



**SEWARD COUNTY
COMMUNITY
COLLEGE**

**PHLEBOTOMY
PROGRAM**

STUDENT HANDBOOK

2022-2023

Nondiscrimination Statement

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Seward County Community College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Mr. Dennis Sander, PO Box 1137, 1801 North Kansas, Liberal, Kansas telephone: 620-417-1018, fax number: 620-417-1179, dennis.sander@sccc.edu. His office is located in the Hobble Academic Building.

**PHLEBOTOMY STUDENT HANDBOOK
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WELCOME

The Seward County Community College Phlebotomy Program is pleased to welcome you to the college.

This program will provide you with a variety of learning experiences to prepare you to play a major role in the clinical laboratory, physician's office laboratory, or other blood and specimen collection facility.

I wish you success in the program. If I may be of assistance at any time, please feel free to contact me.

Sincerely,

Jamie Williams, MS, MLT(ASCP)^{CM}
Phlebotomy Program Clinical Coordinator / Instructor

OFFICIALS AND FACULTY

Program Director

Suzanne Campbell, PhD, MLS(ASCP)^{CM}

Doctorate of Philosophy – Educational Studies
University of Nebraska
Lincoln, NE

Master of Science - Educational Administration
Fort Hays State University
Hays, KS

Bachelor of Science - Medical Technology
Wichita State University
Wichita, KS

Clinical Coordinator/Faculty

Jamie Williams, MS, MLT(ASCP)^{CM}

Master of Science – Instructional Technology
Fort Hays State University
Hays, KS

Bachelor of Science- Computer Information Systems
Friends University
Wichita, KS

Associate of Science– Medical Laboratory Technician
Seward County Community College
Liberal, KS

CLINICAL AFFILIATES

Bob Wilson Memorial Hospital
415 N. Main
Ulysses, KS 67880

Southwest Medical Center
P.O. Box 1340
Liberal, KS 67905

OBGYN Associates
222 W. 15th Street
Liberal, KS 67901

St. Catherine's Hospital
410 E. Walnut
Garden City, KS 67846

Kearny County Hospital
500 Thorpe Street
Lakin, KS 67860

Specialty Clinics of St. Anne
350 NE 12th Street
Guymon, OK 73942

Meade District Hospital
P.O.Box 820
Meade, KS 67864-0820

Panhandle Counseling & Health Ctr
1309 North East St
Guymon, OK 73942

*Clinical affiliate list is subject to change

CERTIFICATION ELIGIBILITY

Upon completion, students are eligible to sit for the PBT national credentialing exam sponsored by the American Society of Clinical Pathologists, Board of Certification, P.O. Box 12277, Chicago, IL 60612, 312-738-1336. www.ascp.org. ***A valid social security number and high school transcript will be required to sit for the certification exam.**

MISSION STATEMENT

The Seward County Community College Phlebotomy program provides a curriculum that produces competent, career entry level phlebotomy technicians.

PHILOSOPHY

The phlebotomy program faculty upholds the ideals and beliefs of the college as stated in the catalog. In addition, the program will strive to meet the needs of individual phlebotomy students and enhance the quality of clinical facilities in our geographical area.

PHLEBOTOMY PROGRAM GOALS:

Curriculum:

To provide a curriculum that will produce a phlebotomy technician that is competent in handling various types of specimen collection, and adept in handling interpersonal relationships with patients, peers, and other healthcare professionals.

To provide a curriculum that will afford an opportunity to develop expertise in areas that are unique to specimen collection in the small clinical laboratory, and at the same time allow the student a smooth transition into a large laboratory.

To provide a curriculum that will stress critical thinking processes and thus prepare a student for changing procedures as they pertain to phlebotomy and specimen collection.

To provide a sound general education that will provide a stepping stone for advancement in phlebotomy, Medical Laboratory Sciences, or other fields of healthcare.

Evaluation:

To provide an efficient monitoring and feedback system for students so he/she may realistically evaluate his/her progress and potential.

To constantly monitor the needs of the student and clinical sites and incorporate any changes that will provide a valid education.

To constantly monitor mechanisms to assess program effectiveness at the classroom, program and institutional level.

PROGRAM ADMISSION PROCEDURE

Prospective students are strongly encouraged to contact the program coordinator for admission information. *The phlebotomy program is not available to students residing in the state of California.

PHLEBOTOMY STUDENTS

Phlebotomy students need to complete the Application for Admission to the college. To successfully complete the phlebotomy certificate, the student must take and pass the following courses with a grade of 78% or better: MT-1304 (Phlebotomy and Phlebotomy Lab), MT-1203 (Introduction to Medical Technology and Introduction to Medical Technology Lab), MT-1312 (Phlebotomy Clinical Practicum) for a total of 12 credit hours. HI-1023 (Medical Terminology) must be completed with a grade of 70% or higher.

PROGRAM LEVEL OUTCOMES

The phlebotomy certificant will be able to demonstrate professional, ethical, and moral attitudes and principles that are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family.

Assessment technique: Attitude Assessment Tool – minimum score of 78%
Phlebotomy Clinical Competencies – Minimum Level 5

The phlebotomy program provides a quality educational clinical experience by maintaining effective communication with the designated clinical affiliates. The phlebotomy program ensures that the clinical affiliates identify qualified clinical instructors and provide current phlebotomy training.

Assessment technique: Documentation of communication with clinical affiliates
Clinical site visit report

ESSENTIAL FUNCTIONS FOR THE PHLEBOTOMY TECHNICIAN

The following is a list of physical capabilities and behavioral skills that have been identified as

being necessary for success in the field of laboratory medicine.

Visual Observation:

Visual observation must be sufficient and adequate to allow the student to:

1. Observe patient's condition during phlebotomy procedures.

Motor Function:

Motor functions must be sufficient for the student to be able to:

1. Perform venipuncture at patient's bedside or at other designated locations.

Communication Skills:

1. Possess verbal and written skills adequate for transmitting information to co-workers and patients.
2. Demonstrate proficiency of the English language both orally and in writing.
NOTE: Per institutional policy, ELS students may be required to take the TOEFEL and submit scores to the phlebotomy Program Coordinator.
3. Students must obtain a score of 617 or higher on the Test of Adult Basic Education (TABE) prior to entering the phlebotomy program.

Behavior and Social Skills:

The student's behavior and social skills must be acceptable to an academic and clinical setting.

Critical Thinking Skills:

The student must possess critical thinking ability sufficient to an academic and clinical setting.

INSTRUCTIONAL FACILITIES

Seward County Community College's phlebotomy program is located in the Colvin Family Center for Allied Health, 1801 N. Kansas Ave, Liberal, KS. The mailing address is PO Box 1137, Liberal, Kansas 67905. The Colvin Family Center for Allied Health houses classrooms, laboratories, a student commons, computer laboratory, and faculty offices.

PHLEBOTOMY LABORATORY

The student lab is equipped to allow students to practice on simulated arms as well as actual patients in an outpatient setting.

COMPUTER LABORATORY

A computer laboratory is located in the Colvin Family Center for Allied Health in AH127

STUDENT COMMONS

The student commons is centrally located in the building. This area is utilized by all students having class in the building. Vending machines are located on the west end of the commons across from the restrooms. Noise should be kept to a minimum due to surrounding classrooms.

PARKING

A large parking lot is available for student parking. Parking permits may be obtained through your instructor on the first day of class.

SMOKING

SCCC is compliant with the Kansas State Regulation (KSA 21-4009); therefore, smoking is prohibited within the building. Please do not smoke directly in front of the building entrance

doors. Smoke only in designated areas.

CELL PHONES

Cell phones should be turned off during class. Personal phone calls should be limited to emergencies. The telephones in the classrooms are for faculty use in case of an emergency.

