Brookdale Community College

Medical Laboratory Technology
Student Handbook
SEPTEMBER 2011

Medical Laboratory Technology Program
Science & Health Science Division
September 2011

Dear Student:

Welcome to the Brookdale Community College (BCC) Medical Laboratory Technology Program. This handbook has been prepared to help you become familiar with the Medical Laboratory Technology Program. It contains the policies and procedures* that delineate the rights and responsibilities of Brookdale Medical Laboratory Technology students.

It is the responsibility of each student to review this handbook and to refer to it as needed during his or her enrollment. All statements in the Brookdale Medical Laboratory Technology Student Handbook are announcements of present policies and guidelines and are subject to change at the end of each semester. The Brookdale Medical Laboratory Technology Student Handbook also serves as a supplement to the College Catalog and to the College Student Handbook.

There has never been a better time to enter the field of medical laboratory science. The current job market offers opportunity and variety. Most importantly, the work is satisfying and provides a vital service. The faculty, staff, and I are committed to helping you achieve your professional goals. Our very best wishes for your success in the Medical Laboratory Technology Program.

Sincerely,

Jayne Edman, EdD, RN
Interim Dean Science & Health Science

*Please note that the Department reserves the right to change any of these policies or procedures on or before the first day of each term.
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# PROFESSIONAL ORGANIZATIONS AND CERTIFICATION AGENCIES

**ASCP** - The American Society of Clinical Pathologists (ASCP) is an organization that grants national certification for medical laboratory technicians. Upon certification, registrants retain lifetime certification through a Certification Maintenance Program (CMP). Registrants may become members and obtain the journal *LABMEDICINE™*. Student membership is available and offers free registration in most education workshops. Through certification, educational and functional achievements of an individual are recognized. Certification is not required by law to work in a laboratory, however, institutions, when hiring, may require it as a demonstration of proficiency. Graduates of the program are eligible and are encouraged to take the examinations for certification by the following agencies:

The Board of Registry of the American Society of Clinical Pathology (ASCP) certify in the category designated Medical Technologist (MT). The ASCP examination is based on minimum competencies for entry level medical technologist. The computerized examination is given four times throughout the year.

**Contact:**
- ASCP Board of Certification  
  33 West Monroe Street (Suite 1600)  
  Chicago, Illinois, 60603  
  Phone: 312-541-4999  
  Website: [bor@ascp.org](mailto:bor@ascp.org)
- ASCP Membership Services  
  33 West Monroe Street (Suite 1600)  
  Chicago, Illinois, 60603  
  Phone: 800-267-2727  
  Website: [membership@ascp.org](mailto:membership@ascp.org)

**ASCLS** - The American Society for Clinical Laboratory Science (ASCLS) is the national professional society dedicated to representing the profession of medical technology through improvement of the status of its members; promoting programs of continuing education, research and development; and advancing the ideals and principles of the profession of medical technology. Membership provides a subscription to *Clinical Laboratory Science*. National Dues for students is $25.00 plus state dues of $5.00.

**Contact:**
- National ASCLS  
  6701 Democracy Blvd (Suite 300)  
  Bethesda, Md. 20817  
  Phone: 301-657-2768  
  Website: [www.ascls.org](http://www.ascls.org)
- State ASCLS-NJ  
  302 Freedom Lane  
  Belleville, NJ 07109  
  President: Nancy Thomas, MAS, MT  
  Email: [Nancy.Thomas@atlantichealth.org](mailto:Nancy.Thomas@atlantichealth.org)

**NAACLS** - The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions through the involvement of expert volunteers and its dedication to public service.

**Contact:**
- NAACLS: 5600 N. River Road, Suite 720, Rosemont, Illinois 60018-5119  
  Phone: 773-714-8880  
  Website: [www.naacls.org](http://www.naacls.org)
MISSION STATEMENT

The mission of the medical laboratory technology program is to provide a rich and challenging curriculum that prepares graduates to function as competent medical laboratory technicians committed to quality patient care. The program incorporates both theoretical and technical content and encourages its graduates to embrace community service and lifelong learning. In addition, the faculty is committed to innovative instructional strategies, ongoing curriculum renewal, and rigorous professional standards.
PHILOSOPHY

The faculty believes that Medical Laboratory Technology is the application of principles guiding the performance of a full range of diagnostic laboratory tests on a variety of specimens in a laboratory setting. The Medical Laboratory Technician works with the physician to provide the information necessary for the diagnosis and treatment of illness and disease.

Under the direction of the physician, the Medical Laboratory Technician is required to use considerable independent clinical judgment in the performance of clinical laboratory tests. The Medical Laboratory Technician interfaces with members of the interdisciplinary health care team helping to maintain the patient in optimum health, providing baseline and ongoing laboratory results. Using a problem-solving approach, the Medical Laboratory Technician assesses, analyzes, implements, and evaluates the action plan. Additionally, the Medical Laboratory Technician is involved in quality assurance activities.

Medical Laboratory Technicians function in an acute care or outpatient setting and communicate effectively with members of the interdisciplinary health care team and peers. They perform services in accordance with accepted standards of practice, exercise appropriate ethical/legal conduct and function in a competent manner.

Congruent with the philosophy and goals of Brookdale Community College, the faculty believes the educational process accounts for differences in student aptitude and cognitive style, clearly specifies learning outcomes, and provides objective measures of achievement by which student progress can be assessed and outcomes ensured.

Based upon these fundamental premises, the Medical Laboratory Technology program at Brookdale Community College strives to provide learning experiences that are student-centered and competency-based. A student-centered curriculum recognizes that differences in cognitive styles among students, necessitates access to alternate learning resources beyond those traditionally provided, and understands that faculty members are skilled facilitators and managers of the learning process. Finally, the faculty believes that learning is a lifelong process, during which the learner continues personal as well as professional growth.

PROGRAM COMPETENCIES

1. Assess, analyze, implement, and evaluate in medical laboratory testing.

2. Incorporate ethical and legal considerations in the medical laboratory environment.

3. Exhibit testing, monitoring, and therapeutic communication skills.

4. Apply basic principles of management in the care of patients and their specimens.

5. Incorporate principles from the social sciences, biologic sciences, and humanities into their practice.

6. Continue personal and professional growth.

7. Practice as a member of the interdisciplinary health care team.

8. Practice within the limits and scope of a board certified medical laboratory technician.
PROGRAM LEARNING OUTCOMES

On completion of the Medical Laboratory Technology program at Brookdale Community College, graduates will be able to:

1. Assess, analyze, implement and evaluate laboratory tests and results, incorporating measures of quality assurance.

2. Utilize critical thinking as a framework for decision making, analyzing information and solutions, and solving problems.

3. Practice effective communication skills with clients and members of the health care team.

4. Demonstrate legal and ethical accountability for professional practice.

5. Incorporate principles from social sciences, biological sciences, and humanities into the practice of a medical laboratory technician.

6. Practice within the limits of a nationally certified medical laboratory technician.

PROGRAM PURPOSES (GOALS)

1. To prepare graduates possessing knowledge and skills required for the role of a medical laboratory technician.

2. To provide students with a program of learning that fulfills the requirements of an associate degree in medical laboratory technology.

3. To help provide for the health care needs of the community by graduating individuals eligible to practice medical laboratory technology.

