We would like to welcome you to the Medical Laboratory Technology Program of Phillips Community College of the University of Arkansas- Helena-West Helena campus.

As educators, our role is to guide you through all phases of the curriculum by providing the best possible learning experiences. As a student, your role is to put your best effort into learning and applying the concepts and skills being taught. Success will be achieved only through the combined efforts of all of us.

We wish you every success as you begin your education and preparation for a rewarding career in medical laboratory technology.

Claude Rector, MA, MLS (ASCP)CM
MLT/Phlebotomy Program Director
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DISCLAIMER

In accordance with college policy as stated in the *College Catalog*, this publication is not to be construed as a contract between the student and the Medical Laboratory Technology Program. All programs within the Division of Allied Health reserve the right to make changes at any time in individual courses, the curriculum leading to a degree or certificate, as well as policies contained in the *MLT/Phlebotomy Information Packet, College Catalog*, student handbooks, and Web. Students are required to be familiar with and observe all rules and regulations of the college.
PHILLIPS COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS
DIVISION OF ALLIED HEALTH
ORGANIZATIONAL CHART

PCCUA ADMINISTRATION

DEAN OF ALLIED HEALTH
DIRECTOR DEPARTMENT OF NURSING

AD NURSING
PRACTICAL NURSING
MLT
PHLEBOTOMY
NA
MAC
EMT

ANCILLARY DEPARTMENTS

COMMUNITY ALLIED HEALTH ADVISORY COMMITTEE

ALLIED HEALTH FACULTY

INFECTION CONTROL COMMITTEE

ANCILLARY PERSONNEL

6/12/2007
PHILLIPS COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

MEDICAL LABORATORY TECHNOLOGY PROGRAM

PHILOSOPHY

CODE OF ETHICS OF THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

Preamble: The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principals and standards by which clinical laboratory professionals practice their profession.

I. 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 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 service they provide.

II. Duty to Colleague 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 professionals with the primary purpose of ensuring a high standard of care for the patients they serve.

III. Duty of 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 see, within the dictates of the consciences, to change those which do not meet the high standard 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 patients.

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.

From the Oath of Hippocrates

.....Whatever, in connection with my professional practice, or not in connection with it, I may see or hear in the lives of men which ought not to be spoken abroad, I will not divulge, as reckoning that all such should be kept secret....
The faculty of Phillips Community College of the University of Arkansas Medical Laboratory Technology Program uses the following criteria as measures of MLT program effectiveness. (NAACLS Std II.B)

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-14</th>
<th>3 Year Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduation Rates</strong></td>
<td>100%</td>
<td>80%</td>
<td>100%</td>
<td>94%</td>
</tr>
<tr>
<td>(5/5)</td>
<td>(4/5)</td>
<td>(7/7)</td>
<td>(16/17)</td>
<td></td>
</tr>
<tr>
<td><strong>Yearly BOC Pass Rate</strong></td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>13%</td>
</tr>
<tr>
<td>(0/0)</td>
<td>(0/4)</td>
<td>(1/4)</td>
<td>(1/8)</td>
<td></td>
</tr>
<tr>
<td><strong>Rates of Employment</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>94%</td>
</tr>
<tr>
<td>(5/5)</td>
<td>(4/4)</td>
<td>(6/7)</td>
<td>(15/16)</td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Program Satisfaction</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Employer Satisfaction with Graduates</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Patterns of Employment:** PCCUA MLT graduates have found employment at many different hospital/clinic locations including: Helena, AR; Clarksdale, MS; DeWitt, AR; Stuttgart, AR; Little Rock, AR; Fort Smith, AR; Forrest City, AR; Cherokee Village, AR; Dumas, AR; Memphis, TN.
Medical Laboratory Technology Program Statement

The Medical Laboratory Technology Program within the Division of Allied Health is dedicated to providing students with the appropriate education necessary for the development of entry-level competencies in all areas of the routine clinical laboratory. Graduates of the Medical Laboratory Technology Program will be prepared to sit for entry-level national certification examinations in the discipline and will be prepared to practice as ethical and competent professionals.
MEDICAL LABORATORY TECHNOLOGY PROGRAM OBJECTIVES

1. Instruct and guide in the development of medical laboratory technicians who can perform competently.

2. Provide a curriculum that integrates fundamental courses in the natural sciences with complementary humanities and social studies to aid in the development of interpersonal relationships and communication.

3. Provide clinical experiences (both in campus labs & hospital settings) that will develop the psychomotor skills required to perform laboratory procedures with precision and accuracy.

4. Correlate psychomotor skills with didactic instruction for the development of understanding and evaluating laboratory results in the correlation, diagnosis and treatment of patients.

5. Develop professional attitudes and ethical concepts that govern the medical laboratory technician.

6. Instill a desire to participate in further educational activities and to develop further skills and techniques.

7. Provide a program consistent with the standards established by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLs).

8. Prepare the graduate for success on a national entry level examination.
MLT STUDENT LEARNING OUTCOMES

1. Demonstrate conceptual knowledge in hematology, coagulation, clinical chemistry, immunology, immunohematology, pathogenic microbiology and phlebotomy.

2. Perform basic laboratory techniques on biological specimens.

3. Recognize factors that affect procedures and results. Take appropriate action(s) within predetermined limits when corrections are indicated.

4. Comply with safety regulations and universal precautions.

5. Monitor quality control within predetermined limits.

6. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate source for repairs.

7. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.

8. Apply computer technology in clinical laboratory data processing, data reporting and information retrieval.

9. Integrate patient data for evaluation of validity of laboratory test results.

10. Apply basic scientific principles in learning new techniques and procedures.

11. Maintain strong professional ethics.

12. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
Phillips Community College of the University of Arkansas

Curricular Pattern
for
Associate in Applied Science

Pre-requisites

High school diploma or equivalent
2 years of high school algebra or equivalent (MS 1123)
Acceptable pre-admission test scores

Freshman Year

Fall Semester-17 hours
MLS 114      MLS Fundamentals
CY 104 (CHEM 1214) Chemistry I for Health Sciences
MS 123 (MATH 1103) College Algebra
BY 103      Introduction to Anatomy & Physiology
EH 113 (ENGL 1013) Freshman English

Spring Semester-17 hours
CY 204 (CHEM 1224) Chemistry II for Health Sciences
MLS 125      Hematology
MLS 135      Immunology & Immunohematology
EH 123 (ENGL 1023) Freshman English II

Summer Session-3 hours
Group II Elective

Sophomore Year

Fall Semester-18 hours
MLS 205      Clinical Chemistry
MLS 215      Pathogenic Microbiology
MLS 202      Phlebotomy
MLS 212      Instrumentation
CT 114 (CPSI 1003) Computer Info Systems

Spring Semester-15 hours
MLS 223      Clinical Experience I
MLS 243      Clinical Experience II
MLS 263      Clinical Experience III
MLS 283      Clinical Experience IV
MLS 213      Selected Topics

Total Hours Required:  70

- A minimum grade of “C” is required in each medical laboratory science course.
- The Medical Laboratory Technology Program is NAACLS* accredited.
  *National Accrediting Agency for Clinical Laboratory Sciences
  5600 N. River Rd., Suite 720
  Rosemont, IL 60018-5119  773-714-8880.
Technical Qualifications of a Medical Laboratory Technician

These essential functions represent the non-academic demands of an MLT. All applicants are expected to meet these requirements.

**Communication Skills:** Must be able to communicate effectively in written and spoken English. Must be able to comprehend and respond to both formal and colloquial English both directly and by telephone.

**Movement Requirements:** One must be able to move readily from one location to another in such physical settings as the clinical laboratory, patient rooms, emergency center, elevators and stairways. One must be able to reach patients lying in hospital bed and patients seated. One must be able to perform delicate manipulations which require good eye-hand coordination. Must have ordinary ability to lift and move objects. One must have unimpaired sense of touch and temperature discrimination.

**Visual:** Must have good visual acuity with ability to discriminate color reactions.

**Behavioral:** Must be able to maintain patient confidentiality and exercise ethical judgment, integrity, honesty, dependability and accountability in the performance of their laboratory responsibilities and function effectively under stress and taxing workloads.

**MLT CLINICAL FACILITIES**

<table>
<thead>
<tr>
<th>Medical Facility</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helena Regional Medical Center</td>
<td>Helena, AR</td>
</tr>
<tr>
<td>CrossRidge Community Hospital</td>
<td>Wynne, AR</td>
</tr>
<tr>
<td>Northwest Mississippi Regional Medical Center</td>
<td>Clarksdale, MS</td>
</tr>
<tr>
<td>St Vincent Health System</td>
<td>Little Rock, AR</td>
</tr>
<tr>
<td>DeWitt Hospital &amp; Nursing Home</td>
<td>DeWitt, AR</td>
</tr>
<tr>
<td>Pillow Clinic</td>
<td>Helena, AR</td>
</tr>
<tr>
<td>Baptist Health Medical Center- Stuttgart</td>
<td>Stuttgart, AR</td>
</tr>
<tr>
<td>Delta Memorial Hospital</td>
<td>Dumas, AR</td>
</tr>
<tr>
<td>Forrest City Medical Center</td>
<td>Forrest City, AR</td>
</tr>
</tbody>
</table>
GRADING POLICIES

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>BELOW 60</td>
</tr>
</tbody>
</table>

The lowest passing grade in the MLT Program is “C” (70). In order to progress, the student must earn a minimum grade of “C” (70). A numerical grade of 69 is failing.

Written test average must be a minimum of 70%. If test average is less than 70%, then a “D” is the highest attainable grade. If the test average is at least 70%, grades are determined in the following manner. Raw score points will be accumulated from written exams in the campus courses. A final percent score will be determined by dividing this total by the total number of points possible. The point value of individual exams will not vary. This will count as 70% of your final grade. A final comprehensive exam will count for 20% of your final grade. Raw score points will be accumulated from homework, attendance, chapter quizzes and weekly lab grades. This will count as 10% of your final grade. A final score will be determined by dividing this total by the total number of points possible.

Final grade determination: 70% unit exams and lab practical exams  
20% comprehensive final exam  
10% attendance, homework, quizzes, service activities  
100%

LATE TESTING POLICY

Responsible behavior requires the student to notify the instructor in advance of any exam not taken at the scheduled time. When a unit exam is missed, it is the student’s responsibility on the day the student returns to class to be prepared to take the missed exam. Make-up exam times will be scheduled by the instructor. Five (5) points will be deducted from the score of any daily, unit or final exam taken late. A zero (0) will be awarded when the student fails to make-up a missed exam within 5 working days after returning to class.

Final exams are given late only in special circumstances such as hospitalization. When a final exam is not taken as scheduled, the student must notify the instructor before the exam is given and arrange with the instructor to take the exam before grades are due at the end of the semester. If the student fails to contact the instructor to reschedule a time to take the final exam or fails to take the rescheduled final exam before grades are due at the end of the semester, a grade of zero (0) will be recorded. In the
event circumstances prevent a student from taking the final exam before grades are due at the end of the semester, an “I” grade will be awarded according to college policy.

TEST REVIEW

All graded material submitted on paper format will be kept on file in the instructor’s office. Student will have access to their graded material upon appointment for a period of five (5) working days. Electronic tests will be maintained on the Blackboard for one additional semester before being deleted. Electronic tests must be reviewed within five (5) working days from the time the test is available for review. After this time, the test cannot be reviewed. The student does not have the option to retake a daily, unit or final test for a better grade.

CLINICAL EXPERIENCE COURSES

In MLT Clinical experience courses, completion of your lab test/psychomotor objectives is only a portion of your grade.

1. There cannot be more than two grades of less than 75 for psychomotor objectives and written test average must be at least 70% in each rotation. If a student has more than two grades of less than 75 (psychomotor) or less than 70% test average, they will receive a D (if test average is 60%-70%) or an F (if test average is less than 60%) in that rotation course regardless of other grades in the course.

2. If there are no more than two grades of less than 75 and test average is at least 70%, then the final clinical experience grade is determined by:
   a. Written tests 50%
   b. Psychomotor objectives 25%
   c. Non Psychomotor objectives 25%

The non psychomotor objective grade will be documented by the written critique from the clinical instructor. Grading scale is as above in campus courses.

CLINICAL ASSIGNMENT DETERMINATION PROCEDURE

Every effort will be made by the MLT program to ensure that there are enough clinical sites for all of the MLT students enrolling into the clinical experiences of the program. If for any reason, there are not enough clinical experience sites available for all MLT students, the following procedure will be followed. At the beginning of the forth semester, the MLT students will be ranked according to GPA. This ranking will serve as the guide to assign available clinical experiences. If a student is unable to complete clinical experiences due to limited sites, the student will be given the opportunity to complete the clinical experiences in the following semester. The student will be granted the MLT degree upon completion of the clinical experiences.