CURRICULUM

*MT-1304 Phlebotomy & Phlebotomy Lab.....	4 Credit Hours
*MT-1203 Introduction to Medical Technology & Lab.....	3 Credit Hours
*HI-1023 Medical Terminology	3 Credit Hours
*MT-1312 Phlebotomy Clinical Practicum.....	2 Credit Hours
Total.....	12 Credit Hours

* Identifies those individual courses that must be completed with a minimum letter grade of a "C" (2.00) (78%). Failure to achieve at least a "C" will cause the student to be ineligible to continue with or complete the program. Please note that HI-1023 follows the traditional grading scale and must be completed with a grade of 70% or higher. Classes with "MT" designation must be completed with a grade of 78% or higher using the grading scale below.

Grading Scale:

- 90-100% - A
- 84-89% - B
- 78-83% - C
- 70-77% - D
- 0 -69% - F

Re-entry Considerations

A student will be considered for re-entry subject to individual evaluation.

COURSE DESCRIPTIONS

MT 1203 INTRODUCTION TO MEDICAL TECHNOLOGY3 Credit Hours

A two credit hour lecture and one credit hour laboratory course designed to acquaint the student with the wide variety of procedures performed in a clinical laboratory. Laboratory skills involving measurement and instrumentation are introduced. Topics to be covered include safety, medical terminology, laboratory mathematics, specimen collection, microscope use, staining procedures, professional behavior, ethics, use of general lab equipment, introductory procedures in serology, urinalysis, chemistry, hematology, blood banking, and microbiology. The laboratory time will enhance the knowledge gained in the lecture by allowing the student to work in the simulation of the laboratory at the student lab or arranged time in an approved clinical affiliate site. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

MT 1304 PHLEBOTOMY4 Credit Hours

Three credit hour lecture and one credit hour laboratory sessions.

A course designed to teach phlebotomy skills for specimen collection using a vacutainer system as well as equipment for difficult draws. Participants will obtain phlebotomy skills to proficiently obtain blood specimens by venipuncture and dermal techniques. This course will consist of lecture and laboratory sessions. This course will also include preparation for a national certification exam. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

HI 1023 Medical Terminology..... 3 Credit Hours

This course is a comprehensive introduction to the professional language of those who are directly or indirectly involved in the art and science of healing. Emphasis is placed on anatomy and physiology to allow the learner to build a broad knowledge and understanding of the medical terms found in the health sciences. The medical terms are broken down into component parts each time a new term is introduced to allow learners to acquire knowledge through word building skills rather than rote memorization. Anatomical, diagnostic, and surgical terms will be discussed. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

MT 1312 Phlebotomy Clinical Practicum _____ 2 Credit Hours

Two credit hour clinical rotation. Students will work one-on-one with clinical instructors to refine phlebotomy skills within a designated clinical affiliate facility. This rotation requires 120 hours of clinical practicum experience which includes 100 successful, documented, unaided venipuncture procedures and 5 successful, documented, unaided dermal punctures. This course will integrate knowledge gained in all phlebotomy courses with practical experience in a clinical setting.

PHLEBOTOMY TEXTBOOK LIST

MT 1203 Introduction to Medical Technology

Walters, N.J., Estridge, B.H., and Reynolds, A.P., Basic Medical Laboratory Techniques 6th Ed. Delmar Publishers, Albany, NY. 2012

MT 1304 Phlebotomy

McCall, R.E., Tankersley, C.M.; Phlebotomy Essentials, 7th Ed, Lippincott Williams & Wilkins, Baltimore, MD, 2020

HI 1023 Medical Terminology

Brooks, Myrna; Exploring Medical Language, 10th Ed. Mosby. 2018.

PHLEBOTOMY COURSE POLICIES

Students and faculty of Seward County Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor which is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

ATTENDANCE

Responsibility for attending class for lecture (logging in and participation in online assignments,

etc) and laboratory sessions rests with you. You are required to participate in class unless an illness or emergency situation prevents this. The faculty believe that absences interfere with one's ability to meet objectives. The attendance policy outlined elsewhere in this handbook will be adhered to. You must call the instructor with notice of your absence from laboratory sessions either on-campus or at the clinical affiliate site **before** your scheduled arrival time. A missed time sheet must be completed and submitted to the course instructor.

MISSED EXAMS/LATE ASSIGNMENTS

All missed exams and graded assignments must be made up. Unannounced quizzes **cannot** be made up, but you are still responsible for knowing the material covered in the quizzes. If an exam is scheduled the day of your absence, you must notify the instructor **prior**. Five percent per day will be deducted for each day of delay in taking makeup exams/quizzes and graded assignments. If course work is not completed within seven days of the due date, a grade of a zero will be assigned. Exams and quizzes must be made up the first day of class when you return to class. Laboratory sessions must be made up. An incomplete grade will be given until the lab sessions are made up. It is the student's responsibility to schedule this time with the instructor.

STUDENTS WITH LEARNING OR PHYSICAL DISABILITIES

If you believe that you are entitled to special accommodations under the Americans with Disabilities Act, please contact the Vice President of Student Services at 620-417-1016 or 1-800-373-9951 or visit the office located in the Hobble Academic Building.

EXAMS

Please refer to the course schedule for exam dates. Comprehensive final exams will be given for each course. Quizzes may be given at any time. They will be both announced and unannounced. Quizzes are used to monitor your assimilation of material presented and the ability to continue on to new information. **An exam average of at least 78% AND an overall of at least 78% is required to successfully complete the lecture portions of the program and move on to Phlebotomy Practicum. If a student does not have an exam average of 78% or higher, the overall grade will default to the exam average grade.**

READING/ADDITIONAL ASSIGNMENTS

You will be expected to play an active role in the learning process. Class participation is expected and factors into your final grade for the course. You are expected to be aware of and use the course outline and unit objectives. Reading assignments are given on your course schedule. **You are required to read the material in your textbook related to the topic.** Lectures will augment this information. All information from assigned reading, handouts, self studies, threaded discussions, and case studies may appear on exams and quizzes. Reference material is available in the phlebotomy faculty offices, the library on main campus, and through online databases. The material in faculty offices is to be used during office hours and may not leave the office/lab/lecture area without permission. The material available in the library is available for check out.

You may be given additional assignments (online tutorials, study questions, self studies, article reviews). You will be notified when these assignments are due. It is your responsibility to turn them in on the assigned date and time to the instructor. Five percent will be deducted from the grade for every day the assignment is late. The assignment will not be accepted after seven days and a grade of a zero will be give.

REFERENCE MATERIALS

The phlebotomy program has online tutorials subscriptions available for students as reference

material. Students will be provided with the URL and login/password information at the beginning of the semester.

INSTRUCTOR OFFICE HOURS

Instructor office hours are posted by the office doors. The phlebotomy faculty have an open door policy so you are welcome any time they are in their offices. If posted office hours are not convenient, appointments may be made with the instructor. Virtual office hours will be designated by the respective faculty.

LABORATORY/PHLEBOTOMY SAFETY

Safe laboratory practices as taught by your instructor, mandated by OSHA and established in the Program Safety Manual will be required of you at all times. Warnings will be given when appropriate, but continued unsafe practices will not be tolerated and may warrant dismissal from the program. Safety protocol and procedures while in the clinical affiliate laboratory must be followed at all times.

SCHEDULE OF PHLEBOTOMY COURSES

MT 1312 Phlebotomy Practicum

After completing all of the required courses you will spend 120 hours in a hospital or clinic setting. During the 120 hours, you must complete 100 successful, acceptable, unaided venipunctures and 5 successful, acceptable, unaided dermal punctures (finger or heel). Glucometer or other POCT fingersticks DO NOT fulfill this requirement. It must be a bullet tube collection.

Students will be allowed to participate in the selection of their clinical sites for clinical practicum rotation based on their class standing. One or two clinical sites are selected with consideration given for the geographic location of the student.

