

# **CLINICAL LABORATORY TECHNOLOGY PROGRAM**

**STUDENT HANDBOOK  
2010-2011**

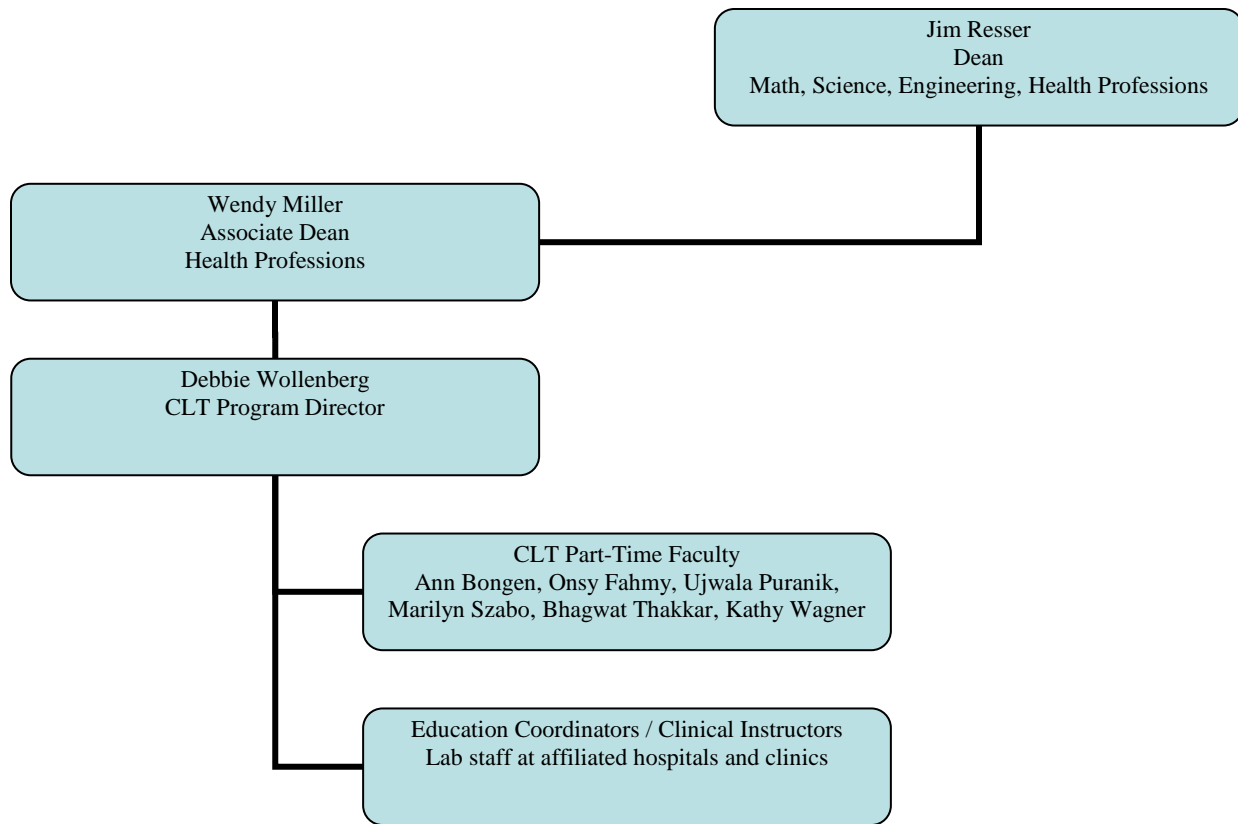


**Elgin Community College  
1700 Spartan Drive  
Elgin, Illinois 60123  
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(847) 214-7322**

These requirements are specific to the Clinical Laboratory Technology program  
and are 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),  
 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415.  
 (773) 714-8880

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.

## PROGRAM GOALS

The CLT program has established five program goals. The competency statements listed below are used in assessing the progress of students throughout the program and serve as a measure of how well the program is meeting its goals.

