Medical Technologies
(MLT, MA, HIT, Phlebotomy)

STUDENT POLICY
HANDBOOK
January 2015
The policies and procedures contained in the Medical Technologies Student Handbook have been approved by the following officials of Panola College:

Jo Ellen Russell  
Chair, Medical Technologies  
1/28/15

Barbara Cordell  
Dr. Barbara Cordell  
Dean of Nursing and Health Science  
1-28-15

Unreadable Signature  
Dr. Joe Shannon  
Vice President of Instruction  
1-29-15

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Dr. Gregory Powell  
President  
1-29-15

Panola Medical Technologies Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be notified of any changes.
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MISSION STATEMENT

The Medical Technologies Program, like Panola College, shapes its mission around the needs of the people of the service area. Currently our community calls for more medical personnel, particularly in the allied health fields of Medical Laboratory Technology, Health Information Technology, and Medical Assisting. These programs seek to fulfill that need.

The Medical Laboratory Technician Program serves the needs of our students by providing flexibility in online lectures and Saturday labs and the Health Information Technology program is offers online courses (except for clinicals and labs). This allows students to work and/or tend to their family commitments.

All three programs teach information and skills necessary for allied health professionals to provide care in a compassionate, competent, and ethical manner.

The focus of the Panola College Medical Technologies Programs is preparing competent novice allied health professionals such as Medical Assistants, Medical Laboratory Technicians, and Health Information Technology Specialists.

Graduates completing the Medical Lab Technician AAS are eligible to sit for the certification/registration exam from the American Society of Clinical Pathology (ASCP) or American Medical Technologists (AMT). Graduates completing the Health Information Technician AAS are eligible to sit for the Registered Health Information Technician (RHIT) exam, and graduates completing a Certificate in Medical Coding are eligible to sit for the Certified Coding Associate (CCA) from American Health Information Management Association (AHIMA). Graduates with a Certificate in Medical Assisting may sit for the Certified Medical Administrative Assistant (CMAA) and graduates with an AAS in Medical Assisting may sit for the Certified Clinical Medical Assistant (CCMA) from the National Health Career Association (NHA).

AFFILIATIONS

CONTROLLING AGENCY:
The controlling agency is Panola College, Carthage, Texas.

ADMINISTRATION AND FACULTY:

PANOLA COLLEGE:
President Dr. Gregory Powell
Vice President of Instruction Dr. Joe Shannon
Dean of Nursing & Health Sciences Dr. Barbara Cordell
Chair, Medical Technologies Mrs. Jo Ellen Russell

Accreditation:
The Health Information Technology is accredited through:
Commission on Accreditation for Health Information
And Information Management Education (CAHIIM)
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601
Medical Technologies Student Policy Handbook

Medical Laboratory Technician is accredited through:
National Accrediting Agency for Clinical Laboratory Science (NAACLS)
600 N. River Rd., Ste 720
Rosemont, IL 60018

NAACLS
National Accrediting Agency
for Clinical Laboratory Science

AFFILIATING CLINICAL AGENCIES:

A number of facilities are used for clinical assignments in the Medical Technology Programs. Clinical Affiliation Agreements are signed for each facility used. Students are guests in the facilities and should follow the policies of the facilities as well as the policies outlined in this handbook.

STATEMENT OF NON-DISCRIMINATION:

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.

STATEMENT ON DISABILITIES:

Academic students with disabilities, including learning disabilities, who wish to request academic adjustments in the Allied Health Program, should notify the Disability Services office early in the semester so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his/her disability to the Disability Services counselor. At the beginning of the class, the student must inform the instructor so that arrangements can be made to accommodate those needs.

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or clinical setting. An applicant would be considered ineligible when his/her physical, emotional and/or intellectual disability:

1. Prohibits the student from achieving the knowledge and/or manipulative skills required of the respective Medical Technologies Program.

2. Creates a potential hazard to the student and/or recipient of health care services, faculty or other student.

ABILITIES AND SKILLS NECESSARY FOR THE ALLIED HEALTH PROGRAM:

As an Allied Health student and a beginning health care provider, it is necessary for the student to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical proficiency and dexterity to perform the tasks related to the duties of the profession.

