

Marion Technical College

Medical Science

Student Handbook



2024 – 2025

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Additional information regarding any Medical Science “forms” may be obtained by contacting your academic advisor.

Medical Sciences Programs

Associate of Applied Science Degree

- Medical Laboratory Technician (MLT)

Certificate

- Phlebotomy Micro - Certificate

Mission and Purpose of Marion Technical College:

Mission

Provide the region's most accessible, supportive, and personal pathway to career success.

Vision

A highly-educated workforce elevates quality of life and contributes to a thriving community.

Mission of Medical Sciences

To provide health students with a personal and professional learning centered education.

Goals of the Medical Science Programs:

- Students will demonstrate the technical skill of an entry-level MLT/PBT.
- Students will communicate effectively and perform in an ethical and professional manner.
- Students will demonstrate critical thinking and problem-solving skills.
- Students will pass certification exams as a first-time applicant at an 80% pass rate.
- Students will find employment in their field at an 80% employment rate post graduation of those seeking employment.
- The Medical Science programs will successfully maintain accreditation and a continual program review process.
- Program curriculum will maintain currency and adjust to changes in technology and industry standards.
- Program will maintain qualified faculty that pursue life-long learning.

Medical Laboratory Technology Student Learning Outcomes:

- Collect, process, and analyze biological specimens or other substances.
- Perform routine clinical laboratory tests in clinical chemistry, hematology/hemostasis, immunology, immunohematology, microbiology, body fluid analysis, laboratory operations, and performance of assays.
- Perform pre-analytical, analytical, and post-analytical processes.
- Perform mathematical calculations related to all areas of the clinical laboratory.
- Perform problem solving/troubleshooting techniques for laboratory methodologies.
- Correlate laboratory test results with patient diagnosis and treatment and determine the significance of clinical procedures and results.
- Perform quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions.
- Demonstrate the technical training sufficient to orient new employees within the clinical laboratory.
- Demonstrate professional, interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process.

- Apply basic scientific principles in learning new techniques and procedures; demonstrate application of principles and methodologies.
- Utilize computer technology applications to interact with computerized instruments and laboratory information systems.
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and presentations.
- Demonstrate knowledge of infection control and safety practices and follow established guidelines and governmental/accreditation regulations.
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment.
- Pursue certification and continued professional development.

Phlebotomy Student Learning Outcomes

- Demonstrate knowledge of the health care delivery system, medical terminology and basic understanding of anatomy and physiology and anatomic terminology.
- Demonstrate basic understanding of age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients.
- Follow standard operating procedures to collect specimens via venipuncture and capillary puncture.
- Prepare blood and body fluid specimens for analysis according to standard operating procedure.
- Prepare/reconstitute reagents, standards and controls according to standard operating procedure.
- Follow established quality assurance and quality control protocol
- Demonstrate knowledge of aseptic techniques, infection control, and safety in the collection and processing of specimens that minimizes risk to patients, self, and others.
- Perform CLIA-waived and Point-of-Care testing, perform patient screenings, and vital sign measurements.
- Identify and report potential pre-analytical errors that may occur during specimen collection, labeling, transporting and processing.
- Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting, performing within legal and ethical boundaries, and applying HIPAA rules in regard to privacy and release of information.
- Recognize and problem solves situations related to the medical lab environment.
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment.

College Graduate Competencies

- Marion Technical College believes that every graduate should possess a *common* set of skills regardless of the student's major. These skills are collectively called the College Graduate Competencies, or CGC's. The faculty has defined specific CGC's in six areas:
 - Mathematics: Solve problems using mathematics.
 - Communications: Communicate effectively in writing and orally.
 - Writing Across the Curriculum Rubric Tool
 - Technology: Use technology tools efficiently and effectively to perform personal and professional tasks.
 - Problem Solving: Solve problems through analysis, creativity, and synthesis to make informed decisions.
 - Professionalism: Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.

- Diversity: Exhibit respect and sensitivity for individual and institutional differences.

These skills are taught, reinforced, and/or periodically measured in various courses throughout the curriculum in every degree program.