STUDENT SERVICE WORK

The clinical affiliates must maintain a sufficient number of staff to carry out normal service functions. Any agreement that the student wishes to enter into, outside of assigned hours, is between the student and employer. Clinical experience hours are considered instructional periods and are not to be used by the clinical facility as a replacement of paid laboratory personnel.
MLT PROGRESSION

MLT students must achieve a minimum grade of C in each MLS course. A minimum GPA of 2.0 is a prerequisite for continuance in the program.

1. If a student’s GPA is less than 2.0, the student may apply for readmission into the next fall class once their GPA is a minimum of 2.0.
2. If a student receives an F in CY 104, MS 123 or BY 103 and/or D or F in MLS 114, they will NOT be eligible to continue in the MLT program regardless of GPA. The student may apply for readmission in the next class based on available space.
3. If a student receives an F in any MLS class, the student will not be eligible to continue in the MLT program but may apply for readmission into the next fall class based on available space.
4. If a second semester student receives an F in CY 204, the student may take CY 204 in the summer and if successful, continue on in the program.
5. If a first semester sophomore student receives a D or F in MLS 212, MLS 205 or MLS 215, they will not be able to continue in the program. The student must repeat the class or classes the following fall semester based on space available.

Due to the high cost of student lab experiences, students may not register for any MLS lab course more than twice.

After the passing of MLS 114, no more than four school calendar years may elapse before the completion of MLS 223, MLS 243, MLS 263, and MLS 283. For example, if the student enters MLS 114 in the fall semester of the calendar year 2013 the program must be completed by the spring semester of 2017.

If a student withdraws from an MLT class prior to the end of the semester, one must check-out desk and return all borrowed material to the MLT program director.

ACTS

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and Universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with an earned grade of "D" or less frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE Website and selecting Course Transfer.

STUDENT E-MAIL ACCOUNTS

Student e-mail accounts are a way of communicating information to student from faculty or from the College. Student can also access their accounts and grades through this venue. After completing college registration, a student's e-mail account will automatically be created within 24 hours.

- Go to PCCUA homepage, [www.pccua.edu](http://www.pccua.edu) and select “Student E-mail”
- Enter your user name, first initial and last name and last 4 digits of Datatel/Student ID
- Enter your password, which is your full date of birth (mmddyyyy)
- Your e-mail format should look like the example, mburns2725@students.pccua.edu
If access is denied, the student should see an instructor on the student’s local campus to have the instructor send a help desk ticket to the Information Technology Department.

BLACKBOARD LEARN+ TESTING GUIDELINES

1. Arrive on time and log-on to the PC network using your username and password. If the student changes his/her PCCUA network password, it is the student’s responsibility to remember the new password. Faculty will not have this information.

2. Open Internet Explorer and log-on to Blackboard Learn+ using the supplied user name and faculty supplied password.

3. Do not open any other Windows program during an examination (i.e. email, Word documents). Turn off all pop-up blockers.

4. Sign-out of Blackboard Learn+ completely when finished with the scheduled examination.

5. Do not share password access or attempt to access any examination outside of the test administration site or outside of the test administration time.

6. If adverse conditions (such as extreme weather or a local power failure) or other unplanned circumstances make it necessary to cancel the administration of a test or delay the beginning of testing, a message will be posted on the Blackboard Learn+, or faculty will contact students by another means. Faculty may be reached by contact information published in the course syllabus.

7. In the event of power failure or Blackboard Learn+ malfunctions during an on-going examination, students will be allowed to finish the examination when the system is restored.

8. If the malfunction is temporary, students may re-boot and log-in again to continue the examination at the point of interruption. No submitted answers will be lost as a result of the malfunction.

9. If the computer malfunction is not fixed readily, students will be provided with a paper copy of the examination and an answer sheet.
   a. Limited number of paper exams may be made for each examination in an effort to be fiscally and environmentally conscientious.
   b. Students may have to wait in turn for access to a paper test booklet. As such, no marks may be made on the paper copy of the examination.

10. The total time allocated for testing will not be reduced should a malfunction occur. Faculty will adjust the testing time allocated to accommodate for the delay. Faculty will announce the adjusted completion time to all students.

11. Students who have finished an exam and submitted their answers must leave the testing site. Students completing the exam are not to interact with students, or students who are waiting to currently test or complete the exam.
BLACKBOARD LEARN+ ONLINE ORIENTATION

1. Access PCCUA homepage and click on Blackboard Learn+.

2. Log-on to Blackboard Learn+ as follows:
   • The username is the first initial of your first name followed by the entire last name and last four digits of the student’s Datatel number. All letters are capitalized, and there are no spaces. Ex: MWAITES1234. The student’s password is the entire birth date without spaces or dashes. Ex. 01021234. Notify the nursing instructor if unable to log onto Blackboard Learn+ by the end of the first week of class.

3. Navigate through the course(s).
   • Log onto Blackboard Learn+ and navigate through the course(s). All courses may not be identical, but in general all courses will have a homepage with course documents, grades, exams, and mail.

4. Use e-mail and access links within the homepage.
   • Communicate with the nursing instructor(s) and other students in the course via email. E-mail capability is limited to students enrolled in the course as well as the instructor.
   • Access the e-mail link. Attachments are sent and received via e-mail. Locate and open the attachment. All attachments must be saved and/or downloaded to the student’s personal computer or data storage device.
   • Before sending any attachment, the document must be saved in Rich Text format so it can be opened in any program. In your word processing program, save the file and change the “save file as” to Rich Text format. All course documents should be created using Microsoft Office software.
   • To send an attachment, address e-mail to the proper person. Include a clear subject line. Click the browser button to locate an attachment. Once found, click on add attachment, and the file will become a part of the e-mail.
   • Deliver the e-mail to the appropriate individual by pressing the send button. Once an email is sent, the message cannot be retrieved.

5. Access the exam module within the course.
   • Most exams are administered via Blackboard Learn+. Select the quiz/exam link to access the available exam. Read instructions provided by Blackboard Learn+. A password will be provided by the instructor immediately before the exam. Enter the assigned password and begin the exam. Refer to the course syllabus for additional testing policies.
Phillips Community College of the University of Arkansas
Division of Allied Health
Criminal Background Checks and Substance Abuse Screening Test

All PCCUA allied health programs will require each allied health student to complete an annual national and state of Arkansas criminal background check and substance abuse screening test. All students must complete this requirement through Verify Students (www.VerifyStudents.com). In addition, all students assigned to clinical agencies in the state of Mississippi will be required to also complete an annual criminal background check through the Mississippi Department of Health. No other criminal background checks will be accepted. The cost incurred for complying with the above policy is the sole responsibility of the student.

If a student has positive results on the Verify Students and/or Mississippi Department of Health criminal background check, the respective program director will send the student’s positive results to the designated individual(s) at the student’s assigned clinical agency. Representatives from the clinical agency will determine if the student is eligible to access the facility to participate in clinical learning experiences. It is the student’s sole responsibility to provide the designated clinical agency representative with any documentation required to determine eligibility for access.

If representatives from the student’s assigned clinical agency deny the student access to the clinical facility, the student will not be able to fulfill respective program requirements in the clinical setting. The student will be required to withdrawal from the respective allied health program, and the student will not be eligible for readmission to the respective program or any other PCCUA allied health program. If representatives from the student’s assigned clinical agency allow a student with positive criminal background results to participate in clinical learning experiences in that agency, this does not provide a future guarantee that the student will be allowed to participate in clinical in another agency or that the student will be allowed to take the respective licensing exam.

Students who are dismissed from an allied health program for an unacceptable criminal background check will not be eligible for tuition or fee refunds for allied health courses with a NG, PN, NA, MLS, PLB, or EMT prefix.

Annual Substance Abuse Screening Test

PCCUA will require all allied health students to submit to a substance abuse screening test under any or all of the following circumstances:

- Annually in August or December
- As a part of a substance abuse recovery program

Failure to comply with the scheduled substance abuse screening test may result in immediate dismissal from the program.
If a student fails a substance abuse screening test, the student will be dismissed from all allied health programs. The respective program director will refer the individual failing the substance abuse screening test for therapeutic counseling regarding substance withdrawal and rehabilitation.

The readmission process to same allied health program or admission process to another allied health program, for a student, who has previously failed a substance abuse screening test, to any allied health program will include:

- Attendance at Narcotics Anonymous or recognized substance abuse treatment program of choice. Evidence of participation must be sent to the Dean of Allied Health and respective program director/coordinator.
  - Acceptable evidence from NA shall consist of:
    - Written record of at least the date of each meeting
    - Name of group attended
    - Meeting purpose
    - Signed initials of the group or district representative of each group attended.
  - Acceptable evidence from a Substance Abuse treatment program of the individual’s choice shall consist of:
    - Verifiable completion certificate
- Demonstrate at least 6 months of substance abuse abstinence immediately prior to admission to the same allied health program or admission to another allied health program. Annual and random testing will be required at the individual’s expense.
- Provide positive letters of reference from employers, if any, within the last six months.
- If the student is readmitted to the program or admitted to another allied health program and the individual fails another substance abuse screening test, the student will be dismissed from the respective program and will not be eligible for readmission to, or provided a reference for any allied health program.
- Reentry policies apply.
- Students who are dismissed from any and all PCCUA allied health programs for failing a substance abuse screening test will not be eligible for tuition or fee refunds for allied health courses with a NG, PN, NA, MLS, PLB, or EMT prefix.
MAINTENANCE OF ACADEMIC RECORDS

Academic files contain all graded course materials. Faculty will maintain an individual academic file for each student enrolled in a MLT course. The file is housed in the appropriate faculty member’s office until the student’s final grade is submitted at the end of the semester.

Once the final grade is submitted, the academic file is transferred to a file cabinet in the MLT program director’s office on the Helena-West Helena campus and will remain there for one additional semester before being destroyed.

Grades may be kept in a grade book filled out in ink or kept in an electronic grade book. All grade books will be kept on file in the office of the MLT Program Director for at least 3 years (Board Policy 404).

Electronic tests will be maintained on Blackboard Learn+ for one additional semester before being deleted.

FERPA POLICY

Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records.

ATTENDANCE POLICY

Regular and prompt attendance is expected of all students enrolled at Phillips Community College and is necessary to maintain acceptable grades. In the event of an absence students are responsible for contacting instructors regarding work missed.

- The student is responsible for keeping track of absences. The number of absences allowed is designated in each course syllabus.
- A tardy is defined as an absence from class/clinical which is less than one-half the time the student should be present, i.e., late for class, leaves early, or leaves and returns during class/clinical time.
- Three tardies shall constitute one absence.
- An absence is defined as an absence of one-half or greater of the time the student should be present each day.
- Students with excessive absences may be terminated and may reapply for admission to the MLT Program at the appropriate time if eligible. Absences due to acts of nature may be presented to the Program Director for special consideration.

When a student stops attending class or progress becomes unsatisfactory because of missed work resulting from irregular attendance, the instructor will recommend to the administration that the student be dropped and a letter grade of “EW” will be recorded for the course unless official withdrawal by the student has been accomplished (see withdrawal in College Catalog).

Absences are recorded and are subject to review by agencies granting financial assistance. Special note for VETERANS C the Veterans Administration will be notified of all absences of veterans enrolled in the MLT Program.
**Notification of absences and tardies**

Clinical Absence or Tardy:

- Call the MLT instructor **prior** to the beginning of the clinical experience.
- Phillips Community College of the University of Arkansas (870) 338-6474
- Northwest Mississippi Regional Medical Center (662) 624-3421
- Helena Regional Medical Center (870) 816-3840
- Baptist Medical Center-Stuttgart (870) 673-3511
- DeWitt Hospital and Nursing Home (870) 946-3571
- St Vincent Health System (501) 552-2973
- Delta Memorial Hospital (870) 382-4303
- Forrest City Medical Center (870) 261-0000
- CrossRidge Community Hospital (870) 238-3300
Essential Functions Statement

Students applying to or enrolled in the MLT or phlebotomy program must be aware that they are required to possess the following skills and abilities in order to provide safe patient care in the clinical setting.

The MLT or phlebotomy programs/or their affiliated clinical agencies may identify additional essential functions or skills and reserve(s) the right to amend the essential functions as deemed necessary.

