

MEDICAL LABORATORY SCIENCES PROGRAM



HEALTH SCIENCES DEPARTMENT
Hillsborough Community College
2022-23

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WELCOME

Welcome to the Medical Laboratory Science program at Hillsborough Community College. Congratulations for choosing this challenging and continuously expanding program which will prepare you for an exciting and rewarding career. The field of medical laboratory sciences has grown in leaps and bounds over these last few years and it is exciting to see how new technologies and applications have been put to use to benefit the medical field. You will be using the study of biology, chemistry, computer technology, mathematics, and medicine in the laboratory.

This handbook has been prepared to provide you with information that you will need to be successful throughout the program at Hillsborough Community College. Additional information will be listed on the student portal with updates.

The MLS program is geared to prepare you to perform, interpret and use critical analytical skills when you report laboratory results and interact with medical staff in the health field. Keep in mind that you will need to work within your scope of practice and will be guided to resources that will assist you with your practice.

This handbook has been prepared to provide you information as a quick reference guide. Information provided is subject to change and updated at the discretion of the Health Science Department. Changes and revisions will be distributed. Any prospective students can be emailed a PDF copy of the current version of the MLS handbook upon request.

Good Luck

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CODE OF ETHICS

The Code of Ethics by 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.

MISSION STATEMENT

The Medical Laboratory Science program at Hillsborough Community College program mission is to empower the students to achieve their educational goals by providing them with the theory, practical experience and critical thinking skills in the continuously evolving field of medical laboratory sciences

VISION

The Medical Laboratory Science program will proactively respond to the needs of the MLS students, workforce and laboratory community through assessment and continuous improvement

GOALS

The goals of the MLS program are:

1. Students will demonstrate competent laboratory Skills

Student Learning Outcomes

- Students will demonstrate the ability to identify the components of the quality workflow in preanalytical, analytical and post-analytical laboratory process
- Students will demonstrate the ability to report accurate, and quality laboratory results
- Students will competently and efficiently set up to perform laboratory tests
- Students will distinguish normal from abnormal patient results

2. Students/Graduates will demonstrate effective critical thinking skills

Student Learning Outcomes

- Graduates/students will be able to identify a quality specimen in the pre-analytical phase
- Students interpret the results and perform procedures to resolve discrepancies in the analytical results before reporting
- Students identify discrepancies in the patient results in the post analytical phase
- Students be able to apply the use evidence based practice in making decisions in the total workflow process in the laboratory

3. Students will be effective communicators

Student Learning Outcomes

- Students will be team players and collaborate to see to safe, efficient and cost-effective practices in the laboratory
- Students will effectively communicate with fellow laboratorians and patient care staff in stressful situations and function effectively and efficiently
- Students will effectively communicate with patients care staff about critical and abnormal values

4. Students will exhibit professionalism

Student Learning Outcomes

- Students will interact with patient care staff and fellow laboratorians in a professional manner
- Students will interact with patients in a professional manner
- Students will exhibit lifelong learning enthusiasm with the ability to work with change in highly technical and fast moving environment.

PROGRAM DESCRIPTION

The Medical Laboratory Science program is designed to prepare you for a career in the clinical laboratory. The different areas of the laboratory that you will be training in are clinical chemistry, coagulation, hematology, immunohematology, immunology, medical microbiology, molecular diagnostics and urinalysis. You will be exposed to a wide array of specialized techniques and instrumentation that are utilized to solve the mysteries and ailments of the human body. The knowledge and skills you acquire in the laboratory will help develop your reasoning and critical thinking skills.

Medical Laboratory Scientists (MLS) have to use their critical thinking and communicating skills to converse with medical staff. A MLS in the medical field is responsible for reporting accurate test results which the physician will use to diagnose and treat the patient. You will be analyzing different samples such as blood, body fluids, stool, sputum, tissue and urine and correlating the results you obtain with the patients' condition before you report the results. Results from the specimens will also be used in the hospital to monitor the patients' treatments.

The Advanced Technical Certificate - MLS program at HCC is a 16 month program which involves didactic course in the classroom and laboratory training, followed by 22 weeks of clinical experience at an affiliated hospital laboratory site with experienced MLS in the field. The experience in the field will reinforce the knowledge and skills you have been trained in the classroom and student laboratory. At the end of your training and upon passing the comprehensive exam you will be granted the Advanced Technical Certificate. You will be eligible to take the Board of Registry exam offered by American Society of Clinical Pathologist after you successfully complete the requirements of the MLS program at HCC.

As a MLS you will have the opportunity to explore careers in research, hospital laboratory, reference laboratory, management and education. This is an exciting time for this profession as we see technological and robotic advancements in the medical field merging with the advancements in the techniques used to identify disorders in the human body.

Earning the certification of MLS (ASCP) will open doors for graduates into the exciting world of laboratory medicine. We at HCC are eager to work with you to see you succeed in the laboratory field.

ENTRY LEVEL COMPETENCIES

Upon successful completion of the program graduates will be able to:

1. Communicate effectively with patient care staff and lab professionals and co-workers on procedures, results and quality protocols of the laboratory.
2. Perform, analyze, interpret quality control procedures and troubleshoot when results deviate from the normal results e.g. shifts, trends etc.
3. Develop, establish and write policies and procedures on pre-analytical, analytical and post-analytical processes in the laboratory.
4. Update manuals as the laboratory implements new procedures and updates current procedures in the laboratory.
5. Perform, critically analyze and interpret with clinical laboratory tests performed in the laboratory.
6. Maintains and keeps current with the new technology, procedures and information related to the profession.
7. Evaluate new procedures and instruments following standards and guidelines set by Clinical Laboratory Standards Institute (CLSI).
8. Demonstrate an understanding and practices within the Florida, OSHA, CLIA and other regulatory agencies that govern the health and medical profession.
9. Demonstrate an understanding of the minimal level of understanding of the reimbursement models and financial and human resource management in the laboratory.
10. Conduct laboratory procedures and protocols and complying with safety regulations in the laboratory
11. Educate and share information with patient care staff, fellow laboratorians and patients within the scope of practice.

PROGRAM ACCREDITATION

The Medical Laboratory Science program content has been designed to follow the guidelines determined by the standards set by American Society for Clinical Laboratory Science (ASCLS). ASCLS is a participating society for ASCP- BOR and NAACLS.

NATIONAL CERTIFICATION AND STATE OF FLORIDA LICENSURE

The MLS program is accredited by NAACLS. The program is licensed by the State of Florida.

Further information about NAACLS may be obtained from:

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Suite 20
Rosemount, IL 60018-5119

National Certification as a Medical Laboratory Scientist

Successful graduates of the MLS program at HCC are qualified to apply to take the ASCP Board of Registry (BOR) examination in order to be certified as medical laboratory scientists when the after passing the cumulative exam and presenting the capstone project.

American Society for Clinical Pathology – Board of Certification (ASCP-BOC)

It is the intent that all students who successfully complete the MLS program at HCC will take the ASCP-BOC exam. The exam is an online exam that is administered at the Pearson Professional Center. Students must submit the official transcripts showing completion of the requirements to be eligible to take the exam.

All applications to take the exam are completed online at www.ascp.org/Board-of-certification . The application fee for the ASCP-BOC for MLS currently is \$240.00.

Florida applicants should also complete state licensure application found on the Florida Department of Health website. Failure to complete the Florida licensure delays receiving the Florida license.

ASCP Board of Certification
3335 Eagle Way
Chicago, IL 60678-1033
800-621-4142

FLORIDA STATE LICENSURE

Students who have completed the program and seek to work in a clinical laboratory in Florida must first obtain a Florida license. You will be given a temporary license when you graduate. Upon receiving notification from ASCP you will receive your permanent license and the application fee is \$100 at the current time. Application information can be found at http://floridasclinicallabs.gov/applications/technologist_app.pdf.

Signed application and a cashier's check or money order for \$100 payable to Department of Health to:

Florida Board of Clinical Laboratory Personnel

P. O. Box 6330

Tallahassee, FL 32314-6330

PROFESSIONAL ORGANIZATIONS

Students and graduates are strongly recommended to join professional societies that support and promote the medical laboratory science profession. These societies also provide opportunities for professional growth:

1. American Society for Clinical Pathology (ASCP)
2. American Society for Clinical Laboratory Science (ASCLS)
3. Florida Society for Clinical Laboratory Science (FSCLS)

Other organizations

- American Association of Blood Banks (AABB)
- American Association of Clinical Chemistry (AACC)
- American Society for Microbiology (ASM)
- Clinical Laboratory Management Association (CLMA)
- American Association of Hematology

APPROXIMATE INCIDENTAL PROGRAM EXPENSES

Item	Nos. of items	Cost per item	Approximate cost
Immunizations /Titers		Privately determined	
Scrubs and lab coat	2 each	\$44.00 + \$45	\$178
Drug Screen	1	\$38	\$38
Background Check	1	\$50	\$50
FDOH Trainee License	1	\$100	\$100
Certification Exam Fee		\$240	\$240
Tuition	44 credits	\$104.39	\$4,697
Books	Varies	varies	~\$2,000
Clinical Tracker (Trajecsys))		\$75.00	\$75.00
Verified Credentials		\$75	\$75
MTS	1	\$33	\$33
Medialab	1	\$104	\$104
Lab Fees			\$590/semester
Total			\$9,090

ESSENTIAL REQUIREMENTS/PERFORMANCE STANDARDS

In order to be successful in the program the following set of standards of performance must be met. Along with the standards there is an example of an activity given to indicate where the function is essential.

ESSENTIAL FUNCTION	PERFORMANCE	EXAMPLE ACTIVITY
Vision, Observation and Olfactory requirements	Perform patient and laboratory procedures that require vision, color recognition and hearing. Utilize the senses to maintain a safe environment.	Characterize and distinguish colors, odors, clarity, to perform daily laboratory procedures. Recognize instrument signals, alarms and alerts. Employ a clinical grade binocular microscope to discriminate among fine structural and color differences of microscopic specimens.
Communication and interaction requirement	Interact with individuals and groups in different situations and environment in English, both verbally and in legible written form. Ability to read and write English.	Work as a team with lab members, hospital staff and patients. Keep accurate records. Read and write procedures. Explain procedures and results to health-care providers and co-workers. Follow verbal and written instructions.
Intellectual and Temperament	Professional, behavioral, ability to work in high stress workplace environment.	Read and comprehend technical and professional materials. Utilize critical thinking skills while operating within the scope of practice. Perform duties in emergency situations; with limited manpower and time constraints.
Motor and Mobility	Demonstrate gross motor and fine motor skills. Ability to move from one place to the other and around.	Operate and manipulate instruments and conduct manual tests. Move freely and safely around laboratory, patient rooms etc. Travel to numerous clinical laboratory sites for practical experience. Perform phlebotomy implements to collect quality patient specimens.

ESSENTIAL REQUIREMENT/PERFORMANCE STANDARDS ACKNOWLEDGEMENT

I have read the Essential Requirement statements for the MLS program at Hillsborough Community College. To the best of my knowledge, I will be able to perform these requirements upon completion of the program.