2. Mental/Emotional stability to demonstrate appropriate behavior at all times.

3. Energy to fulfill responsibilities required of the profession.

4. Adequate visual acuity and adequate color vision (with corrective devices as needed).

5. Adequate auditory acuity (with corrective devices as needed).

6. Speech which is understood by all persons across the life span.
7. Adequate tactile ability.
9. Strength to push, pull, and lift in accordance with assignments.
10. Strength / ability to carry, stoop, squat and bend in accordance with assignments.
11. Ability to:
   a. Reach above shoulder area.
   b. Stand / walk for long periods of time
   c. Organize and effectively manage time to meet deadlines.
   d. Perform neat and accurate work.
   e. Respond to increasing pressure, emergencies and workloads.
   f. Set priorities.
   g. Communicate effectively with the health care team and client, both verbally and non-verbally.

RISKS FOR HEALTH CARE PROVIDERS:

There are potential risks during clinicals at the various facilities which may include, but are not limited to the following: Communicable and infectious diseases, cuts, punctures, slippery floors, electrical and chemical hazards, assault and battery.

MEDICAL TECHNOLOGY HANDBOOK:

All Medical Technology students at Panola College are required to abide by the guidelines and policies set forth in this student handbook. Students in the Medical Technology Programs (MLT, MA, HIT) are also required to abide by the guidelines and policies in the Panola College Catalog and the on-line student handbook, The Pathfinder.

The Handbook for the Medical Technologies Program will be reviewed with the student after acceptance and/or advising into their respective program. All students must be aware of and abide by the policies contained therein.

Students will sign a statement before the first day of class to verify they have received and read the handbook and agree to abide by the guidelines set forth. Attachment A.

Panola College Medical Technologies Programs hereby reserve and retain the right to amend, alter, change, delete, or modify any of the provisions for the Medical Technologies Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be issued a written copy of any changes.
REQUIRED CRITERIA:

1. Admission
   - The Health Information Technology and Medical Assisting Programs are “Open Admission”. Students that meet all the required criteria are admitted to the program and may register for courses after meeting with an advisor.
   - The Medical Laboratory Technician Program is a “Closed” program. Students must apply and be accepted to the program to take courses. Information on the program and how to apply can be found at http://www.panola.edu/programs/health-sciences/mit/

2. Age
   Student must be at least seventeen (17) years old.

3. Health
   Student must be physically and mentally capable of performing the necessary tasks and skills required of the profession. Please speak to the instructor IMMEDIATELY if you have any functional limitations and complete the Limitations and Liability Release Form – Attachment B.

4. Pregnancy:
   In order to enter or remain in a Medical Technologies Program, a pregnant student MUST submit the following:
   (a.) A statement from her physician as to any limitations while in or continuing in the program. This must be provided before going to lab or clinical. A “limitations and liability” witnessed document – Attachment B- from the student to the effect that neither the school nor the clinical facility will be held responsible for any unforeseen consequence, completed prior to clinical.
   (c) A pregnant student who does not have a current negative tuberculosis (TB) skin test must present a document from her doctor stating she is free from tuberculosis, prior to clinical.
   (d) If student is unable to provide required documentation prior to clinical the student will receive a grade of “F” or “No Credit” for the course and will not be allowed to complete / start clinical.

5. Immunizations:

Source of immunization requirements: Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code.

All required immunizations must be kept current. Students provide proof of required immunizations to Program Chair prior to participating in clinical experiences. In addition students must meet the college immunization requirements as well as any individual facility requirements when attending clinicals. This section applies to all students enrolled in health-related courses, which will involve direct patient contact.

Students may be enrolled while obtaining the required vaccines and acceptable evidence of vaccination but cannot be in direct patient contact until vaccination status is current.
Required Vaccinations for Students Enrolled in Health-related Courses in Institutions of Higher Education:

1. Serologic confirmations of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses are acceptable if they consist of a laboratory report that indicates either confirmation of immunity or previous infection.

2. Polio vaccine is not required but students are encouraged to ascertain that they are immune to poliomyelitis.

3. One dose of tetanus/diphtheria/acellular Pertussis (TDAP) is required within the last 10 years.

4. Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.

5. Students shall receive a complete series of hepatitis B vaccine (3) AND show **serologic confirmation of immunity (titer)** to hepatitis B virus. If, after six (6) doses of vaccine, the student produces a negative titer then the student shall be deemed a non-responder and is considered to have met the criteria. Declination must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.65. Students may also be required to complete a declination as required by the clinical facility.