The final decision on clinical site selection is the Clinical Coordinator's. The clinical practicum is typically completed within the twelve weeks allowed following the completion of the course work. However, an extension for completion of this clinical rotation will be considered on an individual student basis. Students must make arrangements prior to beginning their phlebotomy curriculum to accommodate this schedule.

It is the responsibility of the student to provide transportation to and from or provide residence near the assigned clinical facility. If the clinical practicum rotation is completed during the summer semester, the student should contact financial aid upon admission to the program to discuss available assistance. Typically, scholarships are not available for the summer rotation. It is the student's responsibility to plan their finances in advance of this course.

Phlebotomy Program Clinical Placement Policy

The phlebotomy program officials make every attempt to place students in the clinical affiliate site(s) that best fit the educational needs and geographic location of the student. Students are not admitted to program until a clinical affiliate site has agreed to accept a student for the practicum rotation. Additionally, the clinical affiliation agreement contains a termination clause that indicates the student in rotation is allowed to finish.

However, due to circumstances beyond control, it may be necessary to relocate a student to a different clinical affiliate. If the situation requires that students be assigned to an alternate clinical affiliate, students will be ranked according to their overall grade point average (GPA).

The students with the higher GPA will be given preference related to clinical sites. Such circumstances may also delay the student with completion of the Phlebotomy Practicum.

Medical Laboratory Technology Program **Clinical Placement Policy**

The MLT program officials make every attempt to place students in the clinical affiliate site(s) that best fit the educational needs and geographic location of the student. Students are not admitted to the second year of the program until a clinical affiliate site has agreed to accept a student for 12 months. Additionally, the clinical affiliation agreement contains a termination clause that indicates the student in rotation is allowed to finish.

However, due to circumstances beyond control, it may be necessary to relocate a student to a different clinical affiliate. If the situation requires that students be assigned to an alternate clinical affiliate, students will be ranked according to their overall grade point average (GPA). The students with the higher GPA will be given preference related to clinical sites. Such circumstances may also delay the student with completion of the student laboratory activities and MLT Clinical Practicum.

Medical Laboratory Technology Program **Teach Out Plan**

In the event of closure of the MLT program, the following questions will be considered based on the reason for program closure. A decision to discontinue the program would involve MLT faculty with the final decision occurring prior to program admission and enrollment of first or second year students for a fall start.

Administrative Decision to Discontinue the MLT Program:

1. Identify students actively enrolled in the first year curriculum with the intent of completing the associate of applied science in medical laboratory technology. Could those students be referred to one of the two other MLT programs in the state of Kansas? Barton Community College offers an online format which would allow for easier transition than Manhattan Area Technical College which would require relocation to that area. Could those students be referred to the closest MLT programs in Colorado and Texas?
2. Allow students actively enrolled in the second year of the MLT curriculum to complete. Review teaching assignments of the MLT program coordinator and clinical coordinator for consideration of changes in course loads. Retain availability of the clinical affiliate sites noting the completion of student rotation clause in each clinical affiliate agreement.
3. Discontinue admission of students to the second year of the curriculum.

Program Closure due to Natural and Unnatural Disasters:

1. The SCCC MLT program is offered in an online format which would enable the program faculty to continue to deliver course material from off campus locations. The course material is housed on an off campus server thus it is anticipated that access would continue. Review the disaster recovery plan as outlined by the Information Technology department.
2. Multiple clinical affiliates across the United States are utilized to support the student laboratory activities and MLT Clinical Practicum. Only one or two students are assigned to the local hospital. If that hospital is unable to continue the student's education, alternate clinical sites are available. Additional hospitals in the area would be contacted regarding clinical affiliation agreements to assist until the local hospital becomes operational. If the MLT student lab is unaffected, consider conducting the student laboratory activities on campus. Identify additional budget resources required to support this option. Should the entire city of Liberal be impacted there are two additional community colleges within 90 miles of Liberal – Garden City Community College and Dodge City Community College that could possibly support the on campus laboratory needs.
3. Determine how student records (academic and financial) are retained and accessible in the event of a natural or unnatural disaster. Need to request information from Admissions, Registrar, Financial Aid and Information Technology to determine this.

SERVICE WORK POLICY

Service work by students in clinical settings outside of regular academic hours must be noncompulsory, paid, supervised on site, and subject to employee regulations. Students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.

STUDENT EMPLOYMENT AND EXTRA CURRICULAR ACTIVITIES

The decision to work while a being a phlebotomy student rests with the student; however, it is recommended that the student plan his/her work schedule and outside activities after receiving class and clinical assignments. If it appears that outside work and activities are interfering with class and clinical performance, the student will be asked by the faculty to reassess time priorities. It is recommended that students limit employment time to a manageable number of hours per week.

APPROXIMATE COST OF PROGRAM

Kansas Resident in Seward County tuition and fees is \$113 per credit hour, Kansas Resident tuition and fees \$93 per credit hour, Border County (Baca Co, CO; Cimarron, Texas and Beaver Co, OK; Dallam, Sherman, Hansford, Ochiltree, Lipscomb Co, TX) tuition and fees is \$112 and Non-Kansas Resident tuition and fees is \$127 per credit hour. Online course tuition and fees is \$137 per credit hour. Current tuition and fees can be found at:

<https://sccc.edu/web/students/tuition-and-other-costs/tuition-and-student-fees>

FIRST SEMESTER

Tuition (10 Hours @ In-State).....	\$930.00
Textbooks.....	\$250.00
Liability Insurance	\$ 60.00
TOTAL FIRST SEMESTER	\$1240.00

SECOND SEMESTER

Tuition (2 Hours @ In-State).....	\$186.00
Criminal Background Check.....	\$ 70.00

TOTAL SECOND SEMESTER \$256.00

PROGRAM TOTAL \$1496.00

For additional Financial Aid information, contact the SCCC Financial Aid Director. Students are encouraged to complete the SCCC Grants and Scholarships Application.

REFUND OF TUITION AND FEES

Current refund policies and procedures are found in the SCCC College Catalog.

Written Notification

Students who decide to drop a course are required to officially withdraw by completing a **Change of Schedule** form in the Registrar’s office. Students who decide to drop all courses are required to officially withdraw from the college by completing the **Total Withdrawal from School** form in the Registrar’s office. In either case, it is the student’s responsibility to obtain required signatures, complete the forms, and return the forms to the Registrar’s office.

100% Refund Period

Student who officially withdraw from a course or courses during the first three weeks of the regular 16 week semester (Fall/Spring) are entitled to a full refund (100%) of tuition and fees paid. No refund on tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred.

For courses less than a regular semester length (including Summer semester courses) the 100% refund period is during the first 10% of the scheduled course duration. No refund on tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred. Specific dates will be published each semester with the course schedule; it is the student’s responsibility to comply with timeliness associated with the refund policy.

Refunds for Courses That Do Not Materialize

Students enrolled in courses that do not materialize will receive a full refund of all tuition and fees paid. To facilitate refunds on such classes, students should contact the Registrar’s office or the Business office.

Refunds for Military Personnel Called To Active Duty

When a student is called to active military duty, the following refund options are available:

1. If the student leaves prior to completion of 2/3 of the required class time, the student must withdraw from all classes and is entitled to a full refund (100%) of tuition and fees paid.
2. If the student leaves after completion of at least 2/3 of required class time, the student may elect one of the following options:
 - A. The student may withdraw from all courses and be entitled to a full refund (100%) of tuition and fees.
 - B. The student may test out of classes, receive credit, and not be entitled to a refund.
 - C. The student may elect to receive an incomplete (including a waiver of the one

year requirement for completion of the incomplete grade) and not be entitled to a refund.

- D. The student may elect to receive the grade that he/she has earned at the time of leaving and not be entitled to a refund. In all cases refund of tuition and fees will be to the student or to the agency providing funds for payment of these charges. Refer to the SCCC Student Handbook.