To enable me to meet these Essential Requirements, I request the following accommodations:

MEDICAL LABORATORY SCIENCE -ADVANCED TECHNICAL CERTIFICATE

(44 CREDITS)

Course #	Fall Semester 1	Credits		
MLS 2304	MLS Hematology I & Body Fluids	3		
MLS 2460	MLS Medical Microbiology I	3		
MLS 2551	MLS Immunohematology and Immunology	4		
MLS 2001L	MLS Laboratory Techniques I and Phlebotomy	3		
	Total Hours	13		
	Spring Semester	Credits		
MLS 2624	MLS Clinical Chemistry I & Urinalysis	3		
MLS 2307	MLS Hematology II and Hemostasis	3		
MLS 2465	MLS Medical Microbiology II	3		
MLS 2002L	MLS Laboratory Techniques II and Phlebotomy	4		
	Total	13		
	Summer Semester	Credits	Summer Clinical	weeks
MLS 2192	MLS Molecular Diagnostics	2		12
MLS 2625	MLS Clinical Chemistry II	3		6
MLS 2003L	MLS Laboratory Techniques III and Phlebotomy	2		6
MLS 2830C	MLS Clinical Practicum I	2	At Clinical Affiliate Site	6
MLS 2701	MLS Principles of Laboratory Operations	2		6
	Total	11		

	Fall Semester 2		Fall Clinical Rotation	Weeks
MLS 2930	MLS Seminar	2		
MLS 2831C	MLS Clinical Practicum II	At Clinical Site		
Medical Clinical Practicum includes the following rotations in the following areas during summer B and Fall II				
	Immunochemistry	5 weeks		
	Clinical Microbiology	6 weeks		
	Special Chemistry	1 weeks		
	POCT, Processing and Phlebotomy	1 week		
	Clinical Chemistry	3 weeks		
	Clinical Hematology	3 weeks		
	Hemostasis	1 week		
	Urinalysis	1 week		
	Serology/Immunology	1 week		

CLINICAL PRACTICUM EXPERIENCE

After the successful completion of the fall and spring terms, students will be assigned to clinical affiliate sites based on availability. Students must have successfully completed the required didactic and student laboratory courses before enrolling in any clinical affiliate sites. Surveys will be given out to determine information that may assist in their clinical placements for the summer semester. Please note once placements have been assigned, changes will not be made and accurate information must be given on the surveys. Should changes be required due to extenuating circumstances, a written request must be made to the program director. Accommodations will be made based on availability of clinical affiliate sites. We do not accept more students than we can clinically place. There are always additional placement sites available if alternative sites need to be arranged.

Clinical rotations may be provided at sites that might require driving a distance and students will be responsible for their own transportation.

Clinical rotation

The MLS program guarantees that successful students will be placed in all required rotations as long as student is in good academic standing.

Teach out

In the event that the program undergoes closure, a “teach out” plan will be developed and submitted to the Southern Association of Colleges and Schools (SACS) prior to the closure and NAACLS within thirty days of the official announcement of the closure of the program.

In the event of a physical disaster that makes teaching the program at the Dale Mabry Campus the instructors will be made to carrying out didactic instructions online and simulation instructions via online methods so no time is lost for students to graduate and placed in clinical rotations.

Clinical Schedules

Students will have a 32 hour work week. These hours will be devoted to observing, performing and practicing various laboratory procedures. Student to preceptor ratio is never more than 1:1.

Starting times are variable with the student having 8 hours of training plus a one half hour for lunch. All of the above mentioned hours are part of the student's training program.

The student must realize that he/she will be in a working clinical laboratory and that duty schedule will vary from time to time so that he/she may observe and perform special technical procedures. This may include, on occasion, a late evening, weekend or night session.

Service Work

Service work is when students are approved to work for the clinical site outside of normally scheduled

educational periods.

Students are not responsible for service work in the laboratory and cannot replace an employee during student hours at the clinical affiliate site. Work performed by students during their time during practicum must be checked by a medical laboratory scientist.

Service work in clinical settings outside of academic hours is noncompulsory.

MEDICAL LABORATORY SCIENCE PROGRAM: CLINICAL PRACTICUM

During the summer after two semesters of classwork and laboratory instruction, students will begin the clinical practicum rotations at the affiliate laboratory locations. Before starting rotations all students will be required to have the Florida trainee license and complete the required forms before the clinical site assignments.

SAMPLE CLINICAL ROTATION

8 HOURS/DAY Monday – Thursday (6 weeks)							
SUMMER ROTATION							
Week	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	
1	Hemostasis	Hemostasis	Hemostasis	Urinalysis and Body Fluids	Urinalysis and Body Fluids	Urinalysis and Body Fluids	
2	Hematology	Hematology	Hematology	Serology	Serology	Serology	
3	Hematology	Hematology	Hematology	Hemostasis	Hemostasis	Hemostasis	
4	Hematology	Hematology	Hematology	Hematology	Hematology	Hematology	
5	Urinalysis and Body Fluids	Urinalysis and Body Fluids	Urinalysis and Body Fluids	Hematology	Hematology	Hematology	
6	Serology	Serology	Serology	Hematology	Hematology	Hematology	
8 HOURS/DAY Monday – Thursday							
FALL ROTATION							
Meet on Campus Friday for Advanced Clinical chemistry and Laboratory Techniques III							
	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	
1	Molecular Diagnostics/ FLOW	Molecular Diagnostics/ FLOW	Microbiology	Microbiology	Immunohematology	Immunohematology	
2	Serology/ Immunology	Serology/ Immunology					
3	POC&Phlebotomy	POC&Phlebotomy					
4	Clinical Chem	Clinical Chem					
5							
6			Molecular Diagnostics/ FLOW	Molecular Diagnostics/ FLOW	Microbiology	Microbiology	
7	Immuno-hematology	Immuno-hematology	Serology/ Immunology	Serology/ Immunology			
8			POC&Phlebotomy	POC&Phlebotomy			
9			Clinical Chem	Clinical Chem			
10							
11					Molecular Diagnostics/ FLOW	Molecular Diagnostics/ FLOW	
12	Microbiology	Microbiology	Immuno-hematology	Immuno-hematology	Serology/ Immunology	Serology/ Immunology	
13					POC&Phlebotomy	POC&Phlebotomy	
14					Clinical Chem	Clinical Chem	
15							
16							

Textbooks for the MLS Course

Textbook	Authors	Publisher	Year	Comment	Approximate Cost
First Fall					
Immunohematology/Blood Bank					
Modern Blood Banking and Transfusion Practices 7 th edition	Harmening, D	F.A. Davis	2019 ISBN: 978 0803694260	Required	\$133.00
Immunology					
Contemporary Clinical Immunology and Serology	Rittenhouse	Pearson	2013 ISBN: 978 0135104248	Required	\$94.20
Hematology and Body Fluids					
Rodak's Hematology 6 th edition	Keohane, E., Otto, C Walenga, J.	Elsevier- Evolve	2016 ISBN: 978 0 323 53044 5 3	Required	\$110.00
Heme Notes: A Pocket Atlas of Cell Morphology 1 st edition	Denise Harmening Kathleen Finnegan	DH Publishing	ISBN: 978 0803619029	Required	\$37.45
Fundamentals of Urine and Body Fluid Analysis 4 th edition	Nancy Brunzel	Elsevier	2017 ISBN : 978 0 323 37479 8	Required	\$57.60
Mathematics for the Clinical laboratory 3 rd edition	Lorraine Doucette	Elsevier	ISBN: 978 0 323 33996 4	Required	\$59.20
Clinical Hematology Atlas 5 th edition	Jacqueline Carr B. Rodak	Elsevier	ISBN: 978 0323322492	Recommended	\$59.20
Microbiology					
Textbook of Diagnostic Microbiology 6 th edition	Mahon Lehman	Elsevier	2019 ISBN 978 0323482189	Required	\$107.20

Spring					
Chemistry					
Tietz Fundamentals of Clinical Chemistry and Molecular Diagnostics 8 th edition	Rifai, N Hovath, A Wittwer, C	Evolve-Elsevier	2015 ISBN 978-0 323 53044 6	Required	\$120.60
Second Fall					
Molecular Diagnostics					
Molecular Diagnostics: Fundamentals, Methods, and Clinical Applications 3 rd edition	Buckingham, L.	Davis Plus	2012 ISBN: 978 080366829-4	Required	\$79.00
Review					
BOC Study Guide 6 th edition Clinical laboratory Certification Examinations	ASCP Board of Certification Staff	ASCP	ISBN: 978 0891896609	Required	\$89.00
Medical Laboratory Science Review, 5 th edition	Harr, R.	Davis Plus	2007 ISBN: 978 0803668270	Required	\$72.95
Total					\$1407.00

All prices are pre-tax

COURSE DESCRIPTIONS

Fall Term

MLS 2305 Hematology I and Body Fluids

Hematology I and body fluids will provide the students with the foundational overview of the hematopoietic system, cell differentiation, blood cell structure. Features and characteristics of anemias, Thalassemia and Hemoglobinopathies will be covered in this course. Students will explore the components of a quality specimen for the hematology laboratory. Students will also cover the theory and study of the body fluids and their characteristics in normal and diseased states. Characteristics of deviation from normal cells will be introduced

MLS 2460 Medical Microbiology I

This course will cover the foundational overview of the diagnostic microbiological system, isolation and identification of clinically significant microorganisms. There will be an emphasis on the growth characteristics and methodology for identification. A study on microbial attributes, mechanisms that facilitate infectious diseases and current treatment regimens will be pursued. Clinical laboratory diagnosis of infectious disease by serological test methods will be studied. Lectures will cover quality specimen collection and the quality control procedures in the microbiology and serology laboratory.

MLS 2550 Immunohematology and Immunology

The course will cover the theoretical aspects of the Immunohematology section of the laboratory. Students cover the study of blood group antigens, antibodies and basic immunology. Theory of blood genetics, blood group systems and pre-transfusion practices will be discussed. There will be a discussion of quality control concepts in the immunohematology lab. In addition to the immunology concepts covered we will also be discussing hemolytic disease of the fetus, neonatal and obstetric transfusion medicine testing, adverse effects of transfusion, donor screening, and blood component preparation and usage.

MLS 2001L Laboratory Technique I

This course will be a foundational course which covers clinical laboratory techniques. Students will learn how to draw blood using universal precautions and follow OSHA regulations. Laboratory practicums will include performing the hematological analysis, immunology and immunohematology techniques with blood specimens. Hematological laboratory techniques including staining techniques and identification of normal blood cells will be practiced. Laboratory analysis of body fluids e.g. cerebral, spinal seminal and joint fluids will be evaluated in the laboratory. Initial microbiological techniques will be introduced in the laboratory. Students will perform bacteriologic culture techniques for isolation and identification of organisms, prepare and interpret gram stains and antibiotic susceptibility tests.

Spring Term

MLS 2308 Hematology II and Hemostasis

This is a continuation of Hematology I. Students will continue to work with blood cell differentiation and hematology instrumentation. An emphasis will be placed on abnormal cells identification. There will be an additional stress placed on white blood cell abnormalities in leukemia, myeloproliferative, lymphoproliferative and myelodysplastic disorders. The course will cover theory of hematological laboratory techniques including staining techniques and identify normal and abnormal blood cells. In addition, coagulation and hemostasis concepts and instrumentation will be taught. In the hemostasis course the role of blood vessels, platelets and coagulation factors will be studied. Study of coagulation factors, coagulation pathways and inherited and acquired coagulation disorders along with coagulopathies and platelet disorders will be undertaken. Normal and disorders of fibrinolysis, inhibitors and their role in normal and abnormal hemostasis will be studied. Thrombotic disorders and the management of anticoagulant and fibrinolytic therapy will be covered.