4. To provide a broad-based humanistic experience for the purpose of effecting self actualization and ongoing personal development as a health care participant and a member of the community.
## CURRICULUM

### MEDICAL LABORATORY TECHNOLOGY A.A.S. DEGREE

#### Requirements

**General Education – 24 credits as follows:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 111</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 112</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 121</td>
<td>English Composition: Writing Process</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 122</td>
<td>English Composition: Writing &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>SPCH 115 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>PSYC 106 Introduction to Psychology II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>MATH 131 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td>Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career Studies – 48 credits as follows:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 213</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 136</td>
<td>Introduction to Inorganic, Organic and Biological Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 151</td>
<td>Clinical Microbiology I</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 152</td>
<td>Clinical Hematology I and Phlebotomy</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 153</td>
<td>Clinical Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 154</td>
<td>Immunohematology I</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 251</td>
<td>Clinical Microbiology II and Immunology</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 252</td>
<td>Clinical Hematology II</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 253</td>
<td>Clinical Chemistry II and Urine</td>
<td>4</td>
</tr>
<tr>
<td>MDLT 254</td>
<td>Immunohematology II</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 261</td>
<td>Clinical Microbiology III</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 262</td>
<td>Clinical Hematology III</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 263</td>
<td>Clinical Chemistry III</td>
<td>3</td>
</tr>
<tr>
<td>MDLT 264</td>
<td>Clinical Management</td>
<td>2</td>
</tr>
<tr>
<td>MDLT 265</td>
<td>Education and Research</td>
<td>2</td>
</tr>
</tbody>
</table>

**Credits required for degree: 72**

#### Degree Audit

Your progress toward your degree is available through Web Advisor.
**SUGGESTED SEQUENCE—MEDICAL LABORATORY TECHNOLOGY A.A.S. DEGREE**

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites and presumes a Fall Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. Students must satisfy specific requirements in order to be admitted to this program. See Admission to Health Science Programs page 16 in the catalog.

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
<th>SEMESTER 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 111</td>
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<td>BIOL 112</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 136</td>
<td>4</td>
<td>MATH 131</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 106</td>
<td>3</td>
<td>Humanities (1)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 121</td>
<td>3</td>
<td>ENGL 122 or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>SPCH 115</td>
<td>14</td>
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</tbody>
</table>

**SUMMER TERM**

BIOL 213 4

Semester 3, 4 and 5 for this program are offered in one academic year from September 1 through July 30.

<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>SEMESTER 4</th>
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<tbody>
<tr>
<td>MDLT 151</td>
<td>MDLT 251</td>
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<tr>
<td>MDLT 153</td>
<td>MDLT 253</td>
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<td>MDLT 154</td>
<td>MDLT 254</td>
<td>3</td>
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<td>14</td>
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</tbody>
</table>

**SEMESTER 5**

| MDLT 261   | 3 |
| MDLT 262   | 3 |
| MDLT 263   | 3 |
| MDLT 264   | 2 |
| MDLT 265   | 2 |
|            | 13|

Total Credits for Degree 72
Medical Laboratory Technology Course Descriptions

MDLT 151 – Clinical Microbiology I (3 credits)
This course introduces basic principles in the isolation and identification of clinically significant organisms. The student will study clinically significant human pathogens, including the identification and proper treatment of specimens and principles of isolation. This course will teach the student to identify specific common organisms with a focus on susceptibility testing, anti-microbials and infection control. The student will become proficient in pre-analytical variables such as collection and handling of specimens and the selection of differential and selective media. (Prerequisites: BIOL 112, BIOL 213, CHEM 136, MATH 131; Corequisites: MDLT 152, MDLT 153, MDLT 154)

MDLT 152 – Clinical Hematology I and Phlebotomy (4 credits)
In this course, the student will become familiar with the hematology lab and apply principles of laboratory safety. Topics such as hematopoiesis, erythropoiesis, biosynthesis of heme, red cell metabolism and catabolism, leukopoiesis, leukocyte evaluation, and thrombopoiesis will be discussed. The student will perform common hematological procedures, including venipuncture, whole blood analyzers and instrumentation. They will develop skills for effective communication including following departmental regulations, implementing quality assurance measures, and maintaining patient confidentiality. (Prerequisites: BIOL 112, BIOL 213, CHEM 136, MATH 131; Corequisites: MDLT 151, MDLT 153, MDLT 154)

MDLT 153 – Clinical Chemistry I (3 credits)
This course introduces the student to the various automated functions utilized in the Chemistry laboratory. The student will investigate laboratory principles involving safety measures, reagents, and statistical procedures. This course will include the study of carbohydrates and the Krebs’ cycle as it relates to the laboratory testing of Type I and Type II diabetes as well as the implications of diabetes on various organ systems. (Prerequisites: BIOL 112, BIOL 213, CHEM 136, MATH 131; Corequisites: MDLT 151, MDLT 152, MDLT 154)

MDLT 154 – Immunohematology I (3 credits)
In this course, the student is introduced to the human blood groups. This series of lectures addresses the clinical and serological nature of antigens and antibodies as they relate to the transfusion of blood and blood components. The laboratory experience provides the student with an understanding of the scope of Transfusion Medicine, to include the collection, processing, storage, distribution, and transfusion of blood components. The student will also become proficient in routine antigen and antibody testing, as well as blood typing. (Prerequisites: BIOL 112, BIOL 213, CHEM 136, MATH 131; Corequisites: MDLT 151, MDLT 152, MDLT 153)

MDLT 251 – Clinical Microbiology II and Immunology (4 credits)
This course is a continuation of Clinical Microbiology I and will explore analytical methods and strategies used to identify clinically significant organisms. The student will acquire an understanding of the immune system, immunoglobulin, the complement system, the basic immunologic techniques used in the immunology laboratory, and clinical laboratory diagnostic tests used in infectious and autoimmune diseases. In this course the student will also learn about the diagnosis and treatment of immunologic diseases, viral infections, and acquired immunodeficiency states. (Prerequisite: MDLT 151; Corequisites: MDLT 252, MDLT 253, MDLT 254)
MDLT 252 – Clinical Hematology II (3 credits)
In this course, the student will identify the etiology, pathophysiology, diagnostic laboratory testing, and treatment of erythrocytic disorders. Topics include an overview of bone marrow and the diagnosis of a variety of anemias and iron metabolism disorders. The student will participate in laboratory procedures that diagnose and differentiate various types of anemia. Pre-analytical, analytical, and post-analytical concerns of laboratory testing will be observed. (Prerequisite: MDLT 152; Corequisites: MDLT 251, MDLT 253, MDLT 254)

MDLT 253 – Clinical Chemistry II and Urinalysis-Body Fluids (4 credits)
This course focuses on the study of amino acids and proteins with an emphasis on interpreting electrophoretograms observed in various pathological states. The student will correlate data with physiologic and pathologic processes when studying liver functions, electrolytes, blood gases and acid base equilibrium. In addition, urinalysis and body fluid collection techniques for testing and analysis will be covered. (Prerequisite: MDLT 153; Corequisites: MDLT 251, MDLT 252, MDLT 254)

MDLT 254 – Immunohematology II (3 credits)
In this course, the student will continue to investigate all aspects of the transfusion of blood components, including issues related to hemolytic disease of the newborn. The student will examine and become proficient in compatibility testing, problem resolution and decision making in critical situations. (Prerequisite: MDLT 154; Corequisites: MDLT 251, MDLT 252, MDLT 253)

MDLT 261 – Clinical Microbiology III (3 credits)
This course covers clinically significant fungi and parasites important to man, with emphasis on their isolation, identification, and laboratory testing. Students will use case studies to apply principles of Microbiology to various organ systems, with a focus on infections of the bloodstream, lower and upper respiratory tract, gastrointestinal tract infections, genital tract infections, urinary tract infections, skin, soft tissue, and wounds. (Prerequisite: MDLT 251; Corequisites: MDLT 262, MDLT 263, MDLT 264, MDLT 265)

MDLT 262 – Clinical Hematology III (3 credits)
This course covers morphologic and distributive leukocyte disorders, and neoplasms, including the most current WHO and FAB classifications. The student will identify the key morphologic features and cytochemical reactivity of cells, cytogenetics, and molecular genetics. This course will teach the student to perform laboratory procedures associated with the diagnosis and differentiation of leukocyte disorders, myeloproliferative disorders, and myelodysplastic syndromes. (Prerequisite: MDLT 152; Corequisites: MDLT 261, MDLT 263, MDLT 264, MDLT 265)