Admission

After acceptance into Marion Technical College, you must apply for acceptance into the Medical Science program according to the requirements listed on the Application form and posted on the program's homepage. Schedule an appointment with your academic advisor for help in applying to the program. You are encouraged to complete admission and department requirements early to enhance your acceptance into the program. Admission will be granted on a first-come, first-serve basis due to the limited availability of clinical sites for the clinical courses. Clinical placement is conditional upon site availability. The student may choose to participate either full-time or through a part-time extended program.

Essential Functions of the Medical Science Student (Technical Standards)

This list of essential functions is to inform students of the skills required in the performance of duties of a medical laboratory technologist or a phlebotomist/medical laboratory assistant and to assess their ability to complete such duties. These essential functions reflect performance abilities and characteristics that are necessary to successfully complete the requirements of a medical science program at Marion Technical College. The Program reserves the rights to change these essential functions as needed to assure competency. These essential functions are not conditions of admission to the programs. Persons interested in applying for admission to a Medical Science program should review these essential functions to develop a better understanding of the skill, abilities, and behavioral expectations necessary to progress and successfully complete a program. MTC complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for students who contact Director of Student Disabilities, for assistance.

Cognitive Requirements (Intellectual/Conceptual)

Students must exercise independent judgment. This includes, but is not limited to, the following:

- Apply mathematics to successfully complete assignments
- Define problems, analyze data, develop and implement solutions
- Reason and apply sound judgment
- Question logically, recognize and differentiate facts from opinion and illusion, and distinguish the logical from the illogical and relevant from irrelevant
- Understand and follow directions
- Apply learned skills and knowledge to new situations
- Communicate effectively in formal and colloquial English in person-to-person, telephone, written and electronic media

Affective Requirements (Behavioral and Social)

Students must exhibit appropriate professional conduct. This includes but is not limited to the following:

- Fulfill commitments and be accountable for actions
- Self-direct, self-correct and be responsible for one's own learning and professional development
- Deal with stress and maintain composure under pressure and time constraints

- Make decisions and prioritize tasks; work on multiple tasks simultaneously
- Work both independently and in cooperation with others
- Recognize emergency situations and react appropriately
- Demonstrate professional decorum (positive, cooperative, respectful attitude) and ethical behavior

Psychomotor Requirements (Motor and Physical)

Students must meet the motor/physical demands of the program. This includes but is not limited to the following:

- Meet the attendance requirements of the program and participate fully in all laboratory exercises and clinical experiences.
- Successfully complete testing and analyses such as:
 - locate patient veins
 - read computer screens, instrument print-outs, procedures and graphs
 - accurately interpret color, size, shape and or turbidity readings both macroscopically or microscopically to analyze body fluids, blood, and microbiology cultures
 - perform macroscopic and microscopic analysis to identify and grade red blood cell agglutination
- Manipulate large and small equipment used within the program such as: medical instrumentation, pipettes, analytical equipment, microscopes, blood collection equipment, computer technology, office equipment
- Perform manual testing and perform venipuncture and capillary puncture so as not to injure the patient or the student.
- Gain access to patients in a variety of situations within a clinical setting including emergency departments, intensive care, patient rooms, and treatment rooms to collect blood samples or perform point of care testing.

Educational Research Consent Form

Hands-on training is essential in your educational learning experience and as a result, your participation is necessary. Students in Medical Science programs will be required to sign an Educational Research Consent form.

Criminal Background Checks

Students admitted to a Health program will be required to submit to a criminal background check conducted by Marion Technical College. Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records. Students are required to self disclose ANY criminal background at the time of initial appointment with a program faculty/staff representative. Students are to remain free of disqualifying convictions while enrolled in the program. Students are required to notify the Program Director within one week of conviction that occurs during acceptance/enrollment regardless of adjudication/deferred sentencing. Disclosure of the judicial information by the student must include appropriate documentation (Judgment Entry of Sentencing). Refusal to complete or cooperate to complete a criminal background check will preclude the student from admission into a Health program. Students with any criminal background may be ineligible for admission. Additionally, potential employers for MTC Health graduates may require criminal background checks as conditions for employment. Individuals who have been convicted of **any** crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

Drug Screening

Students in any Health program including a professional practice experience will be required to submit to routine, random and/or periodic drug screening at time of admission to the program and throughout the entire duration of the program. Students subject to drug screens *for cause* during the program will be financially responsible. Positive drug screenings will result in dismissal from the program. Any student who refuses/fails to cooperate will be in violation of policy and subject to disciplinary action up to and including dismissal from the program.

