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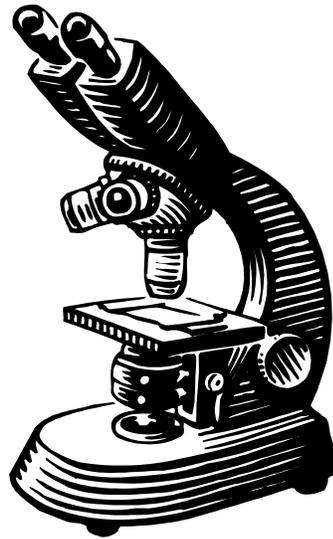
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Medical Laboratory Technology

2019-2020

TRI-COUNTY TECHNICAL COLLEGE MEDICAL LABORATORY TECHNOLOGY PROGRAM POLICIES

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Welcome!

Welcome to the Medical Laboratory Technology (MLT) Program at Tri-County Technical College.

The MLT program is accredited by:

National Accrediting Agency for Clinical Laboratory Science
5600 N River Bend
Suite 720
Rosemont, IL 60018
773-714-8880
www.naacls.org

Program Faculty: Deborah Brock, MHS, MT (ASCP) SH., Program Director
Jennifer Porter, MAT, MT(ASCP), Instructor
Polly Kay, MHS, MT(ASCP), Adjunct Instructor
Eliza Bagwell Hawkes, MLT (ASCP)^{cm}, Adjunct Instructor
Jessica Smith, MT (ASCP)^{cm}, Adjunct Instructor

Medical Laboratory Technology (MLT) Mission Statement:

The Medical Laboratory Technology Program provides opportunities for individuals to acquire the knowledge and skills for employment in medical technology. The graduate is awarded a 2-year associate degree in Medical Laboratory Technology upon successful completion of the program requirements. The awarding of the degree is not contingent upon the graduate passing any type of external certification or licensure examination.

Program Outcomes

The MLT graduate will:

1. Demonstrate professional behaviors, attitudes, and values associated with laboratory health professionals.
2. Adhere to laboratory safety regulations, including the use of safety techniques and protective equipment.
3. Correlate laboratory test results with clinical significance of patient conditions and/or diseases
4. Provide reliable and efficient laboratory test results using methods for evaluating the hematological, chemical, microbiological, and immunological status of a patient.
5. Perform collection and handling of blood and other specimens.

Attendance

As a preparation for professional employment, students are required to notify the instructors of their MLT classes, before the class begins, if he/she will be absent or late. Notifications may be emailed, called or discussed with the instructor in person.

Deborah Brock (864-646-1351/dbrock5@tctc.edu)

Jennifer Porter (864-646-1349/jporter7@tctc.edu)

Adjunct Instructors – contact per instructions given in class

Tri-County Technical College believes that class attendance is crucial to student success. As such, the College requires regular attendance to promote academic success and effective workplace skills required by employers. Additionally, the College must maintain compliance with all federal financial aid statutes regarding attendance. Therefore, a student who accumulates more than the allowable number of absences during the semester will be withdrawn from the course. A student may not be absent for more than 14 consecutive calendar days in a fall or spring term. The instructor must administratively withdraw a student who stops attending class after the drop period but prior to the completion of 60% of the session for which the class is offered.

Any student who accumulates more absences during the term than the class is scheduled to meet in a two-week period will be withdrawn from the class. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings. (The 10% allowable time frame for the summer term is 7 hours for lecture and one lab period for MLT 210 and MLT 205. For MLT 108, it is 5 hours for lecture and one lab period. If a student exceeds this number of allowable absences, he or she will be withdrawn from the class.) Extenuating circumstances may be considered with appropriate documentation provided to the Program Coordinator, but will not guarantee that a student may remain in the program.

Note: Unauthorized use of electronic devices during class or lab is unacceptable; therefore, students engaged in texting or viewing social media sites or other websites unrelated to class may be asked to leave and be marked absent.