Communication Skills

- Must be able to communicate effectively in written and spoken English
- Must be able to comprehend and respond to both formal and colloquial English both directly and by telephone

Movement Requirements

- One must be able to move readily from one location to another in such physical settings as the clinical laboratory, patient rooms, emergency center, elevators and stairways
- One must be able to reach patients lying in hospital bed and patients seated
- One must be able to perform delicate manipulations which required good eye-hand coordination
- Must have ordinary ability to lift and move objects
- One must have unimpaired sense of touch and temperature discrimination

Visual

- Must have good visual acuity with ability to discriminate color reactions

Behavioral

- Must be able to maintain patient confidentiality and exercise ethical judgment, integrity, honesty, dependability and accountability in the performance of their laboratory responsibilities and function effectively under stress and taxing workloads
DISABILITY POLICY

Disclosure

Students are encouraged to disclose a disability and to request reasonable accommodation for that disability, as early as possible during a particular semester, in order that any agreed upon accommodation may be implemented as soon as possible for the benefit of the student. Written documentation of a disclosed disability must be presented to one of the PCCUA Disability Coordinators who are identified in the PCCUA College Catalog and Student Handbook.

Students with no history of accommodation or who do not utilize an accommodation granted by PCCUA during their pre-certification educational program may be less likely to receive accommodations on the national board of certification testing exam.

Arrangements for Reasonable Accommodation

Reasonable clinical and classroom accommodation will be offered providing such accommodation does not alter the fundamental nature of the MLT program in a major way, jeopardize the health and safety of others, or cause undue hardship on the College or affiliated clinical agencies.

1. Make an appointment to meet with a Disability Coordinator as early as possible during a particular semester, preferably before a semester begins. A Disability Coordinator is located on each campus and identified in the College Catalog and Student Handbook.
3. Submit to the Disability Coordinator (1) a completed Application for Disability Services Form and (2) medical documentation from providers which include, but are not limited to, a certified/licensed physician, psychologist, psychometrist, audiologist, speech pathologist, rehabilitation counselor, physical or occupational therapist. Medical documentation must reflect the student's present level of functioning with respect to the major life activity affected by the disability. Diagnostic information must include specific recommendations as well as the rationale for each. The cost of obtaining professional documentation is the sole responsibility of the student.
4. The Disability Coordinator will verify eligibility and discuss with the student the medically recommended accommodation(s).
5. The Disability Coordinator and student will identify and agree upon reasonable accommodation(s).
6. The Disability Coordinator will complete a Faculty Notification of Services Form, which identifies recommended reasonable accommodation(s).
7. The Disability Coordinator will give the completed Faculty Notification of Services Form to the student.
8. The student will assume responsibility for taking the completed Faculty Notification of Services Form to each of the student’s instructor(s) to discuss the identified accommodation(s) on the Faculty Notification of Services Form. (The Disabilities Coordinator will email the instructors who are teaching courses for which the student has requested accommodation(s).

9. The instructor and student will discuss the requested reasonable accommodation(s).

10. The instructor will sign the Faculty Notification of Services Form indicating his or her notification to provide reasonable accommodation services. Each instructor will keep a copy of the signed Faculty Notification of Services Form for his/her records.

11. The student will return the original Faculty Notification of Services Form to the Disability Coordinator after each of the student’s instructor(s) for a particular semester has/have signed the form.

12. The Disability Coordinator will keep the signed copy of the Application for Disability Services Form, medical documentation, and Faculty Notification of Services Form in the Disability Coordinator’s office.

13. The Disability Coordinator will send a copy of the Application for Disabilities Services Form, medical documentation, and Faculty Notification of Services Form in a sealed envelope to the Registrar’s Office for inclusion in the student’s permanent academic record.

14. Requests to rescind or modify any accommodation must be submitted in writing to the student’s Disability Coordinator and all instructors providing reasonable accommodation(s) for a particular semester.

15. The REQUEST to receive accommodation services for a disclosed disability MUST BE REPEATED each and every semester the student is enrolled. However, documentation does not need to be presented to the Disabilities Coordinator each semester unless the status of a disability changes requiring a different level of accommodation.

Confidentiality

Information in the student’s disability file is confidential. Information pertaining to the student’s disability will be maintained in a sealed envelope in the student’s permanent academic record. Information about the existence and the relevant limitations of a disability and the accommodation for which a student is eligible will be disclosed only with the student’s written permission. The student must provide written permission for disclosure to secure academic and support services (parking, library usage, etc.). The graduate assumes sole responsibility for contacting the respective national board of certification to request accommodation during the certification exam.

Appeal

A student may appeal a decision concerning accommodation by first requesting an informal meeting with a Disability Coordinator and Vice Chancellor for Instruction and instructor if applicable. If the issue is not resolved, the student may activate the formal grievance process as outlined in the PCCUA Policy and Procedure Manual.
PROGRAM EVALUATION

Evaluations are conducted to provide feedback for faculty to improve courses and teaching strategies. Students are expected to participate in the evaluation of faculty, courses, clinical sites, library, and computer lab.

MLT PROGRAM EXIT INTERVIEW

All students who are separating from the program for any reason (W, EW, F, or are passing and elect not to progress to the next level) are expected to schedule an appointment with the MLT Program Director to complete an Exit Interview.

CPR CERTIFICATION

All MLT students are required to have a current American Heart Association Healthcare Provider Level CPR card before enrolling in respective MLT courses. The card must remain current throughout enrollment in MLT courses. Certification expiring mid semester must be renewed before entry into the respective semester. Electronic recertification will not be accepted.

COMMITTEE AND PROFESSIONAL MEMBERSHIP

The ASCP and ASCLS have opportunities for student members. Faculty strongly encourages students to be active members of these organizations and participate in other PCCUA school activities.

PCCUA DISCIPLINE POLICY SCOPE

PCCUA has a standard of conduct that will be enforced at all times. Unacceptable behaviors are identified in the PCCUA Student Handbook and posted on the PCCUA Student Menu on-line. In order to sustain an environment that promotes responsibility, cooperation, respect, and learning, any PCCUA employee is expected to correct inappropriate conduct anywhere on College property at any time.

CLASSROOM DISCIPLINE

Respect for other students’ right to learn is imperative. Further, if a student’s behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. In extreme cases an instructor may ask a student that will not adhere to the PCCUA student conduct policy to leave the class. In certain cases the instructor may have to request that the Vice Chancellor for Student Services or Campus Vice Chancellor in Stuttgart or DeWitt intervene. If the situation cannot be resolved, the student may be suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense.

PCCUA CAMPUS DISCIPLINE

If the student’s behavior is outside the boundary of the classroom, it is the responsibility of PCCUA employees to correct inappropriate behavior. The College recognizes two categories of offenses: less serious offenses, and very serious offenses.
OFFENSES

Less Serious Offenses

These offenses are less serious in nature but do disrupt instruction. Usually, Informal Resolution eliminates the problem. Persistence of less serious behavior can result in a Formal Resolution.

- Talking during the lecture or activity
- Using cell phones
- Use of loud or profane language
- Disrespectful language toward the instructor
- Disrespectful language toward another student
- Constant arguing or disagreeing with the instructor or student
- Loud, inappropriate laughing or screaming
- Any intentional behavior that disrupts the ongoing instruction in the classroom

Dishonesty and Cheating - due process for dishonesty and cheating which affects a final grade follows the academic appeal due process guidelines set forth in PCCUA Board Policy 404 and Administrative Procedure 404.06.

Procedure for Discipline of Cheating and Plagiarism in the Classroom

The responsibility for and authority in initiating discipline arising from violations of rules against dishonesty during the process of the course are vested in the instructor of that course.

Plagiarism

Offering the work of another as one’s own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

Cheating

1. Copying from another student’s paper
2. Using any unauthorized assistance in taking quizzes, tests, or examinations
3. Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes” or any other device or technology that would aid in cheating
4. Dependence on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
5. The acquisition, without permission, of tests or other academic material belonging to a member of Phillips Community College of the University of Arkansas
6. Aiding and abetting another person in committing any form of academic dishonesty
Very Serious Offenses

These are actions which demand immediate attention and result in a **Formal Resolution**. This process begins with **Stage 4 (no warning for a violation)**.

**Very Serious Offenses**

- Stealing
- Drunk and disorderly conduct
- Using, distributing, or selling drugs or alcohol
- Possession of a hand gun
- Loud, abusive, or obscene language or gestures
- Destructive behaviors toward property or individuals
- Indecent exposure, illicit sexual relations, perversions
- Misuse of college documents or records
- Abusive behavior toward an instructor, student, or PCCUA employee including physical abuse, verbal abuse, threats or assault
- Unauthorized people on campus
- Inappropriate touching of self and others
- Stalking (persistently contacting another person without consent)
- Terroristic threatening
- Any action which endangers self or others
- Technology and Computer Violations (See [Computer, Internet, E-mail and Other Electronic Communication Acceptable Use Policy](#))
- Fire and Safety Endangerment
- Dishonesty and Cheating (See [Cheating Policy](#))

**PROCESS FOR HANDLING DISCIPLINE OFFENSES**

Instructors have several choices for dealing with disruptive students. Disruptive behavior interferes with others’ right to learn. The following steps should be followed when dealing with disruptive students in an informal way. It is always best to talk to a student before taking formal action.

All instructors should share expected behaviors on the first day of class and identify unacceptable behaviors to the students.

There are four stages of student discipline at PCCUA.
Stage 1: First Warning for a Less Serious Offense

A student at this stage has become disruptive or behaved inappropriately. The student is warned that the behavior is unacceptable and given a warning. The faculty member completes a Student Discipline Form which must be signed by both the faculty member and the student and sent to the Registrar. Notification will be made to the division dean.

Sometimes within one class session, a student’s persistent and interruptive behavior may result in the faculty member’s asking a student to leave. The faculty member completes a Student Discipline Form which must be signed by both the faculty member and the student and sent to the Registrar. Notification will be made to the division dean.

Stage 2: Second Warning for a Less Serious Offense

A student at this stage has not changed the disruptive or inappropriate behavior. The student receives a second warning. The faculty member completes a Student Discipline Form which must be signed by both the faculty member and the student and sent to the Registrar. Notification will be made to the division dean.

- The second warning should also include a talk with the student explaining why the behavior is unacceptable.

Stage 3: Third Warning for a Less Serious Offense

A student at the stage has failed to correct the behavior. This third and final warning results in the faculty member’s asking the student to leave the class. The faculty member completes the Student Discipline Form, which must be signed by both the faculty member and the student and sent to the Registrar. At this stage a student may not return to class until the Vice Chancellor for Student Services or the Campus Vice Chancellor (Stuttgart or DeWitt) has discussed the problem with the student and the faculty member. If there is faculty agreement about student’s readmission to class, the student may be readmitted to class. If there is faculty disagreement about readmission of the student to class, the student may be dropped from the roll. The student has the right to request a formal hearing (Due Process).

Stage 4: No Warning for a Violation of a Very Serious Offense

A student at this stage has committed a very serious offense. A faculty member or employee in this situation informs the student that he/she needs to report to the Office of the Vice Chancellor for Student Services Office or the Campus Vice Chancellor for Stuttgart and DeWitt. Campus security may be called.

SANCTIONS

Certain behaviors must be resolved in a formal manner. Whenever a serious behavior occurs, that behavior must be documented by all parties involved. The Student Handbook identifies the status of a student. Whenever the Vice Chancellor for Student Services or the Campus Vice Chancellor in Stuttgart or DeWitt is called to settle a dispute related to in appropriate classroom conduct, the student is
considered on probation for the particular course for which he or she is enrolled. The seriousness of an offense may result in probation, which may result in suspension or expulsion. See Student Handbook

**Disciplinary Probation**

The student’s participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of college regulations may lead to more serious disciplinary action, such as suspension from a course or from the College or expulsion. Restrictions of privileges may also be conditions of probation. Students who have had any disciplinary counsel with the Vice Chancellor for Student Services or a Campus Vice Chancellor are on probation.

**Suspension**

When a student’s behavior is unacceptable and violations of a serious nature have been observed to the extent that they reflect most unfavorably upon character, judgment and maturity and/or are harmful to the well being of the student body and the college, the student may be suspended from the college. Suspension is not a permanent condition and usually does not place an extraordinary burden on a faculty member from whose class the student has been suspended. Any work missed during suspension may result in an "F". A student may be suspended from a class or the campus for a semester.

