Arapahoe Community College

Medical Laboratory Science

Student Program Guide

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Introduction

2026– 2027
Program Director:
Jennifer Kellogg

Welcome Health Career Student:

Congratulations on your choice of the Medical Laboratory Technology profession. The MLT Program Director and staff are ready to assist you in attaining your career goals. We hope that you too are as enthusiastic about learning as we are about helping you to succeed.

In the way of introductions, there are a few things you should know about this profession. There are particular "Essential Functions" that are required for this job, and we suggest you review these and contact the Program Director with any questions or concerns. The list of Essential Functions can be found later in this guide.

In addition, you should know that this is considered a "high-risk" profession for exposure to infectious diseases like hepatitis and Human Immunodeficiency Virus (HIV). Throughout the program we will teach and emphasize proper safety precautions and stress Occupational Safety and Health Administration (OSHA) regulations and universal precaution guidelines that if followed will minimize your risk for exposure. As a skilled professional, you should adhere to all instructions in the student laboratory and clinical settings.

Phlebotomy (drawing blood) is an essential component of the MLT classes. Students will be expected to perform this procedure on their classmates and also allow their classmates to perform phlebotomy on them. Any student that is HIV, Hepatitis B or Hepatitis C positive should inform the instructor that he/she is unable to have their blood drawn in class due to medical reasons. Specific disclosure of the student's condition is not requested.

Also, in this profession there are occasions for exposure to infectious materials, chemicals and / or radiation and women of child-bearing age should consult a physician to discuss potential issues if pregnancy is suspected.

Nothing in the MLT Program Guide is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in the MLT Program Guide.

We of course do not want to dampen your excitement for participating in this health career. We feel it is essential that you make an informed decision concerning the challenges and issues that could affect your own well-being.

When you have committed to this career with this information, know that you will be intellectually challenged and stimulated to an exhilarating wealth of knowledge and a "Profession that Physicians and Patients Rely Upon"

Welcome to the MLT Program!

Medical Laboratory Technology- Associates of Applied Science Degree

63 Credits

The medical laboratory technician (MLT) also known as a clinical laboratory technician (CLT) may find employment in a variety of settings from physician's offices, hospitals and medical clinics to veterinary, industrial and environmental laboratories. Typically, the MLT works in medical labs under the direction of the physician or medical laboratory scientist in the areas of blood banking, clinical chemistry, hematology, microbiology, phlebotomy and urinalysis.

Students have the option of progressing through the MLT curriculum in a 1-year fast track or 2-year traditional route. Please see the "Curriculum Plan" provided later in this guide.

Upon successful completion of the program, graduates are eligible to apply/take the ASCP-BOC (American Society for Clinical Pathology-Board of Certification) national examination or the AMT (American Medical Technologists) to become certified Medical Laboratory Technicians.

This program maintains an active accreditation status by the National Accrediting Agency for Clinical Laboratory Science: NAACLS, 5600 N. River Rd. Suite 720, Rosemont, IL 60018 or phone 773-714-8880/fax 773-714-8886, National Accrediting Agency Clinical Lab Science.

The MLT program at Arapahoe Community College has three basic components: general education, MLT didactic (lecture/lab) classes and the MLT internships. General education and MLT didactic courses are taught either on campus and/or in an online/hybrid format. The clinical internships are scheduled through the Program Director by arrangement with any of the following clinical affiliates:

CURRENT AFFILIATES

Organization	Full Web Address
Harmony Campus- Fort Collins	www.uchealth.org
Kaiser- Centrepoint	www.kp.org

Kaiser- Lone Tree	www.kp.org
Laboratory Corporation of America	www.labcorp.com
Littleton Adventist Hospital	www.centura.org
McKee Medical Center	www.bannerhealth.com
National Jewish	www.nationaljewish.org
Northern Colorado Medical Center	www.bannerhealth.org
North Suburban Medical Center	www.healthonecares.org
Parker Adventist Hospital	www.centura.org
Poudre Valley Medical Center	www.uchealth.org
Quest Diagnostics	www.questdiagnostics.com
Rocky Mountain Medical Center	www.uchealth.org
Rose Medical Center	www.heatlhonecares.org
St Anthony's Central Medical Center	www.centura.org
St Anthony's North Medical Center	www.centura.org
St Mary Corwin	www.centura.org
Sterling Medical Center	www.bannerhealth.com

Table 1

Admission Requirements

NOTE: Requirements may change on a yearly basis

Applicants must complete the following minimum requirements for admission to the Medical Laboratory Technology Program.

- High school graduate or have GED equivalence.
- Complete an ACC application and obtain acceptance to the college.
- Obtain a minimum cumulative GPA of 2.50 to be eligible to apply.
- Obtain two professional references.

Submit ALL application materials through the online application.

Only complete application packets will be considered for admission to the MLT program.

Upon acceptance, a student must complete a criminal background check and a urine drug screen to continue in the program. Instructions will be given for the background check and drug screen upon acceptance.

Note: Any student *with instructor permission* may take specific classes in the MLT program on a space available basis.

Transfer Student Note: Courses from NAACLS approved MLT programs and Military Laboratory Specialist programs will be evaluated for transfer on an individual basis.

MLT Program Philosophy

The philosophy of the MLT Program at Arapahoe Community College is consistent with the college philosophy in that its main goal is to provide the student with a high-quality professional education. Our students will be prepared as skilled, competent and reliable Medical Laboratory Technicians. Professionalism developed by students in the program is expected by employers and emulated by peers.

We believe our students should possess a desire to learn the responsibilities inherent in the practice of clinical laboratory science, including a willingness to discharge their duties with accuracy, thoughtfulness and care.

We believe that our students must conduct themselves in a manner appropriate to the dignity of the profession and realize that all aspects of their work must be treated with confidentiality and a pledge to absolute reliability.

We further believe that the MLT is a vital asset to the laboratory and health care team and should practice the profession with a sincere feeling of pride, dignity, usefulness and service to their community.

The supportive environment of the Medical Laboratory Technology Program at Arapahoe Community College will help you fulfill these needs.

MLT Program Goals

The goal of the Medical Laboratory Technology Program is to provide the student with a wide range of academic and clinical skills needed to secure entry-level competencies and sustain employment as a Medical Laboratory Technician. Individuals graduating from the ACC MLT Program will possess the cognitive, psychomotor and affective skills necessary to sustain professional employment in a variety of clinical settings.

