

Phoenix College

Laboratory Related Programs

Student Handbook

# Laboratory Related Programs Student Handbook

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## II. Program Policies

### A. General Program Policies

1. Laboratory Related Program courses are taken in a cohort (students move through the program together with generally the same group of students). The MLT program (December) and Histology program (August or December) start once per year. The Phlebotomy program starts in August and January each year.
2. Students are responsible for their own progress in the program. Students should plan ahead and expect to devote the appropriate amount of time needed to successfully complete course activities, homework, projects, and to study and become proficient in the topics and activities of each course. Any student who is not willing or able to comply with the program requirements should rethink their choice of program.
3. Cheating will not be tolerated in any form. Students are expected to produce their own work product unless specifically directed by their instructor to do otherwise. Students may, of course, study together and help one another but the final work product **MUST** be the student's own.
4. Students will practice clinical/laboratory activities on each other. This involves touching, states of semi-dress, performing venipunctures on one another, etc. Students **MUST** be willing and able to participate in all clinical activities. All activities are for educational practice purposes only and are not for profit.

8. Cell phone use, for talking, texting, or taking pictures or videos, is prohibited in class without the express permission of the instructor. Students who violate this policy more than once will be removed from the course and asked to meet with the ~~head~~ of Students. The use of cell phones or other devices to record lectures may be done ~~ONLY~~ **ONLY** with the permission of the instructor. Violations of this policy may result in the phone being confiscated until the end of the class, or the student being asked to leave the class altogether. Failure to obtain the instructor's permission to record lectures will result in immediate dismissal from the class and the program. Absolutely no recordings may be made or pictures taken of students participating in laboratory or clinical activities, to protect student privacy.
9. Students are expected to demonstrate respect for one another, all instructors, and all classroom ~~and laboratory~~ **and laboratory** activities.

student will not be allowed to return a third time to repeat the course or to continue in the program

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course to course) will be monitored and attendance or tardiness problems that persist from course to course will be deemed “recurrent unprofessional behavior” and will be addressed.

3. Students may be dropped from any of the Laboratory Related Programs for either excessive absenteeism, excessive tardiness, or excessive leaving early

#### E. Clinical Site Placement Experience Policies

1. Students are required to show proficiency in each subject area to be eligible for externships. Students are also required to demonstrate professional behaviors to be eligible for clinical practicum placement. Failure in either of these areas will result in the student not being placed.

8. For MLT clinical practicum courses students will be attending clinical practicum for 7 weeks, 5 days a week (Monday, Tuesday, Wednesday, Thursday & Friday). For HST clinical practicum courses students will be attending clinical practicum for 5 weeks, 20 hours per week, with varying days scheduled. For PLB clinical practicum courses students will be attending clinical practicum for 3 weeks, 5 days a week (Monday, Tuesday, Wednesday, Thursday & Friday).
9. Due to the clinical site's staffing, days may not be consistent. The program coordinator will try to provide a schedule as soon as possible to the student before they attend their practicum.
10. Different clinical sites have different starting and ending times. Students should plan to begin anytime between 5:00 am and 1:00 pm and plan to spend 8 hours at the clinical site. Ending times vary as well. Depending on when a student's day begins, students may finish anywhere between 3:00 pm and 9:30 pm.
11. Students need to be aware that some clinical sites may have 2 different campus locations in which students will complete their clinical practicum. Students will be notified of this before being placed.
12. Students who are working need to schedule their work around clinical placement. Once placed with a clinical site, students may not change or modify their schedule with the clinical site to

19. Once placed in a clinical site for the practicum (externship), students are expected to complete the practicum at that location. The decision to move or remove a student from a clinical site rests

2. The Laboratory Related Programs and Phoenix College do ~~not~~ provide students for employment following completion of the program. Students may request assistance with preparing and/or reviewing resumes. All employment seeking activities are completely the responsibility of the completing student.

H. TeachOut Plan for Lab Related Programs at Phoenix College

1. In the event of program closure, the Program Director's responsibilities include:
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- c. Ensure confidentiality and privacy measures are employed in all situations on social media
  - i. Client/patient privacy measures taken on social media must be the same as those

### III. Histologic Technology Program

#### A. Program Mission Statement

The Histologic Technology program delivers quality instruction to develop highly skilled and ethical histologic technology providers. We are committed to professional growth, lifelong learning, and service to the community.