**Expulsion**

Expulsion is reserved for students committing serious violations which involve physical or verbal abuse, assault, mistreatment of any person; or cause threat or damage to individuals, the student body, the College, College property, or self. In these cases, the student will be separated from the College on a permanent basis. In addition to this action, the student must make reparation for damages, if any.

**Clemency Clause**

A student who is expelled may be allowed to return after waiting a minimum of five years. A student seeking readmission is required to file a Disciplinary Appeal. Readmission may or may not be granted by the Student Relations Committee.

**Violations Which May Result in Immediate Suspension or Expulsion**

- Possession of an illegal substance
- Violence or threat of violence toward others
- Violence or threat of violence toward the College
- Violence or threat of violence toward one’s self
- Possession of weapons
- Criminal behavior

**STUDENT DUE PROCESS**

An objective of Phillips Community College is to provide an opportunity for education to all of its students. In order to achieve this objective, it is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with regulations. A student’s failure to comply with regulations may result in a formal encounter with the student due process procedure.
When a student is involved in an incident which may necessitate disciplinary action, the student is called to the Office of the Vice Chancellor for Student Services or the Office of the Campus Vice Chancellor in Arkansas County (DeWitt or Stuttgart) and informed of the charges and the manner in which the case will be heard. The body hearing the case will be the Student Relations Committee.

The student affected shall be notified in writing of the specific charges, the time and place where the hearing will be held, and the names of all witnesses who will testify on behalf of the College. The student will be notified by the Vice Chancellor for Student Services. The letter of notification will inform the student of his/her right to bring witnesses to the hearing to testify on the student’s behalf. The letter will further inform the student that he/she may be accompanied by an advisor of his/her choosing during any time that the student might appear before the committee. The letter of notification shall be sent to the student’s registered address and shall be postmarked no less than three (3) working days prior to the time designated for the student’s appearance before the committee unless a shorter period of notification is acceptable to the student.

The student shall be permitted to confront and question witnesses testifying against him/her at the hearing. A record of the hearing before the Student Relations Committee will be filed in the Office of the Chancellor or the Office of Vice Chancellor for Student Services. See Student Handbook

**DISHONESTY**

**Procedure for Discipline of Cheating and Plagiarism**

The responsibility for and authority in initiating discipline arising from violations of rules against dishonesty during the process of the course are vested in the instructor of that course.

**Plagiarism**

Offering the work of another as one’s own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

**Cheating**

a) Copying from another student’s paper  
b) Using any unauthorized assistance in taking quizzes, tests, or examinations  
c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes” or any other device or technology that would aid in cheating  
d) Dependence on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments  
e) The acquisition, without permission, of tests or other academic material belonging to a member of Phillips Community College of the University of Arkansas  
f) Aiding and abetting another person in committing any form of academic dishonesty
DUE PROCESS STEPS

Step 1
Student notifies the Vice Chancellor for Student Services that he/she would like to appeal a discipline decision.

Step 2
Within three (3) days the student is notified in writing of the exact time and date of the appeal meeting and the witnesses who will be present. The student may bring an advisor.

Step 3
The appeal is heard by the Student Relations Committee. The student may question or confront the witness(es). The College employee making the charge may also question the student.

Step 4
The Student Relations Committee makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Registrar’s Office. A permanent copy of the appeal will be placed in the student’s file.

Administrative Policy 405.1

PLAGIARISM POLICY

Webster (1990, p. 691) defines plagiarism as “stealing the language, ideas, or thoughts from another, representing them as one’s own original work.”

STUDENTS MUST USE MICROSOFT WORD FOR ALL WRITTEN WORK DONE OUTSIDE OF CLASS. PAPERS MUST BE SUBMITTED ON A COMPUTER DISK AND AS A HARD COPY.

Plagiarism occurs when the student:

Reproduces another person’s work as if it was the student’s own.

Paraphrases another person’s work without citing the original source.

Uses and paraphrases another person’s ideas without citing the original source.

Uses another person’s organization without citing the source.

TO AVOID plagiarism the student will:

- Cite the source with page number and place quotation marks around the statement with less than 40 words lifted verbatim from the source. Please refer to APA Manual for documentation of quotes greater than 40 words.
- Cite the source and paraphrase someone else’s writing. This means to restate the facts in your own words.
EXAMPLE:

**SOURCE:** Annually, half of the population will succumb to myocardial infarction

**PARAPHRASED:** Five out of ten people will die of heart attacks this year (the source, year).

*Rearranging an author’s words is NOT paraphrasing!

Cite the source when using another person’s outline or organizational process.

The student may cite commonly known information without plagiarizing. If the student has a question about what is considered commonly known information, the student should ask the instructor or document the source. **The faculty believes healthcare information requires documentation, as this is not commonly known information.**

Please refer to the APA Manual for appropriate documentation of sources and use of punctuation.

An act of plagiarism will result in a grade of 0 on the assignment.

**ACADEMIC DISHONESTY IN ALLIED HEALTH PROGRAMS**

Cheating is the intentional use of or attempt to use unauthorized information or study materials. This includes, but is not limited to,

- Copying from another student’s paper
- Using any unauthorized assistance in taking a quiz, exam or final exam, possession during a test of any unauthorized materials which include, but are not limited to, crib notes or technology that would aid in cheating
- Dependence on sources beyond those authorized by the faculty for writing papers, preparing presentation, reports, solving problems, or fulfilling assignments,
- Acquiring without permission tests or other academic material belonging to any PCCUA employee
- Aiding and or abetting another individual in committing any form of academic dishonesty

Students in the Division of Allied Health are expected to do their own work. Therefore, any cheating inside or outside of the classroom is not tolerated. Students who cheat will receive a grade of zero on the assignment or exam and may also receive an “F” in the course and/or be dismissed from the program in which the student is enrolled.

**WEAPONS ON CAMPUS**

Weapons and/or handguns are not allowed on premises of Phillips Community College, even if carried by persons who have concealed handgun permits. The premises include campuses in Helena-West Helena, Stuttgart, and DeWitt, the Pillow Thompson (PT) House on Ohio Street in Helena-West Helena, the Agri-Building in Dewitt, and the War Memorial Training Center in Stuttgart.

**FOOD POLICY**

Food and/or beverages may be consumed only in the student lounge. Any student observed eating and drinking in class will be immediately dismissed for the remainder of the class, and an absence will be recorded. Any student who accrues three absences for violating this policy will be dropped from the roll.
COMPUTER LAB

The computer lab on the Helena-West Helena will be open from 8 a.m. until 4:30 p.m. for use by MLT/Phlebotomy students.

CELL PHONES

To provide an optimal learning environment, all cell phones and accessory devices must be turned off during class, clinical, and testing. Furthermore, students will not send or receive text messages or use cell phones to take pictures during class, clinical, and testing.

COMPUTER, INTERNET, EMAIL, AND OTHER ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY

Phillips Community College of the University of Arkansas (PCCUA) provides access to computer equipment, programs, databases, and the Internet for informational and educational purposes. All users of the college's computer resources are expected to use these resources correctly and only for legal purposes.

It is the responsibility of supervisors, instructors computer lab supervisors, library staff, and any others who use Electronic Communications to ensure that users are aware of this policy.

Scope

This policy governs the use of all electronic communications (excluding telephones), and includes:

- Publishing and browsing on the Internet
- Electronic Mail (Email)
- Electronic bulletin boards (Blackboard)
- Electronic discussion groups (Blackboard)
- File transfer
- Streaming media
- Instant messaging
- Chat facilities

All of the above items will be referred to collectively as “electronic communications” in this document.

General Principles

Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment.

All federal and state laws, as well as general college regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Arkansas Freedom of Information Act, the Electronic Communications Privacy Act of 1986, the Family Education Rights and Privacy Act of 1974, and state and federal computer fraud statutes. Illegal reproduction of software and other intellectual
property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

Proper Use

Computer activities approved by a supervisor, instructor, library staff, or lab supervisor for educational purposes, such as use of:

- Internet for research
- Library database for research
- Internet for informational purposes
- Email as directed by instructors
- State-supplied software

Improper Use

This policy exists to ensure that Electronic Communications are properly used. Improper use of Electronic Communications includes, but is not limited to, the following:

- Breach of copyright
- Offensive material including pornography
- Illegal activity, including gaining or attempting to gain unauthorized access (or "hacking") to any computing, information, or communications devices or resources
- Error, Fraud, Defamation
- Viruses and spyware
- Destruction of or damage to equipment, software, or data belonging to the college or other users
- Privacy violations
- Service interruptions
- Use of electronic communications in such a way as to impede the computing activities of others (such as initiating Email, chat, instant messaging)
- Download of software from the Internet or installation of a program(s) by a student from transportable media such as, CD, floppy disks, or jump (flash) drives.
- Unauthorized use of another user’s ID and password
- Any and all other matters which the college, in its sole discretion, subject to PCCUA Policy limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Non-Compliance

Non-compliance with this Policy

(1) May constitute a criminal offence, be classified as inappropriate behavior, pose a threat to the security of the college network, the privacy of staff and instructors, and may expose the users of the system or other persons to legal liability and
(2) Will be regarded as a serious matter and appropriate action will be taken when a breach of the Policy is identified.
Consequences to Breaches of this Policy

Consequences to breaches of the Acceptable Use Policy will generally be categorized using the following guidelines. Any matters not addressed below will be dealt with on an individual basis and on the relevant facts.

Potentially Harmful Activities:

- A first violation, if not unlawful, will result in a warning.
- A second violation will result in being banned from computer use for a designated period of time (deemed reasonable by supervisor, instructor, library staff, lab supervisor, or other authorized personnel).
- A third violation may result in the student losing computer lab privileges.

Illegal Activities:

Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges and may be referred to the office of Vice Chancellor for Students Services for Helena-West Helena or Campus Vice Chancellors for DeWitt and Stuttgart and/or law enforcement agencies.

PCCUA shall not be liable for any damages, including actual, special, punitive, consequential, exemplary, statutory, or other damages, attorneys fees or costs, charges, fines or any monetary compensation, to any user, for any claim, lawsuit, action or other proceeding arising from, relating to, or in connection with the use of its World Wide Web connection or other internet services.

Administrative Policy 231.06

DRESS CODE

CLASSROOM:

Street clothes are worn in the classroom. Dress is expected to be appropriate and safe for the classroom/clinical setting. Personal appearance must be clean and neat at all times.

CLINICAL:

Appearance instills confidence. Times are changing, nevertheless, since most of the patients in the general care hospitals are elderly, conservative dress is appropriate. Physical appearance communicates a great deal about an individual. The clothes and shoes that the student wears to the hospital lab should be used for hospital wear only. For health/safety reasons, they should not be worn except in the hospital. Remember that all lab clothing and that includes shoes may be a biohazard and should be treated as such. Lab clothing which has become contaminated with blood/body fluids should be sterilized or treated with bleach prior to removal from the lab before laundering. HBV may be stable in dried blood at RT for up to 7 days and HIV retains infectivity for 3 days in dried specimens and for more than a week in an aqueous environment. Dress and physical appearance are particularly important in today’s hospital environment where patients and employees alike are deeply concerned about the spread of infectious diseases.

For health/safety reasons, “street” clothes are NOT to be worn in the laboratory.
Acceptable student dress is considered to be as follows:

1. Scrub tops & pants—true red
2. Clean, white, full length **LIQUID RESISTANT** lab coats: PCCUA patch on left sleeve and name pin
3. Only closed-toe, nonskid-sole white shoes should be worn in order to prevent possible serious injuries from falls, objects accidentally dropped on the feet or broken glassware. Plain white leather tennis shoes are allowed.
4. No jewelry is allowed except watch and wedding ring(s) and one pair of small gold or silver stud ear rings if ears are pierced. Any other piercing ornament is considered to be jewelry. Excessive jewelry presents a health/safety hazard.
5. Hair must be kept clean and styled in manner which does not present a health/safety hazard. Long hair must be pulled back & secured. Nails must be kept clean and short (not extending beyond fingertips). False nails cannot be worn as these present many health & safety hazards.
6. Chewing gum is not permitted during assigned clinical hours.

**VIOLATION OF SAFE PRACTICE**

An **UNSAFE** behavior is defined as an act of omission or commission that could result in injury, death, prolonged hospitalization, or recovery of the client. This includes but is not limited to:

- Failure to protect the client’s microbiological, chemical, physical, psychological, and/or thermal safety.
- Inadequate use of the MLT/phlebotomy process
- Violation of previously learned principles
- Inappropriate independence or dependence in the clinical setting

**Procedure for UNSAFE Behavior**

- The instructor will inform the student of **UNSAFE** behavior.
- The student will be dismissed from the clinical area until the issue is resolved.
- The student and instructor will meet the next working day to discuss and document the **UNSAFE** behavior.
- If the behavior is determined to be **UNSAFE**, the student will receive an “F” in the clinical MLT/phlebotomy course and must immediately withdraw from the co-requisite theory course(s). If the student is eligible for readmission, an application may be submitted.
- The student has the right to appeal the decision through the college grievance process.