MLS 2462 Microbiology II

This is a continuation of microbiology I. Emphasis will be placed on the correlation between pathogens, types of infection, and specimen source. The areas of parasitology, mycology and virology will be covered. Life cycles, morphology, diagnostic stage and pathogenicity of protozoan and helminth parasites will be explored. The identification of the diagnostic stages of the parasites and knowledge of specimen collection, handling, and processing will be discussed. Lectures will continue the study of quality control procedures in the microbiology laboratory.

MLS 2624 Clinical Chemistry I and Urinalysis

This course will provide the introduction to basic principles and procedures of clinical chemistry. Biochemical tests that monitor the processes in the human body will be studied. Quality of specimen collected and its effect on the chemistry laboratory results will be examined. The course will cover the theory of the chemical analysis and interpretation of blood and body fluids in the laboratory. The course will cover the pathophysiology, diagnostic testing related to metabolism of amino acids and proteins, non-nitrogen compounds and renal function, carbohydrates and lipids, assessment of diabetes and diabetic risk, enzyme kinetics, assessment of cardiac risk etc.. Laboratory safety, mathematics, instrumentation and automation will be covered. Quality assurance concepts and quality control procedures will be introduced. Point-of-care procedures will be discussed in relation to the current practice for patient care.

The course also covers the study and formation of urine, chemical, and microscopic examination. The structure of the nephron and regions where the salts and water are regulated will be discussed. Proper specimen collection, handling, and storage will be emphasized. The normal and abnormal findings in the analysis of urine will be discussed. Laboratory findings will be correlated with various disease states.

MLS 2002L Laboratory Technique II

This course will be a continuation course from Lab Technique I. Students will continue to practice drawing blood using universal precautions and follow OSHA regulations. Laboratory practicums will include clinical chemistry, hematology, molecular, microbiology and parasitology techniques.

This laboratory course will discuss elements involved in performing accurate laboratory analysis and interpretation of manual and automated laboratory procedures using standard pipetting, and calculations. Safe laboratory practices utilizing personal protective equipment will be implemented. Correlation and integration of laboratory results with patient history will be conducted.

Summer

MLS 2625 Clinical Chemistry II

This course is a continuation of Clinical Chemistry I. We will continue the discussion of the chemistry tests performed on serum and plasma specimens. We will review some material covered in the last lecture on kidney function, electrolytes, blood gases, acid-base balance, mineral metabolism, enzyme measurement, liver function profiles, and pancreatic functions, quality control principles. In this course we will continue to discuss the principles of instrumentation and techniques in clinical chemistry related to standardization of procedures, use of standards and controls. More esoteric tests involved in testing the endocrine function, therapeutic drug monitoring, toxicology, tumor markers and testing during pregnancy will be discussed.

MLS 2003L Laboratory Technique III

This course will be a continuation course from Lab Technique I and II. Students will continue to practice drawing blood using universal precautions and follow OSHA regulations. Laboratory practicums will include clinical chemistry, molecular diagnostics, point of care tests and serology. Students will show competency in the laboratory techniques and correlate laboratory analytes with organ(s) of origin and with recognizing critical ranges for key blood analytes. Practice in the laboratory in generating reference ranges using the statistical approach.

MLS 2830C Clinical Practicum I

Students will spend the required time at the clinical affiliate and practice under the supervision of an MLS. Theory and laboratory skills attained in student laboratory are required in the area of the laboratory. The skills demonstrated must include critical thinking skills, ability to correlate the findings in the specimen and patient clinical condition and disease state.

MLS 2705 Principles of Laboratory Operations

This course will cover the fundamentals of laboratory management and educational methodologies. Financial management principles, human resource management and reimbursement models and marketing principles will be introduced. Students will also be given the information of compliance and role of regulatory agencies in laboratory practice. Special clinical topics related to training and education such as laboratory safety, HIV/AIDS, prevention of medical errors, ethics and career planning will be covered.

Second Fall Semester

MLS 2191 Molecular Diagnostics

This course covers the fundamentals of diagnosis and management of disease by molecular biology laboratory methods. An overview of the nucleic acid structure, gene expression and genetic diseases. Fundamentals of DNA and RNA isolation, amplification, hybridization and analysis will also be discussed. Principles and procedures for the diagnosis and management of infectious diseases by molecular methods is included. Methodologies used to diagnose and monitor will cover the conventional and current methods used in the industry

MLS 2930 Medical Lab Seminar

This course is to stress the importance of evidence based practice in the medical laboratory sciences field. Students will be presenting case studies to the faculty and peers in the program. Instruction will stress on professional, legal and ethics issues affecting medical laboratory science field. Students will also be reviewing the material covered in the program to prepare for the comprehensive exam. This is to be used in preparation for the Board of Certification examination by American Society for Clinical Pathology.

MLS 2831C Clinical Practicum 2

Students will spend required time at the clinical affiliate and practice under the supervision of an MLS. Theory and laboratory skills attained in student laboratory are required in the area of the laboratory. The skills demonstrated must include critical thinking skills, ability to correlate the findings in the specimen and patient clinical condition and disease state.

MEDICAL LABORATORY SCIENCE LABORATORY SAFETY RULES

In order to make the laboratory a safe and hazard free environment, the following rules must be observed at all times.

1. There will be no eating, drinking, smoking, gum chewing or applying makeup in the work area.
2. Avoid using fragrances as most hospitals are now "fragrance free".
3. Wear a laboratory jacket or coat and closed-toe shoes at all times except during breaks.
4. Pin long hair away from face and neck to avoid contact with chemicals, equipment, or flame.
5. Remove chains, bracelets, rings, or other loose hanging jewelry.
6. No head phones can be used.
7. Use gloves when handling blood, biological specimens, and hazardous chemicals or reagents
8. Use universal barrier precautions (personal protective equipment-PPE) in handling patients and biological specimens, including human blood and diagnostic products made from human blood.
9. Use biological safety cabinets for blending, sonicating, and vigorous mixing
10. Disinfect work area with designated disinfectant before and after laboratory procedures, and at any other time necessary.
11. Wash hands before and after laboratory procedures, before putting on and after removing gloves, and any other time necessary.
12. Use precautions when handling needles. No bending, breaking, recapping, or removing needles from disposable syringes. Place in puncture resistant containers.
13. Discard all contaminated materials into an appropriate, labeled biohazard container. A rigid, puncture proof container must be used for disposal of sharp objects such as needles and lancets.
14. Wear safety goggles when working with strong chemicals and when splashes are likely to occur.
15. Wipe up spills promptly and appropriately for the type of spill. Dispose of contaminated materials in bags and in accordance with institutional policies for disposal of infective waste.
16. Avoid tasting, smelling, or breathing any chemicals. No mouth pipetting.
17. Follow manufacturer's instructions for operating equipment.
18. Handle equipment with care and store it properly.
19. Report any broken or frayed electrical cords, exposed electrical wires or damaged equipment.
20. Discard any broken glassware into a safe container.
21. Visitors are not allowed in the laboratory. They are allowed in the non-working areas.
22. Report any accident to the instructor immediately.

CLINICAL GUIDELINE for STUDENTS PARTICIPATING IN PRACTICUMS

Each student participating in the Medical Laboratory Science practicum program must comply with the following rules and regulations:

1. Appropriate and responsible collaboration with supervisors, instructors, staff and peers.
2. Accept personal responsibility for attaining professional competence.
3. Adhere to safety regulations and to good safety judgment in class, clinical experience, and all other activities associated with the curriculum.
4. Adhere to hospital and laboratory administrative policies, standards, and regulations. Failure to comply with the policies, standards and regulation may result in termination of student's enrollment in the program.
5. Comply with all applicable dress codes in the laboratory and hospital.
6. Provide his/her own transportation, living accommodation, and other expenses, including meals.
7. Report to hospital and clinical site on time. Students are required to sign and login into the Trajecsys system.
8. Conform to the standards and practices established by the program while training.
9. Demonstrate quality work with precision and accuracy; reports only true and accurate results; documents accurately; corrects errors appropriately.
10. Faculty reserve the right to evaluate students, based on faculty professional opinion and experience the students' fitness to continue in the medical laboratory science program.
11. Maintain confidentiality of medical records in accordance with hospital standards and practices.

I have read the rules and regulations listed above and agree to abide by them.

(Detailed guidelines will be provided to students before clinical rotation)

RESPONSIBILITIES OF CLINICAL PRACTICUM PRECEPTORS

Baycare Health Systems – Active Clinical Affiliates

BayCare Health Systems' network of clinical affiliates will utilize the listed facilities below to complete the clinical rotations for 12 students from a cohort of Medical Laboratory Science (Hillsborough Community College).

1. St. Anthony's Hospital
1200 7th Avenue N
St. Petersburg, FL 33705
Departments: Chemistry, Hematology, Coagulation, Urinalysis, Serology, Blood Bank
2. St. Joseph's Hospital
3001 W Dr. Martin Luther King, Jr. Blvd
Tampa, FL 33607
Departments: Chemistry, Hematology, Coagulation, Urinalysis, Serology, Microbiology
3. Mease Countryside Hospital
3231 McMullen Booth Rd.
Safety Harbor, FL 34695
Departments: Chemistry, Hematology, Coagulation, Urinalysis, Serology, Blood Bank
4. Morton Plant Hospital
300 Pinellas Street
Clearwater, FL 33756
Departments: Chemistry, Hematology, Coagulation, Urinalysis, Serology, Blood Bank
5. Winter Haven Hospital
200 Avenue F
Winter Haven, FL 33881
Departments: Chemistry, Hematology, Coagulation, Urinalysis, Serology, Blood Bank
6. Baycare Laboratory, LLC
5455 W Waters Ave, Suite 208
Tampa, FL 33634
Departments: Flow, Molecular and Cytogenetics

Adventist Health – Active Clinical Affiliates

7. Adventist Health Tampa Laboratory
3100 E Fletcher Avenue
Tampa, FL 33613
Departments: Blood Bank, Chemistry, Hematology, Microbiology, Phlebotomy

8. Adventist Health Wesley Chapel
2600 Bruce B Downs
Wesley Chapel, FL 33544
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy

9. Adventist Health Zephyrhills
7050 Gall Blvd.
Zephyrhills, FL 33541
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy

10. AdventHealth Heart of Florida
40100 US-27,
Davenport, FL 33837
Departments: Blood Bank, Chemistry, Hematology, Microbiology, Phlebotomy

HCA – Active Clinical Affiliates

10. St. Petersburg General Hospital
6500 38th Avenue North
St. Petersburg, FL 33710
Departments: Blood Bank, Chemistry, Hematology,

11. Northside Hospital and Heart Institute
6000 49th Street North
St. Petersburg, FL 33709
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy

12. Brandon Regional Hospital
119 Oakfield Drive
Brandon, FL 33511
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy

13. Blake Medical Center
2020 59th St W
Brandenton, FL 34209
Contact: Molly Hitchcock
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy

14. Oak Hill Hospital
11375 Cortez Blvd
Brookville, FL 34613
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy
15. Palms of Pasadena
1501 Pasadena Shores Dr
St. Petersburg, FL 33707
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy
16. MarketLab WFD
12901 Starkey Rd. Suite 1990
St. Petersburg, FL 33773
Departments: Microbiology
17. Regional Medical Center Bayonet Point
14000 Fivay Road
Hudson, Florida 34667
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy
18. Medical Center of Trinity
9330 State Road 54
Trinity , FL 34655
Departments: Blood Bank, Chemistry, Hematology, Phlebotomy

Lab Corp – Active Clinical Affiliates

19. Laboratory Corporation of America
5610 W. LaSalle Street
Tampa, FL 34677
Departments: Chemistry, Hematology, Microbiology, Phlebotomy

Quest Diagnostic Laboratories- Active Clinical Affiliates

20. Quest Diagnostics
4225 E Fowler Ave
Tampa, FL 33617
Departments: Blood Bank, Chemistry, Hematology, Microbiology, Phlebotomy

Moffitt Cancer Centre

21. Moffitt Cancer Center

Magnolia Campus

12902 USF Magnolia Drive

Tampa, FL 33612

Departments: Chemistry, Hematology, Microbiology, Phlebotomy, Blood Bank

Veterans Hospitals-Active Clinical Affiliates

22. Baypines VA Health Care System

10000 Bay Pines Blvd.

Bay Pines, FL 33744

Departments: Blood Bank, Chemistry, Hematology, Microbiology, Phlebotomy

23. James Haley Veterans Hospital

13000 Bruce B Downs Blvd

Tampa, Florida 33612

Departments: Blood Bank, Chemistry, Hematology, Microbiology, Phlebotomy

Watson Clinical Laboratory

24. Watson Clinical Laboratory

1600 Lakeland Hills Blvd

Lakeland, FL 33805

Departments: Chemistry, Hematology, Microbiology, Phlebotomy

25. Lakeland Regional Health Medical Center

1324 Lakeland Hills Blvd

Lakeland, FL 33805

EQUAL ACCESS/EQUAL OPPORTUNITY AND EDUCATIONAL EQUITY

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, ethnicity, national origin, age, disability, sexual orientation (including gender identity), marital status, pregnancy, genetic information, protected veteran's status and affiliations or any other bias that is or may be prohibited by laws.

In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees, and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act. HCC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or harassment including sexual harassment should contact:

Special Assistant to the President for Equity
and Special Programs
Dr. Gwendolyn W. Stephenson District
Administrative Center
39 Columbia Drive, Room 718
Tampa, Florida 33606
Office: 813-253-7043
Fax: (813) 253-7553
Email: jholmes16@hccfl.edu

STUDENT SERVICES

HCC offers all students a wide variety of services to help reach academic, career and personal goals. For Health Science students, the following services are provided directly by Student Services staff or by another entity:

Contact:

Academic Advisors

Melissa Leon or Ashley Cooper,

Health Science Advisors, for academic advising assistance.

Email: mleon15@hccfl.edu or

acooper20@hccfl.edu,

phone: 813-253-7228

or 813-259-6321

- Admissions, Registration and Records (AR&R) will assist you with registration and help you understand College policies and procedures including Veteran's Services.
- HCC Bookstores, located on each campus, are the primary source for required books, handbooks, and supplies including specific equipment and uniforms. The bookstores also provide other services including taking orders for pins, and graduation caps and gowns.
- Financial Aid offices are located in or near other Student Services functions.
- Professional counselors are available to help you with academic and personal growth issues.
- For information on services and eligibility for disability services, contact the HCC Coordinator of Services for Students with Disabilities on your campus.
- Each campus has a Library/LRC that provides materials to support the program curriculum. Librarians are available to provide reference assistance and one-on-one instruction on locating information.

Student Services staff may assist Health Science students with any other issues. If you have any questions concerning a College service, please contact the program manager, an advisor or counselor.

HILLSBOROUGH COMMUNITY COLLEGE – HEALTH SCIENCE DEPARTMENT MLS PROGRAM POLICIES

ETHICAL STANDARD

A student desiring to become a health care professional, must strive, both individually and collectively, to maintain the highest professional standards. Any unethical conduct by the student may jeopardize clinical agreements, educational standards and the professional reputation of the program, the division and the College.

DRESS CODE

The following policies apply to students in uniform. Students are not permitted on clinical units unless they are wearing the appropriate nursing uniform.

1. The HCC MLS uniform is: khaki scrubs or khaki scrub top and navy bottoms with a laboratory approved lab coat.
 - a) A khaki scrub top with an embroidered HCC emblem and khaki or navy uniform pants. For warmth a clean white long sleeve shirt may be worn under uniform top.
 - b) The scrub jacket should be khaki with an embroidered HCC emblem. No sweaters, sweatshirts or other jackets are permitted.
 - c) Clean, closed heel and toe shoes, leather or leather-like (impervious) are to be worn.
 - d) The picture ID and nametag must be worn. You must obtain an HCC student ID during the first week of school.
2. Uniforms should be properly fitting and freshly laundered and pressed. Undergarments should not be visible. Personal cleanliness is essential.
3. In good grooming the elimination of offensive odors is essential. No perfume/cologne is permitted.
4. Hair must be neat, clean, and styled off the face to conform to hospital infection policies, and of a natural color as proscribed in hospital policy handbook. Hair must be worn away from the face and secured so that it cannot become an infection control issue when students are in the clinical setting. Hair fashions must be of conservative style.
5. Beard and mustache are to be neatly trimmed.
6. Fingernails should be approximately fingertip length and clean. Acrylic nails are not permitted per CDC recommendation.
7. No jewelry except for a plain wedding band, a medical alert bracelet, a wrist watch, one pair only of small post earrings of gold or white metal are acceptable if one has pierced ears. No hoops or dangles are permitted.
8. No visible piercings, tattoos or body modifications are permitted.
9. No fanny packs may be worn.
10. Head covering for religious observation may be worn and cannot interfere with vision. In some areas where infection control may be an issue, students may be required to remove it for patient protection.
11. Conservative makeup may be worn.
12. Chewing of gum is not permitted.
13. Anytime the uniform is worn, the regulations regarding hair and jewelry apply.

14. The scrub jacket is to be worn in the clinical areas to secure client assignments. An impervious lab coat is to be worn at all times in the laboratory. It must be removed upon leaving the laboratory.
15. While representing HCC when visiting the hospital for assignments, the scrub with conservative clothing is to be worn (no denim jeans, shorts, or legging). Tennis shoes and open toe sandals/shoes are not to be worn. Flats that are closed toed are acceptable.
16. Exception to uniform dress - in some specialty areas, exceptions may be made to the standard uniform. These changes will be indicated by the laboratory faculty. Students are to arrive at the hospital in full uniform. If a change in uniform is required, it is to be done in the appropriate area in the agency.

STUDENT PHYSICALS

All students MUST receive a physical and provide appropriate documentation on the HCC Health science Physical Examination form prior to the first day of class. The form must be completed by a licensed physician, copies of all lab work, and immunizations or proof of immunizations must be attached to the form. Forms will be provided to all students at program orientation.

UPDATES

Health updates will be required by those students who have completed one year of the program. Update forms will be distributed to all second year at the end of the summer semester. These forms are due prior to the first day of the clinical rotation for the fall semester.

Prior to the clinical internships, HCC students must provide proof of immunizations. If any immunizations are expired students are responsible for renewing the immunizations or will have to terminate their rotation immediately.

CPR CERTIFICATION

Students are required to provide proof of a two-year CPR certification from an agency such as the American Heart Association, recommended course BCLS-C or BPCLS.

PROFESSIONAL LIABILITY INSURANCE

Students are assessed a lab fee for each clinical/practicum course to provide for professional liability insurance.

MEDICAL INSURANCE

All students are strongly encouraged to obtain a health insurance policy to ensure that s (he) is covered for illness or injury resulting from the clinical. HCC does not offer student health insurance. Emergency care for a student injured in the clinical setting is addressed in this document under the section titled "Emergency Treatment in the Clinical/Practicum Setting".

INFECTIOUS DISEASE STATEMENT

As a student performing in the clinical facilities, the student may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

Hillsborough Community College recommends that all Health Science program students obtain Hepatitis B vaccination prior to entering the clinical experience portion of the program. Proof of vaccination from Hepatitis B may be required before participating at certain clinical affiliate sites. All hospital policies and procedures supersede College policy regarding prevention of infectious

diseases, and in accordance with the Affiliation Agreement between the College and the hospital/agency, the student must abide by those policies and rules. The student understands and assumes the risks involved in the clinical portion of the Health Sciences Programs at HCC, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis, HIV (AIDS) and other related infectious diseases while participating in the required clinical experiences. The student agrees to abide by all hospital/agency policies regarding exposure to infectious diseases.

DRUG TESTING

In addition to drug testing at the time of admission into the MLS program, an affiliate agency or the program may request that a student submit to an additional drug test. Failure to pass, or refusal to submit, a drug test may result in dismissal from the program.

EMERGENCY CARE IN CLINICAL PRACTICUM SETTING

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate reserves the right to bill the student for such emergency treatment. The student is fully responsible for all medical expenses incurred in the clinical setting from any emergency medical treatment administered.

Students will sign an informed consent form concerning this statement which is included in the informed consent package for the program.

INCIDENT REPORTS

Incident reports will be completed by the clinical supervisor and signed by the student for the following circumstances (refer to form at the end of Handbook)

- When personal injury has occurred to the student while at the clinical site.
- When the student has come in contact with a communicable disease while at the clinical setting.

The student affected must notify the program faculty within twenty-four (24) hours of the incident and will receive a HCC incident report, to be completed by the clinical supervisor, student, and faculty member.

FINANCIAL AID:

Financial aid is any scholarship, grant, loan or work study employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given is based on state, federal and HCC guidelines. Potential Financial Aid Student's must be degree seeking, meet enrollment requirements, meet financial aid requirements and make satisfactory academic progress to be eligible for financial aid. Students seeking financial assistance must apply each academic year. More information can be found on our website; www.hccfl.edu

or by contacting the Financial Aid office located in Student Services.

VETERANS BENEFITS:

Associate in Science degree Health Sciences Programs are approved to receive Veteran's benefits. Some Health Science AS degree programs offer short college terms, especially in summer, that may not yield full-time student status as determined by the Veterans Administration (VA). The VA determines whether or not a student is eligible and considered "full-time" for purposes of benefits. The student wishing to receive these benefits should see the veteran's representative (in the office of Admissions, Registration and Records) at the onset of their enrollment into the program to determine their eligibility for and the process to apply for benefits.

CELL PHONES AND PAGERS

To minimize classroom disruptions, cell phones and pagers must be turned off or set on silent/vibrate mode. Making and/or receiving a cell phone call in the classroom during class time is not acceptable. Do not bring a pager or cellular phone into the clinical setting. These instruments may disrupt sensitive equipment

SMOKING

HCC complies with the Clean Air Act, and is currently designated a SMOKE FREE environment. Therefore, smoking is not permitted on any campus location. Health Science professionals are role models for proper health related behaviors and smoking is very harmful to the individual.

OFFICE HOURS

Faculty office hours are posted on the office door of each faculty member for each semester and listed in the course syllabus. Visits outside of the posted hours are scheduled by appointment only.

GRADUATION REQUIREMENTS

The student must successfully complete all program requirements and receive a grade of:

- **C** or better in each of the Medical Laboratory Science courses.
- **C** or better in each of the clinical courses including successful completion of all clinical competencies and semester competencies, and submission of all required clinical documentation.
- A 70% passing score on the cumulative exam at the end of the second fall semester.