#### B. Program Goals

1. Provide an educational program that ~~meets~~ meets the standards of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and promotes successful attainment of national certification.
2. Educate and train students who will demonstrate ethical and professional conduct in all ~~professional~~ professional endeavors.
3. Establish a curriculum to meet the needs of the histologic technology community, serves the needs of a cultural diverse community, and ensures clinical experiences provide access to current trends and technology.
4. Promote professional ~~and~~ and personal excellence among students, faculty and staff, and encourage lifelong learning.
5. Provide respectful, innovative, and active learning opportunities facilitated by faculty current in teaching methodologies and innovative instructional ~~technologies~~ technologies.

#### C. Program Competencies

1. Application of safety and government standards and compliance to the histology laboratory setting. (HCC130, HCC130AA, HST180, HST181, HST182, HST183, HST184, HST185, HST186, HST187, HST188)
2. Demonstrate professional and ethical conduct in all histology practices. (HCC130, HCC130AA, HST180, HST181, HST182, HST183, HST184, HST185, HST186, HST187, HST188, [HU], [SB])
3. Communicate utilizing sufficient medical terminology to serve the public, patients and members of the healthcare team. (HCC145AA, HST180, HST181, HST182, HST183, HST184, HST186, HST187, HST188, [FYC], (COM), (CRE))
4. Implement quality assurance and quality control principles to tissue collection, tissue preparation, frozen section procedures, and microtomy and microscopy procedures. (BIO156, BIO181, BIO201, BIO202, CHM130, CHM130LL, MAT140, MAT141, MAT142, HST180, HST181, HST182, HST183, HST184, HST185, HST186, HST187, HST188)
5. Application of proper collection, preparation, staining, processing, and analysis of biological specimens and other substances including reporting of results. (BIO156, BIO181, BIO201, BIO202, CHM130, CHM130LL, HST180, HST181, HST182, HST183, HST184, HST185, HST186, HST187, HST188)
6. Application of methodologies and techniques including problem solving and troubleshooting for histology techniques and instrumentation. (BIO156, BIO181, BIO201, BIO202, CHM130, CHM130LL, HST180, HST181, HST182, HST183, HST184, HST185, HST186, HST187, HST188)
7. Utilize computer applications of laboratory information systems and laboratory instrumentation in performing histology techniques. (HST180, HST181, HST182, HST183, HST184, HST185, HST186, HST187, HST188)

#### D. Histologic Technology Essential Functions

A student must be able to perform the following essential requirements to complete the activities necessary to participate in the Histologic Technology program:

1. Characterize the color, consistency and clarity of biological specimens or reagents.
2. Employ a clinical grade binocular microscope to discriminate among fine differences in structure and color (hue, shading, and intensity) in microscopic specimens.
3. Read and comprehend (English) text, numbers and graphs displayed in print and on a video monitor.
4. Move freely and safely about a laboratory.
5. Perform moderately taxing continuous physical work using proper body mechanics and ergonomics, often requiring prolonged sitting over several hours.
6. Reach laboratory bench tops and shelves, patients lying in hospital or patients seated in specimen collection furniture.
7. Maneuver equipment to collect laboratory specimens.
8. Manual dexterity to manipulate laboratory equipment using proper ergonomics (i.e., microtomes, slides, test tubes) and adjust instruments to perform laboratory procedures.
9. Manipulate an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
10. Read and comprehend technical and professional materials (i.e., texts, magazine and journal articles, handbooks and instruction manuals).
11. Follow oral and written instructions in order to correctly perform laboratory test procedures.
12. Effectively, confidentially, and sensitively converse with health care team members regarding laboratory tests.
13. Communicate with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, typing, graphics or telecommunications).
14. Be able to manage the use of time and be able to prioritize actions in order to complete professional and technical tasks within realistic constraints.
15. Possess the emotional health necessary to effectively use her or his intellect to exercise appropriate judgment. The candidate must be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interruption), emergent demands (i.e., "STAT" test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli).
16. Be flexible, creative and adapt to professional and technical change.
17. Recognize potentially hazardous materials, equipment and situations and proceed safely in order to minimize risk of injury to self and nearby personnel.
18. Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his performance.

#### IV. Medical Laboratory Science Program

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