**HIPAA**

At the beginning of each academic year or on readmission, students are required to view a video outlining current HIPPA Guidelines. Students are expected to abide by all HIPAA rules and regulations while enrolled in any allied health program. Violation of these guidelines may result in immediate dismissal from the program.

**SOCIAL NETWORKS AND HIPAA**

Violations of **HIPAA** regulations include, but are not limited to, releasing **any** information about a client to another individual without the client’s consent. To avoid a HIPAA violation, students are not to post **any**
comment, information, or image about a client, a healthcare provider, or healthcare facility on any social network site which includes, but is not limited to, Facebook, My Space, Twitter, or You Tube. Violation of this policy may result in immediate dismissal from the program. The penalty for violating HIPAA is a $50,000 to $250,000 fine or up to 10 years imprisonment or both depending on the type of offense made.

PROFESSIONAL LIABILITY INSURANCE

All students are required to purchase and maintain professional liability insurance. The minimal amount acceptable is $1,000,000 per claim and $6,000,000 aggregate coverage. The insurance must be purchased from a company that is acceptable to the college and in compliance with the laws of the State of Arkansas. The company should provide endorsement that the insurance may not be modified or cancelled unless PCCUA receives 30 days prior written notice. Written proof of coverage must be submitted to the Program Director before the student will be allowed to register for or attend any clinical MLT/phlebotomy course.

SMOKING IN MEDICAL FACILITIES

Effective October 1, 2005. Act 134 of the Arkansas General Assembly specifically states smoking tobacco is prohibited in and on the grounds of all medical facilities in Arkansas. This law also states the Department of Health may treat a violation of this law as a deficiency to be assessed against the medical facility. Failure to abide by this law will result in immediate dismissal from the clinical agency and may result in the student being dropped from the respective clinical MLT/phlebotomy course.

LATEX SENSITIVITY POLICY

1. The student is responsible for informing faculty of a known allergy to latex, or when symptoms of a latex sensitivity are suspected. Symptoms include, but are not limited, to, runny nose, itching eyes, asthma, eczema, contact dermatitis, and rarely shock.
2. In the event of a known latex allergy, continued enrollment in any allied health program is dependent upon recommendations of an appropriate healthcare provider, and the student’s ability to meet curricular requirements.
3. If there is a known allergy to latex, the student must avoid contact with latex gloves and other products containing latex, avoid inhaling the powder from latex gloves worn by other students or individuals in the clinical setting or laboratory, and carefully follow the student’s healthcare provider’s instructions for dealing with allergic reactions.
4. In campus lab experiences, faculty will make appropriate accommodations for a student with a known latex allergy.
5. Students should use non-latex gloves when available, avoid oil-based hand cream or lotion under gloves, and wash hands with a mild soap and dry thoroughly after removing latex gloves to decrease the possibility of developing a latex sensitivity.
6. When a student suspects he/she is experiencing symptoms of latex sensitivity, the symptoms must be reported immediately to faculty. Further direct contact with all latex containing products must be avoided. The student must consult with an experienced healthcare provider in treating latex allergy. Documentation of prescribed steps to taken to treat the allergic reaction and measures to prevent recurrence must be submitted to the respective program director/coordinator. Steps 2 and 3 will also apply in this situation.
TOBACCO POLICY

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff and visitors are prohibited on all Phillips Community College properties. The use of tobacco products is prohibited at all times:

1. in all interior space on the Phillips Community College campuses;
2. on all outside property or grounds of the Phillips Community College campuses including partially enclosed areas such as walkways, breezeway and bus shelters;
3. in college vehicles, including buses, vans, and all other college vehicles;
4. in all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Phillips Community College facilities will be required to abide by this policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy. Phillips Community College is committed to support all Phillips Community College students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome addiction to tobacco products is available through varies programs. Referrals to cessation services are encouraged.

Board Policy 261

RESOURCES FOR SMOKING CESSATION

- American Cancer Society
- American Lung Association
- Area Health Education Center, Clarksdale, MS
- Delta Area Health Education Center, Helena-West Helena, AR
- Area Health Education Center Pine Bluff, AR
- Private Healthcare Provider

SEVERE WEATHER POLICY

Ice and Snow

It may be necessary for the college to be closed during inclement weather involving ice and/or snow conditions that make travel conditions hazardous. The Chancellor or his designee will determine when weather conditions justify cancellation of classes and closing of the college.

In the event that classes are to be canceled, the Chancellor or his designee will notify local media and ask the public service announcements be made.

Separate announcements for each campus will be made for day and evening classes as follows:
Day Classes

Classes starting between 7:30am and 3:45pm will be considered “day” classes. The decision to cancel day classes will be announced through the local media and the college’s voice mail system prior to 6:30am. If no announcement is made, classes will be held.

Night Classes

Classes starting at 4pm or later will be considered “night” classes. The decision to cancel night classes will be announced through the local media and the college’s voice mail system prior to 2:30pm. If no announcement is made, classes will be held. **Administrative Procedure 250.02**

Decisions to reschedule canceled classes and clinical experiences will be made by the faculty. In the event the College is open during inclement weather, PCCUA students should use their best judgment about attending classes since conditions may vary in different locales. It is the student’s responsibility to notify the instructor of the impending absence from the class and/or clinical.

Tornadoes

The Office of Civil Defense has made a survey of the Phillips Community College campus and designated an area of safety in each building. When the Civil Defense siren sounds a warning of a tornado, classes are to be dismissed immediately, and all college personnel and students are to go to the designated shelter areas.

**PHILLIPS COUNTY**

**Designated Tornado Shelter Areas**

- Administration Building: Area from 120B hall to 117A hall: Classrooms 120B-117A.
- Library: Bottom floor of library; Arkansas Room; media lab.
- Math & Science (C Building): All classroom areas in the Learning Lab.
- Gym: Lobby portion (close doors to the gymnasium floor).
- Adult Education: All inside offices; classroom away from windows.
- Nursing: Lower part of Nursing Auditorium; all inside faculty offices and lab; entire hall area away from glass doors.
- Technical & Industrial: The entire hall area away from glass doors; all inside offices.
- Lily Peter Auditorium/Fine Arts Center: Entrance to auditorium and stairs; center of community room.
- Bonner Student Center: Entire hall area away from glass.

RETURN TO CLASS WHEN ALL CLEAR IS GIVEN
FIRE

All employees should familiarize themselves with the location of fire safety devices within their immediate work areas. These devices include emergency fire exits, fire alarm stations, and fire extinguishers. In the event of a fire, the following steps should be taken:

1. **Warn Others** - Sound the alarm immediately. The fire alarm consists of pull alarm boxes, if available.
2. **Call the Campus Switchboard** - Dial the operator “0” and describe the problem and location. The operator will call 911 for the fire department. The operator will immediately notify the emergency team. The emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students.
3. **Evacuate the Building** - When the alarm sounds, all persons will leave the building. Close doors as you exit.
4. **Stay Clear** - Get at least 300 feet (football field) away from the building. Make sure that everyone in your area is out of the building. Notify the fire department of any student/employees missing.
5. **Stay in a Safe Area** - No one will be allowed to go back into the building for any reason until the fire department officials declare the area safe.

*Administrative Procedure 250.03*

MEDICAL TREATMENT

As a nonresident school, PCCUA expects students to secure medical services through a private physician. Any student who is ill, becomes ill, or is injured and needs immediate medical attention should take appropriate action such as:

- Call parent, spouse, or friend and leave the campus.
- Call a physician.
- If incapacitated and immediate evacuation is deemed necessary, the college will refer the student to the nearest healthcare agency for emergency care. *(Note: The costs of such emergency care including ambulance charges are the full responsibility of the student).*
- In an emergency situation, an employee should call the switchboard operator on the Helena-West Helena campus.
- The location
- Nature of the accident/injury
- State of consciousness
- Need for emergency medical service
- The switchboard operator will call 911 and dispatch security to the emergency site.
- The employee should remain on site until campus security arrives and provide information as necessary for an accident report
- Accident reports will be submitted to the Vice Chancellor for Student Services and Registrar within 24 hours
CAMPUS EMERGENCIES, EVACUATION, ANTI-TERRORISM PLAN

In the event that an emergency situation is at the college, it is important that personnel and students be evacuated from the threat area according to an orderly prearranged process. Calmness and deliberate adherence to prearranged procedures can help avoid a panic situation. Accordingly, the following procedures will be used in the event a bomb threat is made to the college.

1. The Chancellor’s office will be notified immediately (Ext. 1233). If the Chancellor is not on campus, the Executive Vice Chancellor will immediately contact the college security supervisor. If the threat occurs after normal working hours, the evening security (Ext. 0) will be notified.
2. The determination to evacuate the building will be made by the Chancellor or his designees (during the day) and by the designated evening administrator or security (at night).
3. The determination to notify the Helena-West Helena Police Department will be made by the Chancellor or his designee.
4. An announcement to evacuate the threatened building will be made by campus security personnel or by a designated administrator.
5. All students, faculty, staff, and visitors will turn off all equipment immediately and leave the building. Only authorized college personnel with specific emergency related assignments will remain.
6. Crowd control will be the responsibility of campus security. Persons will be evacuated to a location outside, at least 200 yards from the threatened building. Only authorized personnel and vehicles will be allowed in the immediate area of the building.
7. The Chancellor or his designee with decision-making authority will be on site until the situation is resolved.
8. All inquires by the media will be channeled to the College Relations Office or the Chancellor’s designee.

Administrative Procedure 250.04
GRIEVANCE PROCEDURES

Questions related to grading or other matters of an academic nature should be presented to the student’s instructor, if not satisfactorily resolved at this level; the questions should be referred using the clearly defined college process used by the College.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Procedure</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student initiates contact with instructor. If no resolution, proceed to Step 2.</td>
<td>Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.</td>
</tr>
<tr>
<td>2</td>
<td>Student submits copy of completed grade appeal form with instructor’s action taken to the division chair or dean, and the Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). If no resolution, proceed to Step 3.</td>
<td>Within 5 working days of Step 1</td>
</tr>
<tr>
<td>3</td>
<td>Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Vice Chancellor (if course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to conduct a hearing.</td>
<td>Within 5 working days of Step 2</td>
</tr>
<tr>
<td>4</td>
<td>The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal.</td>
<td>Within 5 working days of Step 3</td>
</tr>
<tr>
<td>5</td>
<td>If the Faculty Senate Academic Standards Committee finds the request merits a hearing, the committee shall notify the student and instructor within 5 days the time and location of the hearing.</td>
<td>Within 5 working days of Step 4</td>
</tr>
</tbody>
</table>
Academic Standards Committee shall convene the hearing. Findings concerning the appeal are considered final. Within 5 working days of Step 5

If the question is an academic matter other than grades, the same appeal process as above will be followed.

In all cases the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing. Although the primary responsibility of the Academic Standards Committee is to review appeals, the committee will report a written decision of the final solution to the complaint which will be kept in the student's file in the Office of Admissions and Records.

Because of the time needed to resolve a possible grievance, all instructors must retain appropriate tests for at least one semester following the semester just ended.

According to Board Policy 404, instructors shall keep their grade books of file for at least three (3) years. In the event of the termination of an instructor from Phillips Community College, the instructor shall turn in all grade books in his/her file to the Office of Admissions and Records.

Administrative Procedure 404.06

SEXUAL HARRASSMENT

Phillips Community College recognizes that it has an obligation to develop policies, programs, and procedures that protect students and employees from sexual harassment and to create an environment discouraging unacceptable behavior.

In 1980, the Equal Employment Opportunity Commission issued guidelines defining sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. In 1990, the EEOC issued further policy guidelines on sexual harassment. In view of this and the Supreme Court’s recent decisions, Phillips Community College adopts the following policy resolution:

- WHEREAS unwelcome sexual behavior that creates a hostile learning or working environment, or makes individuals feel that their status will be affected by their responses to such behavior, constitutes sexual harassment;
- WHEREAS college personnel and students of both genders continue to be the victims of sexual harassment on campuses throughout the nation;
- WHEREAS there is an urgent need to address firmly and fairly cases of sexual harassment and to educate all members of campus communities about sexual harassment and its consequences; NOW THEREFORE BE IT RESOLVED that the Board of Phillips Community College, by its commitment to the ideals of dignity, equality, and mutual respect for all people, deplores and condemns any form of sexual harassment within the campus community.

Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by the federal Equal Employment Opportunity Commission and state regulations. It will therefore constitute a violation of college policy for any employee to engage in the acts or behaviors listed here. Sexual
harassment includes, but is not limited to: (a) unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature; (b) making threats of reprisal, explicitly or implicitly, a term or condition of employment; (c) using coercive sexual behavior to control or affect the career, salary, or performance review of another employee; and (d) unreasonably interfering with work performance or creating an otherwise offensive working environment.

BE IT FURTHER RESOLVED that the Board urges the college Chancellor to establish policies against sexual harassment; establish procedures for addressing complaints; and develop education programs to inform the campus community about the nature and consequences of sexual harassment.

To underscore the college’s commitment to not having sexual harassment in the workplace, including the classroom, the college has a specific policy and procedure against sexual harassment. The policy and procedure specifically state the college’s position against sexual harassment. Also the policy and procedure guarantee employees and students the right to a workplace and classroom free of sexual harassment, and clearly delineates the internal procedures for handling complaints relating to harassment. This information has been distributed to all employees through the policy manual and other regular personnel communications to make sure that everyone knows that sexual harassment is not tolerated, and in fact prohibited, at Phillips Community College.

For purposes under this policy, sexual harassment is defined as, but not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- Threats of reprisal, explicitly or inexplicably implied as a term or condition of employment, using coercive sexual behavior to control or affect the career, salary or performance review of another employee,
- Unreasonably interfering with work performance or creating an otherwise hostile working environment.

Any employee or student who feels that he/she has been subjected to sexual harassment or discriminated against on the basis of sex should immediately report such incidents by following the procedure described below without embarrassment or fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

Dissemination of Procedures

The definition of sexual harassment and related illegal conduct shall be disseminated by college handbooks and pamphlets, and in-service training. The appropriate administrative officers are charged with the responsibility for this dissemination of information.

Sexual Harassment of Faculty

Any faculty member who believes he/she is a victim of sexual harassment shall report the situation to the Vice Chancellor for Instruction. The Executive Vice Chancellor and the Vice Chancellor for Advancement/Resource Development will promptly investigate the situation and report their findings to the Chancellor. If the alleged perpetrator of the harassment is the Executive Vice Chancellor, then the employee will report the situation directly to the Vice Chancellor for Advancement/Resource Development.

Sexual Harassment of Other Employees
Any other employee who believes that he/she is a victim of sexual harassment shall report the situation to the Vice Chancellor for Advancement/Resource Development. The personnel office will promptly investigate the situation. If the alleged perpetrator of the sexual harassment is the Chancellor, the employee will report the situation directly to the Vice Chancellor for Advancement/Resource Development.

Sexual Harassment of Students

Any PCCUA student who believes he/she is a victim of sexual harassment shall report the situation to the Vice Chancellor for Student Services/Registrar. The Personnel Office and the Vice Chancellor for Student Services/Registrar will promptly investigate the situation and report their findings to the Chancellor. If the alleged perpetrator of the sexual harassment is the Vice Chancellor for Student Services/Registrar, then the student will report the situation directly to the Vice Chancellor for Advancement/Resource Development.

Investigating Claims of Sexual Harassment

It is the duty of the Vice Chancellor for Advancement/Resource Development to investigate promptly any and all charges of sexual harassment of college employees and students. All interviews will be conducted in private and will be recorded. The accused employees will be given the opportunity to rebut the charges. The charging employee will be told of the results of the investigation, and will be allowed to respond on his/her behalf. Misconduct will subject an employee to corrective action up to and including immediate discharge, subject to the college’s due process policy, #380.

Board Policy 302 and Administrative Procedure 302.01

CHANGES IN STUDENT DEMOGRAPHIC DATA

Student academic files must contain current data. If information such as name, address, or phone number changes, it is the student’s responsibility to immediately submit the new information in writing to the MLT/phlebotomy Program Director.

POLICY FOR PREVENTION OF COMMUNICABLE DISEASE

MLT/phlebotomy students should be particularly aware of the potential for exposure to infectious agents in the healthcare setting. Clients with transmittable diseases cannot be readily identified, especially in emergency situations. Therefore, MLT/phlebotomy students must treat all clients at all times as if they were a potential source of infection. All students must practice “Universal Precautions” as specified by the CDC to prevent personal exposure. By practicing “Universal Precautions”, students reduce their risk of exposure to HIV/AIDS, Hepatitis B, and other blood-borne infectious agents. All students are expected to rigorously adhere to the following guidelines.
Precautions for the Transmission of HIV and other Blood Borne Agents to MLT/Phlebotomy Students

All clients, their blood and other body fluids, will be considered infectious at all times.

Students will

- Wash their hands thoroughly with soap and water before and immediately after coming in contact with clients, their blood, urine, or other body fluids. Consider items such as needles, scalpel blades, and other sharp instruments as contaminated and handle them with extreme caution to prevent personal accidental injury.
- Dispose of all sharp items in puncture-resistant containers immediately after use.
- Never recap, purposefully bend, or otherwise manipulate by hand needles that are to be discarded.
- Use resuscitation bags, mouthpieces and other ventilation devices for resuscitation.
- Wear gloves when performing injections, venipunctures, arterial punctures, and capillary sticks.
- Wear gown, mask, and eye protection when performing procedures that are likely to generate air-born droplets of blood or body fluids to which universal precautions apply.
- Clean up blood or body fluid spills immediately with a 1:10 dilution of chlorine bleach or a CDC approved disinfectant.

Procedure for Reporting Accidental Exposure

- Any student contaminated with blood or body fluids must immediately take precautions to reduce exposure and then report the incident to his or her clinical instructor and supervisor.
- The student’s clinical instructor will assess the situation and assist the student in following agency protocol.
- The student’s clinical instructor will document the incident and action taken in the student’s course file.
- The student’s clinical instructor will submit a copy of the incident and the action taken to the MLT/Phlebotomy Program Director and Dean of Allied Health.

POLICY & PROCEDURE GUIDELINES FOR BLOODBORNE PATHOGEN EXPOSURE

INTRODUCTION

The policy and procedure guidelines are in compliance with current OSHA guidelines and relate to all bloodborne pathogens. They apply to all students and faculty in the Division of Allied Health. This policy shall be reviewed annually and modified as necessary based on current CDC and OSHA guidelines.

ADMISSIONS

- The HIV (Human Immunodeficiency Virus), HBV (Hepatitis B Virus), or HCV (Hepatitis C Virus) status of an applicant should not enter into the application process.
- Applicants applying for healthcare programs should, however, be informed that certain diseases may necessitate their dismissal from a program if they cannot perform procedures and or tasks considered essential to their educational experience.
- Students and faculty with HIV, HBV, or HCV should be allowed equal access, as long as their medical condition permits, to all required campus laboratory activities and participation in clinical experiences.
• All confidential medical information is protected by statute and any unauthorized disclosure may create legal liability. The duty of the healthcare providers to protect this confidentiality is superseded by the necessity to protect others in very specific circumstances.

• As determined by the Infection Control Committee on a CASE-BY-CASE basis, an infected student or faculty member who is symptomatic may be excluded from providing direct client care. In addition, should an individual sero-convert and express concern regarding clinical practice, the committee will convene to review the case.

• Any student who has a positive history of HIV, HBV, or HCV should not participate as a source partner in on-campus laboratories for procedures involving needle sticks or lancet sticks.

PREVENTION OF TRANSMISSION OF BLOODBORNE PATHOGENS

• Allied health students and faculty will employ Standard Precautions as outlined by OSHA while in the student campus laboratory and clinical settings.

• Allied health students and faculty will receive annual instruction regarding transmission of bloodborne pathogens and the use of Standard Precautions.

EXPOSURE

• Allied health students and faculty may be exposed to bloodborne pathogens. In clinical and campus laboratory settings, students and faculty are expected to utilize Standard Precautions including hand washing and the use of protective clothing and gear to prevent exposure or contact with blood and other potentially infectious materials (OPIM).

• OSHA: Blood/OPIM Exposure Protocol: Exposure definition: Any needle stick or sharp injury, mucous membrane contact, eye splash, or broken-skin contact with blood or OPIM. All blood or OPIM is to be considered potentially infectious for HIV, HBV, or HCV or other bloodborne pathogens (BBP).

• An exposure incident in a clinical facility or campus laboratory setting involving a allied health student or faculty member is treated according to the policy outlined in PCCUA Administrative Procedure 250.05 and the policy as outlined below.

CAMPUS POST BLOOD/OPIM EXPOSURE PROCEDURE

Should a student or faculty member receive a Blood/OPIM Exposure in an on-campus laboratory setting, the following post-exposure procedure is recommended.

1. The student will notify the faculty member supervising the learning experience. If the exposed individual is a faculty member, she/he will notify the Dean of Allied Health.

2. First aid will be implemented immediately according to OSHA guidelines.
   a. Puncture Wounds:
      Immediately wash wound with soap and water. There is no evidence to suggest that making a puncture wound bleed decreases risk of bloodborne pathogen transmission. Use of caustic disinfectants is not recommended. Cover wound with a sterile dressing.
   b. Eye/mucous membrane splash:
      Immediately rinse/flush area with water for several minutes.

3. Within 2 hours, the exposed individual will be referred to primary care provider to receive a confidential medical evaluation. If indicated, Post Exposure Prophylaxis (PEP) can be initiated. It is recommended that the individual’s primary care provider direct the PEP of the exposed individual at the individual’s expense.
4. Both individual and source should be tested for HIV, HBV, and HCV when an exposure occurs. Testing will be conducted at the individual's expense. If source consent for testing is not obtained, there must be documentation that the source individual's consent could not be obtained. The inoculating source specimen, if available, should be frozen for 6 months. Test results will be reported to the chair of the Allied Health Infection Control Committee.

5. Results of the source individual's testing shall be made available to the exposed individual who should also be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

6. Within 24 hours following exposure, the college accident form will be completed by the supervising faculty member and sent to the Dean of Allied Health for signature (Administrative Procedure 250.05).

7. Within 48 hours following the exposure, the Division of Allied Health Human Bloodborne Pathogens Exposure Incident Check List will be completed and sent to the chair of the Allied Health Infection Control Committee (ICC). As listed above, responsibilities of the ICC include maintaining test results, initial counseling, consultation, follow-up, and referring individual to his/her private provider.

**CLINICAL POST BLOOD/OPIM EXPOSURE PROCEDURE**

Should an allied health student or faculty member receive a Blood/OPIM Exposure in a clinical environment, the following post-exposure procedure is recommended.

1. The student will notify the clinical faculty member supervising the learning experience. If the exposed individual is a faculty member, she/he will notify the Dean of Allied Health.

2. First aid will be immediately implemented according to OSHA guidelines.
   a. Puncture Wounds:
      Immediately wash wound with soap and water. There is no evidence to suggest that making a puncture wound bleed decreases risk of bloodborne pathogen transmission. Use of caustic disinfectants is not recommended. Cover wound with sterile dressing.
   b. Eye/mucous membrane splash:
      Immediately rinse/flush area with water for several minutes.

3. The clinical supervisor of the area where the exposure occurred will be notified and the supervisor will notify the clinical facility's infection control or risk management or epidemiologist staff member. If is recommended that the source be tested for HIV, HBV, and HCV when exposure occurs. Testing will be conducted at the individual’s expense. If the source consent for testing is not obtained, there must be documentation that the source individual’s consent could not be obtained. The inoculating source specimen, if available, should be frozen for 6 months. Test results will be reported to the chair of the Allied Health Infection Control Committee.

4. Within 2 hours, the exposed individual will be referred to primary care provider to receive a confidential medical evaluation. It is recommended that the individual be tested for HIV, HBV, and HCV when exposure occurs. If indicated, Post Exposure Prophylaxis (PEP) can be initiated. It is recommended that the individual’s primary care provider direct the PEP of the exposed individual at the individual’s expense.

5. Results of the source individual’s testing shall be made available to the exposed individual who should also be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

6. Within 24 hours following the exposure, the college accident form will be completed by the supervising faculty member and sent to the Dean of Allied Health for signature.
(Administrative Procedure 250.05).

7. Within 48 hours following the exposure, the Division of Allied Health Human Bloodborne Pathogens Exposure Incident Check List will be completed and sent to the chair of the Allied Health Infection Control Committee. As listed above, responsibilities of the ICC include maintaining test results, initial counseling, consultation, follow-up, and referring individual to his/her private provider.