The MLT curriculum is designed to facilitate the correlation between theory and clinical practice while exercising critical thinking proficiency. Through campus courses, student laboratory sessions, and clinical experience students will be able to:

- practice and perform laboratory skills, techniques and tests in a controlled environment during the student lab and apply this experience in an actual clinical laboratory setting
- evaluate their work for quality and accuracy
- solve simple problems
- identify normal and abnormal laboratory test results
- observe and participate in the clinical laboratory workload
- develop organizational skills
- operate laboratory equipment and instrumentation
- develop effective communication skills and professional judgement
- participate in team activities
- demonstrate professional responsibility and confidentiality

Additionally, the students will be encouraged to continue their growth and development in laboratory science through continuous education and contributions to professional organizations and societies.

MLT Mission Statement

It is the mission of the Medical Laboratory Technology Department to facilitate student learning and meet the needs of the healthcare community by providing a relevant and current curriculum based on sound educational principles in a format that is accessible and exhibits high standards of excellence. The Medical Laboratory Technology Department is committed to utilizing appropriate and effective instructional strategies and resources and continuously assessing student academic and clinical achievement for the purpose of ongoing improvement and future learning.

Medical Laboratory Technician Competency Statement

* Preamble for Essentials of Accredited Educational Programs for the Clinical Laboratory Technician / Medical Laboratory Technician, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The medical laboratory technician is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science.

The medical laboratory technician must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a medical laboratory technician. They must demonstrate ethical and moral attitudes and principles which are essential for gaining and maintaining the

trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

Medical laboratory technicians are competent in:

- Collecting, processing, and analyzing biological specimens and other substances
- Performing analytical tests of body fluids, cells, and other substances
- Recognizing factors that affect procedures and results and taking appropriate actions within predetermined limits when corrections are indicated.
- Performing and monitoring quality control within predetermined limits.
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs.
- Applying principles of infection control and safety.
- Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
- Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
- Applying basic scientific principles in learning new techniques and procedures.
- Relating laboratory findings to common disease processes.
- Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry level competencies in the above areas of professional practice.

Outcome Measures

The ASCP-BOC national exam scores are used at Outcome Measures to show the effectiveness of the MLT program at Arapahoe Community College. The past 3 years of results are shown in the table:

	2023 Program	2023 National Average	2024 Program	2024 National Average	2025 Program	2025 National Average
Number of Students Taking National Exam	20	2520	19	2575	22	2558
Number of Students Passing	19 (95%)	1975 (78.37%)	18 (94.7%)	1961 (76.16%)	22 (100 %)	1985 (77.60%)
Number of Students Failing	1 (5%)	545 (21.63%)	1 (5.3%)	614 (23.84%)	0 (0%)	573 (22.40%)

Table 2

Equal Opportunity

The MLT program adheres to the College Equal Opportunity policy, which is as follows:

Arapahoe Community College is an equal opportunity employer. The college operates under an Equal Opportunity Plan, which ensures equal access to opportunities for all students, faculty and staff.

Arapahoe Community College does not discriminate on the basis of race, sex, creed color, age, national origin, veteran status, sexual orientation or individual disability in the admission or access to or treatment of or employment in, its educational programs or activities.

The College complies with regulations of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Vocational Rehabilitation Act of 1973 in regard

to disability discrimination, as well as other applicable Federal and State laws and regulations pertaining to discrimination.

Inquiries concerning the Equal Opportunity policy and/or compliance with Federal and State regulations should be directed to the Director of Human

Resources, Arapahoe Community College, 5900 South Santa Fe Drive, P.O. Box 9002, Littleton, Colorado 80160-9002, telephone 303-797-5704, the Vice President of Legal Services at the Colorado Community College and Occupational Education System, 1391 Speer Blvd., Suite #600, Denver, Colorado 80204-2554, telephone or the Office for Civil Rights, U.S. Department of Education.

Professional Licensing Disclosure

- Students enrolling or continuing at Arapahoe Community College (ACC) have a right to certain information that the college is required by law to provide. As a student applying for or attending the Medical Technology Program you have the right to know it meets the criteria for Colorado. It is possible that the degree may count toward licensing or certification in states other than Colorado. If you are planning to seek professional certification or licensure, it is strongly recommended that you contact the State Board of Licensure in the state in which you are located or plan to locate in order to seek information and guidance regarding licensure or certification requirements before you begin this program.
- ACC has not determined if the Medical Laboratory Program meets applicable state prerequisites for licensure or certification in states other than Colorado. Other states include (Alabama, Alaska, Arizona, Arkansas, California, Connecticut, District of Columbia, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming and U.S. Territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands).

Essential Functions for Medical Laboratory Technology

(Adapted from List of Essential Functions for Clinical Laboratory Science by Fritsma, Fiorella and Murphy)

Students enrolling in and graduating from the MLT Program must meet the *essential function requirements* of the academic program and of the MLT profession. The student must be able to contribute to colleagues' progress, to their instructors' or supervisor's completion of appropriate tasks, and to render services that contribute to the well-being of patients. The MLT student must be capable to perform the following essential functions:

Observation

The MLT student must be able to:

- Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize, compare or contrast, the color, consistency, and clarity of biologicals or reagents
- Employ a clinical grade binocular microscope to discriminate among fine differences in structure and color in microscopic specimens.
- Read, comprehend, discriminate, and/or analyze text, numbers, and graphs displayed in print and on a video monitor.
- Perceive pertinent details, verbal and tabular material
- Observe differences in copy, to proofread words and numbers, and detect arithmetical errors

Movement

The MLT student must be able to:

- Move freely and safely about the laboratory.
- Perform moderately taxing continuous physical work, including sitting, standing, walking, lifting, carrying, pushing and pulling.
- Travel to clinical laboratory sites for practical experience.
- Reach laboratory benchtops and shelves, patients lying in hospital beds or seated in specimen collection furniture. These duties may require occasional stooping, twisting, turning, bending, climbing stairs or access ramp, and/or kneeling.
- Demonstrate eye/hand coordination and manual/finger dexterity while maneuvering phlebotomy and culture collection equipment to collect specimens from patients and controlling/adjusting laboratory equipment and instruments.
- Manipulate an electronic keyboard to operate lab instruments and to calculate, record, evaluate and transmit laboratory information.

Communication

The MLT student must be able to:

- Read and comprehend technical and professional materials (i.e. textbooks, journal articles, handbooks, and instruction/procedure manuals).
- Follow oral and written instructions to correctly perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

- Communicate with faculty members, student colleagues, staff, and other health care professionals orally and in a recorded format (writing, typing, graphics, or telecommunications)

Intellect

The MLT student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, problem solving, integration, analysis, comparison, self-expression, and criticism.
- Exercise sufficient judgement to recognize and correct performance deviations.
- Be organized in the working environment.
- Be technically and theoretically knowledgeable of instruments and tests performed in assigned areas.