Missed Tests/Labs

Students will only be allowed to make up tests at the discretion of the instructor. Only one test may be made up in an MLT Course. Should a student miss a second exam, they will receive a zero. The instructor has the option of giving different questions or different types of tests for make-up tests. Tests must be made up on the day that students return to campus. If the test is not made up on the day the student returns to campus, the student will receive a zero for that test grade. (i.e. if students miss a test in a morning class but come to campus later in the day, students will be required to take the missed test or earn a zero) Students will not be allowed to make up quizzes or lab activities.

Final course exams may only be made up at the discretion of the instructor.

Tardiness

A student who arrives late will be marked tardy for that class. Tardiness is defined as arriving after the instructor has begun class/lab. A one-time 5 minute grace period will allowed in each course. Three (3) tardies will equate to one (1) absence. A student who continually arrives late to class is subject to being withdrawn from the class and ultimately the program.

Academic Dishonesty

Academic honesty is of utmost importance in preparing for a health career. Cheating on tests, exams, or written assignments is NOT acceptable. This includes using another's work without giving proper credit to the source. All work must represent the student's individual efforts. If academic misconduct is confirmed, the instructor will follow procedure and may impose sanctions as defined in the Student Code for the South Carolina Technical College System.

Progression and Completion of MLT Requirements

All MLT curriculum courses taken within a semester must be successfully completed with a grade of at least 75 or "C" before progressing to the next semester. If this requirement is not met, students will be withdrawn from the program. Students may seek readmission to the MLT program by requesting an interview with the MLT Program Director; however, only two spaces will be available each fall for re-entry students. If there are more than two students seeking readmission, the two spaces will be offered based on GPA, number of MLT courses already completed, and previous attendance records in MLT classes. The students who are not offered one of the two spaces for the upcoming fall may apply for admission for the following fall. Re-admit students must repeat all MLT courses; however, a student may request a challenge exam for any previously successfully ("C" or better) completed MLT course. If the score is 80 or above, the student may be exempt from repeating that course. Students may only re-enter the MLT program one time.

In order to graduate, students must earn a "C" or higher in all general education and MLT courses. Graduation is not contingent upon the passing of any type of external certification exam.

MLT Books and Materials

MLT students must purchase MLT textbooks and materials. They are available in the college bookstore. (The cost for the first fall semester is approximately \$1000 including an iPad/tablet for use in MLT classes.) Materials include an impervious lab coat, which must be worn in MLT student labs on campus. A new lab coat must be purchased at the beginning of each semester. Protective gloves and a face shield must also be worn at all times in MLT labs and are provided in the MLT laboratory.

Student Uniforms

MLT students will wear an approved student uniform during the 2 years of the MLT program beginning in the fall semester of the first year. The uniform may be any combination of white, red, or navy blue solid colors (American flag colors) with closed-toe professional shoes.

(Canvas or cloth/mesh shoes, sandals, and shoes with holes in the toe area may not be worn in the laboratory. Leather athletic shoes with no cloth or mesh parts are acceptable.) If a shirt is worn under the uniform top, it must be solid white. The uniform cost will be approximately \$150.00-\$250.00 including shoes. Uniforms are to be worn to all MLT campus classes and to all clinical sites. Be aware that the clinical site to which a student is assigned during the second year may require a different uniform than that which was purchased for the first year.

Approximate MLT Student Costs 2018 – 2019

First Year

Deposit - \$100.00
Uniforms/Shoes/Safety Equipment - \$300.00
Books – \$2,200.00
Immunizations - \$250.00
Criminal Background Check - \$38.00

Second Year

CPR- \$85.00
Transcript fee - \$6.00- \$10.00
Passport fee - \$10.00 (Documentation Portal for AnMed)
Some clinical affiliates require proof of health insurance.

Total – \$2993.00

The above costs are in addition to tuition and college fees and are subject to change.

Fees Included with Tuition

Costs that are paid along with tuition during the 2 years of the MLT program total approximately \$500 and include:

Malpractice Insurance: Malpractice insurance must be purchased by every student each year. The cost is added to the tuition (approximately \$20.00 - \$40.00/year).

