

# **CLINICAL LABORATORY ASSISTANT PROGRAM (CLT 105 & CLT 106)**

**STUDENT HANDBOOK  
2020**



**Elgin Community College  
1700 Spartan Drive  
Elgin, Illinois 60123  
[www.elgin.edu](http://www.elgin.edu)  
(847) 214-7322**

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

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## Accrediting Agency

The CLT Program is accredited by the  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS),  
5600 N. River Rd. Suite 720, Rosemont, IL. 60118  
(773) 714-8880

## Health Professions Division - Mission Statement

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

## Health Professions Vision Statement

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

## COURSE DESCRIPTIONS

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

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

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

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

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

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

## **COURSE OBJECTIVES**

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

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

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

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

### **ESSENTIAL REQUIREMENTS**

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

#### **Essential Observational Requirements**

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

### **Essential Movement Requirements**

The student must be able to travel to and from clinical sites for practical experiences.

The student must be able to move freely and safely about a laboratory.

The student must be able to reach laboratory bench tops and shelves.

The student must be able to tolerate lengthy periods of physical activity including sitting, standing, and moving quickly at times.

The student must have sufficient fine motor control to collect and process potentially infectious specimens, to safely handle laboratory chemicals, and to manipulate laboratory equipment requiring repetitive motion.

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

The student must be able to effectively read, write, and speak in English, to communicate with instructors, students, patients, and other members of the health care team.

The student must be able to follow oral and written instructions in order to perform tasks independently.

The student must be able to comprehend, memorize, analyze, and synthesize scientific information at a level appropriate for Clinical Lab Technicians.

### **Essential Behavioral Requirements**

The student must be able to prioritize and complete projects within realistic time constraints.

The student must be able to exercise judgment and decision-making skills during periods of stress.

The student must remain flexible and adaptable to change.

The student must recognize potentially hazardous situations and proceed safely.

The student must seek help when needed.

The student must be able to accept constructive criticism and work to improve performance.

The student must be able to work collaboratively with fellow students and instructors.

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

# **CRIMINAL BACKGROUND CHECK DRUG TESTING POLICY**

The Illinois Department of Public Health (IDPH) and The Joint Commission (TJC) has established regulations that require Elgin Community College to mandate criminal background checks and drug testing of all students in the Health Professions Division who will be participating in clinical experiences. These regulations are based on the Illinois Healthcare Worker Background Check Code. The College will comply fully with the IDPH and TJC regulations and requirements governing criminal background checks and drug tests. The results of all individual criminal background checks and drug tests will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing must be completed by all students, after acceptance into and no more than 30 days before the beginning of classes, in the Health Professions Division where clinical training is required. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division. Students with a positive drug test will be referred to the Student Assistance Program at ECC.

In addition, students:

- Will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests);
- Will be responsible for completing criminal background checks and drug tests from a source recommended by the Health Professions Division;
- Who refuse to be tested will be considered positive for criminal background check and/or drug test and will be denied admission to the Health Professions Division;
- With a positive drug test may not reapply to a Health Professions program for a period of one year, and must supply a letter from a professional source documenting successful rehabilitation;
- With two positive drug tests will be permanently dismissed from the Health Professions Division;
- Whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification or it will be considered a positive result;
- Must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause;
- Who leave the Health Professions Division for one or more semesters will be required to repeat the drug test upon re-admission;
- Who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification.



Students who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division.

## **SAFETY POLICY**

Students must demonstrate competency in safety protocol during CLT 100 or CLT 105. Safety objectives are continually reinforced during all of the CLT courses and clinical practicums. The following safety precautions must be followed while in the student laboratory (A-218):

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

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

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

### **CODE OF CONDUCT**

Elgin Community College (ECC) students must adhere to the Student Code of Conduct Discipline Procedure as stated in the college catalog. In addition, the Health Professions

Department requires that health professions' students practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times. These additional requirements are necessary because health professions' programs require students to perform procedures on fellow students and patients in the student laboratory and the clinical setting.

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

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

## **BLOODBORNE PATHOGEN EXPOSURE POLICY**

**Scope:** Applies to all students enrolled in ECC Health Professions programs

**Policy Statement:** In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

### **Definitions:**

*Blood:* human blood, human blood components, and products made from human blood.

*Bloodborne pathogens:* pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

### **Other potentially infectious materials include:**

- Amniotic fluid
- Body tissues
- Organs from a human

- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

## **Procedure:**

### **Clinical/Lab Practices**

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated immediately after use according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

## **Personal Protective Equipment**

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the student’s uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

## **Post-Exposure Practices**

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached **Exposure/Incident Report Form**.