Behavior

The MLT student must:

- Manage the use of time and systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively use her or his intellect and to exercise appropriate judgment. The student must be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e.

  ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize risk of injury to self and others nearby.
- Adapt to working with unpleasant biologicals (sight and smell).
- Support and promote the activities of colleagues and health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve (i.e. continuing education activities). The student must be able to evaluate the performance of colleagues and professionals and tactfully offer constructive comments.

Please see the orientation paperwork in MLT 1031 for signature of agreement concerning these essential functions.

Curriculum Plan

General Education Courses

- BIO 2101 Human Anatomy & Physiology I- **4 credits** (pre-req of BIO 1010 or 1111 required)
- BIO 2102 Human Anatomy & Physiology II- **4 credits**
- CHE 1111 General College Chemistry **5 credits** (pre-req of CHE 1011 and MAT 1340 required)
- CIS 1018 Introduction to PC Application **OR** Higher-Level CIS course- **3 credits**
- ENG 1021 English Composition **OR** ENG 1031 Technical Writing I- **3 credits**
- COM 1250 Interpersonal Communication **OR** COM 1150 Public Speaking- **3 credits**
- HPR 1040 Medical Terminology- **3 credits**

Total General Education- 25 credits

MLT Education

Fall Courses

- MLT 1031 Introduction to Hematology (5 weeks) **2 credits**
- MLT 1032 Hematology II (10 weeks) **4 credits**
- MLT 2031 Clinical Microbiology (10 weeks) **4 credits**
- MLT 2032 Parasitology / Mycology (5 weeks) **2 credits**

Spring Courses

- MLT 1041 Immunology/Immunohematology (10 weeks) **4 credits**
- MLT 1042 Urinalysis (5 weeks) **2 credits**
- MLT 2041 Introduction to Clinical Chemistry (5 weeks) **2 credits**
- MLT 2042 Clinical Chemistry II (10 weeks) **4 credits**

Summer Courses

- MLT 1080 Internship I / Blood Bank (1 week ~By arrangement) **1 credit** MLT 1082 Internship II / Hematology (5 weeks ~By arrangement) **5 credits**
- MLT 2080 Internship III / Chemistry (5 weeks ~By arrangement) **5 credits** MLT 2082 Internship IV / Microbiology (2 weeks ~By arrangement) **2 credits**
- MLT 2053 Seminar / Comprehensive Exams (Online) **1 credit**

Total MLT Prefix - 38 credits

Course Work Sequence

1 Year Fast Track

To qualify for the Fast Track students must have taken or have transferable credits for *one* of the following:

1. ALL general education courses completed
2. 16 - 17 credits of general education and will take remaining general education credits in the summer just prior to starting the MLT program

FALL	SPRING	SUMMER
MLT 1031- 2 credits	MLT 1041- 4 credits	MLT 1080-1 credit
MLT 1032- 4 credits	MLT 1042- 2 credits	MLT 1082- 5 credits
MLT 2031- 4 credits	MLT 2041- 2 credits	MLT 2080- 5 credits
MLT 2032- 2 credits	MLT 2042- 4 credits	MLT 2082- 2 credits
Total- 12 credits	Total- 12 credits	Total credits- 14 (completion of this semester may be extended to Fall of this year)

Table 3

2 Year Traditional Track

FALL	SPRING	SUMMER
MLT 1031- 2 credits	MLT 1041- 4 credits	MLT 1080-1 credit
MLT 1032- 4 credits	MLT 1042- 2 credits	MLT 1082- 5 credits
BIO 2101- 4 credits	BIO 2102- 4 credits	
ENG 1021-3 credits	COM 1025- 3 credits	
Total- 13 credits	Total- 13 credits	Total credits- 6

Year 1

FALL	SPRING	SUMMER
MLT 2031- 4 credits	MLT 2041- 4 credits	MLT 2080-5 credits
MLT 2032- 2 credits	MLT 2042- 2 credits	MLT 2082-2 credits
CHE 1111-5 credits	CIS 1018- 3 credits	MLT 2053- 1 credit
HPR 1040-3 credits	COM 1025- 3 credits	
Total- 14 credits	Total- 9 credits	Total credits- 8

Year 2

NOTE: All MLT courses are described in the College Catalog under Medical Laboratory Technology and in each course, syllabi are given to the student the first day of class.

STEPS TO GRADUATION

Complete Program Admissions Requirements.

1. Successfully complete (with a grade of "C" or higher) ALL:
a. General Education Courses
b. MLT Didactic Classes
c. MLT Internships
d. MLT Comprehensive Exams
2. Complete 15 hours of Community Service (described elsewhere in this guide).
3. Obtain and/or document hepatitis B vaccination, MMR titer, tetanus, COVID, and PPD test.
4. Apply for graduation in the Records Office by stated deadline.

Upon successful completion of the program course work and requirements graduates will receive an Associates of Applied Science Degree. Program

results and receipt of the AAS degree is not contingent upon passing any external certification or licensure exam.

Program Faculty

Program Director / Full Time Faculty

Jennifer Kellogg 303.797.5796 jennifer.kellogg@arapahoe.edu

Full-Time Faculty

Jamie Neuenschwander Jamie.neuenschwander@arapahoe.edu

Part-Time Faculty

Brittany Konrad Brittany.konrad@arapahoe.edu

Christina Heard Christina.heard@arapahoe.edu

Sondra Stark Baltazar- Sondra.stark-baltazar@arapahoe.edu

College Policies and Procedures

Code of Conduct/Professional Behavior

Academic and Non-Academic Responsibilities

Students are referred to the College Catalog and the College Student Handbook for a complete listing and description of these responsibilities.

Academic:

Students are responsible for acting with honesty and integrity in academic affairs.
Students are responsible for conducting themselves appropriately in the classroom and may not interfere with the instruction and learning of others.
Students are responsible for maintaining the standards of academic performance established by their instructors.

Non-academic:

Students are expected to conduct themselves in a responsible manner and abide by the College rules and regulations during all College-sponsored events and activities. Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education.

Students should refer to additional disciplinary policies that exist for health occupation programs, the Police Academy and the Fire Academy.
Behaviors that will be deemed to violate College rules and regulations and will be subject to appropriate College disciplinary proceedings are listed in the College Student Handbook

Professional Responsibilities:

Students, while within college facilities (on campus sites) or while participating in college sponsored activities (on or off campus) are expected to comply with college rules and regulations, and with the regulations of the off-campus site.