Packet Fee: Students are charged a “packet fee” for handouts for the MLT classes. This cost totals approximately \$156.00 for all 5 semesters and is added to tuition.

Drug Screen: A drug screen must be obtained at a cost of approximately \$35.00 (subject to change) when entering clinical training. This drug screen will be administered at TCTC and the cost will be added as a fee to one of the MLT courses. Students will be notified of the drug screening procedure through eTC email. Clinical rotation assignments may not be available should a student have a positive drug screen. Therefore, students may not be allowed to continue in the program.

Healthstream: Students will be made aware of safety and security information through Healthstream online courses at <http://www.healthstream.com/hlc/ghs>. The username, password, and deadline for completion will be assigned before the clinical fall semester. When all courses are completed, a transcript must be printed and submitted to the MLT department. The cost is \$15.00 (subject to change) and is added to the tuition of health education students. Instructions to access the Healthstream website can be found at <http://www.tctc.edu/x1122.xml>.

Certification Exam Fee: Students are eligible to take the ACSP certification exam (currently \$215) after completing all curriculum classes with at least a grade of 'C.' This cost is included as a fee within second-year MLT classes. See Administrative Policy on page 19 of this handbook.

Criminal Background Check

Criminal Background checks will be required of all incoming freshman students at a cost of \$38.00 (subject to change). Instructions for obtaining the background check are found at the MLT webpage at www.tctc.edu/x1122.xml. Only criminal background checks conducted through SR&I will be accepted. Any subsequent arrests, convictions, or criminal charges must be reported to the Health Education Division. A receipt must be printed and submitted to the MLT department by the first day of class, **August 19, 2019**.

Clinical rotation assignments may not be available should a student have a questionable criminal background check. Therefore, students may not be allowed to continue in the program.

Immunization Form

An immunization form is required and must be kept on file in the MLT Department. You may print a copy to fill out from page 14 of this manual. Immunization form instructions are on page 15. Students will not be permitted to remain in the MLT program unless the program director has received a completed form documenting immunizations by **August 30, 2019**.

NOTE: CPR, is not needed until the second year of classes, but Hepatitis B, MMR, Varicella, TB, Flu, and Tetanus immunization status must be presented as follows:

Hepatitis B: Freshman MLT students must receive at least one of the three shots of the Hepatitis B vaccine series before attending MLT classes at Tri-County Technical College. Documentation is required. The MLT student must complete the Hepatitis B vaccine series before entering the clinical phase (second year). Documentation of the administration of the vaccine series is required.

MMR: Students must present proof of their immunization against Measles, Mumps, and Rubella.

Varicella: Students must have laboratory evidence of Varicella immunity, or proof of recent vaccine.

TB: Students must present proof of their two-step immunization when they enter the program and obtain a one-step follow up prior to their clinical rotation.

Flu: Students must present proof of Flu immunization for both years in the program. Deadlines to be determined as health officials make recommendations each year.

Tetanus

Students must present proof of immunization against tetanus within the last 10 years.

Clinical Practicum Availability

Resources at the clinical facilities may limit spaces for clinical experience. In the event that more students qualify for the clinical practicum than space allows, students will be placed on a clinical practicum waiting list according to GPA and number of absences in MLT classes. Those students on this list must wait for an available clinical site. If there are any questions regarding this policy, please contact Deborah Brock, MLT Program Director.