If a student receives a grade below a "C" in any course, the student will have to repeat the course. The student will not be able to move to the second level of the course or clinical rotation until all sections of the course are fulfilled e.g. If a student fails Microbiology I he/she will not be able to take Microbiology II. The student will have the opportunity to repeat once and upon passing the course will continue.

If the student fails multiple classes, the student will be dismissed from the program and can appeal at discretion of the "Evaluation and Action committee".

At any time during the program, faculty reserve the right to evaluate students, based on faculty professional opinion and experience the students' fitness to continue in the medical laboratory science program.

Upon completion of all didactic, student laboratory and practicum requirements, student will be required to sit for a cumulative/comprehensive final exam. After successfully passing this exam, the student will be awarded a certificate of completion and will be eligible for the ASCP-BOC exam.

COUNSELING

Students will meet regularly with the MLS faculty, when grades start to fall below 75%, appointments will be made to mentor students. The program faculty will assist give the student direction in order or provide guidance to meet with success specialist. All conversations concerning personal problems between the student and Education Coordinator are privileged and will be treated as confidential.

LICENSURE AND CERTIFICATION

Upon successful completion of the program, students should be eligible to apply for the ASCP-BOC, and apply for state licensure through the Florida Department of Health. All required materials for the applications are the responsibility of the student as well as all fees required for the exam and license.

WORK POLICY

A student in the Medical Laboratory Science (MLS) Program is not permitted to work for pay as a (non-licensed) Medical Laboratory Scientist, as long as (s)he is enrolled in the Medical Laboratory Science Program. This is a program policy as well as Florida State Law. It is highly recommended that students do not have outside employment during the clinical portion of the program. Clinical tardiness, absenteeism, or leaving early for work are not permitted and will be considered an unexcused absence.

HEALTH & SAFETY GUIDELINES

Health Science practitioners are exposed to infectious diseases and environmental hazards. Ultimately each student is responsible for his or her own safety. All students must follow guidelines and procedures as written and instructed; report any incident; discuss any questions or concerns with faculty and maintain health and medical insurance. Although the staff and faculty of Hillsborough Community College will provide as much protection and guidance as possible, neither the College, nor its staff or faculty, nor its affiliates will accept any responsibility or financial liability for injury, illness,

or exposure of any student in this program.

STUDENT RECORDS

Student program records are kept secured in the student program files. A student file will include all pertinent clinical and didactic materials that will substantiate a student's compliance with the minimum standards as established by the program's accreditation and any other records that are generated as a result of program completion. Program faculty maintains confidentiality of all student program records. An appointment to review a student's personal program file may be requested by the student at any time. Any inquiry with regard to a student's program file is referred directly to the student.

The Family Education Rights and Privacy Act (FERPA) governs the confidentiality of student records. Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC will be kept by the Admissions records and registration department. Parents or guardians of students will not be given access to the students' records without the written consent from the students or documentation that the students are dependent.

For more information on a student's rights under FERPA, how to waive rights, make corrections and challenge the content and amendment of records, right to privacy, file complaints, refer to the HCC College Catalog, Index listing "Student Policies"

ATTENDANCE AND TARDINESS

Students are required to attend all at scheduled class, laboratory and clinical sessions. Should a student be required to miss a class or clinical assignment it is the student's responsibility to notify the instructor promptly. Faculty are required to keep attendance records for lecture in compliance with NAACLS and Florida Board of Clinical Personnel Student absences can have a deleterious effect on the student's grades or the continuing eligibility for financial assistance. Students are required to attend all scheduled classes. Regardless of cause, absenteeism may result in a reduction of the course grade or withdrawal by the instructor of the student from the course. Missed exams and clinical assignments must be made up. It is the student's responsibility to schedule a make-up time with the instructor. Specific course attendance policies will be addressed in the course syllabus.

GRADING

The grading scale for the program is as addressed in each of the course syllabus.

DISMISSAL DUE TO UNACCEPTABLE BEHAVIOR

Serious violations, such as cheating, stealing, falsification of records, or improper, insensitive approaches to patients and others are clearly unacceptable. A person who violates one or more of the minimum standards of acceptable behavior shall be subject to dismissal or some lesser disciplinary action as the facts of the situation may warrant, including suspension, probation, loss of privilege, reprimand and warning; and any other sanction determined appropriate by the Program Manager. Convictions in the courts for a felony offense may similarly lead to dismissal from the Program.

Attitude is best affected at a student level and the student is expected to assume both individual and group responsibility for the avoidance of any questions placed upon his/her integrity. Allegations that cannot be resolved by faculty or students on an informal basis should be pursued through the Formalized Grievance Procedure. Each violation has the potential to result in harmful effects to the well-being of an individual. Such incidents should be recorded and reported following the normal chain of command immediately. Each incident should be taken very seriously and will be evaluated on an individual basis by a committee composed of, but not limited to, the course instructor/faculty and the Program Manager. In order that the rights and safety of all students are protected, we ask that your activities be governed by reasonable rules of conduct. The following acts are among those that shall constitute cause for disciplinary action. **This is not a complete list.**

Cheating. The attributes of honesty, personal integrity and accountability are expected in all Health Science professions. Students shall not attempt to deceive or mislead an instructor from their assessment of an honest and equitable grade.

Cheating includes any attempt, by any means, to obtain a grade, which the student has not legitimately earned by completing required course work in a proscribed manner. Plagiarism, a form of cheating, is copying another's work and not giving the author credit. Submitting work that is not your own work or submitting work that was previously submitted for another course requirement is cheating.

Cheating includes signing or obtaining the signature of a clinical supervisor on a competency summary or to other document to make it appear the student has completed a competency which in fact the student has not demonstrated; obtaining answers from another student directly or indirectly, verbally, or visually or talking to another student during an exam, test, or quiz, during a test; giving old exams, tests, quizzes to students enrolled in the program; changing answers after a test has been turned in to make it appear a grading error has occurred; sharing answers on an in class assignment or take home test; and having information that is accessible to student for the sole purpose of cheating or any other action on the part of a student, or others, that directly, or indirectly, results, or is intended to result, in the awarding of a higher grade than the student would otherwise be eligible. Examples of cheating in the clinical setting include but are not limited to falsifying time cards; falsifying make up documentation; falsifying patient log sheets; clocking in another student; or competency examination as instructed. Assisting another student in any of the above behaviors is also prohibited.

The student does not need to have actually obtained any benefit from the action for the action to be unacceptable. It is the intent to cheat including as well as cheating that will not be tolerated and is unacceptable.

Any falsification of information in the reporting system of competencies, attendance and reports will result in dismissal from the program.

Falsification also means omission within the reporting system

Failure to follow federal, state or local laws. Violating client rights as defined by law. (i.e., Confidentiality) is unacceptable. HCC students must adhere to all published federal and state laws

and ordinances and College administrative rules and procedures. Alleged violations of the Student Code of Conduct will be referred to the appropriate campus Dean of Student Services. Following the guidelines in the Student Handbook and Academic Planner for student conduct and discipline, the Dean will determine the appropriate College response. HCC will cooperate with external police and judicial authorities investigating alleged violations of public laws or ordinances.

Falsifying records. Altering, falsifying, or making a willful misstatement of facts on any patient record chart or laboratory test is unacceptable. Included in this unacceptable behavior is forging the signature of a clinic instructor, a lecture instructor, a laboratory instructor, and a supervising professional or off-campus supervisor.

Attendance. Not reporting to the program, or to an assigned laboratory program, etc., where and when you were prescheduled, and did not contact the program, or assigned laboratory program, or, clinical site, etc., to offer an excuse or reason for not reporting is unacceptable. Leaving the program or a site during assigned hours where and when you were prescheduled without the clinic instructor's or supervising professional or off-campus supervisor's knowledge and permission is also patient abandonment.

Patient neglect and abuse. Physical, mental, and/or verbal client abuse; or knowingly and willfully failing to observe universal precautions is unacceptable. Examples of patient neglect and abuse include but are not limited to actions or lack of action that may endangering a patient's life or jeopardizing their safety; performing unsafe care, thereby, causing physical injury or emotional stress to the patient; and failing to maintain patient confidentiality.

Sexual harassment. It is college policy that harassment of any form including sexual harassment will not be tolerated. The HCC Student Handbook and Academic Planner defines sexual harassment, outlines disciplinary actions that may occur if found guilty of sexual harassment and provides information on how to file a complaint.

Stealing. Stealing any property of the program, program patients, faculty, staff, students, visitors, clinical site, Hillsborough Community College personnel, or other Hillsborough Community College property is prohibited. Stealing also includes unauthorized taking of exams, tests, or quizzes and the removal of any items from a patient's room or hospital without permission and without an appropriate purpose.

Unacceptable personal behavior. Disobedience or insubordination of a reasonable request from an instructor, supervising professional, faculty, or staff; and disorderly, unethical, or indecent conduct in the classroom or in the clinic setting is unacceptable. A student who is found sleeping in any part of the clinical education setting, is subject to immediate dismissal.

Violation of professional standards. Failure to report any activity or incident that adversely affects the patient and administering medications, treatments, and procedures without the approval of the clinic instructor or supervising professional or the omission or commission of any act deemed clinically unsafe, unethical, or unprofessional by the clinic instructor is unacceptable.

Willfully damaging or destroying property. Willfully damaging or destroying any property of the program, program patients, faculty, staff, students, visitors, clinical sites, Hillsborough Community College personnel, or other Hillsborough Community College property is prohibited.

Code of Conduct and Disciplinary Procedure: Health Science students are also held to the standards and provisions of the College’s Code of Student Conduct and Disciplinary Procedure. This document is published in the Student Handbook and Academic Planner.

Professionalism: Students in the MLS Program are expected to adhere to professional standards and code of ethics set forth by the ASCLS and NAACLS and exhibit professionalism at all times while enrolled in the program. This applies to both the classroom and the clinical setting. Examples of professionalism include: treating all other students, instructors, clinical staff, and patients with respect at all times; arriving prepared and ready to learn; maintaining proper hygiene and appropriate dress; and adhering to the rules and regulations of the program, college, and clinical affiliates.

IMPROPER CONDUCT DURING LABORATORY AND CLASSROOM

Conduct unbecoming a professional will not be tolerated. The offense and punishment are listed in the table below.

Improper Conduct

<u>OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>FOURTH OFFENSE</u>	<u>FIFTH OFFENSE</u>
1. Unexcused absence	Verbal warning	Verbal warning	Written warning	Written warning	Dismissal
3. Smoking or eating in unauthorized areas	Verbal warning	Verbal warning	Written warning	Written warning	Dismissal
4. Use of abusive or obscene language	Verbal warning	Written warning	Dismissal		
5. Rudeness to patients	Verbal warning	Written warning	Dismissal		
6. Incorrect identification of patients or labeling of specimens	Verbal warning	Written warning	Dismissal		

7. Acting in a manner that endangers patients or staff	Written warning	Dismissal			
8. Threatening or fighting with an employee, patient or visitor	Written warning	Dismissal			
9. Unethical use of hospital supplies or equipment	Written warning	Dismissal			
10. Report for or being on duty while intoxicated	Written warning 5-Day suspension	Dismissal			
11. Falsifying records (logbook, etc)	Dismissal				
12. Insubordination, refusal to comply with reasonable instructions from an authorized supervisor	Dismissal				
13. Leaks of privileged information and confidentiality	Dismissal				
14. Consuming intoxicants or unprescribed drugs on hospital premises	Dismissal				
15. Documented, repetitive testing errors	Dismissal				
16. Academic cheating	Dismissal				

APPLIED EXPERIENCE POLICY AND PROCEDURE

If a clinical affiliate should want to terminate their affiliation with the Medical Laboratory Science program at Hillsborough Community College, all students enrolled in the program at the clinical affiliate will be allowed to complete their rotation. The request for termination from the MLS program would take effect at the conclusion of the academic year. This policy has been signed by all clinical affiliates.