Withdrawing from classes

The responsibility for WITHDRAWAL from classes belongs to the individual student. Faculty members cannot withdraw a student from class. If a student stops attending class and does not formally withdraw from that class, the instructor records an "F" grade for that student. Students wishing a "W" grade must withdraw themselves through the Records and Admission Office within the specified time frame for that semester.

Please refer to the College Catalog and College Student Handbook for complete refund and withdrawal policies.

Dropping classes

If a student formally drops a class during the first 15 percent of the class term they will receive full tuition adjustment, less non-refundable fees. **No refunds will be granted after that time.** Refunds will be mailed within two weeks after the end of the add/drop period. Exact deadline dates for refunds are listed in semester class schedules. Please refer to the College Catalog for the complete policy.

Grievance Policy

The MLT program will adhere to the stated "Student Grievance Procedure" found in the currently published ACC Student Handbook. Accordingly, "academic grades may not be grieved" (see "Students Rights and Responsibilities" in the ACC Student Handbook).

Drug and Alcohol Policy

Arapahoe Community College (College) is a state system community college governed by the State Board of Community Colleges and Occupational Education (Board). The Board requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101P226 in Federal law). A copy of this program is available in the College's Human Resources and Student Affairs office.

Standard of Conduct

ACC students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or in any College activity.

Legal Sanctions for Violation of the Standards of Conduct

Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs and/or alcohol is subject to criminal penalties under local, state and federal law. These penalties range from a fine of up to $100 to life imprisonment, and/or a fine of $8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

Penalties which may be imposed by the College

Students and/or employees who violate the above standard of conduct will be subject to disciplinary action. Sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from college or termination of employment; and/or referral to authorities for prosecution.

Health Risks associated with use of illicit drugs and alcohol

Health risks associated with drug and alcohol abuse include, but are not limited to malnutrition, brain damage, heart damage, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

Available Information, Counseling, Treatment, Rehabilitation or Re-Entry Programs

A copy of the list identifying which drugs are illicit may be reviewed at the Counseling Office. Additional information on counseling, treatment, and rehabilitation or re-entry programs is available at the Counseling Office of the Colorado Department of Health.

Notice of Non-Discrimination

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Angela Williams, Human Resources Director at 5900 S. Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone
(303) 844-3417.

College Resources and Services

Resources

Arapahoe Community College provides a wide variety of student services. Brief descriptions of selected services are provided in this section. For more

information, please consult the College Catalog, the Student Handbook and/or the appropriate college office.

Academic Advising

Room M2010 303.797.5664 advising@arapahoe.edu

Academics - college and career plans are made considering your learning style, aptitude and skills

Advising - course schedules are monitored to be sure the basic requirements of your academic goal(s) are met

Personal - help is offered to students facing difficulties in school and/or personal life

Referral - if further assistance is needed (besides that provided by ACC), referrals to community resources can be made

Testing - ALL MLT students take the Accuplacer test to assess competency in English, reading and mathematics. The testing center (Littleton Campus) also offers achievement (CLEP) and career testing. Call 303-797-5993. See the College Catalog for more details.

Please call the appropriate office to make an appointment for individual counseling/advising in any area. Support groups are also offered.

Student Support Services

Support services are available to students with disabilities who have a documentable need for accommodation in accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504. To access services, contact Disability Services in M2710 or call 303-797-5937.

Career and Transfer Center

The career center is located in M1530 and focuses on work, job and employment services. 303-797-5805. The transfer center is located in the advising center.

Financial Aid/Colorado State Scholarships

Financial assistance for tuition and fees, books and supplies, transportation, room and board and other expenses is available. See the College Catalog for call the Financial Aid Office Room M2330 (Littleton Campus). Call 303-797-5661 for more information on aid and/or scholarships.

Library

Your ACC Student ID will be bar-coded for use as a library card. Use the CARL system and various other electronic resources to search for books and periodical articles. Internet access is available for research purposes. Reference services are available to assist students with their research needs and an interlibrary loan service provides students with access to materials

not owned by the ACC library. Instructional videos can be viewed at the library; compact disks, records, audiocassettes and CD-ROMs are available for checkout. Photocopy machines are available.
Room M2500, 303-797-5090.

Student Government

The Student Senate is elected by the student body and works to represent your interests in issues such as student activities, welfare and jurisdiction. With the assistance of the Director of Student Activities, the Student Senate:

Decides how to allocate the Student Activities Fee Budget Recommends

policies that govern student-funded facilities

Serves as a representative voice in administrative decision-making.

Contact Student Government through the Student Life Office - 303.797.5667

Program Policies and Procedures

Professional Behavior

Medical Laboratory Technicians play an important role in providing high quality patient care. Personal qualities of honesty, integrity, respect and responsibility are important to develop and/or maintain as an MLT. Each student should apply these qualities to their academic and subsequent professional career. All students are also expected to have achieved a level of maturity that is reflected by appropriate conduct at all times.

The following are examples of unprofessional conduct: misrepresentation of effort, credentials or achievement in either the academic or clinical setting; any action which compromises the quality of patient care; violation of patient's confidentiality; and other conduct which falls below that which befits a health professional.

Admission selection process

The ACC-MLT program is equipped to accept up to 32 students on the ACC Littleton campus. The following admission point system will be utilized to rank (or place in order) all completed applications received by the deadline, March 31st, for both the fast track & traditional route program options.

Note – Incomplete applications will **not** be considered for admission to the program.

One point - will be awarded for each of the required general education course credits successfully completed with a grade of "B" or better as listed

on a transcript from an accredited college or university. Points are NOT awarded for courses in progress.

One point per year of work experience. Submit proof of at least 1200 hours of work experience per year as a phlebotomist or medical laboratory assistant within the last five years. A maximum of five points may be awarded for this work experience criteria.

Five points - 2 structured letters of recommendation. Submit two structured professional references. Download and complete the reference form from the MLT online application. References may be from employers, co-workers, or instructors you have known for at least one year. References from close friends and family members will not be considered. Letters of recommendation must be emailed to the MLT program director directly from the individual completing the recommendation form. 2 letters must be received to earn the five points. If only 1 letter is received, you will not receive the points.

Applicants will be ranked starting with the highest point value first. Random selection is used when applicants have been awarded the same number of points.

Note: Applications that are not received by the deadline of March 31st will not be considered in the initial admissions process into the MLT program. Incomplete applications will not be processed. Applicants will be notified by email by May 15th regarding their admission status to the MLT program.

Clinical internship placement is determined by the number of available clinical facility sites/slots. Every effort is made to place all eligible students desiring to take specific internship classes.

