

PHLEBOTOMY PROGRAM
(CLT 101 and CLT 120)
STUDENT HANDBOOK
2019-20



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These requirements are specific to the Phlebotomy program,
and are a supplement to the ECC college catalog.

Updated 7/19

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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. 60018
(773) 714-8880

CLT Program Mission Statement

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

CLT Program 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.

CLT Program Vision Statement

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 phlebotomy program regulations and meet professional standards as outlined in the phlebotomy 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 phlebotomy program.

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

Students who have been permanently dismissed from the phlebotomy 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 phlebotomy program will not be permitted to attend any further phlebotomy classes/clinical and will receive failing grades in the phlebotomy 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

COURSE DESCRIPTIONS

CLT 101 - Phlebotomy (3 cr)

Prerequisite: Score in the 12th percentile or better in each section of the PSB-HOA exam.

Description: Students will learn basic techniques for blood specimen collection. Units on anatomy and physiology of the circulatory system, medical terminology, specimen processing, laboratory safety, infection control, quality control, and professional skills will also be covered. Students who wish to become certified as phlebotomy technicians must also complete 1.5 credits of CLT 120.

CLT 120 - Clinical Lab Technology Practicum I (1.5 cr)

Prerequisite:

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

Note: Students who would like more information regarding enrollment in CLT 120 should contact Debbie Wollenberg, Program Director, at 847-214-7322 or dwollenberg@elgin.edu

COURSE OBJECTIVES

Upon completion of **CLT 101-Phlebotomy**, 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 phlebotomist within the clinical laboratory environment.
4. Perform venipunctures and skin punctures successfully.
5. Demonstrate proper handling of clinical specimens.
6. Follow infection control and safety policies.
7. Communicate effectively using appropriate medical terminology.

Upon completion of **CLT 120-Clinical Lab Technology Practicum I**, students should be competent in each of the following objectives:

1. Perform venipunctures/skin punctures successfully following correct order of draw.
2. Describe complications associated with blood collections and ways to effectively handle these situations.
3. Describe special blood collection procedures.
4. Organize and prioritize the workload.
5. Follow infection control and safety policies.
6. Communicate effectively using appropriate medical terminology.

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, so as to communicate with instructors, students, patients, and other members of the health care team.

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

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

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 phlebotomy. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Students with disabilities must contact Patrina Probst in Disability Services 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 AND 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 101. The following safety precautions must be followed while in the student laboratory (A-222):

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 Blood borne 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

1. *Definitions*

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks. **[In Health Professions this also includes off-campus instructional sites.]**

College Official includes any person employed by the College, performing assigned administrative or professional duties. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

2. *Student Obligations to the College*

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

a. Acts of dishonesty, including but not limited to the following:

- 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)

[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]

- 2) Providing false information to any College official, faculty member or office
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

- 3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]
 - 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:
- 1) Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
[In Health Professions this also includes off-campus instructional sites.]
 - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
 - 3) Intentionally interfering with the lawful rights of other persons on campus
[In Health Professions this also includes the rights of other persons at off-campus instructional sites.]
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See Administrative Procedure 6.202 "Use and Rental of Campus Hallways, Atriums and Grounds" and Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403

Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.

[In Health Professions this also includes off-campus instructional sites.]

g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.

h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.

[In Health Professions this also includes off-campus instructional sites.]

i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.

[In Health Professions this also includes off-campus instructional sites.]

l. Violation of published College policies, administrative procedures, rules or regulations.

[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]

m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.

[In Health Professions this also includes off-campus instructional sites.]

n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.

[In Health Professions this also includes off-campus instructional sites.]

- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.

[In Health Professions this also includes off-campus instructional sites.]

- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.

[In Health Professions this also includes off-campus instructional sites.]

- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.

- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.

[In Health Professions this also includes off-campus instructional sites.]

- s. Theft or other abuse of computer time or services, including any violation of the Acceptable -Usage Guidelines for Electronic Student Services ,which can be found in all computer labs.

- 1) Use of computing facilities to view or share pornography or send obscene or abusive messages.

[In Health Professions this also includes off-campus instructional sites.]

- t. Abuse of the Disciplinary Hearing Process, including but not limited to:

- 1) Failure to obey the summons of a judicial hearing committee or College official
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

- 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee

- 3) Disruption or interference with the orderly conduct of a disciplinary proceeding

- 4) Request of a disciplinary proceeding knowingly without cause

- 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system

- 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
- 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
- 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
- 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. *Disciplinary Procedures*

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. *Appeal*

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

5. *Record of Complaint and/or Appeal*

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

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

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051

DRESS CODE / HYGIENE POLICY

During Clinical Practicums

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

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

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 www.elgin.edu/academicintegrity.

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 <http://ecclibrary.elgin.edu/tutorials/WritingYourPaper>. 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.

CONTRACT OF SOCIAL MEDIA CONDUCT

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.

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.

SNOW DAY POLICY

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students should also subscribe to the **ECC Emergency Alert System**. Simply, register on-line at **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.

