

**CLINICAL LABORATORY  
ASSISTANT PROGRAM  
(CLT 105 & CLT 106)  
STUDENT HANDBOOK  
2010**

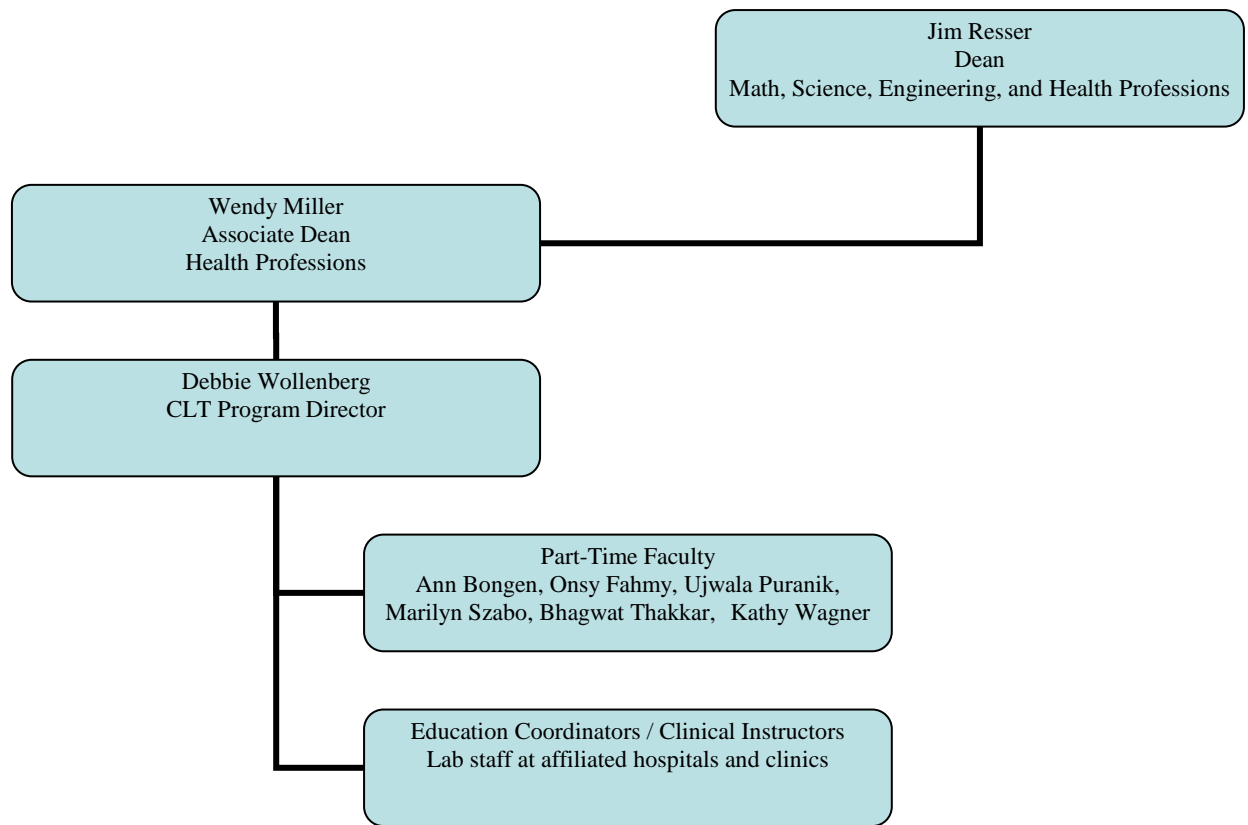


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Credits from these courses may be applied to the Clinical Laboratory Technology program, therefore CLT policies will be followed. These requirements should be considered a supplement to the ECC college catalog.

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The CLT Program is accredited by the  
 National Accrediting Agency for Clinical Laboratory Sciences (NAACLS),  
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CLT Program Mission Statement

The Elgin Community College Clinical Laboratory Technology program educates clinical laboratory professionals to meet the current and future health needs of Community College District 509. ECC CLT graduates will be the employees of choice for clinical laboratory services.

## COURSE DESCRIPTIONS

### **CLT 105 - Clinical Lab Assistant Skills I (2 cr)**

**Prerequisite:** Acceptance into Clinical Laboratory Assistant program or program director consent.

**Description:** The Clinical Laboratory Assistant is an important member of the clinical laboratory team. CLAs are responsible for specimen collection and processing, reagent preparation, instrument maintenance, and performance of basic laboratory tests. Units on medical terminology, laboratory safety, infection control, use of diagnostic equipment, quality control, customer service skills, and laboratory information systems will be covered.