However, in the event that more students desire a class than slots are available, the following criteria will be used for student selection for sites/slots:

1. Students following the designated curriculum plan will be given the first priority
2. Second, the total number of required courses successfully completed
3. Third, the initial starting date of the first successfully completed MLT class
4. Fourth, the student with the highest grade in the corresponding class

When the above are equal, the date in which the student committed to enter the MLT program will be given priority

LEAVE OF ABSENCE

Once a student has been admitted to the MLT Program the student may request in writing a leave of absence for a maximum of one (1) year. The

Program Chair may grant a leave of absence from the program for the following:

- pregnancy
- long-term illness
- family illness/problems
- personal problems

Decisions regarding leave of absence and reinstatement are the sole responsibility of the Program Chair and all decisions are final. Reinstatement into the program will depend upon the student giving prior notice to the Program Chair and receiving approval from the Chair.
The student must submit in writing their request for a leave of absence and meet with the Program Chair to discuss the request. The written request must include reason for leave of absence, effective date and expected return date.

READMISSION PROCEDURE

Students may be readmitted to the MLT program on space available basis as determined by the MLT program chair.

Space is dependent upon attrition, availability of clinical sites, faculty staffing, and legislative budgetary appropriations.

Readmission placement cannot be guaranteed to every student who applies.

Readmission requests and transfer requests are given equal consideration.

Readmission eligibility

Comply with all aspects of the procedure explained here.

Readmission placement must occur within a one-calendar year period from the date of last completed MLT course.

Students are eligible for readmission one time only. The deadlines for

readmission requests are as follows:

- Spring Courses Oct. 15
- Summer Courses Feb. 15
- Fall Classes May 15

Procedure for readmission

Complete an interview with the MLT chair within two weeks of the course failure or withdrawal.

Submit a letter to the MLT Chair within two weeks of this interview stating the reason(s) for withdrawal or failure and plans to overcome the deficiencies/problems.

Submit the following by the deadlines listed above:

- Letter requesting readmission which documents how deficiencies/problems have been overcome.
- Copies of ACC transcripts

Notification

The MLT program Chair will evaluate the credentials and determine placement of the applicant in the MLT program. The applicant will be notified within the thirty days following the deadline of his/her readmission status.

Any readmitted student will be expected and required to comply with all current aspects and requirements of the current MLT program including any changes which may have occurred since he/she began the program.

Academic Standards

Grading Scale

93-100%- A

85-92%- B

75-84%- C

65-75%- D

0-64%- F

Course Grading Policy

For all MLT courses the didactic (lecture) section will represent 50% of the total course grade and the laboratory section will represent 50% of the total course grade.

The weight of each component (i.e. weekly quizzes, content review quizzes, final exam, term paper etc.) in the lecture and laboratory sections will be predetermined by the instructor and will be given to the student in the course syllabi handed out the first day of class.

The student must receive a passing grade of "C" (75%) in BOTH the lecture and laboratory sections to successfully complete the entire course.

Internship Grading Policy

Student must receive a grade of C or better to successfully complete any clinical rotation. The Clinical Supervisor and/or Instructor will evaluate the student's performance and decide if they are "minimally competent" and "ready for the workforce". The Clinical Supervisor and/or Instructor has the right to request that any student's internship be terminated at any time and the student will be removed from the facility.

If the student does not successfully complete a clinical internship the following consequences will be enacted. The student will:

- Receive a failing grade (D or F) for the clinical internship.
- Have all other scheduled internships cancelled.

A failing grade in any clinical internship constitutes grounds for dismissal from the MLT program. Removal from any clinical internship constitutes grounds for dismissal from the MLT program.

Make Up Policy

Because of the nature of laboratory session materials and the tight time frame, there will be NO MAKE UP LABORATORIES scheduled.

NO make-up exams will be given because of dissatisfaction with grade, or failure by the student. An extended period to take examinations of up to one week may be granted for extenuating circumstances with the INSTRUCTOR'S permission provided that the instructor was appropriately notified. Examinations not made up within the agreed time frame will be figured into the student's grade as zero points earned.

Final Grades

Didactic course grades will be based on:

- the student's ability to meet course objectives and assignments
- class attendance for laboratory sessions
- punctuality for laboratory sessions
- completion of unit questions and assignments
- successful completion of required laboratory exercises and competencies
- student course evaluations
- neatness and accuracy of record keeping in lab exercises
- points earned on examinations and quizzes
- points earned on unit final exams
- points earned on laboratory practical exams

Internship courses will be based on:

- Attendance and punctuality at the clinical facility.

- Clinical Instructor's final evaluation of entry level skills, laboratory performance, behavior, professionalism and problem-solving ability.
- Completion of at least 80% of laboratory tasks listed in the internship checklist
- Completion of clinical internship paperwork.
- Evaluation of Program Director during clinical visits.

Academic Progression through the MLT program

If a student does not successfully complete any MLT didactic course with a grade of C or better, the student may re-enroll in the course at its next offering. Before retaking any MLT course the student must meet with the program director to be allowed back into the MLT course on a space available basis. Students are not allowed to take any MLT didactic course more than twice.

If the second attempt is not successful the student will be advised, redirected and will sustain grounds for dismissal from the MLT program.

Additionally, students are not allowed to fail more than two of any MLT courses. Doing so will sustain grounds for dismissal from the MLT program.

Please see the above Internship Grading Policy for the procedure if a student does not successfully complete any MLT internship.

Readmission Policy

Students dismissed from the program due to disciplinary causes will not be allowed re-admittance.

Students may not take any MLT course more than twice or fail more than two of any MLT course. If so, the student will not be allowed readmission to the program for a period of 3 years.

Students should complete all MLT courses within a 3-year period to improve their opportunity for success.

Any MLT course taken at ACC that is greater than 5 years old will not be applicable towards graduation from the MLT program.

Course Objectives

All MLT didactic and internship course objectives and laboratory competencies are published in the course syllabi and are distributed to students the first day of class. Specific grading criteria for each course is given in the course syllabi.

Attendance for Online Portion of Classes

Students are expected to actively participate throughout each course by:

- Logging into the learning management system (D2L) regularly throughout the week.
- Reviewing course announcements, instructional materials, and instructor communications.
- Completing assignments, discussions, quizzes, examinations, and competency assessments by published deadlines.
- Participating in required learning activities and collaborative assignments.
- Monitoring ACC email and responding to instructor communications in a timely manner.
- Communicating with instructors promptly regarding circumstances that may affect academic progress.