COUNSELING

- It is the responsibility of the program to refer a student and/or faculty member who is determined to be HIV, HBV, or HCV sero-positive or who manifests symptoms of these diseases for counseling.
- The counselor interaction with the student or faculty member should be reported to the Infection Control Committee only when the individual's health status necessitates a modification in the clinical program or dismissal.
- It is the counselor's responsibility to verify that the student or faculty member is aware of options for testing, counseling, and healthcare.
- It is the counselor's responsibility to verify that the student or faculty member has been provided with specific information that relates to client contact.

COUNSELING AND/OR SERVICES MAY BE OBTAINED AT THE FOLLOWING AGENCIES:

<table>
<thead>
<tr>
<th>Eastern Arkansas Counseling Services</th>
<th>Eastern Arkansas Substance Treatment Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 Newman Drive</td>
<td>120 D'Anna Place</td>
</tr>
<tr>
<td>Helena-West Helena, AR 72342</td>
<td>Helena-West Helena, AR 72342</td>
</tr>
<tr>
<td>870-338-3900</td>
<td>870-817-0610</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phillips County Health Unit</th>
<th>Arkansas District AIDS Consortium</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 2627</td>
<td>310 Med Continent Plaza, Suite 405</td>
</tr>
<tr>
<td>Helena-West Helena, AR 72390</td>
<td>West Memphis, AR 72301</td>
</tr>
<tr>
<td>870-572-9028</td>
<td>870-735-3291</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arkansas County Health Unit</th>
<th>Jefferson Comprehensive Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600 South Madison</td>
<td>Medical Clinic 1101 South Tennessee</td>
</tr>
<tr>
<td>DeWitt, AR 72042</td>
<td>Pine Bluff, AR 71601</td>
</tr>
<tr>
<td>870-946-2934</td>
<td>870-543-2380</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arkansas County Health Unit</th>
<th></th>
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<tbody>
<tr>
<td>1602 North Buerkle</td>
<td></td>
</tr>
<tr>
<td>Stuttgart, AR 72160</td>
<td></td>
</tr>
<tr>
<td>870-673-1609</td>
<td></td>
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</tbody>
</table>
Division of Allied Health
Human Bloodborne Pathogens Exposure Incident Check List

The exposed allied health student’s/faculty member’s supervisor is to complete as much as possible on this form and submit it with a copy of the PCCUA Accident Report Form to the Infection Control Committee within 1 working day of the incident.

Date of Incident: 

Date of exposure: 

Location: 

Exposed Individual’s Name and PCCUA Datatel Number: 

Supervising Instructor or Supervisor: 

Immediate Actions: Initial If Done

_____ 1. Affected surface area washed immediately and first aid applied
_____ 2. Immediately reported to instructor/supervisor.
_____ 3. Student referred to primary care provider.
_____ 4. Clinical supervisor notified clinical facility’s infection control or risk management or epidemiologist. Post-exposure protocols for the clinical institution followed.
_____ 5. Student and/or instructor completed incident report forms required by all institutions.

Supervisor’s Actions: Initial If Done

_____ 1. PCCUA Accident Report Form completed by employee.
_____ 2. Source individual identified and permission for testing obtained.
_____ 3. If permission not obtained from source individual, inoculating source specimen, if available, was frozen.
_____ 4. Allied Health Infection Control Committee Chair notified of incident.

__________________________________________________________________________

Student ___________________________________________________________________

Date _____________________________________________________________________

__________________________________________________________________________

Instructor __________________________________________________________________

Date _____________________________________________________________________

Actions of the Allied Health Infection Control Committee:

If more space is necessary, use additional pages or back of this form.
IMMUNIZATION POLICY

**Measles/Rubella (MMR)**

Individuals born after January 1, 1957, must furnish proof of measles and rubella vaccines administered after the first birthday and after January 1, 1968.

**Tetanus**

Individuals must have received a tetanus booster within the last 10 years.

**Varicella**

Individuals must furnish proof of completed varicella vaccination or a positive immunity titer.

**Hepatitis B**

Hepatitis B is a serious communicable disease that can cause extensive damage to the liver and may result in death. The Centers for Disease Control and Prevention (CDC) has identified healthcare workers who come into contact with blood or body fluids as being at increased risk for Hepatitis B infection. Phlebotomist and phlebotomy students fall into this category. The CDC recommends that members of high-risk groups be vaccinated against Hepatitis B and that vaccination should be completed before coming into contact with blood. Based on this recommendation PCCUA Phlebotomy Program **REQUIRES** initiation of Hepatitis B vaccination series before entering the phlebotomy program.

Three doses of Hepatitis B vaccine, given at specific intervals, are required for full protection. The vaccine is 80-100% effective and can be obtained from your healthcare provider. PCCUA does not provide the vaccine.

**Influenzae**

The most effective ways to stop the spread of seasonal flu is for an individual to frequently wash his or her hands and get an influenzae (flu) vaccination each year. This vaccination takes one to two weeks to start working and is 70 to 90 percent effective in preventing the seasonal flu. The flu vaccination does not give you the flu! The vaccination helps to protect an individual against the seasonal flu virus.

The seasonal flu vaccination does not protect an individual against the novel H1N1 influenza A (Swine Flu) virus. H1N1 is a human flu that causes a worldwide outbreak. Because there is little natural immunity to Swine flu, the disease spreads easily from person to person.

Since allied health students provide direct, hands-on care to clients in the clinical setting, the student is strongly encouraged to discuss taking the seasonal flu and H1N1 influenza A vaccinations with his or her private healthcare provider (Arkansas Department of Health, 2010).

Students will abide by agency policy regarding flu immunization before caring for clients in any respective affiliated clinical facility.
RPR Screen

RPR (rapid plasma reagin) is a screening test for syphilis. It looks for antibodies that are present in the blood of people who have the disease. The RPR screen is required for all students in the phlebotomy program.

TUBERCULOSIS POLICY

Tuberculosis is a serious communicable disease that can result in extensive damage to the lungs and respiratory system. Since tuberculosis is prevalent in the Mississippi Delta, the Phlebotomy Program requires students to provide written evidence of annual skin testing. If a positive skin test occurs, the student must comply with the protocol of the local county health department. The test must be performed before registration for classes and can be obtained from a county health department or a private healthcare provider.

Post-Exposure Management Policy for Tuberculosis (TB)

Before acceptance into any allied health program, the student must provide written evidence of either a negative TB skin test within the past one year or a chest x-ray within the past three years in the event of a positive test. If the test is positive, the student must comply with the protocol of the local county health department.

The purpose of this policy is to delineate the procedures to be followed when an allied health student or faculty member has an exposure to tuberculosis while participating in activities at clinical affiliates. At all times, it is the student and faculty’s responsibility to use OSHA Standard Precautions, safety equipment, and safety procedures.

Upon notification or discovery of an exposure to TB, the student or faculty member must report, within 2 days, to the local Public Health Unit. The local Public Health Unit policy must be followed.

1. Within 24 hours following exposure, the college accident form will be completed by the supervising faculty member or the exposed faculty member and sent to the Dean of Allied Health for signature.
2. Within 24 hours following contact with local Public Health Unit, the Division of Allied Health Tuberculosis Exposure Documentation Form will be completed and sent to the chair of the Allied Health Infection Control Committee (ICC).
3. The student must report Public Health Department for Post Exposure Prophylaxis (PEP) recommendations to the Allied Health Infection Control Committee (ICC).
The exposed student’s/faculty member’s supervisor is to complete as much as possible on this form and submit it with a copy of the incident report to the Infection Control Committee.

Date of Incident: ________________________________________________________

Date of exposure: _______________________________________________________

Location: ______________________________________________________________

Exposed Individual’s Name and PCCUA Datatel Number: ________________________

Supervising Instructor or Supervisor: ________________________________

Agency name and address where exposure occurred:

Brief description of the exposure: Source of exposure; circumstances related to the exposure; contributing factors

Details of the exposure: extent, severity, and duration

Source Information: Disease state and extent of exposure

Allied Health Infection Control Committee’s Actions concerning Public Health Department’s or private healthcare provider recommendations:
SHINGLES

Even though the varicella zoster virus typically is not spread to individuals with healthy immune systems or individuals who have had chicken pox, shingles can be detrimental to the health of individuals with immune system deficiencies. Accordingly, students with an outbreak of shingles are obligated to report this condition to faculty before reporting to the clinical setting. Students will not be allowed to attend clinical until all shingle blisters are scabbed over. Students with open shingle blisters must avoid physical contact with the following individuals:

- Anyone who has never had chickenpox
- Anyone with a weak immune system
- All newborns
- All pregnant women

The absentee policy as published in each respective course syllabus will apply.

PHYSICAL HEALTH AND INDIVIDUAL RESPONSIBILITY

A student with an acute illness that can be transmitted to other individuals in the healthcare setting will not participate in class or clinical. Examples of an acute illness include, but are not limited to, increased temperature, influenza, gastroenteritis, open wounds, draining wounds, and shingles. The absentee policy as published in each respective course syllabus will apply.

COLLEGE DRUG AND ALCOHOL POLICY FOR STUDENTS

The MLT Program abides by the college’s drug and alcohol policy as published in the PCCUA Student Handbook.

In accordance with the Drug-Free Schools and Campus Regulations, Phillips Community College of the University of Arkansas prohibits the possession, sale, distribution, and/or use of illicit drugs or of alcohol on campus or at college-sponsored activities off campus.

Violation(s) of this policy will result in appropriate discipline including warning, probation, suspension, or expulsion. Students are also subject to applicable legal sanctions, which may include fines and/or imprisonment, for use of illicit drugs or illegal use of alcohol. A criminal conviction under such laws shall not preclude the imposition of appropriate sanctions under applicable college policies and procedures that are consistent with such laws. Successful completion of an appropriate rehabilitation program may be grounds for readmission to the college.

The college will implement requirements of the Drug-Free Schools and Campus Regulations to inform students of the health risks associated with the use of illicit drugs and the abuse of alcohol. The Vice Chancellor for Student Services and Registrar shall provide confidential referral to agencies in the community offering rehabilitation therapy and counseling for students suffering from drug or alcohol abuse. (PCCUA Student Handbook).
GRADUATION REQUIREMENTS

To graduate from the MLT Program, the student must meet the following criteria:

- Complete a minimum of 70 semester hours of acceptable credit toward an Associate of Applied Science degree in Medical Laboratory Technology
- Earn a cumulative GPA of 2.0 or above on all work completed. A minimum grade of “C” is mandatory in all required MLT courses in the MLT curricular pattern
- File an application for graduation with the Vice Chancellor for Instruction
- Fulfill financial obligations to the College

APPLICATION FOR GRADUATION

To apply for graduation in May, the student must complete the following process:

- Complete an application for graduation during the first week of MLS 213.
- Submit to the MLT Program Director the completed application. The MLT Program Director reviews the completed applications and ultimately forwards the application to the Vice Chancellor for Instruction.

HONORS

**Honor Graduate**

To be recognized as an honor graduate, students must earn a 3.5 cumulative GPA and complete all requirements for an associate degree.

**Phi Theta Kappa Honor Society**

To be eligible for membership, students must earn a 3.5 GPA on 15 hours or more of collegiate course work.

CRIMINAL AFFIDAVITS OR BACKGROUND CHECK

Students assigned to Mississippi clinical agencies are required to comply with Mississippi law by signing an affidavit attesting to their record in lieu of a criminal background check at the beginning of each academic year. This affidavit must be submitted to affiliate Mississippi clinical agencies before the students attends the first clinical experience. Any student denied admission to a Mississippi clinical agency as a result of a criminal record, which cannot be placed in another clinical agency for clinical rotation, will not meet clinical course requirements. Consequently, the student must withdraw from the clinical course, as well as all co-requisite MLT courses.

Students assigned to Northwest Mississippi Regional Medical Center must comply with the hospital’s policy which requires agency staff, students, or contract labor to have a background check. A student’s background check will be conducted by NWMRC Human Resource employees according to hospital policy. The student is responsible for all fees incurred. Any student denied admission to NWMRC as a result of a criminal record that cannot be placed in another clinical agency for clinical rotation will not meet clinical course requirements. Consequently, the student must withdraw from the clinical course as well as all co-requisite MLT courses.
Students assigned to Helena Regional Medical Center must comply with the hospital’s Human Resource policy A.10: Placement of Agency Staff, Students, or Other Contract Labor. This policy requires agency staff, students or contract labor to have a background check. A student’s background check will be conducted by HRMC Human Resource employees according to policy. Any student denied admission to HRMC as a result of a criminal record that cannot be placed in another clinical agency for clinical rotation will not meet clinical course requirements. Consequently, the student must withdraw from the clinical course as well as all co-requisite MLT courses.

