semester of the MLT program https://www.ascp.org/content/docs/default-source/boc-pdfs/exam-content-outlines/ascp-boc-us-procedures-book-web.pdf

The faculty of the MLT program at Middlesex Community College will guide the student/graduate in preparing and registering for this national certification exam.

The student/graduate can apply for the MLT BOC Exam using the following link https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info

Please frequent this document as you progress through the program, as it gives descriptions and exam content percentages of each subset introduced in each course discipline.

MLT STUDENT HANDBOOK SIGNATURE PAGE

Please read each statement below. INITIAL each statement in the space indicated to signify your agreement to abide by the policies and procedures in this Handbook. Print, sign and date in the space below.

1. ____ I have read and agree to comply with the student policies and procedures as outlined in the MLT Student Handbook. Furthermore, I will agree to and comply with the course requirements as listed in each course syllabus and student policies of the Medical Laboratory Technology Program.
2. _____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. ____ I have been informed regarding the inherent health/safety hazards in the health care field and release Middlesex Community College from any liability for such hazards.
4. ___ I agree to criminal background checks and agree to immediately notify the Dean of Health, Karen Townsend, in writing of any subsequent changes in criminal history that occur after the original background check has been completed.
5. _____ I understand that I will be required to carry health insurance coverage while attending clinical training.
6. ___By enrolling in a class with a clinical practicum, I acknowledge that Middlesex Community College may be required, as a condition of my participation at an affiliated clinical site, to send certain information regarding me to a clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my immunization records and other personal or educational information about me that is reasonably required by the clinical affiliate's standard rules, policies, and protocols that apply to its employees. I knowingly consent to such a requirement, and hereby authorize Middlesex Community College to send such personal and educational information as may be reasonably required to the clinical affiliate.

Printed Name: _____ **Date:** _____

Signature: _____