MDLT 263 – Clinical Chemistry III (3 credits)
This course focuses on the study of bone, emphasizing its matrix and cellular components, formation and resorption. The student will investigate the effects of growth and disease on bone metabolism. The activity and role of various clinically significant enzymes are studied in detail. The study of lipids will emphasize the various fractions, noting their cardiovascular and storage implications. (Prerequisite: MDLT 153; Corequisites: MDLT 261, MDLT 262, MDLT 264, MDLT 265)
MDLT 264 – Clinical Management, Education, and Research (2 credits)
This course will introduce the student to management issues in health care, including health care reform, federal regulations, and national organizations associated with clinical laboratory practice. In addition, principles and theories of clinical management, information technology affecting the laboratory, principles of personnel and financial management, and critical thinking skills will be explored. The student will focus on clinical education topics that will include characteristics of a clinical instructor, learning domains, modified taxonomy of cognitive domain, and the purpose and use of behavioral objectives. Basic research techniques will be identified and employed by the student to conduct a literature search of a specific topic. (Corequisites: MDLT 261, MDLT 262, MDLT 263, MDLT 265)

MDLT 265 – Hemostasis (2 credits)
This course covers normal hemostasis and coagulation, hemorrhagic coagulation disorders, thrombosis evaluation and testing, and qualitative diseases of platelets and vasculature. In the clinical laboratory, the student will perform tests for the laboratory evaluation of hemostasis and monitoring anticoagulant therapy, coagulation instrumentation and manual testing methods. (Prerequisites: BIOL 112, BIOL 213, CHEM 136, MATH 131; Corequisites: MDLT 261, MDLT 262, MDLT 263, MDLT 264)
ESSENTIAL FUNCTIONS

Essential functions are certain physical and mental attributes that the student should possess to complete the curriculum of the program. In order to participate in a clinical laboratory science educational program, a student must be able to comply with program-designated essential functions or request reasonable accommodations to execute these essential functions. The student must demonstrate, with or without reasonable accommodations, the ability to perform the essential functions safely, reliably, and efficiently within the framework of the standards of practice of the profession.

Essential functions contain, but are not limited to, the following:

Observation
The applicant student must be able to:
- accurately observe demonstrations and exercises in which biological fluids and products are tested
- characterize color, odor, clarity and viscosity of biologicals, reagents or chemical reaction products
- possess functional use of the senses of smell and vision and somatic sensation

Communication
Applicants/students must be able to:
- communicate orally and in writing
- read and comprehend written material to correctly and independently perform laboratory test procedures
- communicate effectively and efficiently with all members of the healthcare team

Psychomotor Skills
Applicants/students must have sufficient motor function to:
- perform all tasks that are normally expected within the scope of practice for the practitioner in the workplace
- possess the psychomotor skills to collect blood specimens, manipulate instruments and microscopes that require eye-hand coordination
- perform manual laboratory procedures with dexterity
- operate computers

Intellectual and Cognitive Abilities
Applicants/students must be able to:
- measure, calculate, analyze, synthesize, integrate and apply information
- use sufficient judgment to recognize and correct unacceptable performance
- problem solve unexpected observations or outcomes of laboratory test procedures

Behavioral and Social Attributes
Applicants/students must possess emotional health required to use their intellectual abilities fully, such as:
- exercising sound judgment
- promptly completing all responsibilities
- the ability to work in a changing and stressful environment
- displaying flexibility
- functioning independently in the face of uncertainties or problems that might arise
Ethical Standards
Applicants/students must:

• demonstrate professional demeanor and behavior
• perform in an ethical manner in dealing with peers, faculty, staff and patients

Academic Performance
Applicants/students must be able to:

• obtain relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicum and independent study assignments
• use computer-based examinations to assess and improve educational outcomes of the program
• sit for examinations, both written and oral
• complete written assignments
• deliver presentations
• perform required laboratory practice with and without supervision

Adapted from the National Accrediting Agency for Clinical Laboratory Sciences Essentials
PHYSICAL EXAMINATION
Each student admitted to the program is required to complete a physical examination. The physical examination requirement will affirm that each student is able to meet the demands of the program without compromising the patient or themselves. A Mantoux test must be done annually.

The physician’s exam and lab tests form the basis for the health status report. The physical examination will be performed by a physician/nurse practitioner of the student’s choice. Physical examinations may be done in the BCC College Nurse’s office. Students who do not submit a completed physical examination form prior to the beginning of the term will not be permitted to attend clinical laboratory.

CRIMINAL HISTORY BACKGROUND CHECK
Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks. These checks are conducted by an external vendor, and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student’s ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dropped from the program.

If a student is convicted of a crime of any type, the student must notify the office within 30 days of the conviction.

MALPRACTICE INSURANCE
Students have professional liability/malpractice insurance through the college. There is an additional line-item fee for the service at time of registration.

ACCIDENT INSURANCE
Students are required to carry accident insurance. Students may purchase Student Accident and Sickness Insurance as per the college catalogue.

CARDIOPULMONARY RESUSCITATION CERTIFICATION
Students are recommended to obtain and maintain a current CPR certification—either American Heart Association CPR for the Healthcare Provider or American Red Cross CPR for the Professional Rescuer—while enrolled in the program. You may certify through the College Nurse’s office, by registering for the appropriate FIT course, through the American Heart Association, or through the American Red Cross. Proof of CPR certification should be submitted to the Health Sciences Administrator. CPR certification must reflect dates between July 1 and August 15. Renewal will also occur during these dates regardless of the date on the previous certificate.

PHOTOGRAPH
A passport photograph must be submitted to the office before class starts in order to participate in clinical laboratory.

CLINICAL LABORATORY PASS
In order to participate in clinical laboratory, students must have a criminal history background check, health clearance, accident insurance, and current (if obtained) CPR certification.
DEMOGRAPHIC DATA FORM

Each student is required to accurately complete a Demographic Data Form each term. This data is anonymous and is used only in the aggregate to generate program statistics.

CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER

The student is responsible for notifying the Health Sciences Administrator in writing of any change in name, address, or telephone number.
ACADEMIC PROGRESS POLICY

A student program plan is completed by each student with a designated student development specialist (counselor). Students are referred to the student development specialist whenever there are individual needs. Planning should ensure that medical laboratory technology courses are completed in the prescribed sequence and that corequisite courses are completed within the guidelines stated in the College catalog.

PROGRAM REQUIREMENTS

1. Students must complete the entire medical laboratory technology program within eight consecutive calendar years.

2. Students must complete all medical laboratory technology career courses and graduate within four consecutive calendar years or must repeat the program in its entirety.

3. The medical laboratory technology program consists of a prescribed set of medical laboratory technology and general education courses. The medical laboratory technology courses are sequential and may be taken only by those students who have been accepted into the medical laboratory technology program.

4. A grade of C or better must be earned in all medical laboratory technology courses in order to pass the course. Medical laboratory technology course work includes classroom experiences, College laboratory, and clinical laboratory.

5. Students may only self-drop once from medical laboratory technology courses during the program.

6. Students who have been dismissed from the program due to course failure may apply once for readmission.

7. Students who self-drop or who are dismissed from the program will be readmitted under the current curriculum.

8. Students who have been dismissed from the program due to clinical failure may be readmitted only upon approval of the Dean of Science & Health Science after consultation with faculty and evaluation of the student’s record.

9. Students who are out two terms or more must validate clinical skills as prescribed by the faculty before readmission.

10. Transfer students must validate clinical skills as prescribed by the faculty before admission.

11. Students must complete all Board of Certification (BOC) self-assessment examinations administered during the program.

12. Students must sign and adhere to the Fitness for Duty Policy. A failure to sign this policy or a violation of the policy can result in the student being assigned a grade of F and being dismissed from the program.

13. Students must adhere to the Health Policy. Failure to meet the parameters of this policy can result in the student being assigned a grade of F and being dismissed from the program.
14. Students must retain a copy of all papers.

15. Students are responsible for all written/verbal information that is shared in scheduled classes.

16. Students are expected to submit all written assignments on the date they are due. Should personal matters interfere with a student’s ability to comply with this requirement, the student is expected to contact the faculty member prior to the due date, giving due cause for the delay and stating in writing a date when the required work will be submitted and have faculty approve the new deadline.