Logging into D2L alone does not constitute academic participation. Students must demonstrate active engagement through meaningful participation in course activities and submission of required coursework.

Medical Laboratory Technology professionals are expected to demonstrate accountability, reliability, effective time management, and professional communication. These expectations begin in the educational environment. Students are responsible for managing their schedules, meeting deadlines, seeking assistance when needed, and maintaining consistent progress throughout each course.

Students who anticipate an absence or interruption to their coursework should notify their instructor as soon as possible. While instructors may provide reasonable flexibility when appropriate and consistent with college policies, students remain responsible for achieving all course learning outcomes and meeting program requirements.

Failure to maintain regular academic engagement may result in one or more of the following:

- Loss of participation or assignment points, as outlined in the course syllabus.
- An unsuccessful course attempt resulting in a grade below the required minimum passing grade.
- Administrative withdrawal in accordance with college policies, when applicable.
- Referral to the Program Director for academic success planning when patterns of non-participation place progression in the program at risk.

Students who fail to submit graded coursework or otherwise demonstrate academic engagement during the beginning of a course may be contacted by the instructor or Program Director to discuss their ability to successfully continue in the program.

Attendance at Laboratory Sessions

Students are required to attend all laboratory sessions. If a student is absent or tardy for any class, they must notify the MLT Program Director or leave a message on the office voice mail at 303-797-5796. It is the student's responsibility to acquire information or materials missed in class.

Four points / hour (1 point for each 15 minutes) for each laboratory session will be offered to students that are present.

Tardiness will result in a loss of points. Attendance points will be used in the final grade calculations.

Attendance at Clinical Sites

All clinical rotations (internships) require the student to attend the clinical site for 40 hours per week Students are responsible for providing their own transportation to the clinical facility.

Student's internship grade will be reflected as part of the behavioral objectives of these courses, the behavior reflected in punctuality and regular attendance as well as the skills demonstrated and the performance of the student in their work.

Students not at their clinical facilities at the appointed time will be considered tardy. Tardiness demonstrates poor planning and a lack of responsibility.

In case of emergency delay or absence, students are required to call the clinical facility supervisor and report their name, school, clinical assigned area and a message of tardiness or absence. It is required that the student takes and records the name of the person at the clinical facility that received their message. This must be reflected in the student's log and on the internship time sheet. *It is also required that the student leave a message reporting any absence from the clinical facility on the MLT Program Director's voicemail*.

Absenteeism for personal matters must first be cleared with the clinical supervisor and the Program Director BEFORE the absence.

Absenteeism for illness or personal emergency of greater than two days requires a physician's verification.

Tardiness or absences amounting to more than a total of 2 hours per week will be reflected in the student's final semester grade. Five percentage points will be deducted for each tardy or unexcused absence beyond the allotted time. The student will be expected to withdraw from the internship if excessive tardiness or unexcused absences endangers the retention of the clinical facility for future ACC-MLT internships.

Students are required to attend for a minimum of 192 hours during the 5-week internship. If for any reason the student does not maintain this requirement this will be considered an incomplete internship, and the student will receive a failing grade. In addition, the clinical facility is under no obligation to allow the student to make up the time.

Student Responsibility

Students should speak directly with the instructor about any concerns, i.e. grading, course materials or special needs or accommodations. The student is responsible for contacting the instructor in a timely manner with such concerns. See the College Catalog for more information on grading policies at ACC.

Incomplete grades

An Incomplete grade may be given to students who, because of illness or circumstances beyond their control, are unable to complete their course work within the semester. An Incomplete is given only if the student has completed at least 75 percent of the term with a passing grade and has provided evidence to the instructor that they are unable to continue. See the College Catalog for more information on incomplete grades.

Internship Requirements
Students must:

Meet the academic requirements of the program and prerequisite courses.

Have a completed immunization record on file in the MLT office (Hepatitis B, PPD, Tetanus immunizations, COVID, Rubella and Rubeola titer, and Varicella are required)

Meet clinical facility requirements regarding JCAHO/OSHA/HIPAA standards. This includes, but is not limited to: Universal Precautions, Hazardous Communications, Electrical and Fire Safety, Body Mechanics and Tuberculosis

The ACC-MLT program makes every effort to place students in clinical internships. The number placed is determined by the number of available clinical facility sites/slots. Every effort is made to place all eligible students desiring to take specific internship classes. **However, in the event that more students desire a class than slots are available, the following criteria will be used for student selection for sites/slots:**

1. Students following the designated curriculum plan will be given priority
2. The total number of required courses successfully completed
3. The initial starting date of the first successfully completed MLT class

4. The student with the highest grade in the corresponding class

   If all of the above are equal the date in which the student committed to enter the MLT program will be given priority

The MLT Internship Program is designed to provide the student with a "realistic experience" of the Medical Laboratory Profession. The student has the opportunity to provide clinical laboratory service to patients in a structured, supervised laboratory environment. Student placement at clinical facilities will be arranged by ACC-MLT Program on a space-available basis. Available space is contingent upon industry needs and circumstances.

During the clinical experience, the student is exposed to the atmosphere, operation, workload, attitudes and interaction of an actual clinical workplace. The student is not allowed to independently or formally report any patient results.

The MLT student must demonstrate technical skills and knowledge during the internship period. There are four internships in the Arapahoe Community College MLT program:

- MLT 1080- Blood Bank (1 week)- internship held on campus during the last week of the Spring Semester. Prerequisite- MLT 1041
- MLT 1082- Hematology/Coagulation/Urinalysis- (5 weeks). Prerequisite- MLT 1031/1032/1042
- MLT 2080- Chemistry (5 weeks). Prerequisite- MLT 2041/2042
- MLT 2082- Microbiology (2 weeks)- internship held on campus the 2 weeks after the Spring semester ends. Prerequisite- MLT 2031/2032.

Student Dress at Clinical Facilities

Students are required to purchase their own uniforms. Uniforms consist of:

- scrub sets
- white lab coat
- work appropriate, closed toe shoes,
- name tag
- Hair should be of an appropriate length or confined, and natural color
- Jewelry must be consistent with safety (i.e. small rings, watches, small stud earrings in pierced ears, plugs inserted for gauges, body piercings removed including tongue)
- Visible tattoos/body art should be covered.
- Excessive make up and heavy perfume are not recommended
- Eating and smoking is restricted to designated areas and is prohibited in the laboratory

- Students are expected to adhere to any additional dress code assignments imposed by the clinical sites.

Student Travel to Clinical Facilities

The MLT program has clinical throughout the entire state of Colorado. Students living in the Denver Metro area are required to travel to and from clinical facilities within a 75-mile radius of Arapahoe Community College.