COMPLETION REQUIREMENTS

Upon completion of the program, students will be eligible to take the phlebotomy certification examinations. It is the responsibility of the student to become aware of exam dates and application deadlines for the ASCP PBT Board of Certification exam.

DISMISSAL AND WITHDRAWAL

- 1) Students may be dismissed from the phlebotomy program for the following reasons:
 - a) If they are dismissed from the college, refer to SCCC College Catalog.
 - b) Failure to achieve a 70% average in all designated courses.
 - c) Failure to complete designated course during the semester enrolled.
 - d) Excessive absences and tardies to classes, observations or clinical practicums and experiences. (See attendance policies)
 - g) Unprofessional conduct.
 - h) Noncompliance with any employee regulations or rules in hospitals when in clinical sites.
- 2) Withdrawal from the program.
 - a) Notify the Program Coordinator and the Vice President of Student Services.
 - b) If a student withdraws from Seward County Community College, they will be dropped from the program.
 - c) Reinstatement in the program is through the admission process.

SCHOLASTIC POLICIES

STUDENT PERFORMANCE AND BEHAVIOR

Student performance and behavior are considered in the evaluation of academic standing. The student's behavior includes such things as inappropriate behavior during class, lack of preparation, tardiness and absenteeism, and inappropriate interaction with instructors. Personal hygiene and erratic attendance may be appropriately considered as factors bearing on student academic standing in the medical laboratory technology program.

GRADING SCALE

For the courses with "MT" designation, the following scale will be used:

- 90-100% - A
- 84-89% - B
- 78-83% - C
- 70-77% - D
- 0 -69% - F

HI-1023 (Medical Terminology) will use the traditional grading scale below:

- 90 - 100% A
- 80 - 89% B
- 70 - 79% C

- A. Students must satisfactorily complete the appropriate sequence of courses as defined by the phlebotomy curriculum.
- B. A minimum of a "C" must be achieved in each course identified by an asterisk. Failure to achieve at least a "C" will cause the student to be ineligible to continue with the program. Refer to page 8 of this handbook.

INCOMPLETE POLICY

A student may be given an I (incomplete) designation in a course if he or she was unable to complete the course work due to a condition beyond his or her control. The instructor will have the discretion of deciding if the conditions were beyond the student's control.

A student will be given one semester, excluding the summer session, to complete the work in the course in which an I designation was received. If the student does not complete the work at the end of one semester, the I grade will revert to the grade he or she would have received in the course without completing the work.

The student will also be required to sign a written Agreement for Incomplete Designation, a copy of which is to be filed in the student's permanent file. Refer to the SCCC College Catalog.

HONOR CODE AND CHEATING POLICY

One of the most significant aspects of Seward County Community College is its commitment to high ethical standards and integrity. The faculty and administration at SCCC are committed to the belief that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens. In light of these high ethical ideals, as a student of SCCC:

- I will not resort to lying, cheating, or stealing in my academic work.
- I will courageously oppose any instance of academic unscrupulousness.
- I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed of academic cheating in any course.
- I will allow my conscience to be my guide when I report evidence of cheating as to whether or not I will name the person or persons who have committed a violation of the Honor Code at SCCC.

Academic dishonesty is a serious threat to academic integrity, because it not only undermines the academic enterprise, but also weakens the moral fabric of our nation, and jeopardizes the life and welfare of its people. Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.
- Collaboration that is not permitted by the instructor.
- Plagiarism, i.e. the use of another's ideas or words and pretending they are one's own.
- Providing and/or receiving aid on a written assignment without permission of the instructor.
- Providing and/or receiving aid on a class assignment under conditions in which a reasonable person would know such aid was unethical.

If a student is caught cheating in a class and if that infraction is the first offense, the instructor will have the right to determine appropriate punishment as set forth in the class syllabi. The matter will be reported in writing to the Vice President of Academic Affairs and Vice President of Student Services, who will keep records of infractions. If the student is guilty of a second

offense, the matter will be reported again to the Vice Presidents of Academic Affairs and Student Services, who will appoint an Academic Integrity Committee composed of themselves and three other full-time faculty members, who will review any written data and interview appropriate informational sources. The student's right to due process will be affirmed. The accused student will have the right to appear before the committee to provide explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment.

ACADEMIC INTEGRITY

Academic integrity is vital to the development of genuine learning in the individual. It rests on two principles: first, that academic work is represented truthfully as to its source and its accuracy. Second, that academic results are obtained by fair and authorized means.

Examples of Academic Misconduct:

A. CHEATING - Giving, using, or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise, including unauthorized communication of information.

EXAMPLES:

- copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination;
 - using books, notes, or other devices (e.g. calculators) when these are not authorized;
 - procuring without authorization, tests or examinations before the scheduled exercise;
 - copying reports, laboratory work, computer programs or files from other students.
- B. FABRICATION AND FALSIFICATION - Unauthorized alteration or invention of any information or citation in an academic exercise.

EXAMPLES:

(Fabrication)

- inventing or counterfeiting data or research procedures to make it appear that the results of one process are actually the results of several processes;

(Falsification)

- false citation of the source of information;
 - altering the record of or reporting false information about practicum or clinical experience;
 - altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise;
 - altering a returned examination paper and seeking regrading;
 - altering attendance records to demonstrate attendance and instructor signature.
- C. PLAGIARISM - Knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

EXAMPLES:

- submitting as one's own the work of a research assistant, ghost writer or commercial writing service;
- directly quoting from a source without citation;
- paraphrasing or summarizing another's work without acknowledging the source;
- using facts, figures, graphs, charts, or information without acknowledgment of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any

- information which belongs to another and which is not acknowledged as such.
- D. FACILITATING ACADEMIC MISCONDUCT - Giving or attempting to help another commit an act of academic misconduct.
- EXAMPLES:
- allowing another to copy from one's paper during an examination or test;
 - distributing test questions or substantive information about the material to be tested before the scheduled exercise;
 - collaborating on academic work with the knowledge that the collaboration will not be reported;
 - taking an examination or test for another student, or signing a false name on an academic exercise.
- E. TAMPERING WITH MATERIALS, GRADES, OR RECORDS - Interfering with, altering, or attempting to alter college records, grades or other documents without authorization from an appropriate college official for the purpose of changing, falsifying, or removing the original information found in such records.
- EXAMPLES:
- using a computer or false written document to change or effect the grade recorded for a student;
 - forging the signature of a college official on an enrollment, add, or drop card;
 - erasing records or information of a student;
 - unauthorized access of a college record by computer or through unauthorized entry into an office or file for the purpose of changing information in a college document;
 - or obtaining information from a college file without proper authorization.
- (Examples are taken from a publication of the University of Kansas.)

A phlebotomy student who is found to be dishonest in the performance of classroom or clinical practicums will receive a score of zero if the involved assignment is graded, i.e., test, laboratory report, quiz, paper, etc. Certain dishonest student clinical behaviors could result in immediate dismissal from the phlebotomy program.

PROGRAM COUNSELING AND STUDENT CONFERENCES

Each student may obtain academic tutoring or personal counseling for individual needs. The instructors will be available for these purposes as their schedules permit. Students are invited to take advantage of these services on their own initiative. It is the **students'** responsibility to monitor progress and to seek assistance from the instructors when necessary.

GENERAL CONDUCT

The student is expected to conduct himself/herself as a professional. A student's education is to prepare them to provide the best patient care possible. Proper attitude, conduct and appearance can inspire patient confidence and increase patient morale. Patience and understanding are necessary in dealing with those who are physically ill. Patients are usually below par emotionally, and their family and relatives are often distraught and apprehensive. Failure to conduct oneself as a professional at all times while attending courses for the phlebotomy program may result in dismissal from the program. Any unprofessional conduct remedial action will be at the discretion of the faculty and program coordinator. Also refer to the SCCC Student Handbook Student Code of Conduct.