Identification: Restricted Access Health Science Programs

ADMISSION DEFERRAL

Admission Deferral Request

Students who are admitted to a Health Sciences program but are unable to begin in the term for which they were accepted due to illness or military duty may request a deferral. The request must be in writing, via email or mail, and include documentation and limitations. The request will be considered by the Health Sciences Admissions Committee. Deferments will only be made for one term for Nursing and Paramedic; for one year for other programs. Original campus assignment is not guaranteed; campus assignment will be based on GPA at the time the assignments are being made. The request must be made before the first day of class.

Only Paramedics may defer due to new employment because of shift schedules.

DISMISSAL

A. Minimum Grade Standards –

Each restricted access Health Sciences Program Manager/Coordinator is responsible for advising their students of the policy that describes the consequences of a student failing to obtain a grade of “C” in a program requirement course. This may not apply to general education or elective courses.

1. If a student receives a grade less than “C” in a program required course, the Program Manager/Coordinator will advise the Dean of Health Sciences. If this is the first grade less than “C”, the student will be dismissed from the program, but may be allowed to retrack back into the program on a space available basis upon the recommendation of the Program Manager/Coordinator. When the student receives a second grade less than “C”, the student will be permanently dismissed from the program.
2. The Dean of Health Sciences will notify the student by letter of his/her dismissal.
 - a. If the student will be allowed to retrack into the program, the letter will notify the student of the need to make an appointment with the Program Manager /Coordinator to receive an educational plan. The educational plan will identify specific date(s) on which a student must indicate his or her intent to seek readmission to the program and details of any educational activities the student may need to complete prior to or during the term in which he/she is readmitted. Failure to complete the educational plan will result in denial of readmission or dismissal from the program for the student who had educational activities to

complete during the first term of readmission.

- b. If the student has two (2) or more grades less than “C” in program required courses, dismissal from the program will be permanent.
3. If the student is allowed to retrack, a copy of the educational plan will be placed in the student's program folder and a copy retained in the Office of the Dean of Health Sciences and the Dale Mabry campus Admissions, Records and Registration Office.
4. If the dismissal is permanent, a copy of the dismissal letter will be placed in the student's program folder and a copy retained in the Office of the Dean of Health Sciences and the Dale Mabry campus Admissions, Records and Registration Office.
5. The copy of the dismissal letter will notify the Office of Admissions, Records and Registration Office to ensure that the following are completed:
 - a. To drop the student from the restricted access Health Sciences program course(s) in which the student may be enrolled for the next term;
 - b. To process the necessary forms for the student to receive a refund of fees to which he/she is entitled; entry of appropriate data into the online administrative computer system;
 - c. To change the student's program code.
6. A student dismissed from a restricted access Health Sciences program as a result of an unsatisfactory grade may complete any course(s) in which he/she was in progress at the time of dismissal.

B. Drug/Alcohol –

In addition to the required drug screening test at the time of admission into a restricted access Health Sciences or Nursing program, an affiliate agency may request that a student submit to a drug test based on their agency drug testing policies. If the affiliate agency has reasonable suspicion that a student is either impaired, has used or is using illegal drugs and/or alcohol, the student will be required to submit to a drug/alcohol screening at no cost to the student, and to provide the Program Manager/Coordinator with a copy of these drug test results. Failure of the student to notify the Program Manager/Coordinator shall be grounds for dismissal from the program. Faculty and staff of Health Sciences programs may also require students, at no cost to the student, to undergo drug and/or alcohol screening at

any time during the program. All drug/alcohol testing must be completed immediately after notification that testing is required.

- C. Academic Dishonesty** – Due to the implications of dishonesty in health care, students found to have engaged in any form of academic dishonesty are subject to penalties on assignments and exams, failure of a course, and dismissal from the program. Students found to have engaged in any form of academic dishonesty may be prevented from entering all Health Sciences programs at HCC.

- D. Removal from Clinical Site** – If a student is removed from one clinical site/affiliate/hospital, that student may, at the discretion of the program manager and dean, be allowed to move to another clinical site/affiliate/hospital. If a student is removed from the second clinical site/affiliate/hospital, that student will be permanently dismissed from the program and not allowed to enroll in any Health Sciences programs.

- E. Unprofessional or Unethical Conduct** – Due to the implications of unprofessional or unethical conduct in health care, students found to have unprofessional or unethical conduct are subject to disciplinary action including dismissal from the program and prevention of enrollment in other Health Sciences programs.

WITHDRAWAL

- A.** A student who does not successfully complete the first term of a restricted access Health Sciences program and withdraws from a program required course or the program must seek readmission to the program as a new student.

- B.** A student who withdraws from a program required course or a restricted access Health Sciences program subsequent to completion of the first term may apply for readmission (retracking).

- C.** A student who withdraws must notify the Program Manager/Coordinator in writing of his/her withdrawal on the same date that he/she submits the official College course withdrawal form.

READMISSION (RETRACKING)

- A. Readmission** – A student can be readmitted into a restricted access Health Sciences program only once.

B. Readmission after Dismissal -

1. A student who has received only one program required course grade less than “C,” has been dismissed from a restricted access Health Sciences program, and has been recommended by the Program Manager/Coordinator for retracking back into the program may apply for readmission to the same program only one time.
2. The student must meet with the Program Manager/Coordinator to assure compliance with any educational plan. Students may be required to audit previously passed courses, and may be held to the same standard as other students for that course. The readmission date cannot exceed one calendar year from the date of dismissal.
3. The student must provide evidence that he/she has successfully completed those educational activities the student was required to complete prior to being granted readmission. The student whose educational plan required educational activities to be completed during the first term of readmission will be dismissed at the end of the first term if the student fails to comply with the requirements of the educational plan.
4. The Dean of Health Sciences will grant readmission to the student whose educational plan has been completed or to the student who is in complete compliance with an educational plan requiring completion of educational activities during the first term of readmission on a space available basis.
5. If denied readmission by the Dean of Health Sciences, the student may pursue an appeal as is specified in the appeals section of this manual.

B. Readmission after Withdrawal

1. To seek readmission, the student must meet with the Program Manager/Coordinator to assure compliance with any restrictions for readmission. Students may be required to audit previously passed courses, and may be held to the same standard as other students for that course.
The readmission date cannot exceed one calendar year (12 months) from the date of dismissal.
2. Readmission may be granted to the student who withdraws from a restricted access Health Sciences program and meets all of the guidelines as set forth in this procedure for seeking readmission on a space available basis.
3. If denied readmission by the Dean of Health, Wellness, and Sports Technologies, the

student may pursue an appeal as is specified in the appeals section of this manual.

4. If a student who is granted permission to retrack, and does not retrack within twelve months, is dismissed from the program and can reapply under the terms of the “Reapplication after Permanent Dismissal” section of this manual.

READMISSIONS APPEAL

A. Request for Appeal – The request should be made to the Dean of Health Sciences.

B. Procedure for Appeal – The Dean of Health Sciences will designate a committee to hear appeals. The committee’s decision will be final.

REAPPLICATION AFTER PERMANENT DISMISSAL

A student who has been permanently dismissed from a Health Sciences program unrelated to academic dishonesty may appeal for permission to reapply for the same program. The appeal should be made in writing to the Dean of Health, Wellness, and Sports Technologies. The appeal will be heard by a committee appointed by the Dean of Health, Wellness, and Sports Technologies and will include the Program Manager, Dean, and representative from Student Services.

The student will not be allowed to re-enter the program until any terms related to the reapplication have been met, and a minimum of one year has passed from the original date of dismissal. Students may be required to audit previously passed courses, and may be held to the same standard as other students for that course. Previous admission is not a guarantee of future admission, as requirements and applicant pools change. Students may re-apply one time only and must meet current requirements by application deadline. Exemptions to time out of program may be made in extenuating circumstances.

EMERGENCY, MEDICAL, and PREGNANCY PROCEDURES

- A.** A student may voluntarily inform the Program Manager and/or Dean of Health Sciences of a medical condition that may currently or in the future require accommodation. In every instance, the student must provide notice in writing from his/her physician stating that the student is physically able to continue as a student including clinical duties. In the absence of voluntary written disclosure, the program cannot accommodate any medical condition. In instances of possible radiation exposure or a similar situation, a pregnant student must wear a fetal radiation monitor badge in addition to her personal radiation badge.
- B. Medical Leave** - If a student is unable to continue due to a medical condition, the student

must present documentation from a physician indicating the nature of the condition, any limitation(s) and an expected recovery date. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health Sciences for final review. The Dean will advise the student in writing of the decision regarding the leave. If the student is awarded a medical leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded. Medical leave can only be taken one time in a program.

1. **Example:** if a student cannot complete fall term 2012 due to a pregnancy, the student must return to the program no later than Fall 2013. A student, who is unable to return at that time, must seek admission as a new student at any time in the future. However, if a student who is pregnant completes fall term and is able to return the following spring term, there is no need for any accommodation.
2. A medical leave is not considered a withdrawal from the program and a student who returns from a medical leave is not considered to be a readmission (retracker).
3. This process only covers returning to Health Sciences; students are responsible for withdrawing from courses and applying for late drops or withdrawals.
4. There may be additional procedures mandated by a program's accrediting body.

C. Emergency Leave - If a student has a personal emergency that requires absence from classes, the student must request an emergency leave from the Program Manager. Depending upon the circumstances, the Program Manager may request documentation supporting the leave. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health Sciences for final review. The Dean will advise the student in writing of the decision regarding the leave. If the student is awarded an emergency leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded. Emergency leave can only be taken one time in a program.

1. An emergency leave is not considered a withdrawal from the program and a student who returns from an emergency leave is not considered to be a readmission (re-tracker).
2. There may be additional requirements before the student can return to the program, such as an educational plan. These will be communicated to the student at the time of approval of the leave.

3. This process only covers returning to Health Sciences; students are responsible for withdrawing from courses and applying for late drops or withdrawals.

4. There may be additional procedures mandated by a program's accrediting body.

PROBATION GUIDELINES:

For HCC policies regarding student misconduct, please refer to the HCC catalog. A Nuclear Medicine Technology Program student may be placed on probation in a clinical practicum course for the following reasons:

- An unsatisfactory clinical evaluation by an instructor, clinical supervisor, clinical staff, or program faculty, resulting in a calculated grade of D or less.
- Absence of more than two (2) days of clinical attendance per eight (8) week rotation.
- Noncompliance with program and clinical policies and procedures including but not limited to unprofessional conduct, academic dishonesty, or patient abandonment
- Voluntary or involuntary withdrawal from a clinical education center.