CLT 101 – GRADING POLICY

Grades will be calculated based on points earned in the areas listed below:

- Academic Evaluation – 38.5%
- Technical Evaluation – 38.5%
- Professional Evaluation – 23.0%

All students must also pass a safety/infection control quiz with a score of $\geq 75\%$. Students will be given three attempts at this quiz. Students must notify the instructor as soon as possible, upon receiving a failing score. **Students who do not pass the safety/infection control quiz upon a third attempt, will be dropped from the course.**

Students must pass the final course exam with a 75% or better, and have a 75% overall grade in the class to proceed to CLT-120.

Three absences (excused or unexcused) and student will be dropped from the course. See course syllabus for additional course policies.

Academic Evaluation(250 points possible) *

Scores from quizzes, exams, assignments, projects, presentations, etc. See course syllabus for specifics.

Technical Evaluation (105 points possible) *

11 Venipunctures attempted in class - worth a total of 55 points.

*Note: Any student that does not receive a recommendation from the instructor to continue into CLT 120 for technical reasons, but wishes to be considered for a clinical practicum at a future time, will be required to repeat CLT 101. Recommendations will not be given to students with an overall success rate of $< 50\%$.

3 Dermal Punctures attempted in class - worth a total of 15 points

Order of Draw Evaluation - worth a total of 10 points

Send-Out Evaluation - worth a total of 10 points

Venipuncture Competency Checklist - worth a total of 15 points

Professional Evaluation (60 points possible) *

Professionalism Evaluation Form – worth a total of 30 points

Resume and Cover Letter – worth a total of 20 points

Discussion Board Postings – worth a total of 10 points

***point totals may vary due to class size and pace.**

Grading Scale

92-100% (A) 86-91% (B) 76-85% (C) $\leq 75\%$ (F)

CLT 101-VENIPUNCTURE COMPETENCY CHECKLIST

Name _____ Evaluator _____ Date _____

Note: Any steps marked with a

CLT 101-PROFESSIONALISM EVALUATION

Name _____

Evaluator _____

Date _____

Attitudes and Behaviors	Exceeds Expectations (5 points)	Meets Expectations (3 points)	Does Not Meet Expectations (1 point)	Comments
Adaptability Student responds to changes quickly; student is able to multi-task.				
Communication Student demonstrates effective written and oral communication skills, interacts in a professional manner.				
Confidence Student organizes work to be completed, works independently, recognizes limitations.				
Cooperation Student helps others willingly.				
Dependability Student arrives on time, begins work promptly, completes assignments in allotted time, properly uses and maintains equipment.				
Initiative Student displays enthusiasm and motivation, asks relevant questions, seeks additional information.				
Integrity Student follows instructions/course policies, pays close attention to detail, admits to errors or mistakes, takes responsibility for their actions.				
Judgment Student makes sound decisions after considering all options; seeks help when needed.				
Reaction to Criticism Student accepts constructive criticism, tries to correct weaknesses, maintains work quality under pressure.				
Safety Student follows lab safety policies, keeps work area clean.				

Total _____

Number of absences in the course _____

(1 point will be deducted from the total score for each absence)

Professionalism Evaluation Score _____ (30)

SPECIAL INSTRUCTIONS FOR CLT 120

Students who would like to become certified phlebotomists must complete CLT 101 and CLT 120 with grades of C or better, and pass a national certification exam. CLT 120 must be completed within two semesters of finishing CLT 101 (including summer semester.)

To be eligible to enroll in CLT 120, students must complete each of the steps listed below.

- Step #1 Pass CLT 101 with a grade of C or better
- Step #2 Debbie Wollenberg will contact passing students to set up testing date
- Step #3 Score 80% or better on the CLT 120 entrance exam (50 question computer exam)
- Step #4 Pass a practical skill test (demonstrate a venipuncture)
- Step #5 Complete a medical record form
- Step #6 Submit proof of health insurance
- Step #7 Complete a training information form
- Step #8 Obtain an ECC picture name badge from student life

Note: Students who enroll in CLT 120 must be available for training a minimum of 3 days/week (M-F approx. 7:00am-3:00pm) for a total of 100 hours (3-4 weeks). In addition, students must take their assigned clinical site or lose clinical opportunity. Students who are scheduled for clinical hours but do not complete all of the course requirements will receive a grade of F.

GRADUATION

Students who complete CLT 101 and CLT 120 are eligible to receive a Basic Vocational Specialist Certificate in Phlebotomy 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 on the ECC website, in order to have the BVS certificate posted on their final transcript.

CERTIFICATION INFORMATION

Once a student has successfully completed the Phlebotomy program, he/she is eligible to sit for a national certification exam. Certification information may be obtained from the following website www.ascp.org

CLT PROGRAM STUDENT HANDBOOK AGREEMENT

Elgin Community College's Phlebotomy Student Handbook provides information regarding the policies and procedures in effect for the Phlebotomy 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 reviewed the Phlebotomy student handbook posted on D2L

____ I am aware that it is my responsibility to ask questions about the contents of the Phlebotomy program student handbook and have those questions answered to my satisfaction.

____ I understand that failure to follow any of the policies in the Phlebotomy student handbook may result in my dismissal from the Phlebotomy program.

____ I agree to fully participate in the lab portion of the Phlebotomy 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 Phlebotomy program 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 Phlebotomy, 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 Phlebotomy 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 Phlebotomy 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 Laboratory Technology 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 Laboratory Technology 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 agree as 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 _____