6. Students shall show documentation of a positive varicella titer. Students showing a negative titer shall receive the varicella vaccination and titer a second time.

7. An annual TB test (negative PPD) must be verified. If positive, a negative chest exam must be verified by primary provider.

Acceptable Evidence of Vaccinations:

a) Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.

b) Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.

c) An official immunization record generated from a state or local health authority, such as a registry, is acceptable.

d) A record received from school officials including a record from another state is acceptable.

6. **Criminal Background Check and Drug Screening**

   The purpose of a certified background check and drug screen policy is to:

   1. Promote and protect patient/client safety.

   2. Comply with clinical affiliates that require a student background check and drug screening as a condition of their contract.

   3. Provide early identification of students who may have difficulty meeting licensing/certifying/registry agencies' eligibility for licensure/certification/registration requirements.

The background and drug screening company will be chosen by Panoia College. Instructions will be given to students for obtaining the drug screen and background check. The results of drug screening and background will be provided to the Medical
Technologies Chair. All information will be kept in confidential paper or electronic files and archived as indicated by each programs’ accrediting agency requirements.

The student will sign consent for drug screen and background check. Cost for these tests is part of clinical course fees. Any additional testing required, such as confirmatory testing, will be the responsibility of the student.

Students who take prescription medication will need to complete a Student Medical Record (form 2.4) prior to the drug screen. A student with an unexplained positive drug screen (after confirmatory testing) will be disallowed from clinical practice until they have met the requirements of the Substance Abuse Policy. Due to insurance risk and liability, students on mood-altering prescribed controlled substances will not be allowed to participate in clinical experiences until cleared by the Chair of Medical Technologies and Dean of Health Sciences.

In addition to the Texas Health and Safety Code Chapter 250.006, Panola College reserves the right to refuse admission to any applicant to the Medical Technologies Program that have arrests of DWI, POCS, assault, theft, burglary, robbery, deadly conduct, or felony regardless of the date of offense.

Felony conviction, regardless of age of charge and nature of offense, is automatically disqualifying for the Medical Laboratory Technician program.

7. CPR Certification
MLT and MA students (HIT students are excluded from this requirement) are required to hold a current cardiopulmonary resuscitation card in Basic Life Support for Health Providers at all times while enrolled in MA and MLT programs. Students are required to take CPR prior to the beginning of the first clinical course (cost is covered in clinical course fees). Certification is valid for two years. Students who take longer than two years to complete the curriculum will be required to retake the course through Panola College Continuing Education for an additional fee.

II. PROFESSIONALISM:
Success in one’s career is almost as dependent on professional behavior as on one’s academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. Professional behavior includes:

1. Attending Class and Clinical and Being On Time - The student attends every class period, arrives on time for class activities and informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class. If the class is online, attendance is considered to be online participation in all activities and discussions.
   o Regular and punctual attendance is required. The instructor will take roll at each class meeting, and students are required to sign an attendance sign in sheet daily.
   o Attendance at all “clinical assignments” is mandatory.
   o If you miss class, please talk to a fellow class member to find out what you missed.
   o THERE ARE NO MAKE-UP EXAMS - Except in extreme cases of sickness (contagion or hospitalization, etc.) or death of an immediate family member (father, mother, grandparent, sibling, spouse, or child). Student must provide supporting documentation before make-up will be administered. It is the responsibility of the
student to contact the instructor for make-up work and/or exams and to provide documentation.

2. **Dependability** - The student meets assignment deadlines and follows through to completion of responsibilities.
   - You are responsible for what goes on in class EVEN if you are not here. Check your calendar and be prepared when you return to class.
   - Papers are due at the beginning of class on the day they are assigned. NO LATE WORK WILL BE ACCEPTED! Technical difficulties (printer didn't work, ran out of ink, couldn't open file, etc.) are not valid excuses. Neither is forgetting your paper or forgetting to print it. Do not come to class late because you were printing your paper, and do not ask to leave early to print it. Complete your work on-time and anticipate possible problems. Excuses are not acceptable in these programs or in the healthcare field.
   - *Paper copies* are to be turned in at beginning of class ONLY. Assume that emailing assignments is not allowed.

3. **Effective interpersonal and team skills** - The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.