17. Students who do not hand in written assignments by the new deadline will be assigned a grade of zero (0).

18. Students must adhere to testing schedules. Should a student not be able to comply with this requirement, the student must contact the classroom instructor to request a postponement and establish a new deadline. It is faculty discretion to grant an extension on a test. If a student does not contact the instructor to reschedule a test, or if a student does not comply with a new deadline, the instructor will assign a grade of zero (0).

19. Students are encouraged to seek assistance promptly from the medical laboratory faculty when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom or clinical instructor should be kept informed.

20. Students who have disability alert forms should see their instructor about accommodations. These students must take their exams on the same day the exam is scheduled for the class.

21. Students may not take printed material from faculty supplies without permission. If the student has been absent from class in which printed material was distributed, the student should see the faculty member to obtain the material. If the student knows in advance that he or she will not be able to attend a class, he or she should have a classmate get an extra copy.

22. Students may not be on clinical units outside of scheduled clinical hours unless previously arranged or use their badges to access clinical units outside of clinical hours. Unauthorized use of agency badges will result in immediate dismissal from the program.

23. Students will conduct themselves in a professional manner at all times in the clinical agency. The use of the clinical agency is a privilege.

24. Students must check their ANGEL e-mail daily during the semester.

25. Every student is expected to exhibit professional conduct with all faculty members, administrators, and staff in all classes and in the office and with all hospital personnel in all agencies. Students who display unprofessional conduct will be dismissed from the program. The definition of professional conduct is at the discretion of the Dean with faculty consultation.

26. Students should use care when referring to their program on social networking sites.

CLASSROOM PARTICIPATION

1. The entire faculty view attending class as an integral part of the
program and a critical step toward successful completion of each course.

2. It is expected that each student attend all classes and report for class on time.

3. All students must attend classroom and clinical orientation sessions.

GRADES

1. The grading system for the medical laboratory technology program is structured as follows:
   - A = 94 – 100
   - A- = 90 – 93
   - B+ = 87 – 89
   - B = 84 – 86
   - B- = 81 – 83
   - C+ = 78 – 80
   - C = 74 – 77
   - D = 65 – 73
   - F = 64 and below

2. A grade of C is required in order to pass all medical laboratory technology courses. Students who do not earn a grade of C must repeat the course before progressing to the next medical laboratory technology course.

3. Criteria for the achievement of grades for each medical laboratory technology course are established by the faculty teaching that course and are announced at the beginning of each term.

4. The weight of each examination and assignment is stated in the course grading policy.

5. In order to complete a medical laboratory technology course successfully, students must:
   - a. Complete all course assignments including College laboratory skills.
   - b. Sit for all unit exams.
   - c. Achieve a pass grade on the didactic and clinical laboratory evaluation.
   - d. Pass a cumulative final examination with a grade of 74% or better (0.5 will round up to the next numerical grade and 0.4 will round down to the next lower numerical grade: for example, 91.5 will round up to 92 and 91.4 will round down to 91).

6. Clinical laboratory evaluations must reflect a satisfactory level of performance and a pass grade in order to pass a medical laboratory technology course.

7. Students who fail clinical laboratory may not sit for the final examination.

8. Calculators may not be used in the classroom or any testing situation in any course.

RETESTING

Students may not retest on unit or final examinations.

DISMISSAL

1. Students whose course grade does not reflect a C will fail the course and will be dismissed from the program.

2. Students who do not earn a pass grade in clinical laboratory fail the course. They will be assigned a grade of F and will be dismissed from the program.

3. Students who self-drop after the College withdrawal date will be assigned a grade of F and will be dismissed from the program.

4. Medical withdrawals must meet College policy.

5. A grade of below 74 in any course automatically results in dismissal from the medical laboratory technology program.
**ACADEMIC INTEGRITY**

Any violation of academic integrity will result in immediate dismissal from the program. This includes challenge students. Students who are dismissed from the program for violation of academic integrity may not attend clinical laboratory nor sit for any examination and are not eligible for readmission. Violations of academic integrity include, but are not limited to, cheating (the student’s exam will be confiscated), giving or receiving information related to examination questions, and plagiarism. Such behaviors are also violations of the Brookdale Community College Student Conduct Code. The student will be referred to the Dean of Academic Services/Director of Student Life and Activities for disciplinary action under College Regulation 6.3000R.

**RULES FOR EXAMINATION**

1. Students must not leave their seats during the examination.
2. Positively no communication between students during the examination is permitted.
3. If there are necessary questions or if there is a need for any additional material, they may be written on paper provided by instructor or staff.
4. If there is any need for calculations or notes, they may be written on the back of the answer sheet.
5. Students may not share information about an examination with other students.
6. Honesty is the responsibility of each student at all times.
7. Examinations may not be taken in the testing center during scheduled classes.
8. If an examination is taken in the testing center, any grade that is received from testing center staff is tentative. Examination results are posted by course faculty. All MDLT tests are given in the classroom at Jersey Shore University Medical Center.
9. If the student is late for an examination, no additional time will be given for the examination. If there is an emergency, please contact the instructor immediately. Provision will be made for students with disabilities according to College policy.
10. When an examination is given in the computer lab, any staff member has the authority to terminate an individual’s testing.
11. Cell phones are not allowed during examinations.
12. Individual faculty may establish additional rules for examinations at their discretion.

**TESTING CENTER POLICY**

Rules:

1. Present your Brookdale I.D. card.
2. Bring a #2 pencil.
3. Request a test by course instructor name, course code, course number, and unit number only.
4. The last request for exams is two hours before closing.
5. Tests must be turned in promptly at closing time.
6. Request only one (1) test at a time.
7. No children or pets allowed.
8. No food drinks, or smoking allowed.
9. Leaving the testing center while taking a test is not permitted.
Cheating in the Testing Center is:

1. Possessing materials not provided by the test center staff.
2. Leaving the test center for any reason while taking a test.
3. Talking to anyone other than the test center staff.
4. Copying from anyone’s test paper.
5. Sharing aids such as pencils, calculators, erasers, etc.

Any of these actions will result in the following:

1. The test assistant will take away your test materials.
2. You will be asked to leave the test center.
3. Your instructor will be informed of your actions.
4. You may receive a zero on the exam.

INCOMPLETE

1. An incomplete grade may be granted in rare circumstances.
2. Incomplete work for a course must be completed by Friday of the first full week of the next term.
3. If incomplete work is not finished, the student will be assigned a grade of F.

CLINICAL EVALUATION

Clinical evaluation is an educational as well as an evaluative process. A method, as objective as possible, will be used to evaluate clinical competence. Since self-discovery and growth are crucial to the process of learning, the evaluation tool will provide individuals with a method of assisting them to realistically appraise their strengths and weaknesses.

The clinical evaluation will:

1. be measurable,
2. demonstrate progression through the program,
3. reflect practice-based competencies,
4. encourage students to participate in the evaluation process.

The clinical evaluation tools focus on the achievement of competencies. The method of evaluation is identified in each course syllabus. Students are responsible for previously taught skills and components of a skill, e.g., testing, and for practicing in a manner that never jeopardizes patient or staff safety.

Behaviors that jeopardize patient or staff safety will result in clinical failure.

Each instructor will record weekly progress notes related to the competencies. The clinical laboratory is a learning as well as an evaluative situation. Students will be evaluated only after they have had an opportunity to practice the behavior.

CLINICAL LABORATORY REQUIREMENTS

1. Students must meet the criminal history background check as outlined on page 11.
2. Students are required to participate in all scheduled clinical laboratory learning experiences.
3. In the event a religious holiday falls on a clinical day, the student is responsible for notifying the instructor and making up the time.
4. Opportunities to make up absences are available and must be discussed with the clinical instructor(s).
5. Students are responsible for making arrangements with the appropriate clinical instructor with whom they are making up the absence one week in advance of the desired experience. There is limited provision for clinical make-up the last week of each term.
6. When a student is unable to complete the required clinical laboratory experiences in the time provided, the student's situation will be reviewed by the medical laboratory technology faculty in conjunction with the Dean of Science & Health Science to determine the feasibility of an incomplete.