Affiliated Hospitals/Medical Centers

Assignments to hospitals are administered by the MLT Department. The second-year MLT student is responsible for adhering to clinical policies as outlined in the Clinical Rotation Manual. Rotations may be performed in the following facilities:

1. Self Regional Healthcare
1325 Spring Street
Greenwood, SC 29646
2. AnMed Health
800 North Fant Street
Anderson, SC 29621
3. Oconee Memorial Hospital (GHS)
298 Memorial Drive
Seneca, SC 29672
4. Baptist Easley Hospital
200 Fleetwood Drive
Easley, SC 29641
5. Cannon Memorial Hospital (AnMed)
123 WG Acker Drive
Pickens, SC 29671
6. Bon Secours St. Francis Health System
One St. Francis Drive
Greenville, SC 29601
7. Stephens County Hospital
123 Hospital Drive
Toccoa, GA 30577
8. Saint Mary's Sacred Heart Hospital
367 Clear Creek Dr.
Lavonia, GA 30553

Technical Standards

Completion of the Technical Standards form is required and must be submitted to the MLT department on the first day of class. The form outlines essential functions needed for students enrolled in health care curricula. The Technical Standards form may be printed from pages 16-17 of this manual.

Disruptive Student Behavior

Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Health Education Division at Tri-County Technical College. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

Behavior which health education personnel may declare disruptive includes, but is not limited, to the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

Procedure:

Disruptive behavior occurring within and outside the academic setting will be reported to the Dean of Health Education, the appropriate Department Head, and the Dean of Student Development (if deemed serious or repetitive by the Division Dean). Serious or repetitive disruptive behavior will be generally reported and processed according to the conduct procedures outlined in the Student Code as outlined in the College catalog. There may be instances involving program accreditation guidelines in clinical settings involving safety that are processed immediately by the Program Director.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Campus Police to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips the instructor may dismiss the student from participation in that activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity. In any of the previously described situations, the instructor should consult with the Coordinator of Community Standards or the Dean of Student Development to determine if the disruptive behavior should be reported and processed according to the conduct procedures outlined in the Student Code.

Instructors should call Campus Police immediately if any or the following situations occur. The Division Dean and the Dean of Student Development should subsequently be notified.

- A student threatens or intimidates faculty, staff or other students

- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting

The instructor of record will retain documentation of disruptive academic behavior in the student's file and will meet with the student within 5 business days after the incident. If the disruption is deemed repetitive and/or serious the behavior will be reported and processed according to the conduct procedures outlined in the Student Code as outlined in the College catalog. There may be instances involving program accreditation guidelines in clinical settings involving safety that are processed immediately by the Program Director.

HEALTH EDUCATION DIVISION **GUIDELINES FOR USE OF SOCIAL AND ELECTRONIC MEDIA**

PURPOSE

To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR) support area clinical agencies, physician offices, and the division in terms of knowing boundaries of appropriate communication with social media (HIPAA, FERPA)

Social media is defined in the Oxford Dictionary as "Websites and applications that enable users to create and share content or to participate in social networking." This includes any tools that are used for collaborative projects such as wikis, blogs and micro-blogs, content communities, virtual communities, and social media platforms and applications.

Students are prohibited from posting or sharing any personal health information, including patient images or data, on any social media site or application.

The use of social media provides the ability for students to communicate with their peers in an expedient and even real-time basis. However, students should understand that any information posted or shared to social media cannot be considered private and confidential. Information on social media site should be considered public, as the information can be easily viewed and shared by others, and is searchable in order to trace activity back to them as individuals for long periods of time. Negative perceptions or actions resulting from inappropriate use of social media not only affect the student, but also the program, division and the College.

Students in all areas of Health Education are preparing for professions which provide services to the public who expect high standards of care and in the handling of confidential information. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites and applications. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

MOBILE DEVICE USE

Mobile devices, including phones, watches, tablets, laptops, and similar devices can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, mobile device use must be appropriate and within

established guidelines by an instructor/clinical agency. HIPAA/FERPA guidelines still apply. During clinical and class time, it is expected that any mobile device be utilized only when expressly authorized by TCTC faculty. Mobile devices should be silenced. No personal conversation or texting is allowed at any time in a patient/animal care area. Please remember that in patient areas, mobile devices may act as a reservoir for microorganisms and have the potential to deleteriously affect immunocompromised patients. Misuse of mobile and other electronic devices can be interpreted as a classroom or clinical disruption and students may be dismissed by the instructor (See TCTC Student Code).

eTC Accounts

Tri-County Technical College (TCTC) uses email as one of several means of communication with HE students. An official eTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official eTC email address does not absolve the student from knowing and complying with the content of those communications.