Program Information

Approximate Fees: MLT Program Classes/Lab/Internship

In addition to ACC tuition and fees (see College Catalog), the MLT student will incur the following (approximated) expenses:

Books- $1300.00

Lab Coat- $30

High Cost Course Fee- $9.25/credit

Liability Insurance- $10.80/Internship course

Uniforms- $30 and up

My Clinical Exchange Fee- $39.00

Media Lab Fee (added to MLT 2053)- $99.00

Community Service

MLT students are required to obtain at least 15 hours of community service before graduation. The students are encouraged to fulfill a portion of this community service by seeking volunteer activities of their own interest.

Service Work

The MLT program prohibits stipends to be paid for work performed during instructional time. Students, however, have frequently been given part-time employment before or after normal instructional time if they have been declared competent in that area. Tuition is required to be paid by the students during the clinical rotation and may be a burden partially alleviated by occasional part-time employment. Such situations are monitored closely by the program director to assure that students can handle the additional responsibility. Under no circumstances do students replace paid personnel during instructional hours.

Advisory Committee

The MLT Program Advisory Committee's function is to:

*Set goals for the program

*Evaluate progress toward meeting the goals

*Monitor curriculum to meet workplace needs

*Provide accurate employment information

Community representatives in business and industry are members of the committee; this partnership lends strong support to the MLT program. The committee meets twice a year, the first Wednesday of October and April from 11am- 12 pm.

Safety Advisory for Students

Communicable Diseases

Pregnant students should avoid exposure to infectious diseases that could affect a developing fetus.

Included in the list of diseases, but not limited to, are:

- Chickenpox (Varicella) – Infectious exposures may occur in the pre-rash stage. A new vaccine is available. Immune titers are recommended, and vaccination if the titer is negative.
- German Measles (Rubella) – Often occurs in asymptomatic cases (asymptomatic-no signs of disease). A history of previous illness is not acceptable for assumption of immunity. Immune titers or documentation of two doses of vaccine (MMR) are required for MLT students. Female students should have the rubella vaccine at a time when pregnancy will not occur for at least three months.
- Measles (Rubeola) – Occurs in epidemics in the winter. Immune titers or documentation of two doses of vaccine (MMR) if born after 1956 are required for MLT students. This vaccine should not be administered to pregnant women.
- Hepatitis viruses – Many non- "yellow" cases occur. An individual may have the hepatitis virus and not know it. Three doses of the Hepatitis B vaccine, or a negative titer, are required. Administration of at least two of the three doses must be documented before the student begins her/his internship.
- Enterovirus – Epidemics occur from June to November, with many asymptomatic cases. Titers are not indicated, and no immunizations are available.

- Cytomegalovirus (CMV or CID) – This virus is carried by 10-30% of young children, often without related symptoms. Titers on personnel are not indicated, and not immunizations are available.
- Human Immunodeficiency Virus – Precautions to prevent transmission of HIV are included in the following Universal Precautions recommendations.
- Tuberculosis (TB) – The possibility of exposure to this disease has increased in recent years. The following must be documented. A negative TB skin test by the PPD intradermal Mantoux method or the Quantiferon method must be provided. If indicated, proof of a negative chest x-ray for Tuberculosis should be provided annually. If students convert to positive TB tests while in the MLT program, they must be assessed at:

  Tuberculosis Clinic at Denver Public Health 605 Bannock Street, 1st Floor
  Denver, CO 80204-4507
  (303) 602-7263

  Following this assessment, the student must provide a copy of a certificate indicating the chest x-ray report show that the student is free of active TB.

Universal Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other bloodborne pathogens, blood and body fluid precautions should be consistently used for all

patients. This approach, recommended by CDC, and referred to as "universal blood and body fluid precautions" or "universal precautions", should be used in the care of all patients, especially including those in emergency care settings in which the risk of blood exposure is increased and the infection status of the patient (s) is usually unknown.

All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture. Gloves should be changed after contact with each patient. Masks and protective eyewear of face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes. Lab coats should be worn during procedures that are likely to generate splashes of blood or other body fluids.

Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures;

when cleaning used instruments, and during disposal of used needles. To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. Used disposable needles, syringes, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to biohazard disposal area.

Saliva has not been implicated in HIV transmission, however, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and handling biological specimens until the condition resolves.

Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection due to perinatal transmission. Because of this risk, pregnant health care workers should be especially familiar with and strictly adhere to, precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body fluid precautions for all patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood borne pathogens. Isolation precautions (i.e. enteric, AFB) should be used as necessary if associated conditions are diagnosed or suspected.

Reference: Centers for Disease Control (1987). Recommendations for prevention of HIV transmission in health care settings. Morbidity and Mortality Weekly Report 36,25 (Suppl. August 21).

If you suspect you have been exposed to HIV

The following are guidelines for exposure to blood or other potentially infectious body fluids. The Center for Disease Control and Prevention defines "exposure" as direct contact—via percutaneous inoculation, an open wound, non-intact skin, or mucous membrane—with blood, certain other body fluids (amniotic, pericardial, peritoneal, pleural, synovial, and cerebrospinal fluids as well as semen and vaginal secretions) or any body fluid visibly contaminated with blood (MMWR38 (S6):9-10).
The CDC advises that you be clinically evaluated and serologically tested for evidence of HIV infection as soon as possible after exposure.

The Public Health Service recommends these actions: report "any acute febrile illness that occurs within 12 weeks of the exposure". Such an illness,

particularly one characterized by fever, rash, or lymphadenopathy, may be indicative of recent HIV infection. (MMWR38 (S-6):13).

If the exposed person's HIV test result is negative at the time of exposure, that person should be tested again at 6 weeks, 12 weeks and 6 months post exposure to see if transmission/conversion has occurred. Seroconversion typically takes place within 6-12 weeks post (after) exposure.

If the source patient (one who health care worker was exposed to) is tested and found to be seronegative, the source patient should be retested for HIV in 12 weeks.

According to the CDC, "serologic testing should be made available by the employer to all workers who may be concerned that they have been infected with HIV through an occupational exposure" to the blood or body fluids listed above (MMWR38 (S-6):14).

NOTIFY THE PROGRAM DIRECTOR IMMEDIATELY IF YOU ARE EXPOSED.