IMMEDIATE DISMISSAL

Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Due to the nature of healthcare, the student will have access to vast volumes of patient

information that **must** be kept confidential. Examples of such information include research information, documents, files, memoranda, printouts, and any and all information relating to the past, present, or future physical or mental health condition of an individual, the provision of healthcare to an individual, or the past, present or future payment for the provision of healthcare to an individual as well as any or all information which identifies an individual or for which there is a reasonable basis to believe can be used to identify an individual. Any student that fails to maintain patient confidentiality will be dismissed from the program.

Violations of institutional policies (hospital and college) may result in administrative discipline or discharge from the Phlebotomy Program.

Discharge action must be reviewed and approved by the Phlebotomy Program Coordinator, Chairperson of the Allied Health Division and the Vice President of Academic Affairs. If a student wishes to appeal the discharge action, they must follow the appeal procedure as outlined in the SCCC Student Handbook.

ATTENDANCE

Responsibility for participating in class assignments, on campus requirements, and clinical practicum rests upon the student. The student is required participate in class, student clinical lab time, and Clinical Practicum unless an illness or emergency situation prevents this. The faculty believes that absences interfere with one's ability to meet objectives. While it is recognized that objectives may be reached through many avenues of experiences, each planned activity has a specific purpose for the learner. Many of these experiences cannot be duplicated and are, therefore, lost if the opportunity is missed.

When a student exceeds 10% absences (for any reason) of scheduled laboratories and clinical practicum, the instructor will recommend the student be withdrawn from the course. If a student arrives 15 minutes late for class they will be considered absent. When a student exceeds 20% absences (for any reason) of scheduled theory (lecture) classes, the student may be withdrawn from the course. The Clinical Practicum course requires 120 hours of clinical time.

During the Clinical Practicum rotation, if a student will be tardy or absent, they are required to contact the clinical affiliate site and the Program Coordinator prior to the start of the shift. The student is required to make the call not a family member. Also the student should direct the call at the clinical site to the previously identified individual (laboratory manager or clinical instructor).

Students missing clinical time are required to complete a **Report of Missed Clinical Time**. This report should be completed by the student, signed by the clinical instructor, and faxed or emailed to the course instructor and/or program coordinator.

STUDENT CONTRACT: If at any time a faculty member feels that a student's clinical/theory work, behavior or attendance is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done by the student to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be reviewed and signed by the student, faculty member, and the MLT program coordinator.

STUDENT RECORDS: All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. All student records accumulated during the program are considered confidential and kept in a secure file cabinet. The contents of the student's file are not revealed to any unauthorized

person without the student's knowledge and written consent. Students may review any records which pertain to them in the program coordinator's office during regular office hours. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security, and availability. The College and the phlebotomy program comply with the Family Educational Rights and Privacy Act of 1974 with regard to confidentiality of student records. Refer to the SCCC Student Handbook.

ILLNESS: Absences due to illness fall within the scope of the attendance and absence policies discussed previously. If a student is injured and/or hospitalized, he/she must present a written physician release to return to class and clinical.

TARDY: A student is expected to be in class and clinical on time. Repeated tardiness will be discussed with the student by the instructor. The student is expected to notify the on campus instructor and/or clinical instructor of their tardiness **prior** to start of class or clinical shift.

INCLEMENT WEATHER: In the event of weather that interferes with school to the extent that school is closed, it will be announced via the RAVE system and on area radio stations (1420 AM, 102.7 FM, 1270 AM, 107.5 FM, and 101.5 FM) as early as possible. Students performing laboratory/clinical time at the clinical affiliate must use their own discretion as to the feasibility of traveling to their clinical site. As with other absences they should report to the supervisor of the clinical site **BEFORE** their scheduled time of arrival if the student will be late or absent.

HEALTH AND LIABILITY INSURANCE

Health Insurance: Emergency care for illness or injury is available to the student through regular consumer services. The college strongly recommends that the student carry health insurance. Any costs associated with health care services insurance are the responsibility of the student.

Liability Insurance: The College carries a liability policy on all of their allied health students which covers your liability while gaining clinical experience. The total liability limit per person is four million dollars. You are charged a fee each year to cover this cost.

ACCIDENTAL MEDICAL EXPENSE BENEFIT

Accidental medical insurance is required for all Allied Health students and is provided by Seward County Community College. This insurance is in effect only while the student is participating in program activities sponsored and supervised by Seward County Community College. The maximum benefit for accidental medical expenses is \$5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the incident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence. A course fee is paid by the Allied Health student at the beginning of each semester and summer term, if applicable, for this insurance coverage.

HEALTH CARE SERVICES

The student is responsible for any health care expense incurred while on the campus of Seward County Community College or during any class related activity on or off campus. Emergency medical services are provided to students by calling 911.

IMMUNIZATIONS

A current TB skin test and influenza vaccine are required for students having patient contact. All students are required to have the hepatitis B vaccine or a signed declination form on file with the

Phlebotomy Program Coordinator. All results are due to the program coordinator upon the beginning of each academic year. Other vaccine requirement may apply depending on the clinical site. Students will be notified in advance of these requirements.

PERSONAL APPEARANCE IN THE PHLEBOTOMY STUDENT LAB AND CLINICAL SETTINGS

The personal appearance of student phlebotomists affects the image that is projected to patients, staff members, and others. The faculty at SCCC feels it is very important to present oneself in a way that promotes a positive image of medical laboratory technicians.

While at clinical sites all dress codes and policies of the individual clinical site must be followed. As general rules the following guidelines are in effect for SCCC phlebotomy students.

- 1) Personal cleanliness is essential. Students MUST look and smell clean.
- 2) A uniform or a laboratory coat must be worn.
- 3) Street clothes worn under a laboratory coat should be clean, neat and be in keeping with a professional appearance. Clothing not considered appropriate include: wind pants, cutoffs, casual shorts, sundresses, jeans in any color, halter tops, tank tops, t-shirts, sleeveless attire, tight fitting stirrup pants, and leggings.
- 4) A name tag will be attached over the left, upper pocket of the laboratory coat or uniform. A \$5 replacement fee will be assessed for lost name tags.
- 5) The student will refrain from excessive application of cosmetics, perfume or cologne.
- 6) Shoes must be soft-soled and closed toe. Thongs, birkenstock or beach sandals are prohibited.
- 7) Hair must be neat and clean, and held back if sufficiently long so as not to fall over the face or working area. Eccentric hairstyles are not permitted as defined by the phlebotomy program faculty and the clinical affiliate dress code policies.
- 8) Students are prohibited from wearing extreme or eccentric jewelry that does not present a professional appearance.
- 9) Head apparel such as hats, visors, and bandanas are prohibited.
- 10) No jewelry other than wedding or engagement rings, and one pair of stud type small earrings (smaller than a dime) in the ear lobe may be worn.
- 11) Tattoos must be covered.
- 12) Facial jewelry such as eye, nose, lip or tongue jewelry is prohibited.
- 13) Bracelets and necklaces that are not able to remain under the uniform are not permitted.
- 14) Students will refrain from gum chewing while at clinical sites.
- 15) Artificial nails are prohibited.
- 16) Males must be clean shaven or have neat trimmed beards, mustaches, or sideburns.

LABORATORY RULES

- 1) No smoking or eating in the laboratory or healthcare facility.
- 2) Only books or procedure manuals being utilized are to be taken into the laboratory.
- 3) Disposal of all biological material and broken glassware should be in appropriate containers.
- 4) The work areas are to be cleaned before and after each laboratory session with the disinfectant provided.
- 5) All phlebotomy equipment and supplies checked out to each student is their responsibility.
- 6) All accidents are to be immediately reported to the instructor and an incident report filed.
- 7) All equipment malfunctions are to be reported to the instructor.
- 8) Hands are to be washed with disinfectant soap before taking breaks, before leaving the

- laboratory, and after removing gloves.
- 9) Gloves and lab coats are to be worn at all times.
 - 10) Personal protective equipment is specialized equipment or clothing to be used by a health care worker for protection from direct exposure to blood and other potentially infectious materials. Types of personal protective equipment include gloves, gowns, laboratory coats, face shields or masks, eye protection and pocket masks. Utilization of appropriate equipment based on type of exposure is the responsibility of the student.
 - 11) Safety manual is placed in student lab for student review. Students are responsible for following outlined safety procedures and implementing correct safety action.