A Student placed on probation will be required to meet with program faculty to develop an educational plan that addresses the deficiency and provides expected performance outcomes. If expected performance outcomes are not met during the probation period, the student may receive a failing grade for the clinical practicum course and be dismissed from the program.

INCIDENT REPORT
Hillsborough Community College
Health Sciences Department

Medical Laboratory Sciences Department

Student information

<i>Student name</i>	<i>Date</i>	[Date]
<i>Student ID</i>	<i>Type of injury</i>	
<i>Preceptor</i>	<i>Department</i>	

Description of Injury

Actions taken

First-Aid Treatment _____ By: _____

Description of further actions taken.

I understand that as a result to exposure to blood, blood products or bodily fluids at the HCC, ETC or affiliate site, I am at risk for development of hepatitis and/or AIDS.

I understand that I have the right and responsibility for seeking medical advice and /or treatment for the contaminated needle stick or exposure to blood, blood products or body fluids from affiliating health care agency, and/or from my own personal physician.

If I seek medical advice and/or treatment, I understand that I am responsible for all medical, diagnostic, and treatment expenses.

I understand that upon seeking medical advice and/or treatment from my attending physician, that is he/she deems it necessary, he/she can forward a written request to affiliating health care agency requesting the attending physician to obtain a blood sample from the patient involved in the incident to be tested for hepatitis and/or the AIDS virus. The patient involved has the right to refuse such requests. I understand that the County Health Department will provide anonymous free testing and counseling for the HIV virus.

I understand that if I choose not to seek medical advice and/or treatment for the contaminated needle stick or exposure to blood, blood products or body fluids that Hillsborough Community College and/or the affiliating Health Care Agency will not be liable for the injury incurred or any subsequent injuries or disease as a result of not seeking medical device and/or treatment.

Acknowledgement of Counseling regarding the above statements

By signing this form, you confirm that you understand the information. You also confirm that you and your instructor have discussed the warning and a plan going forward for testing.

Student Signature

Date

Faculty/ Clinical Site Instructor Signature

Date

Dean Health Sciences

Date

INFORMED CONSENT

Blood borne Pathogens, Infectious & Communicable Diseases

As a student in a Health Sciences Program at HCC who will be performing in the clinical facilities, I understand that I may be exposed to environmental hazards and infectious and communicable diseases including, but not limited to, Tuberculosis, Viral Hepatitis, and HIV (AIDS).

Proof of vaccination from Hepatitis B series may be required before participation at certain clinical affiliate sites. All hospital policies and procedures supersede College policy regarding prevention of infectious diseases and, in accordance with the Affiliation Agreement between the College and the hospital/agency, the student must abide by those policies and procedures.

I, _____, understand and assume the risks involved in the clinical portion of Health Science programs at Hillsborough Community College. **I agree to abide by all College/Division/Program/hospital/agency policies regarding exposure to bloodborne pathogens, infectious and communicable diseases.**

Student's Signature

Date

Print Name

Student ID #

Original signature copy will be retained in the student's program file.

Revised April 2006

INFORMED CONSENT

Latex Allergies

As a student in the _____ Program at Hillsborough Community College, I understand that I may be exposed to various environmental hazards in particular, but not limited to, latex allergies, while in laboratories or clinical experiences.

I, _____, understand and assume the risks

(Print Name)

involved in the laboratory and clinical portion of Health, Wellness & Sports Technologies programs at Hillsborough Community College.

Student's Signature *Date*

Print Name

Student ID #

Original signature copy will be retained in the student's program file.

Revised April 2006

INFORMED CONSENT

AFFILIATES AND CLINICAL SITES

Liability for Medical Expenses

This is to inform you that Hillsborough Community College is **NOT** responsible for payment of any medical services that result from injuries occurring while you are a student participating in a clinical experience as part of a program within the Division of Health Sciences. Therefore, be advised that if you receive any medical treatment in a clinical agency as the result of an injury or illness, such as a needle stick, fall, fainting, etc, in accordance with the conditions of the College's Affiliation Agreement with the hospital/agency, the hospital/agency has the right to bill you for any services rendered. You will be responsible for payment for all related medical services provided by the hospital agency.

I have read and understand and agree to be responsible for payments for all related medical services provided by the hospital/agency for any illness or injury that may occur while at the hospital/agency as part of my clinical experience with a Health Sciences program at Hillsborough Community College.

Student's Signature

Date

Print Name

Student ID #

Original signature copy will be retained in the student's program file. Revised April 2015

HILLSBOROUGH COMMUNITY COLLEGE
HEALTH SCIENCES DEPARTMENT
MEDICAL LABORATORY SCIENCES

Program Handbook Signature

I, _____ acknowledge that I have received a copy of the Hillsborough Community College Medical Laboratory Science Program Student Handbook and that the information has been discussed with me. I understand that I am responsible for knowledge of the guidelines and policies of the Program, the Health Science Department, and Hillsborough Community College as reproduced in the College Catalog and Student Handbook and Academic Planner. I further understand that those policies are subject to change and that such changes will be made available to me as soon as possible and be binding at the time.

Student Signature: _____

Date: _____

Student ID#: _____

SAFETY AGREEMENT FORM

PLEASE INITIAL THE ITEMS LISTED BELOW

_____ I agree to follow all set rules and regulations as required by the MLS program, including those listed in the laboratory safety rules.

_____ I have been informed that biological specimens and blood products may possess the potential of transmitting diseases such as hepatitis and acquired immunodeficiency syndrome.

_____ I understand that even though diagnostic products are tested for HIV antibodies and Hepatitis B surface antigen (HBsAg), no known test can offer 100% assurance that products derived from human blood will not transmit diseases.

Student Name: _____

Student Signature: _____

Date: _____



HILLSBOROUGH COMMUNITY COLLEGE
RELEASE AND HOLD HARMLESS FORM
COURSE/PROGRAM-RELATED PARTICIPATION

This form must be completed, signed and returned before you may participate in a course or program activity at Hillsborough Community College (HCC). HCC is responsible for preparing the attachment detailing the activities planned for the course or program activity.

(PLEASE PRINT)

Name _____ Campus _____

Home Address _____ City/State/Zip _____

Telephone# _____ Faculty _____

I, _____, in full recognition of the activities for

(Print Name)

(Specify Activity)

as described in detail in the attachment to this form, understand that these activities may pose certain danger or injury to myself and/or my property. I agree to assume all risks and responsibilities surrounding my participation in these College-related activities on behalf of myself, my heirs and personal representatives. In consideration of the permission and privileges extended to me by Hillsborough Community College to participate in these College-related activities, I agree to indemnify and hold harmless the District Board of Trustees, its officers, agents and employees from any and all claims, demands, liabilities or causes of action (including attorney fees and costs through an all

appeals), whether in law or in equity, by reason of any death, injury or damage to any person or persons or damage to or destruction of any property resulting from my participation in the College-related activities described in the attachment.

I have read and understand this release/hold harmless form and attachment. I agree to sign both this form and the attachment prior to participating in any activities associated with this course.

Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

(Only required if student is under 18 years old)

Print Parent/Guardian's Name _____ Phone # _____

Release of Information to Clinical Affiliate Sites
Hillsborough Community College Health Sciences Programs

I, _____, acknowledge and understand that Hillsborough Community College Health Sciences programs partners with clinical affiliate sites for purposes of student education. I understand that those partners may request copies of my background check, physical exam, immunization records, and tuberculosis test for purposes of approving my participation in clinical experiences at those sites. I give permission to the HCC Health Sciences programs to release this information to clinical affiliate sites where I am assigned for this purpose.

Name (PRINT) _____ Student ID _____

Signature _____ Date _____

HEALTH SCIENCES



DALE MABRY CAMPUS - 4001 W TAMPA BAY BLVD. TAMPA, FL 33614

Student Physical Form

Dear Health Examiner:

Please provide your assessment of the following student's physical and mental ability to perform the "Essential Functions and Standards for Clinical Courses" indicated below. Mandatory to any clinical rotation, students entering Health Science programs also require documented proof of immunizations and health screening for communicable diseases. Proof includes completion of the Immunization Form by the student and verified, reviewed and signed by a licensed health care professional.

Student's Name: _____ Gender: Male ___ Female ___ Date of Birth (M/D/Y): _____

Address: _____ City, State/ Zip: _____

Essential Functions and Standards for Clinical Courses	
Environmental Conditions:	Clinical Tasks and Skills:
Potential exposure to blood borne pathogens	Fine motor manipulation of hands and fingers
Potential exposure to infectious pathogens	Fitting/use of personal protective equipment
Work with latex, chemicals water and detergents	Use latex protective gloves and N-95 Respirator mask
Work alone or in groups	Work irregular hours or work different shifts
Physical Requirements:	Sensory and Cognitive Requirements
Ability to carry, lift, push, and pull 50-75 pounds	Binocular vision. Note if monocular
Gross motor skill to manipulate equipment	Near and far vision uncorrected and corrected
Assist in transferring and lifting patients	Vision- A minimum of a 20/40 (with Correction); Snellen may be used
Frequent reaching, grabbing and grasping	Screen for color deficiency
Seated and standing work ranging minutes to hours	Ability to hear; whisper test at 12 feet. Note if aid needed
Frequent twisting, bending, and reaching overhead	Ability for multi-tasking
Occasional climbing to heights less than six (6) feet	Ability to communicate by speech clearly
Occasional stooping and kneeling	Ability for analytical thinking, reasoning, make calculations
Frequent trunk rotation	Ability to function in high stress complex situations

Examiner Comments and Opinions (Please check one):

- In my opinion, the student meets the essential physical and mental standards noted above for participation in a clinical health care setting.
- In my opinion, the student will require the following accommodations or restrictions (e.g., corrective lenses) to participate without harm to self/others in a clinical health care setting:

- In my opinion, based on the following comments, the student does not meet the essential physical and mental standards noted above and is not able to participate without harm to self/others in a clinical health care setting:

Examiner's Name:	Date:
Physician/ARNP/PA Signature:	License No.:
Address:	State/Zip:
Phone:	Fax:

Revised 5/13/16

HEALTH SCIENCES



DALE MABRY CAMPUS - 4001 W TAMPA BAY BLVD. TAMPA, FL 33614

Student Immunization Form

Student's Name: _____ Student's Date of Birth: _____

MMR Titer:	MMR Titers may be done in lieu of vaccination documentation. Note: MMR may be given instead of individual immunizations. Please attach all copies of laboratory tests to this form when titers are performed.		
1 st Immunization Date:	2 nd Immunization Date:	Titer Result:	
Rubeola (Measles):	Two doses of live measles vaccine administered after 1967 with the first vaccination on or after the first birthday. The two doses must be at least 30 days apart.		
1st Immunization Date:	2nd Immunization Date:	Titer Result:	
Rubella (German Measles):	One dose administered on or after first birthday or two doses of MMR		
1st Immunization Date:	2nd Immunization Date:	Titer Result:	
Mumps:	One dose administered on or after first birthday		
Immunization Date:	Titer Result:		
Tdap:	Date Given (must be within the past 10 years):		
Tuberculosis Screening:	PPD (Mantoux) Test is required, not a tine Test.	Must be read with 48-72 hours.	
Date Administered:	Site Administered:	<input type="checkbox"/> Left Arm	<input type="checkbox"/> Right Arm
Date Read:	Result (in mm.):		
Name of Reader:	License No.:		
If positive PPD (> 10 mm) induration, any symptoms of Tb or known exposures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was prophylaxis medication (INH) taken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note: If history of+ Tb, CXR needed within (5) years
Date of Chest X-Ray:	Chest X-Ray Result:		
Prior history of BCG?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date: PPD recommended unless BCG given within last two (2) years
Other tests to show negative TB:			
Hepatitis B:	Series of three (3) immunizations required strongly recommended for health care workers.		
Second dose is to be given one (1) month after first dose. Third dose is to be given at least five (5) months after second dose. If student declines series submit a completed declination form to the student's Health Science Program Manager.			
1st Immunization Date:	2nd Immunization Date:	3rd Immunization Date:	
Hepatitis B Immune Titer (HHS antibody):	Test Date:	Result:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative
Varicella Titer (Chicken Pox):	Test Date:	Titer Result	<input type="checkbox"/> Positive <input type="checkbox"/> Negative
If no history of disease or titer is non-immune two (2) doses of varivax vaccine are recommended.			
1st Varicella Vaccine Date:	2nd Varicella Vaccine Date:		
Current Flu Season Vaccine- Oct 1 st - March 31 st	Date Administered:	"Refused for medical, religious; attach flu vaccine refusal form"	
<input type="checkbox"/> Left Arm <input type="checkbox"/> Right Arm Lot #			

I hereby certify that I have reviewed this vaccination/immunization form and performed the required testing.	
Name:	Date:
Signature	License No.:
Address:	Telephone:

Revised 5/13/16

Hillsborough Community College Health Sciences Programs Confidentiality Agreement

As a student in a Hillsborough Community College Health Science Program, I am aware that I will have access to a patient's or employee's confidential information as part of my clinical instruction.