Each HE student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their eTC account email to another email address risk not receiving important official emails from the College.

The HE Division will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

RESPONSIBLE USE OF COMPUTER TECHNOLOGY AND SOCIAL MEDIA IN HEALTH EDUCATION

All forms of communication and behavior that are conducted in an electronic environment (TCTC procedure titled "External Communications" 1-2-1024.1) demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their "electronic" behavior (social media) with the same care and self-control they exhibit face-to-face with patients, peers, instructors, and clinical employees.

CLINICAL ROTATIONS RECORDS RELEASE

(Type or Print Clearly in Ink)

NAME: _____ DATE OF BIRTH: _____

CURRENT ADDRESS: _____

LIST ANY OTHER NAME(S) (INCLUDING MAIDEN NAME) OR NICKNAME YOU MAY HAVE BEEN KNOWN BY:

STUDENT ID# (T#) _____ GENDER: _____

DRIVER'S LICENSE NUMBER(S) AND STATE(S) WHERE ISSUED: _____

LIST ALL STATES OF RESIDENCE AND YEARS OF RESIDENCE: _____

I understand that I am to advise [Tri-County Technical College] of any arrests or criminal charges subsequent to my completing this form and that failure to do so may result in dismissal from the clinical rotation program.

I give permission to [Tri-County Technical College] and [all contracted agencies], to receive and exchange the CRC, drug test results, and health screens if shared for the limited purpose of determining my suitability to participate in the clinical program. Results may not be shared with any other entity without my express written permission. Such permission expires at graduation.

I release my Social Security and/or College ID number for use with DHEC required radiological requirements.

Signature

Printed Name

Date

REV. 2/2009; reviewed 06/2017

MEDICAL LABORATORY TECHNOLOGY CURRICULUM PLAN

FIRST YEAR

| | | C | L | Credit Hours |
|------------------------|-----------------------------|---|---|--------------|
| FALL SEMESTER | | | | |
| BIO 112 | Anatomy & Physiology | 3 | 3 | 4 |
| MLT 101 | Introduction to MLT | 1 | 3 | 2 |
| MLT 105 | Medical Microbiology | 3 | 3 | 4 |
| MLT 115 | Immunology | 2 | 3 | 3 |
| MLT 130 | Clinical Chemistry | 3 | 3 | <u>4</u> |
| | | | | 17 |
| SPRING SEMESTER | | | | |
| ENG 101 | English Composition | 3 | 0 | 3 |
| MAT 120 | Probability and Statistics | 3 | 0 | 3 |
| MLT 120 | Immunoematology | 3 | 3 | 4 |
| MLT 110 | Hematology | 3 | 3 | 4 |
| MLT 230 | Advanced Clinical Chemistry | 3 | 3 | <u>4</u> |
| | | | | 18 |
| SUMMER TERM | | | | |
| MLT 108 | Urinalysis and Body Fluids | 2 | 3 | 3 |
| MLT 205 | Advanced Microbiology | 3 | 3 | 4 |
| MLT 210 | Advanced Hematology | 3 | 3 | 4 |
| SPC 205 | Public Speaking | 3 | 0 | <u>3</u> |
| | | | | 14 |

SECOND YEAR

| | | | | |
|------------------------|---------------------------|---|----|-----------|
| FALL SEMESTER | | | | |
| XXX ### | General Elective | 3 | 0 | 3 |
| XXX ### | Humanities Elective | 3 | 0 | 3 |
| MLT 251 | Clinical Experience I | 0 | 15 | 5 |
| MLT 252 | Clinical Experience II | 0 | 15 | <u>5</u> |
| | | | | 16 |
| SPRING SEMESTER | | | | |
| MLT 241 | Medical Lab Transition | 3 | 0 | 3 |
| MLT 253 | Clinical Experience III | 0 | 15 | 5 |
| MLT 254 | Clinical Experience IV | 0 | 15 | 5 |
| PSY 201 | Organizational Psychology | 3 | 0 | <u>3</u> |
| | | | | 16 |

Total Program Hours: 81

C – class hours per week

L – lab hours per week

**TRI-COUNTY TECHNICAL COLLEGE – HEALTH EDUCATION DIVISION
IMMUNIZATION RECORD**

Circle the initials of the program that you are entering.