4. **Effective communication skills** - The student listen and speak using correct grammar without excess fillers, (e.g. *um, you know, like*) or inappropriate language. Cursing, profanity, sexual remarks, or any related gestures will not be tolerated and may result in disciplinary procedures.

5. **Ethical conduct** - The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information. **Respect should be shown to instructors, patients, other students, and staff at facilities as well as the general public.** Cheating and plagiarism will not be tolerated. Students caught cheating or plagiarizing on assignments will receive an immediate "F" in the class and will not be allowed to continue in the program. Copying and Pasting from the internet or another person is plagiarism. Two or more students "sharing" answers and/or copying and turning in identical/similar classwork is considered cheating/plagiarism. **DO YOUR OWN WORK!**

6. **Electronic Devices** – Electronic devices such as cell phones, tablets and laptops will be allowed in the classroom and clinical at the instructor’s discretion. Failure to follow the instructor’s directions will result in one warning and then an “F” in the class.

### III. PROGRESS AND EVALUATION

1. **Courses / Grades / Exams:**
   - Academic integrity and forward progression through Medical Technologies Programs must be sufficient. Students who neglect coursework will be removed from the program according to the following rules:
     - **Medical Assisting** students must maintain a **70% average overall**. A student who fails to maintain a 70% grade average will receive an "F".
     - **MLT, HIT, and MA** students must receive a grade of "C" or better in all Medical Technologies department courses (courses beginning with HITT, MLAB, PLAB, HPRS, or MDCA). Students receiving a grade lower than "C" in a Medical Technologies department course will be required to REPEAT that course. If a student receives a **total of three or more final**
grades of “D” or “F” in any Medical Technologies course or combination of courses- the
student will be permanently dismissed from their respective program.

- Cheating, attempting to cheat, plagiarism, blatant dishonesty and/or falsification records will
result in immediate a grade of “F” for the course.

- Disruptive behavior of any kind during classroom / skills lab setting or on Panola College
property will not be tolerated and can cause an immediate “F” in the course. Students are
expected to act as mature adults at all times.

- Disruptive behavior can include but not limited to: Cursing/profanity, screaming/yelling,
throwing/shoving/or turning over equipment /objects in classroom, obscene / sexual gestures
and or remarks, fighting / kicking, threatening students / instructors, damaging or attempting
to damage college /public/private property.

- Any student receiving an “F” due to disruptive behavior will not be allowed to progress in the
program.

2. Clinical :

- Disruptive /disrespectful behavior of any kind, whether witnessed by the instructor
/classmates /clinical staff / residents, during clinical at a facility inside or outside of the facility
may result in a warning, or, if serious enough, an “F” for the class. Disruptive or disrespectful
behavior may include failing to provide appropriate care to patients as instructed, putting
patients’ safety at risk, poor infection control practices, using profanity, disregard to patients’
belongings or the facilities' equipment.

- In the event a student receives a grade of “F” in the clinical, the student is subject to removal
from the program.

- Students will be required to sign a Confidentiality Form stating they understand HIPPA and
will abide by the guidelines. (See Attachment D.)

3. Conferences:

Individual conferences with students will be held whenever the Instructor or the student finds
it necessary. Confidential discussions will take place, and the conference will be
documented. A counseling form will be used and will be kept in the students file and a copy
given to the student (See Attachment E). This form will be used as documentation of
counseling, warnings, and reasons for “F” in a course.

IV. ACCIDENTS/ INJURY:

- It is the responsibility of the student to notify the instructor IMMEDIATELY if they are involved
in a patient care incident. Appropriate action, as dictated by facility policy, will be taken.

- If any class room injuries occur to student- call 911, if appropriate, and notify Human
Resources and the Vice President of Instruction.

- If an injury occurs to a student at the clinical site that warrants an emergency response call
911. If injury is not an emergency, the student must follow up with their medical doctor (at
their own expense).

- An incident report must be completed, a copy kept in students file, and Human Resources
notified.

V. CLASSROOM:

a. The classroom is to be used for scheduled classes. The classroom IS NOT to be used
for socializing or any inappropriate behavior. Food, chewing gum is not permitted during
classroom.
VI. **TOBACCO:**
   
   b. Tobacco use and vapor devices are **NOT ALLOWED ON CAMPUS OR IN UNIFORM.**
   
   *Do not* leave cigarette butts on the ground. Do not smell of smoke when you arrive at clinical.