### **Reporting of Clinical Exposure Incidents**

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

### **Procedure:**

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.
3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC **Exposure/Incident Report Form**.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: Occupational Safety and Health Administration (OSHA) Standard Number 1910.1030

# EXPOSURE / INCIDENT REPORT FORM

Working in the health field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

**Exposed Individual:**

**Name:**

**HP Program:**

**Phone:**

**Cell:**

**Home**

**Exposure:**

**Exposure Incident:**

**Date:**

**Time:**

**Location of Exposure:** (ie. facility & department or unit)

**Type of Exposure:** (ie. needle stick, mucous membrane, bite etc.)

**Type of Device:** (ie. manufacturer, safety device, type of needle etc.)

**Body fluid or substance involved:**

**Body part(s) exposed:**

**Incident Details:** Explain in detail what occurred:

**Personal protective equipment used:**

**First Aid:**

**Was first aid performed? YES / NO (Circle one) Describe action taken:**

**If so, by whom?**

**Follow-up testing and results (attach documentation)**

**Faculty:**

**Instructor Name:**

**Instructor Signature:**

**Comments:**

**Facility contact to whom incident was reported:**

**Student Signature:**

**Date:**

**Program Director Signature:**

**Date:**

**Submit copy of completed form to both the Program Director and Dean of Health Professions**

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



# COLLEGE CLOSING POLICY

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students should also subscribe to the **ECC Emergency Alert System**. Simply, register on-line at [emergency.elgin.edu](http://emergency.elgin.edu) When there is a school closing or emergency, you will receive a text message.

If the college is closed, students are not required to attend practicums, however, any missed days must be made up. Site visits will not occur when campus is closed for snow days.

## Academic Integrity

### I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. **[In Health Professions this includes the professional code of ethics for each discipline.]** The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. For more information on ECC's Academic Integrity policy see [Academic Integrity Policy](#)

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the ECC Library Tutorials Research Guide at [ECC tutorials Writing Your Paper](#). Students may also seek assistance from Librarians as well as the Write Place staff.

### II. Acts of Academic Dishonesty include, but are not limited to the following:

#### A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

## B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism.
- reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved.

## C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

## D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student's own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

#### E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

#### F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct.

### III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below, they must document the violation using the Academic Integrity Violation form. The form must be sent to the student via the ECC student email account, the Academic Dean, and the Dean of Student Services and Development. This enables the Dean of Students to monitor multiple offenses. **[In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]**

- Completion of "Writing with Integrity" course through the Write Place
- Reduced grade on assignment
- Failing the assignment
- Reduced final course grade
- Failing grade for course

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment when responding to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of receiving the violation form from their instructor. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive the Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified by mail and

email to attend the meeting. The meeting may or may not impose further sanctions at the discretion of the Director. Students will remain restricted from registration until they have met all sanctions. If a student does not attend the meeting with the Director, the case will be immediately referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but is not limited to:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

#### **IV. Appeal Process**

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the appeal is approved, the sanction would change accordingly. Students should continue active participation in the course while appeals are under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the violation form. If an extension is required, it may be granted by the Vice President.

##### **Step 1: Division Review**

The purpose of step 1 is to allow for independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, they will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via ECC email. The faculty member will be copied on this email.

5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning and Student Development within five (5) days of the notification. The appeal must include all necessary documentation.

## **Step 2: Vice President/Committee Review**

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days the Vice President will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision. The Vice President will use a rubric to determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice President will appoint the committee members by the end of the ten (10) days. The faculty members will elect the chair of the committee.
5. The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.
6. The committee shall review the evidence and make a written recommendation to the Vice President of Teaching, Learning, and Student Development within three (3) days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty

member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's recommendation.

7. If the Academic Integrity Appeal is upheld, the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President of Teaching, Learning, and Student Development will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

## **PROFESSIONALISM STATEMENT**

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

## **COPY SERVICES**

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

## **DISMISSAL POLICY**

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe clinical laboratory program regulations and meet professional standards as outlined in the clinical laboratory program code of ethics.

A written warning may be issued for infractions of program regulations or professional standards. A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from the clinical laboratory technology program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the clinical laboratory technology program without a written warning.

Students who have been permanently dismissed from the clinical laboratory program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

### **Dismissal Procedure**

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the clinical laboratory program will not be permitted to attend any further clinical laboratory classes/clinical and will receive failing grades in the clinical laboratory courses in which they are enrolled.