- Goal #1:** To provide students with the highest quality academic and clinical education in the field of clinical laboratory science.
- Competencies:**
- 1A.** Students will demonstrate basic knowledge necessary to obtain passing scores on national certification examinations.
  - 1B.** The program will maintain continued accreditation by NAACLS.
- Goal #2:** To provide students with the technical skills needed to perform laboratory test procedures accurately and efficiently.
- Competencies:**
- 2A.** Students will collect and process specimens independently.
  - 2B.** Students will apply test principles in the performance of diagnostic lab analyses.
  - 2C.** Students will correlate test results with clinical disease states.
  - 2D.** Students will evaluate quality control results before reporting test results.
  - 2E.** Students will follow established laboratory safety policies.
- Goal #3:** To provide students with the critical thinking skills needed to solve problems.
- Competencies:**
- 3A.** Students will organize and prioritize tasks appropriately.
  - 3B.** Students will initiate measures to correct technical problems.
  - 3C.** Students will maintain quality performance under stress.
- Goal #4:** To provide students with the communication skills needed to function effectively in a laboratory environment.
- Competencies:**
- 4A.** Students will convey written and verbal information to others in a timely manner.
  - 4B.** Students will follow written and verbal instructions accurately.
  - 4C.** Students will use computer technology to operate equipment and manage information.
- Goal #5:** To help students develop an understanding of their professional role within a health care team.
- Competencies:**
- 5A.** Students will develop a sense of responsibility to the patient and the employer.
  - 5B.** Students will treat co-workers with respect.
  - 5C.** Students will maintain professionalism in appearance and conduct.
  - 5D.** Students will remain adaptable to changes that occur in the profession.
  - 5E.** Students will grow intellectually through continuing education.

## **ESSENTIAL REQUIREMENTS**

The CLT program has established minimum essential requirements that are 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 benches 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 in order 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 judgement 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. 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.

## **CLT COURSE DESCRIPTIONS**

### **CLT 100-INTRODUCTION TO CLINICAL LAB TECHNOLOGY** (2.5)

**Prerequisites:** Acceptance into Clinical Laboratory Technology program or program director consent.

**Description:** This introductory course will familiarize the student with the professional responsibilities of the clinical laboratory technician. Units on medical terminology, laboratory safety, infection control, use of diagnostic equipment, and quality control will be covered. Students develop basic phlebotomy skills in preparation for CLT 120.

**(Students who complete the Clinical Laboratory Assistant program will be given credit for CLT 100 and CLT 120.)**

### **CLT 110-CLINICAL MICROSCOPY** (3.0)

**Prerequisites:** Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent.

**Description:** Students will learn basic microscopy techniques used in performing body fluid analyses. Anatomy and physiology of the urinary system, renal disease states, diagnostic test principles and procedures, and clinical correlation of lab results will be covered.

### **CLT 112-CLINICAL HEMATOLOGY** (3.5)

**Prerequisites:** Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent.

**Description:** Students will learn basic lab techniques used in performing hematology/hemostasis analyses. Hematopoiesis, hematologic disorders, diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results will be covered.

### **CLT 114-CLINICAL IMMUNOLOGY** (2.5)

**Prerequisites:** Grade of C or better in BIO 240 or BIO 246 and CLT 100 or CLT 106 or program director consent.

**Description:** Students will learn basic lab techniques used in performing serologic analyses. The immune system, the immune response in health and disease, diagnostic test principles and procedures, and clinical correlation of lab results will be covered.

### **CLT 120-CLINICAL LAB TECHNOLOGY PRACTICUM I** (0.5-1.5)

**Prerequisites:** Program director consent.

**Description:** Practicum I will provide the student with supervised clinical experience in a phlebotomy setting. Students who have completed CLT 101 and earn 1.5 credits of CLT 120 are eligible to take a national certification exam for phlebotomy technicians.

### **CLT 210-CLINICAL CHEMISTRY** (3.5)

**Prerequisites:** Grade of C or better in CHM 142 and CLT 100 or CLT 106 or program director consent.

**Description:** Students will learn basic lab techniques used in performing biochemical analyses. Units on carbohydrates, proteins, lipids, enzymes, hormones, electrolytes, and toxicology will include diagnostic test principles and procedures, instrumentation, and clinical correlation of lab results.

**CLT 212-CLINICAL MICROBIOLOGY** (3.5)

**Prerequisites:** Grade of C or better in BIO 265 and CLT 100 or CLT 106 or program director consent.

**Description:** Students will learn sterile techniques used to isolate and identify microorganisms. Antibiotic susceptibility testing and clinical correlation of lab results will be covered. Supplemental units on parasitology, mycology, and virology will be introduced.