STUDENTS ARE REQUIRED TO FOLLOW ALL LABORATORY AND DRESS CODE POLICIES OF THE CLINICAL AFFILIATE LABORATORIES.

UNSATISFACTORY CLINICAL BEHAVIORS

THE FOLLOWING BEHAVIORS ARE EXAMPLES THAT CONSTITUTE UNSAFE OR UNPROFESSIONAL CLINICAL PRACTICE.

1. **Absence** - class/clinical
Clinical absence may constitute a failure. See attendance section of this handbook.
2. Fails to attend **post clinical conference** with Phlebotomy Program Director/Clinical Coordinator.
3. **Incomplete assignments.** Failure to prepare for clinical experience
4. **Tardy** to clinical - students are expected to report absence or tardiness according to policies in this handbook.
- 5. Inappropriate behaviors**
 - A. Inappropriate verbal/nonverbal behavior patterns - ie
inappropriate facial expressions
not in full uniform
posture which indicates rejection of instructor, co-workers, or patient
* behavior which aims to threaten or intimidate patient
* inappropriate touch
tuning out patient/co-workers, instructors
being pre-occupied when giving patient care
not following directions of instructor
inappropriate inflection of voice
inappropriate laughter
does not establish and maintain interpersonal relationship with instructor and co-workers
* working under influence of drugs or alcohol
 - B. Inadequate procedures
not checking with instructor regarding a procedure
late in reporting patient results
lack of sufficient knowledge of phlebotomy procedure
failure to safely perform procedure
not accurately reporting laboratory results
* is dishonest in admitting errors in carrying out any part of laboratory duties
is unable to give rationale for his/her decisions
does not recognize the implications of accurate, timely reporting of laboratory results.
 - C.* Breach of Confidentiality (HIPAA)
disclosing information from patient results with person NOT involved in their care
photocopying patient results

discussing patient/family information with person NOT involved in the care of the patient

Clinical failures will be based on interpretation of patterns of behavior and/or seriousness of behavior at instructor discretion.

* These identified student clinical behaviors could result in **immediate** clinical failure and consequent dismissal from the phlebotomy program.

SUBSTANCE ABUSE PROTOCOL

Seward County Community College's Drug Free Institution of Higher Education Policy is contained in the SCCC Student Handbook. The SCCC Board of Trustees recognizes that the possession, manufacture, consumption, use or distribution of alcoholic liquor, beer, cereal malt beverage or controlled substances may constitute a hazard to the emotional, social and physical health of students and employees and may be a threat to a positive campus learning environment.

The SCCC allied health programs abide by the Drug Free Institution of Higher Education Policy as set forth in the college catalog and incorporates the same as though fully set forth herein.

In addition, the SCCC Allied Health Division adopts the following protocols, to be implemented in conjunction with the Drug Free Institution of Higher Education Policy:

- SCCC Allied Health Division students who are involved in clinical activities at health care facilities must comply with substance abuse regulations of the facilities.
- If the program coordinator or any Allied Health instructor determines from the behavior, appearance and/or demeanor of the student or otherwise detects the odor of alcoholic liquor, beer, cereal malt beverage or any controlled substance:
 - a. If the student is in the clinical setting, he/she will be dismissed from the setting. The student will not be allowed to drive self from the clinical site. The program coordinator will determine the appropriate time that the student may return to the clinical setting.
 - b. The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or program coordinator. The student will be accompanied to a medical laboratory by a faculty member for the screen. All charges for laboratory tests are accrued by the program, subject to reimbursement by the student. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that SCCC is entitled to know the results of the screen. The student is informed of the test results and any further action considered by the program. The student is also informed of his/her right to obtain a second screen at his/her own cost. Refusal by the student to submit to a drug screen may result in dismissal from the program.
 - c. If the results are positive, a mandatory assessment (at the student's expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the student's file, and the program coordinator will be notified. The student must sign a release of information form for the program coordinator. Refusal to sign this form will result in dismissal of the student from the program. The counselor will send reports to the program coordinator on a continual basis as warranted.
 - d. When indicated by the counselor, mandatory treatment will take place in one of two ways: out-patient follow-up or in-patient admission.
 - e. The student will be allowed to continue in the allied health program on a probationary status. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.

- f. If the student holds a license to practice nursing (second year student, LPN), the student will be reported to the Kansas State Board of Nursing after one occurrence.

STUDENT GRIEVANCE PROCEDURE

If a student has an academic or non-academic grievance their first action is to confer with the instructor involved. Should there be any further questions the student should refer to current procedure in the SCCC Student Handbook. The procedures for both of these may be obtained from the Vice President of Student Services.

STUDENTS RIGHT TO DUE PROCESS

The college assures students the right to due process. Students have a right to a hearing when:

1. They are suspended or dismissed from the college.
2. They cannot resolve an academic grievance with an instructor.
3. They are evicted from college housing.

Due process ensures the student that the college is not arbitrary in its actions. In all cases, due process requires that students know the charges against them, have the opportunity to refute these charges, and have the right to an appeal.

SEXUAL HARASSMENT OF STUDENT

Harassment of any student on the basis of sex shall be considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the students; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any student who feels he/she has been the victim of sexual harassment should contact the Vice President of Finance and Operations within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Dean of Finance and Operations within five (5) calendar days of the initial contact so that the Dean can proceed with an investigation into this matter. Refer to the SCCC/ATS Student Handbook.

COMPUTER USE GUIDELINES

Students who use college computing resources are expected to adhere to the **SCCC Network**

Computing Use Policy. Misuse can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete Policy is available upon request from the Offices of the Vice President of Student Services, the Dean of Academic Affairs, and the Vice President of Finance and Operations.

Guidelines for use of SCCC Computing Resources:

1. All aspects of the SCCC Network Computer System are owned by the College and are provided for the use by SCCC students, faculty, and staff in support of the educational programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting or receiving (with prior knowledge) any threatening or obscene material is prohibited.
2. Personal commercial uses of computing resources are prohibited.
3. It is the student's responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC and of the laws of the State of Kansas and of the Federal Government.
4. SCCC reserves the right to terminate computer services to any student without notice.
5. Students are responsible to maintain and protect individual user names and passwords. These should not be disclosed or shared with other students.
6. Students are expected to follow proper accepted computer etiquette when using e-mail, the Internet, and local and outside networks.
7. Computer software protected by copyright shall not be copied from, into, or by SCCC computing resources except as permitted by law.
8. Harassment through the use of SCCC computing resources is prohibited. Harassment includes the persistent annoyance of other users, interference in another users work, sending of unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.
9. Vandalism through the use of SCCC computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user including creating and/or uploading computer viruses.
10. Changing settings i.e., unauthorized modification of computer resources is prohibited.

Enrollment in any SCCC course constitutes agreement, by the student, to abide by the terms of the **SCCC Network Computing Use Policy**. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies. Refer to the Student Handbook.

CRIMINAL BACKGROUND CHECKS

All applicants admitted to the allied health programs at Seward County Community College must submit to a criminal background check (CBC). This policy is based on a standard of The Joint Commission, which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities. The cost of the CBC is a student responsibility and is non-waiverable and non-refundable. The CBC will be performed only by an external vender designated by the SCCC business office. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression since the classroom and clinical courses must be successfully completed in the same semester.