ADN EDDA EMT MED MLT PCA PNR SUR

Name: _____ Date of Birth: _____
T#: _____

IMMUNIZATION HISTORY: PLEASE GIVE DATES (MONTH, DAY, AND YEAR) OF IMMUNIZATIONS.

Effective immediately: All Health Education students submitting the completed immunization form for clinical program entry must attach documentation for proof of all requirements.

1. **CPR** Expiration Date _____
(If Required by Program)
2. **CHICKEN POX (Varicella):** (Date of Vaccination, OR Date of Titer with results)
Date of Vaccination #1 _____ #2 _____
Date of Titer _____ Results _____
3. **HEPATITIS B VACCINE OR SCREEN**
Vaccine Series: Date of First Administration _____
Date of Second Administration _____
Date of Third Administration _____
Screen (Some hospitals require) _____ Results _____
4. **MMR (Measles, Mumps, & Rubella):** (Date of Vaccination, OR Date of Titer with results)
Do not receive if pregnant or plan to become pregnant within three months.
Dates of MMR Vaccination #1 _____ #2 _____
Date of Titer _____ Results _____
5. **TETANUS:**
Date of Vaccination _____

Immunization requirement #6 & 7 will have program specific deadline dates. Students should abide by the individual program deadline dates for these immunizations.

6. **FLU:**
Date of Vaccination _____
(If Required by Program)
7. **TUBERCULIN SKIN TEST (PPD)**

| | | | |
|--------------------------|------------|---------------|----------------------|
| | Placed: | Read: | Results |
| First Step | Date _____ | Date _____ | POS NEG (circle one) |
| Second Step | Date _____ | Date _____ | POS NEG (circle one) |
| If positive: Chest X-ray | Date _____ | Results _____ | |
| Annual 1-Step PPD | Date _____ | Date _____ | POS NEG (circle one) |
8. Do you know of any communicable medical disease that could prevent entry into your chosen field?

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. I UNDERSTAND THAT FALSE INFORMATION WILL BE SUFFICIENT CAUSE FOR THE COLLEGE TO CANCEL MY ENROLLMENT AND REQUIRE WITHDRAWAL. I WILL REPORT ANY CHANGES IN MY HEALTH STATUS TO MY DEPARTMENT HEAD/PROGRAM DIRECTOR. I UNDERSTAND THAT THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE USED AS A SCREENING PROCEDURE IN THE ADMISSIONS PROCESS. I FURTHER UNDERSTAND THAT THIS INFORMATION IS REQUESTED BY AREA CLINICAL AGENCIES PRIOR TO ANY CLINICAL EDUCATION ASSIGNMENT REQUIRED IN MY PROGRAM OF STUDY, AND I HEREBY GIVE MY PERMISSION TO ALLOW THE COLLEGE TO SHARE THIS RECORD WITH APPROPRIATE AGENCY OFFICIALS.

Student's Signature

Date

Revised 05/2019

TRI-COUNTY TECHNICAL COLLEGE – HEALTH EDUCATION DIVISION
Instructions for Immunization Record Form

A minimum of a month and year is required for each item listed in the Immunization History.

CPR

Healthcare provider CPR is required, which includes adult, infant, and children CPR with AED and choking. Online CPR Certification or recertification is not acceptable.

*In addition to the above CPR requirements, the Medical Assisting program requires first aid.

Chickenpox (Varicella)

Proof of Immunity must be determined either with proof of immunization (2 administrations), or titer (blood test) showing positive immunity. If titer is negative, 2 vaccine series must be completed. History of disease is not sufficient.