**CLT 214-CLINICAL IMMUNOHEMATOLOGY** (3.0)

**Prerequisites:** Grade of C or better in CLT 114 or program director consent.

**Description:** Students will learn basic lab techniques used in blood typing, compatibility testing, and antibody identification. Other functions of the blood bank including donor blood collection, screening, and component processing will be covered.

**CLT 220-CLINICAL LAB TECHNOLOGY PRACTICUM II** (5.0)

**Prerequisites:** Grade of C or better in CLT 110, CLT 112 and CLT 210 or program director consent.

**Description:** Practicum II will provide the student with supervised experience in a clinical laboratory. Student rotations will be scheduled in hematology and chemistry departments.

**CLT 222-CLINICAL LAB TECHNOLOGY PRACTICUM III** (5.0)

**Prerequisites:** Grade of C or better in CLT 114, CLT 212 and CLT 214 or program director consent.

**Description:** Practicum III will provide the student with additional supervised experience in a clinical laboratory. Student rotations will be scheduled in immunology, microbiology, and blood bank departments.

**CLT 230-CLINICAL LAB TECHNOLOGY CONFERENCE** (1.0)

**Prerequisites:** Grade of C or better in CLT 120 and CLT 220 or program director consent.

**Description:** This capstone course will cover management and educational topics related to clinical laboratory science. Students will prepare resumes, design and operate a mock laboratory, and review for certification exams.

**CELL PHONE POLICY**

Students should not bring cell phones into the clinical setting. While on campus cell phones must be set to vibrate mode so as not to disturb the learning environment. Text messaging is prohibited during class time. Students must wait until an appropriate break time to answer calls.

**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.

## **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 100 or CLT 105. Safety objectives are continually reinforced during all of the CLT courses and clinical practicums. 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).

## **CODE OF CONDUCT**

Elgin Community College (ECC) students must adhere to the Student Code of Conduct Discipline Procedure as stated in the college catalog. In addition, the Health Professions Department requires that health professions' students 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 student laboratory and the clinical setting.

Program directors, faculty, or laboratory coordinators may immediately remove a student from a clinical experience or on-campus laboratory and recommend to the Associate Dean of Health Professions a failing grade 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, 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 division 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.

## **DRESS CODE / HYGIENE POLICY**

### **During Clinical Practicums**

1. A lab coat and gloves are mandatory and will be provided by the clinical facility.
2. Student name badges must be worn so that they are easily visible.
3. Scrubs are suggested laboratory attire. Business casual may be permitted at certain facilities. Absolutely no jeans allowed.
4. Shoes must have rubber soles. Clean white gym shoes are acceptable. No open toe shoes permitted.
5. Hair and nails must be neat. Long hair should be tied back.
6. Jewelry should be kept to a minimum.
7. Proper hygiene practices are to be followed. Avoid strong smelling perfumes.

**\*Students will be evaluated on their adherence to this dress code/hygiene policy (see clinical performance evaluation). Students will be asked to leave the clinical facility if violations occur.**

## PRACTICUM ATTENDANCE POLICY

Students are expected to provide their own transportation to and from all clinical sites. Students will be scheduled for training in each department according to the guidelines listed below. Points will be deducted from the clinical rotation grade if the minimum hours are not met. **Students should be aware that prospective employers generally inquire about attendance records.**

Phlebotomy	40 hours
Hematology	150 hours (approximately 5 weeks)
Chemistry	120 hours (approximately 4 weeks)
Microbiology	180 hours (approximately 6 weeks)
Blood Bank	120 hours (approximately 4 weeks)

The first day of each rotation (with the exception of phlebotomy) is held at ECC (HBT 193). The start time is 8:30am and students are expected to stay until all projects are completed. Each rotation week (with the exception of phlebotomy) consists of a minimum of 30 hours spent at the clinical site. Rotation hours are generally 7:00am-3:00pm (4 days per week) or 7:00am-1:30pm (5 days per week). Clinical instructors may adjust these times if necessary.