ONLINE FORMAT POLICIES

INTERNET ACCESS/COMPUTER SKILLS

Students must possess a computer with email and word processing capabilities and a reliable Internet service provider. Students need to have basic computer skills to enable them to create word processing documents, attach files to an email message, send and receive email and participate in asynchronous discussions.

CLINICAL AFFILIATES

Online students need to secure an acceptable clinic or clinical laboratory to act as their clinical affiliate laboratory. The clinical affiliate laboratory must designate a certified MLT/MLS/Phlebotomist to act as the clinical instructor. The SCCC phlebotomy program faculty will develop a weekly schedule to allow the student to learn and perform clinical laboratory procedures. The clinical affiliate laboratory will be required to complete the forms necessary to be recognized as a full clinical affiliate of the program according to the phlebotomy program coordinator.

DOCUMENTATION OF CLINICAL LABORATORY COMPETENCY ATTAINMENT

Students will submit weekly clinical timesheets to the phlebotomy clinical coordinator who will keep track of student hours. Students are required to complete 120 clinical hours during the phlebotomy practicum. In this 120 hours, students are required to complete 100 successful, acceptable, unaided venipunctures and 5 successful, acceptable, unaided dermal punctures. These procedures will also be marked on the timesheets so that the clinical coordinator can monitor progress. At the end of the phlebotomy practicum, an student attitude assessment and competency evaluation will be performed by the clinical instructor and returned to the clinical coordinator for final evaluation and issuance of the practicum grade.

CLINICAL EXPERIENCE HOURS

Students enrolled in the online courses that are currently employed in a clinical laboratory or clinic may not perform their course phlebotomy procedures while on the clock. Time as an employee and time as a student must be separate.

Exposure Control Procedure for Blood borne Pathogens (Student Form)

Reporting Procedures for First Aid Incidents

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred (see attachment #1). The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred. The information shall be reduced to writing by the student and maintained in the first aid incident report file with the instructor. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student.

Post-Exposure Evaluation and Follow-up

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs). Whenever a student has an exposure incident in the performance of his or her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student (see attachment #2). Accidental medical insurance is required for all allied health students and is provided by Seward County Community College. This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is \$5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence. A course fee is paid by the allied health student for this insurance coverage. The student or instructor should contact the Allied Health Division Chairperson for the appropriate insurance form prior to the post-exposure evaluation.

Post-exposure evaluation and follow-up shall be performed at Southwest Medical Center or the local health department according to recommendations of the U.S. Health service current at the time these evaluations and procedures take place. The cost of any laboratory tests required for the evaluation or follow-up procedures is the responsibility of the student.

Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up. **All costs associated with the post-exposure evaluation are the responsibility of the student.**

STUDENT ACCIDENT INVESTIGATION/TRACKING FORM

Date of Accident: _____ Time of Accident: _____ Place of Occurrence: _____

Student Name: _____ Address: _____

Phone/Cell: _____ ID # _____

Instructor's Name: _____ Contact # _____

Clinical Field of Study: _____

Notified Instructor of Accident: Yes _____ No _____

Provide witness names when/if applicable: _____

Was any property/equipment damaged? _____ If so, please explain:

Student's description of incident: _____

Witness/instructor's account: _____

Type of Exposure (circle the appropriate response): Needle stick Puncture/laceration
Mucosal Splash Other: _____

Describe injury in detail:

Exposure Device: _____ Brand: _____ Type: _____

Did equipment have safety features available? Yes _____ No _____ If yes, was it
activated properly? Yes _____ No _____ If no, please explain: _____

Was immediate first aid administered following the exposure? Yes _____ No _____

If yes, please describe: _____

Student's vaccination status: HBV series: _____ Tdap: _____

Allergies/Reactions: _____

Student received information sheet with initial post-exposure counseling: Yes__ No_

PROTOCOL FOR EXPOSURE (Student Form)

Source Individual Information

1. Determine the individual's name from which the exposure occurred; also referred to as the Source Individual.
2. The exposed student should contact their local physician for evaluation, if available.
3. If their local physician is not available, the source individual and the exposed student should go to the emergency room for evaluation and the hospital Employee Health/Infection Control Nurse should be contacted, if available. *Student should begin this process at the Admission Department.* If the source individual is a patient in a medical facility, the patient's physician should be contacted. Obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies). Write orders on the patient chart as follows: Write "No Charge", followed by Rapid HIV, HBsAg, & Anti-HCV, VO (verbal order) or PO (phone order), physician's name/nurse's signature; include date and time of order. The student will be billed for this expense.
4. If the source individual is not a patient in a medical facility, obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies) from the student's physician or the emergency room physician.
5. Have the source individual sign the consent/refusal for the necessary lab work. If the source individual consents, lab personnel will be notified of the blood draw.

Student Information

1. Have the student read, sign, and date the Post Occupational Exposure Information/Education sheet. Give the original to the student, make a copy and place in the exposure file.
2. If needed, have the student complete and sign the SCCC Release of Medical Information form.
3. Have the student carefully read the Consent/Refusal for Post Occupational Exposure Testing of Blood/Body Fluids for SCCC students prior to blood draw of the following labs: Rapid HIV, HBsAg, Anti-HBs (Hepatitis B titer SWMC # 2448), Anti-HCV, and Hepatic panel. The student needs to indicate either consent or refusal for the lab work by their signature.
4. Complete the lab requisition. Should the student chose to have blood drawn but not tested and held for 90 days, then write "No Testing, Hold Specimen for 90 Days" on top right hand corner of requisition. Initial blood specimen must be drawn within 72 hours post-exposure.
5. If the student wishes to start prophylactic treatment for HIV, he/she needs to read and sign the consent form (Consent for Prophylactic Treatment Following Blood/Body Fluid Occupational Exposure). Medication must be started within 72 hours post exposure. An order for this medication will be obtained from the student's physician or the emergency room physician.
6. Help the student complete the Student Accident Investigation/Tracking Form.
7. Expenses related to this incident will be paid for by the student.

Post Occupational Exposure Student Information/Education

With regard to the occupational exposure you have sustained, it is important for you to read and understand the following information:

1. You are at risk for acquiring certain diseases which may be transmitted by blood and body fluids. Blood is the number one source of transmission for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) which are three very serious bloodborn diseases.
2. There is a vaccine available to prevent Hepatitis B. You may have already had this vaccine and if you have a documented, adequate antibody titer response, you are at a lesser risk for acquiring Hepatitis B. If you have not had the vaccine or you do not have an adequate antibody titer response, you are at increased risk for acquiring Hepatitis B.
3. There is no vaccine available to prevent HIV or Hepatitis C. If the source of your exposure is known, the source individual will be contacted to obtain permission to perform HIV, Hepatitis C, as well as Hepatitis B testing. If the source individual refuses the testing, you will be notified. If the source individual consents to the testing, you will be informed of the results as soon as they become available. You must not disclose these results to anyone else. Doing so is a breach of confidentiality and is subject to disciplinary action. If the source of the exposure is unknown (i.e. needle in a needle-box), no source testing can be performed.
4. It is recommended that you have your blood tested for HIV and Hepatitis B, and Hepatitis C following the exposure by contacting your physician or the local health department. If you elect to have this testing done, you will be asked to sign a consent for the testing. If you are unsure whether you want the testing done now, you may have your blood drawn and saved for 90 days. Should you change your mind during that time and decide you want to have the testing done, you will need to notify your physician and sign a consent and blood will be tested at that time. If you do not notify your physician before the 90 day time limit has ended, the blood will be destroyed without further notice to you. Blood must be drawn within 72 hours following the exposure.
5. A hepatic profile will also be done to establish your current liver function status.
6. If the initial lab results on both you and the source individual are negative, no further blood work will be necessary. If either you or the source patient has any positive results, additional testing is required, and blood work will need to be repeated at six weeks, three months, and six months.
7. It is your responsibility to notify your physician if you develop any symptoms of viral illness within 12 weeks following the exposure.
8. You may obtain more information about AIDS by calling the Center for Disease Control AIDS hotline at: 1-800-342-AIDS. You may obtain more information about Hepatitis by calling 1-404-332-4555.
9. If you have questions, or would like further information, you are encouraged to meet with your personal physician.