### **CLT 106 - Clinical Lab Assistant Skills II (3 cr)**

**Prerequisite:** Grade of C or better in CLT 105 or program director consent.

**Description:** This course builds on the skills learned in CLT 105. Students will perform basic laboratory procedures in urinalysis, hematology, chemistry, microbiology, and immunology. Students who successfully complete CLT 105 and CLT 106 will be granted credit for CLT 100 in the Clinical Laboratory Technician program.

## COURSE OBJECTIVES

Upon completion of **CLT 105-Clinical Lab Assistant Skills I**, students should be competent in each of the following objectives:

1. Describe the role of the clinical lab within the healthcare environment;
2. Describe departments within a clinical lab and the tests performed in each;
3. Describe the role of the clinical lab assistant within the clinical lab environment;
4. Perform specimen handling and reagent preparation according to procedure;
5. Operate and maintain basic laboratory equipment;
6. Evaluate quality control;
7. Perform mathematical calculations and conversions;
8. Follow infection control and safety policies;
9. Communicate effectively using appropriate medical terminology.

Upon completion of **CLT 106-Clinical Lab Assistant Skills II**, students should be competent in each of the following objectives:

1. Perform point of care testing procedures in urinalysis, hematology, chemistry, microbiology, and immunology;
2. Validate and report test results;
3. Follow infection control and safety policies;
4. Communicate effectively using appropriate medical terminology;
5. Demonstrate professionalism in work ethic.

## **ESSENTIAL REQUIREMENTS**

The CLT program has established minimum essential requirements (separate from academic standards for admission) which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of training. These essential requirements are divided into observational, movement, communication/cognitive, and behavioral categories.

### **Essential Observational Requirements**

The student must have the ability to observe and acquire information from printed and projected materials.  
The student must be able to differentiate the color of structures both macroscopically and microscopically.  
The student must be able to discern veins through tactile senses.

### **Essential Movement Requirements**

The student must be able to travel to and from clinical sites for practical experiences.  
The student must be able to move freely and safely about a laboratory.  
The student must be able to reach laboratory benchtops and shelves.  
The student must be able to tolerate lengthy periods of physical activity including sitting, standing, and moving quickly at times.  
The student must have sufficient fine motor control to collect and process potentially infectious specimens, to safely handle laboratory chemicals, and to manipulate laboratory equipment requiring repetitive motion.

### **Essential Communication/Cognitive Requirements**

The student must be able to effectively read, write, and speak in English, so as to communicate with instructors, students, patients, and other members of the health care team.  
The student must be able to follow oral and written instructions in order to perform tasks independently.  
The student must be able to comprehend, memorize, analyze, and synthesize scientific information at a level appropriate for Clinical Lab Technicians.

### **Essential Behavioral Requirements**

The student must be able to prioritize and complete projects within realistic time constraints.  
The student must be able to exercise judgment and decision-making skills during periods of stress.  
The student must remain flexible and adaptable to change.  
The student must recognize potentially hazardous situations and proceed safely.  
The student must seek help when needed.  
The student must be able to accept constructive criticism and work to improve performance.  
The student must be able to work collaboratively with fellow students and instructors.

Graduates are expected to be qualified to enter the field of Clinical Laboratory Technology. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements as described. Students with disabilities must contact the Learning Skills Center to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any standard procedure.

## **HEALTH / BACKGROUND CHECK REQUIREMENTS**

Criminal background check information and drug testing instructions are distributed to students upon application to the CLT program. Only students demonstrating negative background checks and drug tests will be permitted to attend classes (refer to the Health Professions Department Criminal Background Check and Drug Testing Policy). While in the program, annual drug tests are required.

A health form and proof of health insurance coverage is also required prior to being scheduled for clinical practicums. Students may carry health insurance through a private insurance company or subscribe to the Illinois Community College's Student Accident and Sickness Insurance Plan. Information regarding this plan can be obtained through ECC's Student Life office.

A student who has any change in his physical and/or psychological condition which requires medical attention must have a permission slip signed by his physician to continue in the Clinical Laboratory Technology program. These forms may be obtained from the program director.

## **SAFETY POLICY**

Students must demonstrate competency in safety protocol during CLT 105. The following safety precautions must be followed while in the student laboratory (HBT 193):

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid resistant lab coats must be worn while performing lab procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill-kit.
7. All body fluid spills must be decontaminated immediately using a 10% bleach solution.
8. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc) must be reported to the instructor immediately and follow-up action initiated as directed (see ECC Bloodborne Pathogen Exposure Policy).