If a student will be late/absent from the clinical site the clinical instructor and program director must be notified prior to the scheduled start time. If a student is tardy (late 15 minutes) three times he/she will be dismissed from the rotation. Absences other than illness must be cleared by the program director. Prolonged illnesses (3 or more days) require a written clearance from a physician before returning to the clinical rotation. Arrangements must be made with the clinical instructor to make up any missed rotation days.

Service Work – Students may not be used in the clinical setting in place of paid employees. Students may be permitted to perform procedures under supervision in the clinical setting after demonstrating an appropriate level of proficiency. Laboratories with part-time positions available may hire students for evening or weekend hours. Students must be paid appropriately for this work. Though relevant work experience is highly encouraged, students are cautioned not to accept more than 20 hours of work per week while in the CLT program.

## SNOW DAY POLICY

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students may also call the college at 847-697-1000 or log on to the college website at [www.elgin.edu](http://www.elgin.edu). If the college is closed, students are not required to attend practicums, however, any missed days must be made up. Site visits will not occur when campus is closed for snow days.

## **GRADING POLICY**

The grading scale for CLT courses is as follows:

A = 92-100%    B = 83-91%    C = 75-82%    no D's    F = <75%

Students must achieve a minimum 75% in each CLT course (CLT 100 or CLT 106, CLT 110, CLT 112, CLT 114, CLT 120, CLT 210, CLT 212, CLT 214, CLT 220, CLT 222, CLT 230) to remain in the clinical laboratory technology program. Students receiving a final grade less than 75% in any clinical course or rotation must repeat the course/rotation the following semester/year. Failed courses/rotations may be repeated only once (see ECC course repeat policy). Students receiving two failing grades in the CLT program will be dismissed permanently.

All general education courses required in the CLT program (BIO 113 or CHM 170, BIO 240 or BIO 245/246, BIO 265, CHM 142, MTH 112, ENG 101, ENG 102, social/behavioral science elective, liberal education elective) must also be completed with minimum grades of C.

Every attempt will be made to assist the student having academic difficulties. A health professions retention specialist is available for advice. Counseling and tutoring services are also available through the college.

Academic honesty is expected of all students. Abuse of the honesty policy may result in lowering of a grade or failure of a test and/or course. See page 12 of this handbook.

### **Exam Re-Takes**

At the discretion of the CLT faculty member students may be allowed to re-take one failed written exam/quiz per course (final exams not included). The exam/quiz grade will be calculated as follows: 50% original grade, 50% re-take grade. No practical exam re-takes or make-ups are permitted.

### **Course Grades**

CLT course grades are calculated using scores from a variety of the activities listed below. See course syllabi for grading policy specifics.

Written Exams/Quizzes	Presentations	Group Projects
Practical Exams	Attendance	Research Projects
Lab Worksheets	Class Participation	Written Assignments
Performance Evaluations	Skill Validations	Discussion Board Postings

## **Practicum Grades**

Practicum grades are calculated in the following manner:

### **CLT 120-Clinical Lab Technology Practicum I**

Phlebotomy Rotation            100%

### **CLT 220-Clinical Lab Technology Practicum II**

Hematology Rotation           50%

Chemistry Rotation             50%

### **CLT 222-Clinical Lab Technology Practicum III**

Microbiology Rotation         45%

Blood Bank Rotation           45%

Immunology Rotation          10%

If a rotation must be repeated, the grade from the second attempt will be used in calculating the practicum grade.

## **CLINICAL AFFILIATES**

The following facilities are current affiliates of the CLT program:

Provena-St. Joseph Hospital  
77 N. Airlite St  
Elgin, IL 60123

Edward Hospital  
801 S. Washington St  
Naperville, IL 60566

Idexx Laboratories  
655 Grand Ave, Suite 390  
Elmhurst, IL 60126

Good Shepherd Hospital  
450 W. Highway 22  
Barrington, IL 60010

Sherman Hospital  
934 Center St  
Elgin, IL 60120

Dreyer Medical Clinic  
1870 W. Galena Blvd  
Aurora, IL 60506

Delnor-Community Hospital  
300 Randall Rd  
Geneva, IL 60134

St. Alexius Medical Center  
1555 N. Barrington Rd  
Hoffman Estates, IL 60194

Northwest Community Hospital  
800 W. Central Rd  
Arlington Heights, IL 60005

**Special Note:** Students are assigned to specific rotations by the program director. Trading rotations is prohibited. The program director will not honor any requests for vacations during rotations.