Flu

A Flu vaccination is required annually each fall. No titer can be used for this vaccination. (Program specific deadline dates may apply)

Hepatitis B Vaccinations

Either the series of three vaccinations must be completed or a blood screen must be performed showing immunity. . If the titer is negative, student must repeat 3 series vaccine and repeat the titer after series. If still negative after repeating the series, student must provide documentation as a non-responder with a Doctor's signature. The normal course of administration is one month between the first and second administrations, with the third administration following five months after the second.

MMR (Measles, Mumps, Rubella)

Proof of Immunity must be determined either with proof of immunization, or titer (blood test) showing positive immunity. If titer is negative, on one component (mumps, measles, or rubeola) then student must have a booster shot for that component. If the titer is negative on more than one component, then the student must have a 2 vaccine series completed. If born prior to 1957, documentation of one MMR, or live virus vaccine must be provided. If born on or after January 1, 1957, documentation of receipt of two doses MMR must be provided.

Tetanus

Tetanus vaccination is required and must be renewed every ten years. No titer can be used for this vaccination.

TB Skin Test (program specific requirements and deadline dates may apply)

A two-step TB Skin Tests (PPD) is required for all Health Education students with an annual 1-Step PPD. Previous two steps are accepted, as long as the two step has been within a year of entering the program, then only a 1-Step PPD will be required thereafter. If a positive skin test occurs, the student will need to have a chest x-ray completed showing that the student has no evidence of TB. Chest x-rays must be repeated every five years.

TRI-COUNTY TECHNICAL COLLEGE HEALTH EDUCATION DIVISION TECHNICAL STANDARDS

Required of all Health Education Division Students for Admission and Progression in a Health Sciences Program

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices and be able to demonstrate ability to become proficient in these essential functions.

| Essential Function | Technical Standard | Some Examples Of Necessary Activities (not all inclusive) | YES | NO |
|------------------------------------|--|---|-----|----|
| Critical Thinking | Critical thinking and problem solving ability sufficient for appropriate clinical judgment. | Identify cause-effect relationships in clinical situations, use problem solving methods to assess, plan, carry out, and evaluate nursing or health professions care. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines. | | |
| Interpersonal Skills | Sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | Establish and maintain effective working relationship with patients, peers, the public and clinical and college personnel. | | |
| Communication Ability | Sufficient for interaction with others in verbal and written form. Read, write and speak with sufficient skill to communicate. Computer literacy desirable. | Communicate, in fluent English, both verbally and in writing with the patient, family, college, and hospital personnel, to transmit and receive information. Hear verbal responses from the patient, and hospital personnel while performing appropriate procedures. | | |
| Physical/ Psychological Ability | Remain continuously on task for several hours while standing, sitting, walking, lifting, bending and/or transporting patients/clients. | Very mobile and able to tolerate long periods of standing, sitting, and heavy work load. Lift and/or move patients and equipment. Withstand the stress and demands of an active position. Refrain from nourishment or restroom breaks for periods up to 6 hours. | | |
| Skin Condition | Skin must be in good condition. Lesions on the face, hands, or forearms, will prevent student from attending clinical (examples include but are not limited to: psoriasis, eczema, etc.) | Perform hand washing and/or surgical scrub and wear appropriate gloves. (A written excuse from a physician is mandatory for students who are latex sensitive.) | | |
| Adequate Height | Ability to reach and operate overhead equipment. | Reach, manipulate, and operate all equipment. | | |
| Mobility | Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination. | May be exposed to kicking, biting or scratching injuries. May be exposed to equipment-related hazards. Withstand long hours of standing, walking, stooping, bending, and sitting. | | |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective care of clients and operate equipment. Ability to reach and operate overhead equipment. | Demonstrate manual dexterity and good eye-hand coordination in daily work. Be able to lift independently up to 50 pounds. May be required to lift greater weights on demand. Reach above head at least 18 inches. | | |
| Hearing Ability | Auditory ability sufficient to access non-direct essential information. | Must be able to hear and understand verbal instructions. Must be able to hear soft whispers of clients, equipment alarms, equipment malfunctioning sounds and emergency signals within normal hearing range. Must be able to tolerate loud, sustained, high pitched noises. If corrective hearing devices are required, must be worn while on duty. | | |