Elgin Community College (ECC) students must adhere to the Student Code of Conduct Discipline Procedure as stated in the college catalog. In addition, during on-campus laboratories and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times. These additional requirements are necessary because health professions programs require students to perform procedures on fellow students and patients in the laboratory and clinical setting.

Program Directors, faculty and Laboratory Coordinators/Directors may immediately remove a student from a clinical experience on or off campus and recommend to the Associate Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for unsafe behavior or technique, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The Associate Dean of Health Professions with consultation from the Dean of the Math, Engineering, Science, and Health Professions and the Dean of Student Services will either uphold the recommendation or reinstate the student. The recommendation for removal may result in permanent dismissal from the Health Professions Department.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Department through the Disciplinary Procedures as stated in the college catalog.

## **BLOODBORNE PATHOGEN EXPOSURE POLICY**

In the event that a student is exposed to blood or body fluids while participating in student labs on campus or training at affiliated clinical sites, the policy outlined below will be followed.

1. Immediately report exposure to instructor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
3. Report to the nearest emergency room/occupational health department for first aid and baseline testing. **Note: The student is responsible for any and all treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under the college's accident policy.**
4. Complete a **Post Exposure Incident Report** (available in the Health Professions office) within 24 hours of the incident.

All students are required to read and sign the Health Professions Consent and Release form before participating in any lab activities.

## **HONESTY POLICY**

**Honesty** is expected of all health professions students. Academic institutions, health care facilities, and the public expect that persons educated and employed in health care possess a moral and ethical code based on honesty.

Health professions students who are dishonest during their educational program and who manage to obtain passing grades, may not be capable of passing national certification exams or practicing competently. Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community, and impairs the quality of the health care system.

**Academic dishonesty** refers to forms of lying and/or cheating on academic assignments.

Examples of academic dishonesty include but are not limited to:

1. Exchanging information with another student during an exam
2. Bringing notes to use during an exam not authorized by the instructor
3. Acquiring, without permission, tests or other academic material belonging to an instructor
4. Copying another student's homework or laboratory exercises
5. Using false excuses for an absence from class

**Plagiarism** is receiving credit for work which is not your own. This includes copying another student's work or copying information from a book or article. Any information that is copied from another source must be cited appropriately in the assignment. Deliberate acts of plagiarism are considered serious offenses within the college community.

**Clinical practice dishonesty** occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical practice dishonesty include but are not limited to:

1. Falsifying lab documents and/or attendance records
2. Not performing tests according to procedure
3. Not reporting mistakes/errors to clinical instructors
4. Using false excuses for an absence from clinical

Student disciplinary procedures, as outlined in the college catalog, will be followed if an act of dishonesty is discovered. Disciplinary sanctions that may be imposed range from warnings to expulsion from Elgin Community College permanently.

## **PROFESSIONALISM STATEMENT**

As a student in the CLT program, you will be expected to behave as a professional. It is easy to recognize a professional because they are good at what they do and they like doing it. They enjoy helping others and knowing that they have made a difference. They treat everyone with dignity and respect. Professionals set high standards for themselves and work hard to achieve them. They care about quality and how to improve it. They continually strive to learn and grow in their personal and professional lives. Professionals are recognized for their integrity. They are reliable, accountable, and always team players.

### **CELL PHONE / PAGER POLICY**

Students must set all cell phones/pagers to vibrate mode (inaudible) while in the classroom so as not to disturb the learning environment. Students who must answer a call/page must step out of the classroom to do so or wait until an appropriate break time.

### **COPY SERVICES**

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the HBT building.

### **GRADUATION REQUIREMENTS**

Students who complete CLT 101, CLT 105, CLT 106, and CLT 120 are eligible to receive a Clinical Laboratory Assistant basic vocational specialist certificate from the college. Students are encouraged to participate in the ECC sponsored graduation ceremonies which are held each year in May and December. Students must apply for graduation in order to have the BVS certificate posted on their transcript.

**STUDENT HANDBOOK AGREEMENT**

Please indicate your agreement with each of the following statements by initialing on the line.

\_\_\_\_\_ I have read and understand the information provided in this handbook.

\_\_\_\_\_ I have had an opportunity to ask questions about this material and have had those questions answered to my satisfaction.

\_\_\_\_\_ I understand that failure to follow any of these policies may result in my dismissal from the Clinical Laboratory Assistant program.

\_\_\_\_\_ I agree that while enrolled in the Clinical Laboratory Assistant program I will treat my studies, labs, and clinical practicums as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn not only the technical skills required of a CLA, but will also strive to develop professional behaviors and attitudes.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

**CONFIDENTIALITY STATEMENT**

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the CLT Program Director when responding to requests for employment consideration. This release does not include any information submitted by my or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)