Policy and Guidelines for Prevention and Management of Human Immunodeficiency Virus and Infectious Disease in the MLT Education Community

Numerous reportable communicable disease (i.e. Hepatitis, HIV, Rubella, Rubeola, Varicella) which infect individuals through various methods of contact may represent a public health threat to the campus community. Current evidence indicates that HIV infected individuals do not infect others through casual contact. Consequently, individuals sharing common living space, study areas, libraries, classrooms and theaters pose no health threat to the campus community. Therefore, exclusion of infected individuals from these activities is not necessary, nor appropriate. When cases of reportable communicable diseases are known to exist on the campus, the College will review matters on a case-by case basis to decide what actions, if any, need to be taken to protect others from (the threat of) harm.

Guidelines for HIV Testing

Qualified individuals will not be denied admission to the MLT program based on HIV status. An MLT student who believes they are at risk has an ethical responsibility to know their HIV antibody status. The testing decision will be voluntary; however, due to the nature of the disease, the student is encouraged to be tested. Counseling regarding testing will be available to students.
Students' rights to confidentiality and privacy of information will be maintained. No specific information concerning student HIV status will be provided to any faculty, administrators, or others without express written consent of the individual student involved.

Faculty Responsibilities

Faculty will teach Universal Precautions, CDC and OSHA guidelines, and verify student's knowledge annually.

Patient Care

All MLT students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No MLT student or faculty may refuse to treat or care for a patient solely because the patient is high risk for contracting or is HIV positive, or has hepatitis, or any other infectious disease.

HIV Positive Students

Because of potential exposure to infection, all students must adhere to CDC and OSHA guidelines in the clinical and student lab setting. This information is provided to every student. Students who identify themselves as being at risk for HIV infection are urged to consult their health care providers to assess the significance of clinical risks to their own health. Students who know they are infected are urged to voluntarily inform the Director of the MLT Program. The Director will provide information and counseling and assess the need for necessary modification or accommodation in clinical education. Clinical accommodations will be taken on a "case by case" basis.

Clinical accommodations will consider the nature of the clinical activity, the requirements of the clinical setting, the functional disabilities and risks posed by the HIV carrier, and transmissibility of simultaneously carried infectious agents.

This Policy and these guidelines will be reviewed periodically based upon new information regarding infectious diseases.

Irritant Dermatitis (ID) may be caused by numerous irritants commonly found in a health care setting (soaps, disinfectants, lotions, improper drying, excessive hand Washing), as well as surgical and examination gloves. In the case of an irritation associated with glove usage, the reaction is typically due to processing chemicals used in glove manufacturing, lubricants, or even the user's own Perspiration inside the glove. Cornstarch or baby powder is the most common lubricant and is associated with reactions due to the absorption of antigens to the cornstarch particles, producing aerosolized latex antigens. Although power-free gloves are less allergenic, the power itself does not cause the allergy.

Guidelines for Reporting Threatening Behavior

Any student or employee that feels subjected to acts (not limited to) such as intimidation, threatening or hostile physical or verbal behaviors, stalking, physical or verbal abuse, assault etc. should immediately report it to: her/his

manager, supervisor, a member of the Security Department, Human Resources, Risk Management, or the Employee Assistance Program.

Students or employees may contact the appropriate law enforcement agencies if they believe there is an immediate danger to their own safety or that of others.

Accident Policy

NOTE: Accidents occurring on campus during class or laboratory sessions need to be reported to the MLT Program Director. Costs for injury incurred on campus are the responsibility of the student. Each participant must provide his/her own medical insurance. Please see the "Release of Liability and Medical Authorization" form found later in this document.

Accidents occurring off campus during internship will follow the following procedure

Students are covered by Workers' Compensation while in the internship (clinical setting). In the event of an injury the student must do the following:

At Clinical Site:

- Report the incident/accident to the site instructor.
- See the Employee Health Nurse (or Emergency Room during off -hours.) If injury is life threatening, student can be seen at any appropriate center.
- Fill out hospital injury/accident report.
- Check patient chart of history of Hepatitis B, or any other communicable diseases.
- Follow through with hospital recommendations. **Follow-up care needs to be provided by ACC Workers' Compensation providers as listed below.**

In addition, the student must. . . At ACC:

- Notify MLT Program Director.
- Report to the Office of Human Resources, CSB, 303-797-5720, within **48 hours** of the incident.
- Bring copies of the hospital injury/accident report and any billings related to treatment.
- Complete Workers' Compensation claim form, available from the Office of Human Resources.
- Arrange follow-up care through the ACC Office of Human Resources:

Human Resources will contact the medical center to either let hospital personnel know that you are on your way or to make an appointment for you.

Upon treatment from the medical center, submit the necessary paperwork back to the Human Resources Office for further processing no later than **72 hours** after the accident.

- **All work-related injuries are to be treated at a Concentra Urgent Care Centers.**
- All patients are seen on a walk-in basis. Work related injuries receive immediate triage assessment.

Students will be directed to the closes Concentra location.

Student Worker Worker's Compensation Policy

Internships are considered non-paid, cooperative education for Workers' Compensation purposes

Purpose

This is to notify you of a Workers' Compensation Workcomp Program that Arapahoe Community College has implemented for non-paid Cooperative Education students.

Arapahoe Community College's designated providers are Concentra Medical Center, Western Medical Center and Swedish Medical Center in Englewood for all medical care associated work-related injuries and illnesses.

The purpose is two-fold:

- to assure the employees/students access to quality medical care and

- to assure that the employees/students receive necessary and appropriate medical care ACC feels that this goal can be met by the medical centers listed above

This program requires all non-paid cooperative education students incurring work-related injuries and illnesses to receive their medical care from Concentra or Western Medical Centers and Swedish Medical Center in Englewood. Medical care received from providers other than Concentra or Western Medical Centers and Swedish Medical will be considered "UNAUTHORIZED" and may not be reimbursed by the insurance company. Life-threatening emergencies are, of course, an exception to the rule. In those instances, the closest medical facility should be accessed.

For information concerning Workers' compensation claims call:

Arapahoe Community College Human Resources
303-797-5720

Emergencies on Campus

Emergency Messages

Emergency message delivery will be provided by the Campus Police, Room M2600, 303-7975800.

Emergency Phones

Exterior emergency phones with signs indicating locations in the parking lots have a direct line into the Department of Public Safety. During non-business hours the phones ring directly into the Littleton Police Dept.

Code of Ethics

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the

primary objective of ensuring a high standard of care for the patients they serve.

Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those who do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession; Preserve the dignity and privacy of others; Uphold and maintain the dignity and respect of our profession; Seek to establish cooperative and respectful working relationships with other health professionals; Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

REFERENCE: American Society for Clinical Laboratory Science, 1861 International Drive Suite 200, Tysons Corner, VA 22102