Before being scheduled for CLT 220 or CLT 222 students must complete the following:

- Pass the clinical rotation entrance exam with a score of 75% or higher
- Pass ENG 101 with a grade of C or higher
- Update TB and drug tests if more than one year old

## 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

**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.

**Your assignment: begin to think about how you will develop your own professionalism as a CLT student.**

**CLINICAL LABORATORY TECHNOLOGY  
CLINICAL PERFORMANCE EVALUATION**

Student \_\_\_\_\_  
 Clinical Site \_\_\_\_\_  
 Department \_\_\_\_\_

**Expectation:** By the end of the rotation, students will perform CLT skills and demonstrate attitudes and behaviors at a level commensurate with successful entry into the profession (ie. meets or exceeds expectation). If any categories are marked *performance below expectation*, the student will be required to complete additional work on campus until the deficiency is corrected.

**Instructors:** Complete this evaluation during the last week of the rotation by marking the boxes that most closely describe your opinion of this student’s knowledge and skills. If performance is below expectations please add comments. The completed evaluation should be discussed with the student and signed. If problems are observed throughout the rotation the student and program director should be informed immediately.

Category	Knowledge & Skills	<b>Exceeds Expectation</b> Student is able to complete task with minimal assistance from instructor  <b>Meets Expectation</b> Student is able to complete task with moderate assistance from instructor  <b>Below Expectation</b> Student is unable to complete task or requires considerable assistance from instructor	Exceeds	Meets	Below	Comments (Continue on back if necessary)
Comprehension	Specimen Requirements	Rejects specimens that are not acceptable for analysis				
	Test Principles	Understands principles and applies them to test methodologies				
	Diagnostic Skills	Correlates abnormal test results with disease states				
Technical	Specimen Processing	Processes specimens for analysis				
	Test Performance	Performs laboratory tests according to written procedures				
	Quality Control	Performs quality control according to written procedures				
	Instrumentation	Operates lab equipment and automated instruments				
Organization	Time Management	Prioritizes and completes assignments in allotted time				
	Work Area	Keeps work area neat and supplies stocked				
Documentation	Quality Control	Evaluates and records QC results				
	Reporting Results	Reports test results and recognizes critical values				
Problem-Solving	Recognizes Problems	Recognizes technical or instrumental problems				
	Corrective Action	Initiates corrective actions when appropriate				

<b>Attitudes &amp; Behaviors</b>	<b>Exceeds Expectation</b> Student demonstrates attitude or behavior 90-100% of the time	<b>Exceeds</b>	<b>Meets</b>	<b>Below</b>	<b>Comments</b> (Continue on back if necessary)
	<b>Meet Expectation</b> Student demonstrates attitude or behavior 75-89% of the time				
Adaptability	Responds to changes quickly				
Appearance	Adheres to lab dress code/hygiene policy				
Communication	Demonstrates effective written and oral communication skills				
Confidence	Works independently, recognizes limitations				
Cooperation	Helps others willingly, develops professional relationships				
Dependability	Arrives on time, follows instructions				
Ethics	Treats patient information and lab results confidentially				
Initiative	Displays enthusiasm and motivation, seeks additional information				
Integrity	Pays close attention to detail, admits to errors or mistakes				
Judgment	Makes sound decisions after considering all options				
Professionalism	Maintains work quality under stress, accepts constructive criticism				
Safety	Follows lab safety policies				

Number of days absent during this rotation \_\_\_\_\_ Were the missed rotation days made up? Yes / No

Would you recommend this student for employment in this department? Yes / No

\_\_\_\_\_  
Evaluator Signature & Credentials

\_\_\_\_\_  
Date

**Student Comments:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Revised 8/05, 5/06, 5/07, 8/08**

## **PROFESSIONAL DEVELOPMENT**

Students are expected to participate in professional development activities each semester while in the CLT program. Examples of professional development activities include:

Becoming a member of the American Society for Clinical Laboratory Science (ASCLS), the premier professional organization for laboratory professionals. Application forms are available from the program director or online at [www.ascls.org](http://www.ascls.org).

Attending the ASCLS-IL state meeting held each year in April/May and participating in the Student Bowl competition.

Planning the National Medical Laboratory Professionals Week celebration on campus.