I agree that:

- I will protect the privacy and confidentiality of any patient or employee information that I may have access at all times.
- I will only access information that is required for my training, even after my training has been completed.
- I will not show, tell, copy, give, sell, review, change or trash any confidential information unless it is part of my training. I will follow correct department procedures when doing so.
- I will not misuse or be careless with the confidential information.
- If I am assigned computer access, I will keep this information secret.
- I will not use anyone else's computer access I.D. and password; unless in my academic program at a clinical site, I am required use a computer where an employee has logged on. It is my responsibility to ensure that use of the employee's computer is the appropriate method prior to use.
- I am responsible for any access using my sign-on I.D. and password.
- I am aware that any access may be audited.
- I will make my clinical instructor or preceptor aware if I suspect someone has access to my sign-on I.D. and/or password.
- I know that any information I may have access to during my clinical training does not belong to me.
- I know that the clinical affiliate may terminate my access at any time.
- I will not make unauthorized copies of any information or software I may use at the clinical affiliates.
- I am responsible for my use or misuse of all confidential information.
- I am responsible for failing to protect my computer access (sign-on) or other access to confidential information.
- I must sign off when leaving a workstation and am responsible for any breach of confidentiality if I fail to do so.

Failure to comply with this agreement may result in dismissal from the clinical affiliate as well as dismissal from the Health Science Program. Any breach of patient confidentiality could result in civil action and penalties. By signing this, I agree that I have read, understand and will comply with this agreement.

Signature: _____ Date: _____

Print Name: _____

Student ID: _____

Rev. 11/11

Release and Hold Harmless Form Field Trips and Off-Campus Activity

This form must be completed, signed and returned to the faculty member before a student may participate in any field trip, off-campus or College-related activity associated with a course or program at Hillsborough Community College. The faculty member is responsible for preparing the attachment detailing the field trip(s) and off-campus activities planned for the course.

(PLEASE PRINT)

Student Name _____ Student ID # _____

Home Address _____

_____ Campus _____

Telephone Number _____ Faculty _____

I, _____, in full recognition of the activities for, _____ which includes travel to and from the activities, as described in detail in the attachment to this form, understand that these activities may pose certain danger or injury to myself and/or my property. I agree to assume all risks and responsibilities surrounding my participation in these College-related activities on behalf of myself, my heirs and personal representatives. In consideration of the permission and privileges extended to me by Hillsborough Community College to participate in these College-related activities, I agree to indemnify and hold harmless the District Board of Trustees, its officers, agents and employees from any and all claims, demands, liabilities or causes of action (including attorney fees and costs through all appeals), whether in law or in equity, by reason of any death, injury or damage to any person or persons or damage to or destruction of any property resulting from my participation in the College-related activities described in the attachment, or arising from the College's negligent acts, errors or omission or intentional acts in rendering the curriculum and related activities associated with the course or program at Hillsborough Community College.

I have read and understand this release/hold harmless form and attachment. I agree to sign both this form and the attachment prior to participating in any field trips or off-campus activities associated with this course.

Student's Signature _____

Date _____

CRIMINAL HISTORY INFORMED CONSENT

For acceptance into a Health Sciences program at Hillsborough Community College (HCC) and continuing through enrollment and program completion, you must not have been found guilty, regardless of adjudication, of an offense that would disqualify you from employment in health care or a health care setting. If you have unresolved offenses or are on probation, you may be ineligible to be placed in a clinical environment. You must meet all placement standards to participate in Health Sciences programs at HCC due to requirements mandated by affiliation agreements with clinical sites.

You will submit fingerprints and information about yourself, including your Social Security number, for a Level 2 screening (“Consumer Report”). Results of the background screening will be sent to the HCC Health Sciences Admissions Office. Should you require an exemption from a disqualification, you can appeal to the HCC Health Sciences Admissions Office. Not all offenses are disqualifying. If your Consumer Report lists a potentially disqualifying offense, the HCC Health Sciences Admissions Office will contact you for additional documentation and/or for a more in-depth review. Your Health Sciences Licensure Board, where applicable, may or may not allow a graduate from a Health Sciences program who has a disqualifying offense, such as an arrest or conviction, to sit for licensure.

I understand that per the Fair Credit Reporting Act and the Federal Trade Commission, the Level 2 background check described in this Disclosure and Release (informed consent form) is considered to be a Consumer Report. To be eligible as an applicant/student to any HCC Health Sciences program or to continue as a student in a Health Sciences program at HCC, I cannot have a criminal history with a conviction of one or more crimes as outlined in Section 435.03, Florida Statutes.

I understand that effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care boards in Florida or the Department of Health will refuse to issue a license, certificate or registration and will refuse to admit a candidate for examination, as outlined in Section 456.0635, Florida Statutes.

I understand that admission into any HCC Health Sciences program on the basis of the Consumer Report is no guarantee I will be eligible for licensure or future employment. I acknowledge it is my responsibility to contact my Health Sciences Licensure Board to determine criteria based on criminal activity included in my Consumer Report.

I understand that this “Informed Consent” form serves as:

1. A clear and conspicuous disclosure by HCC that a Consumer Report, which includes a Level 2 background check, will be completed on me and will be obtained for admissions purposes into any HCC Health Sciences program and that a consumer reporting agency will provide the report to HCC; and
2. An authorization from me for HCC to procure the Consumer Report, and an agreement that I will pay for the Consumer Report.

I understand that information from the Consumer Report for admission purposes into any HCC Health Sciences program will not be used in violation of any applicable federal or state laws or regulations.

I understand that HCC certifies that before taking adverse action in whole or part based on the Consumer Report for admission purposes into any HCC Health Sciences program, it will provide me a:

1. Copy of the Consumer Report; and
2. Copy of my rights, in the format approved by the Federal Trade Commission, which notice shall be supplied to HCC by the consumer reporting agency.

I understand that as an applicant/student, I will be responsible for notifying the HCC Health Sciences Admissions Office at the Dale Mabry Campus within five (5) working days of any arrests and convictions, regardless of adjudication that occur after the application deadline but before the first day of classes. The Chair of the Admissions and Appeals committee will communicate to me whether or not I will remain eligible to enter the program and will notify the program manager if I am no longer eligible to enter the program.

I understand that if I am accepted and/or enrolled into any Health Sciences program at HCC and arrested, on or after the first day of class, of any crimes, I must notify my program manager within five (5) working days of the arrest or conviction or any criminal charges pending against me that occur while I am in the program.

I understand that my failure to notify the appropriate individuals shall be grounds for denial of admission to or permanent dismissal from an HCC Health Sciences program. Further, HCC may require a Consumer Report to be generated on me at any time when I am enrolled in any HCC Health Sciences program, which will be at no cost to me.

I understand that some clinical affiliates/partners/hospitals/agencies may require that the HCC Health Sciences program share the results of the background check, and I agree that HCC may share my results.

Student Signature: _____ **Date:** _____

Printed Student Name: _____

Student ID #: _____

HCC reserves the right to make changes in the admission criteria and program information, as circumstances require.

Original signature copy will be retained in the student's file.

I understand that my failure to notify the appropriate individuals shall be grounds for denial of admission to or permanent dismissal from a Health Science program. Background checks may

be generated on any student at any time when they are enrolled in any Health Science program at no expense to the student.

Student Signature _____ **Date** _____

Printed Student Name _____ **Student ID** _____

Hillsborough Community College reserves the right to make changes in the admission criteria and program information, as circumstances require.

Attachment A is a part of this Agreement.

Original signature copy will be retained in the student's program file. Revised September 2009

Student Signature _____ **Date** _____

Printed Student Name _____ **Student ID** _____

Hillsborough Community College reserves the right to make changes in the admission criteria and program information, as circumstances require.



PHLEBOTOMY BLOOD DRAW CONSENT

I am aware of the importance of practice in developing quality phlebotomy skills which are performed as safely as possible. In consideration of the educational opportunity being offered to me by the MLS program HCC, I hereby consent to allow students within this program to practice phlebotomy techniques, including venipunctures and capillary punctures on me in the presence of an instructor, just as I will practice these same techniques on other students in the program. I understand that there are risks, some of which are very rare, associated with phlebotomy which include, but are not limited to infection, bruising, and other potential damage to surrounding tissue. I accept these risks and agree to perform these skills as safely and professionally as possible.

I hereby agree to release and hold harmless Hillsborough Community College, its officers, and staff from any and all liability arising out of or related to injuries that I may receive as a result of such phlebotomy practice. I affirm this acceptance on the MLS Student Handbook Acknowledgement Form.



Hillsborough Community College
Health Science Department
Medical Laboratory Science Program Handbook
Signature Page

I have been provided with a copy of Hillsborough Community College, Health Science Department's Clinical Laboratory Sciences Program's Student Handbook.

The material in the handbook that includes the Program's rules, regulations, and policies was reviewed in my presence and I was given the opportunity to discuss, and have the material clarified.

The material reviewed included the following:

1. Program Mission Statement
2. Program Goals
3. Program Entry Level Competency Statements
4. Program Admission and Continuance Policies and Criteria
5. Program Course Requirements and Sequence
6. Application for Clinical Rotations
7. Essential Functions
8. Health and Safety policies
9. Phlebotomy Consent Form
10. Medical Laboratory Safety Rules
11. Clinical Guidelines for Students Participating in Practicums
12. Informed Consent Blood Borne Pathogens, Infectious and Communicable Disease

Student Signature: _____ **Date:** _____

Printed Student Name: _____ **Student ID #:** _____

HCC reserves the right to make changes to the student handbook program information, as circumstances require.

Original signature copy will be retained in the student's file.



Policies and Procedures Manual,
Medical Laboratory Sciences