VII. **HEALTH SCIENCES SUBSTANCE ABUSE POLICY**

Any student enrolled in a Health Science program will be tested for drugs on admission. In addition, testing will occur when there is a reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law that are not being used under the supervision of a licensed health care professional (as prescribed), or otherwise in accordance with the law. The Student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

**Procedure:**

1. Students will be asked to submit to drug screening by their program Chair in the following circumstances:
   
   a. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherence, marijuana or alcohol odors
   
   b. Possession of drugs, apparent paraphernalia or alcoholic beverages.
   
   c. Detailed, factual and persistent reports of misuse by multiple colleagues
   
   d. Abnormal or erratic behavior, such as sudden outburst, mood swings, hostility or unusual anxiety
   
   e. which suggests possible drug use or alcohol misuse.
   
   f. Involvement in suspicious accidents.
   
   g. Apparent lapses in judgment or memory.

2. Faculty and students will adhere to the following testing guidelines:
   
   a. The student will sign consent to undergo drug screening upon admission (Form 4.8.a).
   
   b. The instructor(s) will document student’s behavior and confer with Program Chair (see Form 4.8.b). If a program Chair is the faculty member concerned about the student’s behavior or if the program Chair is unavailable, the conference will be with the Vice President of Instruction or VP’s designee.
   
   c. A request for a drug screen will be initiated.
   
   d. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
   
   e. The program Chair will arrange for transportation of the student directly to a designated testing center accompanied by a Panola College representative.
   
   f. After the drug screen specimen has been obtained the student will be transported back to the point of origin or home.

3. The student is excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.

4. Drug screen findings will be interpreted by the designated testing center as soon as possible.

5. Positive results will be kept in a confidential, locked file in the Department. Records may be released only to the student or the decision maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of a positive drug test.

6. The College will bear the cost of the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.

7. Student may have positive drug sample detailed and verified by a second testing center at cost to the student. Student should be advised additional testing may cost in excess of $200.
8. During the review process with the Vice President of Instruction and the program Chair, the student will have the opportunity to:
   a. Explain the cause of the positive drug screen
   b. Provide the name of the physician authorizing any prescription medications.
9. The Dean or Chair will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
   a. Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program Chair will develop a plan for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
   b. Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.
10. If drug screen is positive and unexplained, the student will be:
    a. Dismissed from the program (see readmission below)
    b. Reported to the state licensing agency, if applicable
11. The student may appeal the dismissal using the student Appeal Procedure in the Student Handbook (Pathfinder, online).
12. A student who tests positive will be provided a list of community resources for treatment.
13. If the drug screen is negative, the student will be immediately reinstated by the program Chair and will be provided opportunity to make up assignments. The student will be subject to all other policies related to safe behavior and care of clients.

Substance Abuse Recovery – Student Applicant or Readmission

Panola College believes that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source. No recovering student shall be denied learning opportunities purely on the basis of history of substance abuse. A student applicant with a positive pre-admission test result or with a prior history of substance abuse (whether or not they have previously been dismissed from a health science program) will be required to do the following before entering:

A. Demonstrate one or two years of abstinence by providing negative quarterly drug screens immediately prior to application clinical site placement.
B. Provide letters of reference from all employers within the last one or two years.
C. Provide a report of participation and current status from an acceptable treatment or support source(s), if applicable.
D. Sign an agreement to participate in random drug screenings consistent with the policy of Panola College Health Sciences Division and the clinical agency where student is assigned for patient care. Testing will be paid for by the student.

VIII. UNIFORM / DRESS CODE:
The uniform dress code has been formulated on the principles of medical asepsis, safety, and professional pride and ethics.
1. Uniform: (students expense – from college store) (MLT / Red, MA & HIT / Navy Blue) Scrub uniform of program choice. Uniform must be clean, free from wrinkles, and in good repair. A matching scrub jacket may be worn for warmth but sweaters, hoodies, or other jackets are not permitted during clinical (MLT students may wear white scrub jacket/lab coat of any length if desired). If a dress is utilized, length of dress must be at or below the student’s knee.
2. Shoes: (students expense – available at college store, but can be purchased from any store) Closed toe and heel, standard white duty shoes or neutral-colored closed-toe and closed-heel athletic shoes. Must be clean and in good repair. No high heels, clogs, sandals, etc. Soles must have good non-slip soles.
3. **Good grooming:** includes daily bath with the use of an antiperspirant or deodorant. (Perspiration and odor increase with physical activity, nervousness, and excitement). Good oral hygiene should be maintained. A report from patients, family, staff, or clinical instructor regarding body odors of any nature will result in counseling.