**STUDENT SERVICES**

Information concerning the following services is found in the College Catalog:

- Student Advisory System
- Counseling and Guidance
- Career Services
- Student Support Services (SSS)
- Title III
- Arkansas Career Pathways
- Veterans
- Student Activities and Organizations
- Federal and State Financial Aid Programs
- Scholarships

**CAMPUS RESOURCES HELENA-WEST HELENA CAMPUS**

I am going to be **ABSENT** from class for a while.
Inform your instructor.

I want to **ADD** or **DROP** a course.
See your advisor.

My **ADDRESS** has changed.
Admissions office in the Administration Building

I would like **ADVICE** on courses offered.
Advisement Center in the Bonner Student Center

Someone needs an **AMBULANCE!**
Switchboard operator, dial 0 to contact security.

I need an **APPLICATION FOR ADMISSION**.
Admissions Office in the Administration Building or the Advisement Center in the Bonner Student Center

My **BILL** from the College is incorrect.
Business Office in the Administration Building

I want to buy **BOOKS** and **SUPPLIES**.
The bookstore located in the Bonner Student Center.

How will I know if CLASSES have been CANCELED due to an emergency or bad weather? The college will remain open as scheduled whenever possible. Should weather conditions necessitate class cancellations, students will be notified by announcements over local television and radio stations.

My CAR will not start in the parking lot. Who can help? Switchboard operator; dial 0 to contact security

I want to know more about CAREER OPPORTUNITIES. Contact Career Services and Enrollment Management in the Advisement Center located in the Bonner Student Center.

I want to CHANGE MAJORS. Advisement Center in the Bonner Student Center

Where may I obtain a current COLLEGE CATALOG? Admissions and Records Office in the Administration Building or Advisement Center in the Bonner Student Center

Who at the college would assist in planning an educational conference or public COMMUNITY FORUM? Facilities Coordinator in the Fine Arts Building

I have a COMPLAINT. Where do I go for action? Follow grievance guidelines

I would like some personal COUNSELING. Advisement Center in the Bonner Student Center

I need information on a DEGREE at PCCUA. Advisement Center in the Bonner Student Center

I would like to make a DONATION and/or set up a MEMORIAL GIFT through the college. Chancellor’s office in the Administration Building

I would like a DRAMATIC PROGRAM for my class or club. Mr. Kirk Whiteside in the Fine Arts Building

I want to do EDUCATIONAL PLANNING. Career Services and Enrollment Management in the Advisement Center

Where do I pay my FEES? Business office in the Administration Building
I want information on **FINANCIAL AID**.
Financial aid office in the Bonner Student Center

I need a **GRADE CHANGE**.
See your instructor.

I need to apply for **GRADUATION**.
See your advisor.

When does the semester begin, and on which **HOLIDAYS** does the college close?
Check the academic calendar in the PCCUA catalog.

I want to find an **INSTRUCTOR’S OFFICE**.
Call the switchboard operator, dial 0, or check with the Advisement Center in the Bonner Student Center

I want to participate in **INTRAMURALS**.
Physical Conditioning in the Gym

I need to find a part-time or full-time **JOB**.
Career Services and Enrollment Management, Advisement Center in the, Bonner Student Center

My **NAME** has changed.
The secretary on the Helena-West Helena campus for the Division of Allied Health
Notify Admissions Office in the Administration Building

May I submit an article or advertisement to the **NEWSPAPER**?
Contact the Marketing and Publicity Department in the Administration Building

I want a community education course brought **OFF CAMPUS** to my local community.
Contact the Director of Continuing Education, Administration Building

How do I find individual **OFFICE PHONE NUMBERS** at the college?
Call the operator. Dial 0 from a campus phone; dial 338-6474 from off campus.

I need to pay a **PARKING TICKET**.
Business Office in the Administration Building

What is the main **PHONE NUMBER** for the campus?
Helena-West Helena campus, 870-338-6474; DeWitt campus, 870-946-3506;
Stuttgart, 870-673-4201.

I would like information about **REGISTRATION**.
Admissions and Records Office in the Administration Building, or Advisement Center in the Bonner Student Center
I want to apply for a **SCHOLARSHIP**.
   College Relations Department in the Administration Building

I want to improve my **STUDY SKILLS and READ FASTER**.
   Academic Skills Department in the Arts and Sciences Building

I want **TRANSFER INFORMATION**.
   Contact the Dean of Arts and Sciences in the C Building or Dean of Allied Health

I need a **TUTOR**.
   Call Student Support Services, Arts and Sciences Building

I want to apply for **VETERAN’S GI BENEFITS**.
   Vice Chancellor for Student Services and Registrar in the Administration Building
Name: ____________________________ Academic Year: ______________

_____ MLT/PLB Application

_____ MMR #1 _____ #2 ______

_____ Tetanus Booster Expiration Date ______

_____ Hepatitis B #1 _____ #2 _____ #3 _____ or Immunity level

_____ TB Skin Test or X-ray Expiration Date ______

_____ RPR Screen

_____ Varicella or Immunity level

_____ Communicable Disease Form

_____ Health Statement

_____ Criminal Background and Substance Abuse Form/Completion Date _____DT _____ BG

_____ Permission to Release

_____ Liability Insurance Expiration Date ______

_____ HIPPA

_____ Release and Consent Form

_____ Government Issue Photo ID

_____ Current Healthcare Provider CPR Card Expiration Date ______

_____ Student Handbook Signature Form

_____ Influenza Vaccination Expiration Date ______

_____ Graduation Application

_____ OIG sanction check _____ SAM sanction check _____ National Sex Offender
I understand as a MLT/Phlebotomy student; I will be exposed to communicable diseases in the workplace that may place me at high risk for contracting disease.

I understand Phillips Community College of the University of Arkansas Department of MLT/Phlebotomy and respective affiliated clinical agencies require current vaccination against Hepatitis B, tetanus, measles, mumps, and rubella, varicella, and a current TB skin test before engaging in clinical practice.

I understand vaccination against Hepatitis B must begin before enrolling for MLT/Phlebotomy courses.

I understand I must provide to the Department of MLT/Phlebotomy current documentation of required Hepatitis B, Measles, Mumps, and Rubella, varicella, and Tetanus immunizations, RPR, TB skin testing, and a completed health statement before enrolling in any MLT/Phlebotomy course.

I have read, understand, and agree to adhere to the immunization, TB skin testing, and health statement policies of Phillips Community College of the University of Arkansas Department of MLT/Phlebotomy.

________________________________________  _______________________
Student                                      Date
I have viewed the educational video, “Confidentiality: HIPPA Today” (Medcom/Trainex, 2008). I have been given an opportunity to ask questions and understand the material presented. I agree to abide by all HIPAA rules and regulations while working as a clinical instructor in healthcare agencies affiliated with Phillips Community College of the University of Arkansas.

Student’s Signature

Student’s Social Security Number

Date

Name of the Program Enrolled In

Notary Public’s Name

Date

Commission Expires
I, ____________________________, have never plead guilty to, nolo contendere to, or been convicted of any of the attached criminal offenses.

______________________________    _________________
Student’s Signature                  Date

______________________________    _________________
Notary’s Signature                   Date

Commission Expires   _____________
Clinical affiliation agreements require the Division of Allied Health to provide proof of students’ drug screen, immunizations, TB skin test results, Signed HIPPA Compliance Form, OIG/EPLS Exclusion Check, CPR certification, liability insurance, and criminal affidavits before attending clinical.

I, __________________________, grant permission to Phillips Community College of the University of Arkansas personnel to release the following information:

- Proof of drug screen, immunizations, TB skin test results, RPR results, signed HIPPA Compliance Form, OIG/EPLS Exclusion Check, CPR certification, liability insurance, and criminal affidavits to affiliated clinical agencies.

________________________________________  ___________________________
Student’s Signature and Datatel Number             Date
REQUEST FOR ACADEMIC APPEAL

Student’s Name ________________________________    SSN ________________
Semester and Year ________________________________
Course Name and Number ________________________________
Instructor(s) ________________________________

Reason for Appeal:

Request to change course grade from _______ to _________

Other:

Step 1

Student’s Signature: ________________________________    Date: ____________

Action Taken:

Faculty: ________________________________    Date: ____________

Step 2

Dean: ________________________________    Date: ____________

Campus Vice Chancellor (DeWitt and Stuttgart) ________________________________

Date ________________________________

Action Taken:
Step 3
Vice Chancellor for Instruction: ______________________________ Date: __________
Action Taken:

Step 4
Chair of the Faculty Senate Academic Standards Committee: ______________________
Date: ______________
Action Taken:
   Hearing not warranted ___
   Hearing warranted ___

Step 5
Chair of Academic Standards Committee: _______________________ Date: __________
Action Taken:
   Notify Student: _________________________
   Notify Instructor: _______________________
   Date of Hearing: _______________________
   Time of Hearing: _______________________
   Location of Hearing: ___________________

Step 6
Hearing Convenes
Findings:

Student: ____________________________ Date: ________________

Academic Standards Committee Chair: ____________________________

Academic Standards Committee Members: ____________________________

________________________________

________________________________

________________________________

________________________________
Note: A letter/reference WILL NOT be written or sent unless ALL requested information below is provided. Every effort will be made to fulfill this request in a timely manner. However, a MINIMUM of 24 hours is required for the request to be fulfilled.

Date: ___________________________  Datatel Number: ___________________________

Student's Full Name: ____________________________________________________________
                                      First    Middle    Maiden    Last

Permanent Mailing Address: _______________________________________________________
                                      Street/Apt. #/PO Box    City/State/Zip

Phone Numbers: (H) _______________ (W) _______________ (C) _______________

Please Write a Letter/Reference to: ________________________________

Provide Full Name, Title & Complete Mailing Address ________________________________

Purpose of the Request: __________________________________________________________

Date Needed: ___________________________

My signature below will serve as an authorization to release any and all information to the individual or agency listed above regarding my academic record or performance at Phillips Community College of the University of Arkansas (PCCUA). I also waive and release any possible claim against PCCUA or any PCCUA employee for the release of any and all information to the individual or agency listed above regarding my academic record or performance at Phillips Community College of the University of Arkansas.

_________________________________________  Date

Student’s Signature

Office Use Only
Date Completed: ___________________________

By Whom: ________________________________
Phillips Community College of the University of Arkansas

MLT/Phlebotomy Program Exit Survey

Name: ___________________________________________ Date: __________________

Phone Number: ____________________________________

Age: ____________ Race: _________ Gender: ________ Program Type: MLT _____ PLB _____

Reason for exit:
___ Failure of MLT/PLB course
___ Failure of required co-requisite course
___ Withdraw passing
___ Withdrawal failing
___ Excessive absences
___ Personal reasons
___ Money issues
___ MLT/PLB is not for me: ___________________ (Other career choice)
Other (explain): ___________________________________________________________

If you were unsuccessful in the program, what do you believe is/was the primary reason? Put an “A” next to the primary reason and the letter “B” next to all other reasons that apply.
___ Financial obligations or limited finances
___ Work hours and work schedule
___ Family obligations and responsibilities
___ Poor test taking
___ Difficulty in understanding theory or clinical concepts
___ Problems with medical terminology or clinical concepts
___ Problems with medical terminology or language
___ Illness or poor health
___ Other (explain): _______________________________________________________

Identify and support services you used:
___ Conferences with faculty
___ Tutoring
___ Computer assisted instruction
___ Independent study groups
___ Services related to documented disability or what other services would have been helpful?
___ Other (explain) ________________________________________________________

Do you plan to apply for re-entry?
___ Within one year
___ Within two years
___ Never
___ Transfer  If so, Where? ____________________________________________
STUDENT HANDBOOK SIGNATURE FORM

I have read and understand the 2015-2016 Medical Laboratory Technology Student Handbook and agree to abide by the policies of Phillips Community College of the University of Arkansas MLT Program. I understand this document will become a part of my permanent file.

____________________________________________________          ________________
Student                                                    Date

____________________________________________________         ______________________
Witness                                                      Date

THIS DOCUMENT MUST BE SIGNED AND RETURNED TO THE PROGRAM DIRECTOR.
IT WILL BECOME A PART OF YOUR PERMANENT FILE.