Mentoring first year students and helping with recruitment activities.

## **PROGRESS REPORTS / EXIT INTERVIEWS**

Students are expected to meet with the program director at the end of each semester to discuss academic progress and class scheduling. The program director or designated clinical coordinator also visits each student one time during every clinical rotation.

At the end of the program an exit interview is scheduled to gather overall feedback and suggestions for program improvement. At this time students will also complete a mock certification exam.

## **WITHDRAWAL / RE-ENTRY POLICY**

Students who wish to drop out of the CLT program must follow the college withdrawal policy. Refer to the course schedule or college catalog for course withdrawal deadlines.

Students who would like to re-enter the CLT program after a period of voluntary inactivity may do so under the following conditions:

1. No more than two semesters have passed since the student last completed a CLT course (summer term not included).
2. Student is in good academic standing.
3. Space is available in the CLT program.

Students must submit a letter to the program director requesting consideration for re-admission. Students who are granted re-admission must meet with the program director before scheduling courses.

If a student would like to re-enter the CLT program but more than two semesters have passed since they last completed a CLT course, they may be re-admitted under the following conditions:

1. Student is in good academic standing.
2. Space is available in the CLT program.
3. CLT courses that are two or more years old must be repeated with grades of C or better before the student is allowed to enroll in clinical practicums.

## **ALTERNATE STATUS POLICY**

The CLT program is generally able to place all students in clinical rotations. In the event that the number of students in the program exceeds the number of available clinical rotation spots, the alternate status policy described below would apply.

### **Full-Time Students**

Full-time students will have first priority for clinical rotation spots. Full-time students will be ranked based on their GPA in CLT professional courses. Students will be assigned clinical spots based on these rankings. Students not assigned to a clinical rotation will be considered alternates.

### **Part-Time and Re-Entering Students**

Part-time students or those students who are re-entering the program after voluntary withdrawal will be assigned to any remaining clinical rotations based on their GPA in CLT professional courses. The part-time or re-entering student with the highest CLT GPA will receive the first available rotation spot and so on. Students not assigned to a clinical rotation will be considered alternates.

### **Alternates**

Alternates will be scheduled for rotations when space becomes available. This scheduling will be done on an individual basis by the program director.

## **DISMISSAL POLICY**

The program director has the right to dismiss a student at any time during the educational period when academic and/or affective reasons are sufficient to warrant such action.

Students should refer to the student discipline procedure in the ECC catalog for acceptable conduct on campus.

Students will be immediately dismissed from a clinical site for infractions of facility policy which jeopardize patient safety. A student dismissed from a clinical site will receive a failing grade for the rotation. Causes for dismissal include but are not limited to:

1. Negligence in the performance of lab tests
2. Divulging confidential information
3. Removing or damaging property
4. Intoxication
5. Possessing drugs or weapons
6. Threatening the health and safety of another individual
7. Using loud or abusive language
8. Excessive absences
9. Cheating on exams

## **STUDENT GRIEVANCE POLICY**

Students who have grievances regarding the CLT program should discuss them first with the faculty member or clinical instructor involved. A problem that is not resolved at this level should then be brought to the program director's attention. If a problem is not resolved informally at this level, the student should follow the grievance procedure outlined in the college catalog.

## **TIME LIMITATIONS FOR COMPLETION OF THE CLT PROGRAM**

There is a four year time limit from entry into CLT 100 or CLT 106 to completion of the CLT program. Exceptions will be handled on an individual basis by the program director.

## **GRADUATION REQUIREMENTS**

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 AAS degree posted on their final transcript.

## **CERTIFICATION INFORMATION**

Once a student has successfully completed the CLT program, he/she is eligible to sit for a national certification exam prior to becoming employed in a clinical laboratory. Certification information may be obtained from the American Society of Clinical Pathology [www.ascp.org](http://www.ascp.org). Granting the AAS degree in Clinical Laboratory Technology is not contingent upon earning a passing score on these certification exams.

**STUDENT HANDBOOK AGREEMENT**

Students must indicate agreement with each of the following statements by initialing on the lines below.

\_\_\_\_\_ 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 Technology program.

\_\_\_\_\_ I agree that while enrolled in the Clinical Laboratory Technology 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 CLT, but 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 me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act.

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

\_\_\_\_\_  
Date

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