| | | | | |
|-----------------|--|--|--|--|
| Visual Ability | Normal or corrected visual ability sufficient for observing, assessment and/or treatment of patient/client; ability to discriminate between subtle changes in density (black to gray) of a color in low light/ability to discern color variations. | Read procedure manuals, standard operating procedures, patient identification bracelets, and other pertinent materials for patient care and professional practice. Vision must be able to be corrected to no less than 20/40. If corrective lens devices are required, must be worn while on duty. | | |
| Tactile Ability | Tactile ability sufficient for physical assessment. | Perform palpation, functions of physical examination, functions related to a care giver: perception relating to touch, textures, temperatures, weight, pressure, and one's own body position, presence or movements. | | |

Have you ever been dismissed from any clinical facility? Yes No

I understand that in addition to this form a criminal background check, a drug screen and health/immunization form are required for clinical/lab placement.

Student Name (Please Print)

Program Enrolled

Student Signature

Date

Advisor Signature

Date

Revised 2/2011; reviewed 06/2012

Tri-County Technical College Release Form

I give permission for Tri-County Technical College to use my image (photograph or digital image), voice, video, and quotes in publications, advertising, marketing, publicity, web pages, and other promotional activities for Tri-County Technical College and the South Carolina Technical College System. This may include, but is not limited to, television commercials, radio commercials, newspaper ads, billboards, web pages, and others.

Please Print:

Full Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Date you expect to graduate: _____

College Major: _____ Advisor's Name: _____

Signature: _____ Date _____

Student Fees for Certification Exams

Administrative Policy

Allied Health Programs
Health Education Division
Tri-County Technical College

STUDENT FEES FOR CERTIFICATIONS EXAMS

Effective Date: Fall Semester 2014

PURPOSE:

The following defines the financial responsibility of the College and students as it relates to fees collected from students enrolled in a program within the Health Education Division for professional certifications examinations.

POLICY:

Tri-County Technical College will pay the fee for the professional certification examination for a student's/graduate's first attempt. Subsequent financial responsibilities for such exams will be the responsibility of the student/graduate.

PROCEDURE:

1. Student fees must be applied to a course by the program and paid by the student (to the Business Office) to cover the expense of a professional certification exam.
2. Once the student meets the eligibility requirements to attempt the certification exam, the College will pay the expense of the certification exam ONE time only.
3. The College will pay only the cost of the exam and will NOT cover other expenses such as travel.
4. The student's first attempt at the certification exam must be made within four (4) months of graduation. Students who do not test within the four (4) month time-frame will be responsible for all fees associated with the exam.
5. If the student is required to repeat a certification exam or if the window period for eligibility expires, the student is responsible for all expenses incurred to take the certification exam.
6. The student must be in good standing with the business office of the College. If a student has outstanding debt, the cost of the exam will NOT be paid by the College.
7. Student fees are NOT refundable. Therefore, if a student does not complete a program of study and/or is not eligible to attempt a certification exam, the student forfeits any fees paid to the College.

Student Handbook Disclaimer

The statements and provisions in this handbook are not to be regarded as a contract between the student and the College. The College reserves the right to change, when warranted, any provisions, schedules, programs, courses, syllabi or fees. This handbook has been revised to reflect current curriculum changes. Tri-County Technical College does not discriminate on the basis of race, color, national origin, sex, age, (except when age is a bona fide occupational qualification), religion, marital status, political affiliation, sexual orientation, or other non-merit factors, or disability in its education programs, recruitment efforts, employment opportunities, programs or activities.

This handbook becomes effective Fall 2019.

Tri-County Technical College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of www.tctc.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor, program faculty or program director. In addition, a prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

Your signature on this page is to acknowledge that you have received, read, understand and will adhere to the concepts contained in this handbook.

Student's name (printed)

Date

Student's Signature