4. **Hair:** (men and women) must be kept clean, neat, and off the collar and professional in appearance. Long hair must be kept up and off the shoulders. All MLT students with hair longer than shoulder length must have hair tied back in clinical and laboratory environments. No un-natural hair coloring will be allowed, (bright pink, red, purple, green, etc.) Male students: Facial hair will be shaved clean daily. Beards and moustaches are allowed if kept neatly trimmed.

5. **Visible tattoos:** must be covered during clinical. This is a requirement. If student is unwilling to cover any tattoos, the student will not be allowed to proceed in the clinical, and will result in receiving a grade of “F”

6. **Earrings / Jewelry / Body Piercing:** Only small stud earrings will be allowed in the ears, and limited to one in each ear during clinical setting. No facial / tongue rings / nose rings/ brow rings, etc. will be allowed in the CLINICAL setting.

7. **Name Tags:**
   Clinical Name tags will be provided by Panola College. Name tag must be worn at all times during the clinical setting. Name tag must be worn on the left upper shoulder. If patches are used, they must be affixed to the right front shoulder.

8. **Fingernails:** Fingernails must be kept short, clean, without polish for the clinical setting. No artificial fingernails will be worn in clinical or laboratory setting.

IX. **GRIEVANCES:**
Student grievances that cannot be resolved by the instructor must follow the grievance procedure as outlined in the Student Policy Handbook *The Pathfinder*.

X. **APPLIED EXPERIENCE POLICY**
Students will not be excused from clinical practicum rotations or phlebotomy practice for disabilities or health reasons. Participation in the educational experience may be modified as necessary to fit their disability. Each student’s case will be handled on an individual basis. Completion of clinical hours is required for course credit and graduation with corresponding degree and/or certificate.

The Medical Technologies department works with many different health care facility practicum/clinical sites to provide applied education as necessary to qualified students. In the event a site cannot participate and/or complete clinical instruction for the student, an alternative site will be assigned for completion of student clinical requirements. In the unlikely event that a student cannot be placed in a clinical experience during the desired semester, the student will receive first priority for clinical placement in the following semester.
Attachment A: ACKNOWLEDGEMENT OF RECEIPT OF MEDICAL TECHNOLOGIES STUDENT HANDBOOK

I HAVE READ AND UNDERSTOOD THE HANDBOOK AND ALL ATTACHMENTS. I AGREE TO ABIDE BY ALL POLICIES AS STATED IN THIS HANDBOOK.

I KNOW THAT IF I RECEIVE MORE THAN TWO GRADES OF "D" OR "F" IN ANY MEDICAL TECHNOLOGIES COURSE OR COMBINATION OF COURSES, THAT I WILL BE DISMISSED FROM MY RESPECTIVE PROGRAM PERMANENTLY.

I UNDERSTAND THAT INAPPROPRIATE BEHAVIOR IN THE CLASSROOM AND/OR THE CLINICAL SETTING WILL CAUSE ME TO BE DISMISSED FROM THIS PROGRAM AND RECEIVE AND "F" OR NO CREDIT IN THIS CLASS.

I UNDERSTAND THAT I MUST CONDUCT MYSELF IN A PROFESSIONAL AND ETHICAL MANNER AT ALL TIMES AND WILL BE RESPECTFUL OF MY INSTRUCTORS, PRECEPTORS, PATIENTS, FELLOW STUDENTS, AND ANYONE I ENCOUNTER DURING MY CLASSROOM AND CLINICAL INSTRUCTION.

I UNDERSTAND THAT THERE IS NO MAKE-UP TIME OR MAKE-UP TESTING EXCEPT IN EXTREME MEASURES OUTLINED IN THIS HANDBOOK.

______________________________        ______________
Student Name Printed            Date

______________________________        ______________
Student Signature             Date

______________________________        ______________
Instructor                   Date
Attachment B: LIMITATIONS AND LIABILITY RELEASE FORM
Panola College: Medical Technologies

I, ______________________, age _____________, am a student in the Panola College __________________ Program. I am currently under the care of ________________

(Name & credentials)

for the following condition /injury: ____________________________________________.