7. Students who miss more than two (2) clinical days will receive a grade of F. **A student may not make up more than two (2) clinical days in any term.**

8. Only excused (instructors/staff have been notified) absences may be made up. Students who do not notify faculty/staff of their inability to attend clinical laboratory will receive a grade of F.

9. Faculty are authorized to exclude a student from participation in clinical laboratory sessions when the student is unprepared, when the student is tardy, when performance falls below a competent level, when patient safety is jeopardized, when the Fitness for Duty policy is violated, when the student does not meet agency health standards, for unprofessional behavior, or when the student does not comply with agency policies.

10. In the above situations, participation in clinical laboratory experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent clinical performance.

11. If a student is deemed to be unsafe, the student will be excluded from clinical laboratory, may not self-drop, and will be assigned a grade of F. **This is applicable at any time during a term.** Behaviors that may result in immediate dismissal include, but are not limited to:

   a) determination by the clinical faculty that the student is unsafe;
   b) performing acts beyond the scope of medical laboratory practice;
   c) unauthorized use or distribution of equipment or drugs;
   d) falsification or alteration of Agency documents;
   e) client abuse, neglect, or abandonment;
   f) felonious acts, including moral turpitude;
   g) violation of ethical principles, resulting in harm to another;
   h) violation of the Fitness for Duty policy.

12. If an agency refuses to allow a student to continue in clinical laboratory, the student will be assigned a grade of F and will fail the course.

13. Students who have been dismissed from the program may attend the rest of the classes in the course for which they are currently registered, if they so choose, but may not take examinations nor attend clinical laboratory.

14. Changes in the clinical schedule may have to be made during the term due to unanticipated conflicts, agency requests, etc.

15. All clinical scheduling is at the discretion of the Dean of Science & Health Science and the Medical Laboratory Technology faculty.
STUDENT LABORATORY REQUIREMENTS

1. Each medical laboratory technology course includes learning experiences in the student laboratory that are designed to develop the student’s competence in the performance of medical laboratory technology skills.

2. After a period of practice, student performance of designated skills is assessed by the student laboratory personnel.

3. Students must demonstrate a satisfactory level of performance for each skill in the student laboratory setting before clinical laboratory practice of the skill can be implemented.

4. Prior performance of a skill in the clinical setting does not excuse the student from student laboratory testing.

5. A record of individual student skill mastery is maintained in the student laboratory.

6. Mastery of technical skills for a particular unit will be completed prior to the scheduled unit test.

7. Students who have not completed student laboratory requirements for a particular unit within the time frame designated in the respective course packet will not be allowed to participate in clinical laboratory.

8. It is the student’s responsibility to notify the student lab and clinical instructors when evaluating skills are behind schedule.

COLLEGE COMPUTER LABORATORY REQUIREMENTS

1. The Science & Health Science computer lab is primarily for science & health science students.

2. Students must present a valid Brookdale Student ID.

3. There will be no open lab time when a class is being held in the computer lab.

4. Please speak to the Lab Assistant to use the laser disk player.

5. Open lab hours will be posted monthly.

6. Unprofessional behavior will result in the loss of the right to use the lab.

7. Student use of the lab is limited to class assignments and remedial study.

8. Printing large quantities of materials in the computer lab is prohibited.

9. No food or drink is allowed at any time in the computer lab.

VOLUNTARY WITHDRAWAL

1. Students may withdraw by procedure according to College policy.

2. Students who voluntarily withdraw must notify their instructor.

3. Students who voluntarily withdraw after the College withdrawal date will be assigned a grade of F and will fail the course.

REFERRALS

1. Faculty is authorized to refer a student to his or her student development specialist as soon as a problem develops and for any violation of a policy, so that students can receive timely intervention.

2. It is the student’s responsibility to contact his or her student development specialist for appropriate intervention as soon as the student is notified of a referral.
READMISSION FOR DISMISSED STUDENTS

1. Students may only self-drop once from medical laboratory technology courses during the medical laboratory technology program.

2. Students who have been dismissed from the program due to classroom failure and who have withdrawn from the program may apply once for readmission.

3. Students who are eligible for readmission must send a letter or email to the Health Science Administrator requesting readmission.

4. Students who have been assigned a grade of F (Unsatisfactory) because of clinical failure and who have been dismissed from the program may be readmitted only upon approval of the Dean of Science & Health Science after consultation with faculty and evaluation of the student’s record.

5. Students who have been dismissed from the program and have been readmitted must repeat the entire course, including all components of the course.

6. Students who have been dismissed may have their clinical placement determined by the Dean of Science & Health Science or the Medical Laboratory Technology faculty.

7. Faculty may request validation of skills at any time.

8. All readmissions are contingent on the availability of space.

9. Students who are dismissed for violations of academic integrity are not eligible for readmission.

READMISSION FOR STUDENTS WHO VOLUNTARILY WITHDRAW

1. When a student postpones registering for a term or has voluntarily withdrawn from a course, the student must withdraw from the program.

2. Students who have voluntarily withdrawn from the program and who apply for readmission must request readmission in writing through the Health Sciences Administrator.

3. Students who have voluntarily withdrawn from a course and from the program and have been readmitted must repeat the entire course, including all components of the course.

4. Faculty may request validation of skills at any time.

5. Students who withdraw from the program for health reasons must present a health clearance.

6. All readmissions are contingent on the availability of space.

APPEAL PROCESS FOR DISMISSAL DUE TO CLINICAL FAILURE

A student who is dismissed from the medical laboratory technology program because of unsafe clinical performance or failure to achieve clinical competencies at the indicated level may appeal the decision if he or she believes that the faculty member has inconsistently applied department policy or the faculty member has rendered a decision without considering all the pertinent facts. The evaluation of the merit of these facts is solely within the clinical judgment of the faculty member. Only the lack of consideration of facts is a reason for appeal.

The burden of proof is on the student, who must be prepared to substantiate his or her argument with information.
APPEAL PROCESS

1. Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process described in the College Student Handbook.

2. Students who are in the appeal process may not attend clinical laboratory nor sit for any examinations until the appeal is resolved.

3. The College appeal policy is detailed in the College Student Handbook.
STUDENT GRADE APPEAL PROCESS

Suggestions for Students from Students and Faculty

The College appeal process is detailed in the College Student Handbook.

In order to begin the appeal process, you should first review the entire Grade Appeal Process. You will be best prepared if you are aware of all steps in the process. Since this is a formal process, it is important that you keep copies of all records and activities relative to this appeal and be properly prepared to present your appeal. Below are suggestions from students and faculty to assist you in the process.

• Gather any pertinent data. This may include:
  o Course syllabus
  o Any addenda (such as handbooks) supplied by the faculty if applicable to the course
  o Copies of any/all tests, quizzes or papers in your possession which are relevant to the appeal
  o Copies of any/all notices and/or correspondence between you and the faculty member relevant to the grade in dispute.

• Organize your thoughts and write a list of reasons why you feel the appeal should be honored. Be factual. Have someone proofread your work. Please remember that an appeal is not a forum for personality disputes but for legitimate situations where there is a dispute.
**FITNESS FOR DUTY POLICY**

It is expected that students will come to class, college laboratory, student laboratory, and clinical laboratory in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify the impaired student and ensure safe, competent standards of care and practice.

Faculty are held accountable for ensuring that students are fit for duty and for taking prompt, appropriate, and decisive action whenever a student appears to be impaired.

Students who arrive in the clinical area, class, or other assignment and are considered by their instructor to be unfit for duty can expect to:

- have their work performance and behavior witnessed and documented;
- be questioned in private as to the nature of their problem;
- be asked by a health care professional to undergo a medical evaluation in the Emergency Room or have the observed behaviors witnessed by another health care professional;
- meet with the Dean of Science & Health Science;
- be referred;
- be assigned a grade of F and be dismissed from the program;
- be ineligible for readmission.

**Procedure**

1. When substance abuse is suspected, the instructor will document observations, confront the student, and notify the Director.