### **Due Process / Student Appeal**

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

Revised 2/2013

## **GRADUATION REQUIREMENTS**

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

## **CONTRACT OF SOCIAL MEDIA POLICY**

In exchange for the educational opportunities provided to me by the clinical rotations, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in

complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, MySpace, LinkedIn, and any others not mentioned). I understand that administration periodically searches the internet for breaches of its privacy policies. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Such violation may also result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College.

## **Contract of Handheld Technology**

### **Classroom**

**PDA/Smartphones/Handheld Computers** – No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. If faculty allow a calculator in an exam, the calculator will be provided by the school/instructor. Students with special accommodations requiring a special device must have documented departmental approval in the program director's office before the beginning of the second week of class.

**Audience Response System**, ie: Clickers/Desire2Learn (D2L) – is where an audience response system(ARS). You will be allowed to use your web enabled phone/computer/PDA for this purpose. Please note that all information you transmit is subject to editing by the instructor. Students must realize that any data transmitted via ARS may be seen by other students. It is expected that all information shared will adhere to the school's code of conduct and the highest professional principles. Some ARS activities will be graded. These graded assignments are subject to the academic honesty policies applicable to exams and written work. False representation or other forms of cheating will be considered academic misconduct and will be referred to the Dean's office. This policy applies regardless of whether a student is physically present or in distance education.

### **Clinical**

**PDA/Smartphones/Handheld Computers** – Students using Handheld Devices (HHD) in clinical will always follow these guidelines:



- The device will be in airplane mode at all times while being used in the clinical agency.
- The camera will not be accessed at anytime while in the clinical agency or a clients' home
- No pictures will be taken of any person, equipment, or location that is related to clinical without prior written consent of the supervisor of that location, the director of the program, and the faculty member.
- No texting, email, or communication of any type will ever be done in front of a client or clinical agency staff member. At other times, the student must have express permission of the clinical agency and their faculty member.
- Students agree that they will sanitize their HHD with an antibacterial wipe in accordance with basic universal precaution standard (after all patient interactions and at any time one would sanitize their hands/stethoscope).

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or any other time. This includes proper management of confidential client information. All students are fully responsible for following all regulation of the [HIPAA guidelines](#).

If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted students agree to refrain until clarification can be made. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs and any other such device. Any communication about a clinical or client related concept or event must be de-identified before transmission per HIPAA guidelines.

Permission granted by Lewis & Clark Community College 8-2011

# CLA PROGRAM STUDENT HANDBOOK AGREEMENT

Elgin Community College's Clinical Lab Assistant Student Handbook provides information regarding the policies and procedures in effect for the Clinical Lab Assistant program. Students will be fully informed of any changes to this document.

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

\_\_\_\_ I have received a copy of the [insert program name] student handbook.

\_\_\_\_ I am aware that it is my responsibility to ask questions about the contents of the [insert program name] student handbook and have those questions answered to my satisfaction.

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

\_\_\_\_ I agree to fully participate in the lab portion of the Clinical Lab assistant program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

\_\_\_\_ I agree that while enrolled in the Clinical Lab Assistant I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Clinical Lab Assistant, but also strive to develop professional behaviors and attitudes.

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

\_\_\_\_\_  
Date

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

## CONFIDENTIALITY STATEMENT

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

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

\_\_\_\_\_  
Date

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

## PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Clinical Lab Assistant program to the affiliated clinical facilities where I will be assigned.

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

\_\_\_\_\_  
Date

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

## PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Clinical Lab Assistant program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

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

\_\_\_\_\_  
Date

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

# Voluntary Assumption of Risk & Release of Liability

THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY PRIOR TO SIGNING.

**Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees and its designated agents.**

As a student in Elgin Community College's Health Professions Division, I (print your name) \_\_\_\_\_, freely choose to participate in the (print your program name) \_\_\_\_\_ program in which I am enrolled. I agree as follows:

**RISKS:** I understand that the clinical education environment for the Program in which I am enrolled through Elgin community College contains exposures to risks inherent in activities required for participation in the Program. These risks include, but are not limited to bodily injury, communicable and infectious diseases and property damage.

**HEALTH AND SAFETY:** I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

**HIPAA:** I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the program.

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY:** Knowing the risks described above, and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees and its designated agents from all claims of any kind which I, the student, may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

**SIGNATURE:** I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this *Voluntary Assumption of Risk and Release of Liability* and acknowledge that I understand it. The laws of the State of Illinois shall govern this *Voluntary Assumption of Risk and Release of Liability*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_