My primary provider recommends the following limitations:

______________________________________________________________

______________________________________________________________

Primary Provider Signature: _______________________________________
Primary Provider Name Printed: ________________________________
Office Stamp:

I am requesting to be allowed to continue in the ______________________ Class with modifications as outlined by my instructor and participate in activities as able.

I HEREBY FREELY, KNOWINGLY, AND VOLUNTARILY ELECT TO PARTICIPATE IN ASPECTS OF THE CNA PROGRAM, AS I AM ABLE. I HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS PANOLA COLLEGE MEDICAL TECHNOLOGIES PROGRAMS, ITS FACULTY, STAFF, AGENTS, NURSING FACILITIES, TOUR FACILITIES, AND EMPLOYEES FROM ANY AND ALL LOSS, DAMAGE, CLAIM, OR LIABILITY ARISING FROM THE SAME, INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFLECTED UPON BY ANOTHER.

I PERSONALLY ASSUME ALL RISKS OF MY VOLUNTARY PARTICIPATION. __________(initials).

I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE IT IS LEGALLY BINDING.

Dated this _________ (day) ___________ (month) ____________ (year)

__________________________________________
Student Signature

Witness:
Name: ________________________________
Address: ________________________________
Attachment C: IMMUNIZATIONS

PANOLA COLLEGE MEDICAL TECHNOLOGIES

I understand that due to my potential occupational exposure to blood and potentially infectious materials, as well as other infectious diseases at the clinical site, I may be at risk of exposure.

(Initial)

I have been informed that I must obtain or provide proof of at least my first Hepatitis B Vaccine for the Medical Technologies Class prior to being admitted to the program.

I have been informed that I must provide proof of current immunizations, prior to going to clinical. If I am unable to take the TB skin test, I understand that I must provide proof from my primary physician that I do not have TB or communicable disease.

I understand that if I do not provide proof of all required immunizations prior to clinical, I will receive an "F" and / or "No Credit" for the class and will not be allowed to proceed or take the state exam.

I understand that it is my responsibility to obtain all required immunizations prior to clinical and that I cannot leave class or clinical to obtain these tests.

Print Name: ___________________________ Date: ____________________

Signature: ________________________________

Instructor: ____________________________ Date: ____________________
Attachment D: CONFIDENTIALITY STATEMENT

Panola College
Medical Technologies Programs

I __________________________ have been informed of HIPAA and I understand that information concerning a patient’s condition may never be discussed either inside or outside the clinical facilities, and/or tour facilities; the exception is information given to the instructor or facility staff related to patient condition according to my program skills and duties.

Furthermore, patient information may never be released to anyone without proper authorization from the appropriate facility administrator.

I understand that information concerning clinical/tour facilities business and their employees is confidential as well and will not be discussed inside or outside the facility.

I understand that I will be held accountable for the confidentiality of the information to which I will have access.

I further understand that release of confidential information about a patient, employee, or the clinical facility is not only a serious HIPAA violation, and a serious breach of ethics and confidentiality, but also may involve legal proceedings, loss of privileges, and I will receive an immediate grade of “F” in the Medical Technologies Classes I am currently enrolled in and will not be allowed to proceed in the program.

Print name: __________________________ Date: __________________________

Signature: __________________________

Instructor: __________________________ Date: __________________________
Attachment E: COUNSELING FORM

PANOLA COLLEGE
MEDICAL TECHNOLOGIES

STUDENT: ___________________________ DATE: ____________

_____ Dismissal
_____ Attendance
_____ Verbal Notice
_____ Informational Entry
_____ Withdrawal

_____ Scholastic
_____ Conduct
_____ Performance

REASON FOR COUNSELING

_____ Absence
_____ Unprofessional Behavior (profanity, disrespect, etc.)
_____ Chronic tardiness
_____ Dishonesty, cheating
_____ Excess break/lunch time
_____ Failing grades
_____ General conduct / attitude
_____ Failure to notify

_____ Personal Hygiene
_____ Leaving clinical site without permission
_____ Insubordination
_____ Quitting early
_____ Defective work
_____ Failure to follow directions
_____ Tobacco use in prohibited areas
_____ Inappropriate behavior in class/clinical setting.

Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________________________  _________________________________
Student Signature                                           Instructor Signature

_________________________________________  _________________________________
Date                                                   Date