Observations may include but are not limited to:

- frequent absenteeism and/or tardiness (no documented medical reason for absence);
- drowsiness or sleepiness;
- smell of alcohol on the breath/body;
- increased inability to meet schedules and deadlines;
- slurred/incoherent speech or speech pattern different from normal speech;
- unusually aggressive behavior;
- unexplained change in mood;
- change in appearance;
- lack of manual dexterity;
- lack of or decreased coordination in body movement;
- inappropriate responses to stimuli;
- unexplained work-related accident or injury;
- inattentiveness to work.

2. If the student’s observed behavior or performance raises any questions about the student’s physical or emotional condition and/or fitness to perform the assignment safely, the instructor will:

- interview the student regarding observations and ask for an explanation. Request the presence of a second instructor/health care professional to witness and confirm any observed performance and/or behavior problems. Such observations may include, but are not limited to above list.
b) Notify the Emergency Room that a student is being referred for evaluation and accompany the student to the Emergency Room or have the observed behavior witnessed by another health care professional.

c) If deemed fit for duty, the student will return to clinical/class and notify the instructor.

d) If deemed unfit for duty, the student will be sent home. If student is not able to drive safely, he/she will not be able to leave unescorted.

e) Concurrence by two health care professionals that the student is unfit for duty will result in the student being assigned a grade of F and being dismissed from the program.

f) Document the incident.

g) Refer the student.

3. **When a student is in possession of or using alcoholic beverages or illegal or un-prescribed controlled chemicals on College or Agency premises, the student will be assigned a grade of F (Unsatisfactory) and dismissed from the program.**

**STUDENTS WITH DISABILITIES**

If you have a documented disability and would like to request accommodations and/or academic adjustments, contact the Disability Services Office at (732) 224-2730 Voice or (732) 842-4211 TTY.

Brookdale provides support services for all students. In addition, individualized accommodations can be arranged for students with disabilities. If additional individual accommodations are needed for students with disabilities who do not have a Disability Alert Form, the students must contact the Disability Services Office to make an appointment to request accommodations and have them approved. Any student with a disability can contact the Disability Services Office to make an appointment to request accommodations. Each student with a disability who has an Alert Form with accommodations listed must give a copy of the Alert Form to instructors in order to receive any of the approved accommodations. It is recommended that the Alert Form be given at the beginning of the semester because it is important that students and instructors work together early in the semester to be sure that needed help is given before problems arise. (Statement provided by Disability Services Office.)

**HEALTH POLICY**

A student who is injured or who has a health issue in clinical laboratory must immediately report the incident to the instructor, who will complete a clinical site incident report. If the injury occurs in a hospital, the student will be seen in the hospital emergency room at no expense to the hospital. The decision to send the student to the emergency room will be made by the instructor. Refusal by the student to go to the emergency room may result in the student being assigned a grade of F and being dismissed from the program.

College incident reports and records related to clinical incidents will be released to the hospital, if requested, for use by the hospital in any legal or regulatory proceeding which may involve the College, the student, or the agency. If a student is injured in the College laboratory, an incident report must be submitted to the Dean of Science & Health Science.

The medical laboratory technology program will include clinical work performed in hospitals and other facilities and will include direct care or exposure to clients with a variety of illnesses and
diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant.

Students who have a latex allergy must inform their instructor at the beginning of each semester and are responsible for providing appropriate gloves if necessary. Students who have special physical or allergic needs must provide medical documentation. After hospitalization, surgery, or childbirth, students must submit medical clearance to the clinical instructor. **Faculty may request medical clearance at any time from a student.**

**CHAPERONING POLICY**

When students are performing procedures that are patient sensitive, the student should talk with the instructor to receive guidance and to determine if the presence of another individual is advisable. The instructor may, at any time and at his or her sole discretion, require that another individual be present during any patient interaction.

**COLLEGE LABORATORY POLICY**

If a student worker is injured in the College or medical student laboratory lab, an incident report must be completed and submitted to the Dean of Science & Health Science.

1. Only authorized persons will be allowed in the laboratory.
2. Children are not allowed in the laboratory under any circumstances.
3. Students will be permitted to work in the laboratory only when an instructor is present.
4. All accidents, no matter how minor, **MUST** be reported to the instructor.
5. Eating, drinking, and smoking are not permitted in the laboratory.
6. The Centers for Disease Control guidelines **MUST** be followed at all times.
7. Hands must be washed thoroughly before leaving the laboratory.
8. Lab coats must be worn at all times in the laboratory.
9. The College laboratory will be open daily for the testing and practicing of skills.
10. All skills included in the medical laboratory technology curriculum must be tested and passed in the lab before they can be performed in the clinical area by the student.
11. Students must sign up in advance to be assessed but may use the lab for practice whenever it is open.
12. All testing (check-offs) must be done through the lab instructor.
13. Please notify the College lab instructor if a student is unable to keep a scheduled appointment, so other students may be scheduled.
14. Students more than ten minutes late for an appointment will forfeit their time.
15. Students who do not keep appointments will have lab appointments scheduled for them by the lab instructor.
16. Students **MUST** have practiced a skill and be well prepared in the performance and theory of the procedure before signing up to do a check-off.
17. Each student is expected to put all equipment away and straighten up the work area after completion of an exercise, a practice session, or a check-off.
18. Practice of skills in the lab will include the use of mannequins along with instructional supplies appropriate to the skills.

19. Skill testing in the lab will be done as follows: The evaluator, using the appropriate check-off list, will observe the student performing the designated skill. Each item on the skill checklist will be marked off as whether observed or not observed and satisfactory or unsatisfactory. Questions may be asked as needed to assure the tester of the student’s understanding of the procedure. No teaching will be done during an evaluation.

20. Students having serious difficulty finding time for the lab should apprise the lab instructor of this problem as soon as possible to avoid falling behind in their skills.

21. Students who do not dispose of needles and syringes in SHARPS CONTAINERS (per CDC guidelines) will be failed for that skill.

22. Students not testing may not interrupt instructors during a test nor observe another student testing.

**UNIFORM POLICY**

Students shall dress in a manner that will not jeopardize the safety of the agency employees, patients, or their professional relationship with the patient, e.g., hair must be off the shoulders and away from the face.

Agency dress codes must be followed at all times.

The definition of patient safety is at the discretion of the instructor.

Examples of dress code violation include but are not limited to:

- Any body piercing.
- Body tattoos/paintings that are visible.
- Artificial nails, acrylics, wraps, gel, or nail jewelry.
- Skirts shorter than three inches above the knee.
- Flip-flops.
- Lack of hosiery or socks.

The uniform consists of:

- Royal blue scrubs.
- White lab coat.
- White or black sneakers or comfortable shoes (no open-toed shoes).
- Clinical badge.
- Pen with blue and black ink.
- Small pocket notebook.
- Name pin (can be obtained from the College Store).

Students shall present a clean and neat appearance to both patients and colleagues. Your appearance reflects you, the College, and the agency. Students whose appearance does not meet the above parameters will be excluded from participation in Clinical Laboratories and must make up the missed time.
REGISTRATION

Each term, the primary clinical agencies scheduled for each medical laboratory technology course will be identified on the bulletin board outside the Health Sciences office. Please do not use the Master Schedule to plan and register for the coming term. An accurate schedule will be posted on the Health Sciences office bulletin board. Experiences in other locations will be announced early in the term so that you may plan your schedules and transportation.

Registration for courses at Brookdale is based upon a priority system in which those students who have earned the most credits are given the earliest opportunity to register, and those who have earned the least number of credits are assigned to register last. The Medical Laboratory Technology Program abides by this policy. There is no system of priorities that could assure that each student would consistently be able to register for their first choice of clinical sections. No student may change sections after registration.

The Master Schedule identifies the time and location for classes throughout a term. However, this schedule may be adjusted during the first and last weeks of the course. The specific adjustments are posted and announced in advance. Generally, students should plan to attend classes on campus during the first week of a term. The day identified as Orientation Day is frequently planned for course orientation and beginning instruction in the first unit of a course. In some courses, there are no clinical experiences scheduled for the final week of the term. This time is set aside for students to make up clinical absences or deficiencies and for student/faculty clinical evaluation conferences and testing.