Student Signature

Date

Witness

Date

Seward County Community College
POST OCCUPATIONAL EXPOSURE
(Student Form)

Source Individual Form

(The source individual is to sign in the event a SCCC student is exposed to the source individual's blood/body fluids)

CONSENT FORM

Source Individual: _____
Print Name

I understand that an occupational exposure occurred to a SCCC student involving my blood or body fluids.

As a result of this exposure, I am being asked to give consent for testing of my blood for the presence of HIV (Human Immunodeficiency Virus which leads to the AIDS Virus), HBV (Hepatitis B Virus), and HCV (Hepatitis C Virus) unless the HIV, HBV or HCV status is already documented in my medical record. In such cases, testing with consent will be done accordingly. I further understand that I have a right to refuse testing.

If I consent to blood testing, my physician will review the results of my test with me. I further understand that the involved student will be responsible for the cost of the HIV, HBV, and HCV testing of this exposure.

With all my questions answered, I, or my legal guardian, consent to or decline testing of my blood for HIV, HBV, and HCV as signified below by initials and signature.

_____ I give consent to HIV, HBV and HCV blood testing as outlined in this document.

_____ I DO NOT give consent to HIV, HBV and HCV blood testing as outline in this document.

Source Individual/Legal Guardian: _____ Date: _____
Signature

Witness: _____ Title: _____ Date: _____

Hospital Use:

If consent has been given by the source individual, please check the appropriate post exposure laboratory test(s):

Human Immunodeficiency Virus (Rapid HIV) _____

Hepatitis B Surface Antigen (HBsAg) _____

Hepatitis C Virus Antibody (Anti-HCV) _____

Note:

- This form is to be used when asking the source individual to consent to HIV, HBV, HCV tests after a SCCC/ATS student has been exposed to his/her blood and/or body fluids.
- Orders are not placed in the Meditech system. Use the lab requisitions provided in the exposure packet, and once completed give requisition along with a copy of this form to Lab.

Seward County Community College
**Consent/Refusal for Post-Occupational Exposure Testing of
Blood/Body Fluids for SCCC Students**

I have received an occupational exposure to one or more of the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, blood, blood components, products made from human blood, saliva in dental procedures, or any body fluid that is visibly contaminated with blood.

Occupational exposure could also include contact with an unfixed tissue or organ from a human, living or dead. Cell tissue culture, organs, cultures, or other media for laboratory use are potentially infectious materials for exposure.

This exposure was a splash of fluid into my eyes, mouth or nose, or contact with my skin which was not intact (such as sores, acne, cuts, chapping), or a stick, stab or slice of my body by an object such as a lancet, needle, scalpel, glass that had any contact with the aforementioned body fluids or tissues. **(Circle exposure type).**

I understand that I am responsible for maintaining barrier precautions as instructed until all testing is completed and I am released by the physician.

If I am a non-responder to the Hepatitis B vaccine, I will receive a Hepatitis B booster at my expense.

I understand also that if the source individual is known and gives consent, a blood test will be done to determine the presence of HIV, HBV, HCV in that individual, unless the HIV, HBV, HCV status of the individual is already known.

The results of my post exposure testing and the patient source testing will be sent to my physician or the Human Resource department at SCCC and maintained confidentially. My physician or the SCCC Human Resource department will notify me of the results. The results of my test and the source individual will be reviewed with me during counseling. I realize that I am responsible for the confidentiality of the source individual's test results.

I understand that I am responsible for reporting any signs and symptoms of disease during the testing period to my physician, such as: malaise, swollen lymph nodes or unusual symptoms. A copy of the test results and counseling done by my physician and/or designee will be provided to me within 15 working days of the completion of the tests and referred to my physician if further follow-up and treatment is indicated.

If the initial blood test results are negative, no further testing will be needed. If indicated, I understand that the following blood tests may need to be done in six weeks, three months and six months:

Human Immunodeficiency Virus (Rapid HIV) _____
Hepatitis B titer (Anti-HBs SWMC # 2448) _____
Hepatitis B Surface Antigen (HBsAg) _____
Hepatitis C Antibody (Anti-HCV) _____
Hepatic Profile _____

I **give** consent to HIV, HBV, HCV, and Hepatic profile blood testing as outline in this document:

Student Signature _____ Date _____

I **do not give** consent to HIV, HBV, HCV, and Hepatic profile blood testing as outlined in this document:

Student Signature _____ Date _____
Witness: _____ Date _____

Seward County Community College

**CONSENT FOR PROPHYLACTIC TREATMENT FOLLOWING BLOOD/BODY FLUID
OCCUPATIONAL EXPOSURE**

Indinavir (Crixivan)

Zidovudine (AZT) 300 mg BID

Lamivudine (3TC) 150 mg BID

I, _____, fully understand the limits and possible side effects of the above circled drug/drugs. I understand that there is no guarantee implied that these drugs will prevent me from seroconversion or also becoming positive for HIV, the causative virus in AIDS.

I also understand that follow-up blood work will be needed and agree to them at my expense:

1. 6 weeks
2. 3 months
3. 6 months after my exposure and/or up to one year, if source is known HIV positive.

If I discontinue or do not take the full 4-week supply, I will notify my physician.

Signature

Date

Witness

Date

Seward County Community College
Release of Medical Information Form

I, _____, authorize Seward County Community College to release the following information from my student record:

The above listed records are to be sent to:

Student Signature

Date

**SEWARD COUNTY COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

ACKNOWLEDGMENT OF ALLIED HEALTH DIVISION PROTOCOL FOR A DRUG AND ALCOHOL FREE ENVIRONMENT

I have reviewed the Seward County Community College's Drug Free Institution of Higher Education Policy. I understand and will abide by said policy.

I further agree that, should I be requested to submit to a blood and/or urine drug and/or alcohol screen and further agree that, should I be subject to any of the disciplinary actions set forth in the protocol, I waive any privilege regarding my alleged drug and/or alcohol use and consent to the release of information to Seward County Community College.

Signature: _____

Date: _____

ACKNOWLEDGEMENT OF PHLEBOTOMY PROGRAM POLICIES/GUIDELINES

I _____ have read, understand, and agree to follow the guidelines and policies as stated in the Phlebotomy Student Handbook including the HIPAA/confidentiality guidelines.

Student Signature _____

Date _____

PLEASE NOTE: Complete and return at once to the Phlebotomy Program Coordinator. No student will be allowed to participate unless this copy is on file.

**SEWARD COUNTY COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

Release Form

I am aware that during the Phlebotomy Program that I am participating in, certain risks and dangers to my physical, psychological, and/or emotional well-beings may occur including, but not limited to, accidents and illness.

I am aware and understand that said risks are inherent in and part of said program and I fully acknowledge my awareness of those risks and dangers which may include but are not limited to being exposed to patients who may have AIDS, herpes, hepatitis or other infectious diseases.

In consideration of, and as partial payment for the right to participate in the Phlebotomy Program, I have and do hereby assume all the above mentioned risks and will hold Seward County Community College and affiliated clinical institutions harmless from any or all liabilities, actions, causes of actions, debts, claims, and demands of any kind and nature whatsoever I now have or which may arise in connection with this course. The terms hereof shall serve as the release of an assumption of risk and shall be binding upon my heirs, executors, and administrators and for all members of my family, including any minors.

Signature of Applicant _____ Date _____

Signature of Parent/Guardian _____ Date _____
(If Under 18)

PLEASE NOTE: Complete and return at once. No student will be allowed to participate unless this copy is on file.