CLINICAL SCHEDULING

In planning clinical learning experiences for each medical laboratory technology course, the faculty tries to assure that each student is scheduled for the clinical facilities that are most likely to provide a variety of learning situations appropriate to the unit or course content currently being studied. This is the primary consideration in scheduling your clinical experiences.

The faculty views scheduling as a priority for you to be in the right place at the right time, however, occasional temporary irregularities in your schedule are necessary. These irregularities are usually due to the interdependent relationship that we maintain among the courses in our own program and with other programs that use the same clinical facilities that we do. Another reason for irregularities in your clinical schedule is the fact that limitations in the size of student groups are imposed on us by the hospitals.

The changes that usually result from these factors may include temporary adjustments in the time or a change from one agency to another for experiences in a particular setting. Occasionally, a temporary adjustment in the days/hours for which you are scheduled may also be necessary.

Given the above priorities and limitations with regard to your clinical schedule, you may be required to make infrequent adjustments. In most instances, you are informed of irregularities as soon as possible, so that you can make necessary plans and adjustments in your personal schedule.

The approach to clinical scheduling described above has some limitations over which the faculty has very little control. You will usually be scheduled in an optimum location to meet clinical
objectives however, the selection of actual learning experiences may be limited at a particular point in time.

Clinical placement is subject to the discretion of the Dean of Science & Health Science and the Director of Florence M. Cook School of Medical Laboratory Science.

EMAIL

Instructors can only respond to students’ emails through either their Brookdale email address or through ANGEL.

PINNING

At the end of the Medical Laboratory Technology program, a pinning ceremony honoring the graduating class is held. In order to participate in the pinning ceremony, students must have successfully completed all MDLT course requirements.

Pinning Guidelines

1. Pinning will be held in the first week of August.
2. Faculty and student family/guests are welcome to attend.
3. All aspects of pinning must be approved by the Dean of Science and Health Science.
4. Pinning format:
   • Processional
   • Invocation
   • Greeting
   • Guest Speaker
   • Presentation of Pins
   • Code of Ethics
   • Farewell Address
   • Recessional

COMPLAINTS

If a student has a concern or a complaint, he/she should send a letter to the Program Director outlining the issues. A written response will be sent to the student within fifteen (15) working days.

Students may also request a meeting with the Director should they wish to personally discuss their concerns. Students may also avail themselves of the Appeal Process explained in this handbook.

GRADUATION

Students anticipating graduation must file a Candidacy for Graduation form when registering for the final term. In order to be eligible for graduation, the student MUST HAVE COMPLETED 72 CREDITS as outlined in the College catalog.

FACULTY

College faculty office hours are posted at individual faculty members’ desks. Full-time faculty mailboxes are in the Health Sciences office. Messages and assignments can be left there.

Student clinical or classroom problems should be referred first to the individual faculty member with whom the student is working, especially while attending classes at the Florence M. Cook School of Medical Laboratory Science. Other resources include the course faculty, the Department Chair, and the Dean of Science & Health Science.

LIBRARY

The Library is an invaluable tool for the wise student. Those working in the library are most anxious to help. Never be reluctant to ask for assistance. The library is an invaluable and integral part of the program.
BOARD OF CERTIFICATION

Graduates of the Brookdale Community College Associate Degree Medical Laboratory Technology Program are eligible to apply for the American Society for Clinical Pathology (ASCP) Board of Certification. Exam fees are as follows:

MLT exam (approx.) $185.00

In addition, the ASCP Certification Maintenance Program (CMP) is required for all individuals who are ASCP certified, beginning January 1, 2004, as a three year term. See their website for details at: www.ascp.org.

The issuing of the AAS degree for the Medical Laboratory Technology program is not contingent upon the passing of the board of certification or any other external certification or licensure examination.

PROFESSIONAL ACTIVITIES

Medical Laboratory Technology students are strongly encouraged to become members of and attend state and national conventions, Medical Laboratory conferences, seminars, and workshops.

MEDICAL LABORATORY TECHNOLOGY CODE OF ETHICS

As healthcare professionals engaged in the performance of medical laboratory technology, the medical laboratory practitioners must strive both individually and collectively to maintain the highest ethical standards and opinions publicly and privately.

The principles set forth in the following document define the basic ethical and moral standards contained in the American Society for Clinical Laboratory Science (ASCLS) Code of Ethics.

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles 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 sound judgment in establishing, performing and evaluating laboratory testing.

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

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity, and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.
Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

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

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

PLEDGE TO THE PROFESSION

As a clinical laboratory professional, I strive to:

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

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

GROUP STUDY

A technique that many students with experience in the Brookdale health career programs have found successful in preparing for tests is to meet for informal group discussions to cover the data that have been made available to them, e.g., classroom notes, tapes of lectures, and individual experiences.

Studying in Groups for Examinations and Other Purposes

Adapted from a paper written by Dr. Paul Kazmierski of the Reading and Study Clinic, Rochester Institute of Technology.

Studying with several students can be a very effective use of time. The word “can” is emphasized because group study is often a waste of time due to engrossing bull sessions about irrelevant matters, or due to a lack of adequate preparation.

When done properly, group sessions have many advantages. First, students are motivated to study before coming to the meetings because they do not like to appear uninformed in front of their friends. Second, they require the student to express himself aloud to others, a situation that often points up a lack of understanding where he thought he had adequate understanding. Third, having to explain something to others is an excellent reinforcement of learning; many people have said that they never really understood something until they were forced to explain it to someone else. Fourth, such participation corrects misconceptions and fills in gaps of knowledge. Fifth, hearing what others have to say offers a new slant on the material.

Let us consider some specific suggestions regarding the structure of group study sessions. Each group, of course, should make their own adaptations when applying these suggestions. Assume, therefore, that five students meet together to study chemistry. Also assume that all five have studied previously and have kept reasonably good lecture notes. Just to make the numbers come out easily, assume that the coming examination
covers five chapters of reading and ten class meetings.

Step 1: Person A begins by looking over his lecture notes from the first two class meetings. He then asks a question, based on his notes and the course learning objectives, and selects any other person in the group to answer—the question is stated before the choice of person is made. Person A either agrees with the answer or calls on someone else to give the correct response. This continues for 15 minutes.

Step 2: Person B continues the process, drawing from his notes of the next two lectures. Persons C, D, and E take their turns leading the group.

Step 3: After 75 minutes of this, allowing each of the five participants a fair turn, the session is suspended for a 15-minute break.

Step 4: After the break, someone, perhaps Person A, repeats the same approach using the textbook. The group might wish to spend a little more time on the book, since the book usually contains much more content than the lectures. Of course, if the instructor and/or learning program says the exam will be based solely on the book, the group might wish to begin with the textbook and shift to the lecture notes only for a few final minutes. Many variations of this approach are possible, depending on the nature of the course and the anticipated nature of the examination.

Some groups add a little incentive by imposing a fine each time a member misses a question. The proceeds then go towards buying refreshments for the evening.

Group study need not be restricted to the week immediately prior to the examination. Such a group might meet every week or every other week throughout the term. The personal opinion of the author is that group study sessions, when properly used, offer participants an immense advantage both on subsequent tests and in understanding and remembering the course content.

SCHOOL CLOSINGS

When severe weather warrants delayed openings or closing of the College, announcements will be made on the College Web site and on the following radio stations:

- WJLK (Asbury Park) 94.3 FM
- WABC (New York City) 770 AM
- WHTG (Eatontown) 106.3 FM
- WOR (New York City) 710 AM
- WBJB (Brookdale) 90.5 FM
- WCNJ (Hazlet) 89.3 FM
- WHWH (Princeton) 1350 AM
- WPST (Princeton) 97.5 FM
- WOBM (Toms River) 92.7 FM
- WMJY (Long Branch) 107.1 FM
- WADB (Lake Como) 95.9 FM
- WMGQ (New Brunswick) 98.3 FM

ILLNESS

If, in the event of illness, you are unable to attend clinical experience, you are expected to notify the instructor and the hospital that morning and leave a message. Please give your name, identify yourself as a student, and state that you will be absent that day.

Jersey Shore University Medical Center: 732.776.4706

Riverview Medical Center: 732.530.2350

BULLETIN BOARDS

Bulletin boards are located outside the Health Science office and in the MAS hallway. Here one finds:

1. Notices
2. General Brookdale information
DIRECTIONS

Jersey Shore University Medical Center

Route 33, Neptune

*From the north*, take the Garden State Parkway to exit 100B. Take Route 33 (Corlies Avenue) east for approximately 3 miles. Jersey Shore University Medical Center is on your left.

*From the south*, take the Garden State Parkway north to exit 100. Take Route 33 (Corlies Avenue) east approximately 3 miles. Jersey Shore University Medical Center is on your left.

*From the west*, take the New Jersey Turnpike to exit 7A (Shore Points). Follow Interstate 195 east until it becomes Route 138. Follow signs for the exit for Route 18 north to the Neptune/Route 33 East exit. Take Route 33 (Corlies Avenue) east approximately 1 mile. Jersey Shore University Medical Center is on your left.

Locally, Jersey Shore University Medical Center is easily accessible from Routes 33, 35, 9, 70, and 18.

Ocean Medical Center

Jack Martin Boulevard, Brick

From exit 91 of the Garden State Parkway, take the right fork after the toll booth. Continue to the third traffic light (Highway 88). Turn left onto Highway 88 and proceed to the next traffic light (Jack Martin Boulevard). Turn left onto Jack Martin Boulevard, and go approximately 1 mile. Hospital is on the right.

Riverview Medical Center

Union Street, Red Bank

Via Route 35, proceed north on Broad Street to the downtown business district. Make a right onto Front Street and make the second left. Riverview will be right in front of you.
HISTORY OF THE MEDICAL LABORATORY TECHNOLOGY PROGRAM

HISTORICAL NARRATIVE

Brookdale Community College was established as part of a statewide network of 19 county colleges in New Jersey. It opened its doors to students on September 29, 1969. The main campus is in Lincroft on the site of the Brookdale Farm, where, in 1915, Kentucky Derby winner Regret was bred. Many College buildings were adapted from the original barns and other existing farm structures.

The 220-acre main campus comprises 22 buildings totaling approximately 8,000,000 square feet. It is fully networked and boasts a state-of-the-art library with an Information Commons. Its $80 million operating budget is financed by the county, by the state, and by tuition. As a comprehensive community college, BCC offers over 50 associate degree programs and more than 20 certificate options. Current enrollment is over 13,000 full- and part-time students.

In 1969 Brookdale was granted correspondent status by the Middle States Association of Colleges and Schools. It received full accreditation in 1972. This accreditation was reaffirmed in 1979, 1989, 1999, and 2009.

The Medical Laboratory Technology Program was initiated in 2008. Its genesis was facilitated by a Community-Based Job Training Grant. Part of the one-plus-one curriculum includes medical laboratory classes, a student laboratory experience, and clinical rotation made available through collaboration between Brookdale, Meridian Health and the Florence M. Cook School of Medical Laboratory Science.

History of the Florence M. Cook School of Medical Laboratory Science

In 1947, Florence M. Cook, Medical Technologist, and Carlos Pons, MD, Pathologist, began training two students at the Fitkin-Raleigh Hospital, now known and Jersey Shore University Medical Center. From that humble inception, the school has evolved to be the structured Medical Laboratory Science program it is today.

1949 – The school received approval for the program and accredited by the Committee on Allied Health Education and Accreditation (CAHEA), assuring that all students will receive a quality education meeting national standards.

1969 – The School was approved by the federal government to accept international students. As the profession continued to grow, enrollment began to increase nationwide. Colleges saw increase in enrollment seeking affiliations with clinical sites.

2006 – The name of the school has changed many times over the years: Fitkin Hospital School of Medical Technology, Jersey Shore Medical Center School of Medical Technology, and Jersey Shore University Medical Center-School of Medical Technology/Clinical Laboratory Science.

To kick off the school’s 60th Anniversary, re-naming was once again initiated and now the school is identified as Florence M. Cook School of Medical Laboratory Science in honor of the founder. Various proclamations were received from President George W. Bush, US President, Jon Corzine, Governor of New Jersey, Frank Pallone, Representative, 6th District of New Jersey, and from Thomas Catley, Mayor of Neptune, New Jersey, and lastly from Keystone College, Ms. Cook’s alma mater.
The school has graduated more than several hundred students. Many have found careers at hospitals, pharmaceutical companies, research laboratories, Information Technology, physician laboratories, and so on.

Early in the program an advisory committee was established to provide community input. Individuals from health care agencies that provided clinical experiences for students served on the committee and provided professional input regarding program matters. Today, over 15 health care professionals hold appointments to this committee, which continues to provide a forum for creative, dynamic discussion and an arena for serious deliberation regarding curriculum issues.
MEDICAL LABORATORY TECHNOLOGY
STUDENT HANDBOOK WAIVER

I hereby certify that I have read each page of the Brookdale Medical Laboratory Technology Program Student Handbook, that I am fully familiar with the contents of this document, and that I fully understand and have agreed to its terms and provisions. Any questions that I have about Medical Laboratory Technology Program and the contents of the Brookdale Medical Laboratory Technology Program Student Handbook have been fully explained to my satisfaction.

NAME ____________________________________________________________

SIGNATURE _________________________________________________________

DATE _______________________________________________________________
INFORMED CONSENT

I understand that the Medical Laboratory Technology Program will include academic, laboratory, and clinical work performed in the classroom, laboratory, hospital, and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and diseases and will include the handling of and/or contact with blood and all human bodily fluids and tissues. I therefore understand that I may or will be exposed to disease carrying bacteria and microorganisms.

In consideration of being permitted to participate in the Brookdale Community College Medical Laboratory Technology Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I may be present during my participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and, further, I do for myself, my heirs, and personal representative hereby agree to defend, hold harmless, indemnify, and release, and forever discharge Brookdale Community College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

NAME __________________________________________________________________

SIGNATURE ______________________________________________________________

DATE __________________________________________________________________
FITNESS FOR DUTY CONTRACT

The Brookdale Community College Medical Laboratory Technology Program has a Fitness-for-Duty Policy. This policy is concerned with performance problems related to substance use (drugs, including alcohol) and the documentation of the same on the permanent health record. Students are required to adhere to this policy: Noncompliance with the policy will result in a diagnostic evaluation including supervised blood alcohol levels, urine studies, and referral for treatment, and may result in dismissal from the Medical Laboratory Technology Program.

NAME ___________________________________________________________________________________________

SIGNATURE ______________________________________________________________

DATE __________________________________________________________________
EXAMINATION CONFIDENTIALITY

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual. **Any violation of confidentiality may result in dismissal from the Medical Laboratory Technology Program.**

NAME ______________________________________________________________

SIGNATURE __________________________________________________________

DATE ________________________________________________________________
SCHOLARSHIP OPPORTUNITIES

Students are encouraged to apply for scholarships offered by organizations in clinical laboratory science. Several scholarships are available medical laboratory technology students enrolled in a program. ASCLS and ASCP are just two of the many organizations offering scholarships. Applications are available from their respective websites.

**ASCLS-NJ** - must be a student in the final year of the Clinical Laboratory Science program. Award is $1000. Applications will be distributed to students during the spring semester of the first year in the professional portion of the Clinical Laboratory Science program.

**American Society for Clinical Pathology** - must be a student in the final year of the Clinical Laboratory Science program. Students compete for a national award of $1000. Applications will be distributed to students during the spring semester of the first year in the professional portion of the Clinical Laboratory Science program.

**Alpha Mu Tau Fraternity** - must be a student in the final year of the Clinical Laboratory Science program. Students compete for national awards ranging from $1000 - $1500. Applications will be distributed to students during the spring semester in the professional portion of the Clinical Laboratory Science program.
Brookdale Community College is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, ancestry, age, sex, sexual orientation, marital status, military status, disability, or any other protected class, as described by the New Jersey Law Against Discrimination, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1991, and all other applicable laws.

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