Student-Faculty Conferences

Student-faculty conferences will be scheduled upon admission, at regular intervals, at the faculty's discretion and as needed by the student. Topics discussed include required curriculum, student progress in the clinical and classroom areas, utilization of learning resources and other academic matters. Confidentiality and impartiality are maintained in dealing with student problems.

Academic Advising

Following admission counseling, you will meet with an academic advisor or first year advisor (depending upon your specific needs) to discuss instructional program requirements. Your first semester class schedule will be discussed at this time. Students seeing a first-year advisor will be assigned to an academic advisor specific to their program when they are ready to apply to the program. Your advisor is available to assist you throughout your enrollment.

Tutorial Assistance

All tutoring services at MTC are administered by the Testing and Tutoring Coordinator whose office is located in Bryson Hall. All tutoring services at MTC are offered to students free of charge and are available for most general education courses and for many technical courses. Students must submit a tutor request form to the Testing and Tutoring Coordinator for all tutoring services except online tutoring.

Request for Special Accommodations

MTC is committed to providing students with disabilities equal and equitable access to all programs, services, and activities, including classroom access. If there is a need for reasonable accommodation or assistance the student is required to contact the course instructor and Chelsea Glezen, Interim Director of Disability Services at GlezenC@mtc.edu.

Life Experience Credit

Students with work experience in a medical setting may be granted life experience in certain technical courses if it is determined by the Program Director that the life experience fulfills the requirements of the offered MTC course. Please refer to the MTC catalog on the MTC website, www.mtc.edu, for additional information. (MLT1030 has additional requirements). In order to receive life experience credit, the student must:

- A. Complete and return the Life Experience Credit form;
- B. Submit supporting documents which must be completed by a person who has been the student's immediate supervisor at least six months, and;
- C. Pay the applicable Life Experience Fee.

Upon verification of experience and payment of fees, the student will receive credit for the individual course.

Credit-by-Examination

If you have qualifications from previous education, job training, self-study, occupational or other experiences, you may be able to earn credit in certain courses by successfully completing a proficiency examination. A nonrefundable fee must be paid to the Business Office before proficiency examinations are taken. Courses available through credit-by-examination are denoted in your curriculum in the college catalog. Contact Lindsey Steele (SteeleL@mtc.edu), Health Technologies Administrative Assistant, for additional information.

Transfer Credits

To transfer credit from another college, your course must be from institutions approved by appropriate regional accrediting associations as recognized by the Higher Learning Commission. Credits from the military or professional and specialized schools and programs may also be submitted for evaluation. Courses must have been completed with at least the “C” level or above, or “satisfactory” on a satisfactory/unsatisfactory evaluation scale to be considered for transfer to a Medical Science program. The number of transfer credits accepted toward a degree or certificate will vary depending upon the program requirements and credit hours of each program.

Student Professional Objectives

Today’s health care employer puts great emphasis on professionalism. Students are evaluated in their technical courses and in their clinical setting based on the College interpersonal and professional graduate competency. Objectives will be provided in your technical courses. Please see Dress Code and Professionalism Policy in the ‘Policies’ section of this handbook for a detailed listing of standards in the Medical Science programs.

Uniforms/Dress Policy

Please refer to Dress Code and Professionalism and Campus Laboratory Safety in the “Policies” section of this handbook for a detailed listing of required standards.

Acceptable Grades

To assure that students are performing at the expected level, a grade of “C” or better must be achieved in all required courses. A minimum 2.5 cumulative grade point average is required for the Medical Laboratory Technology program admission and a 2.0 cumulative grade point average is required for admission into the Phlebotomy Micro-Certificate. For continuance and completion of the MLT or the PBT programs a cumulative grade point of 2.0 must be maintained. Technical courses in which the student receives a grade of “D” or “F” will interrupt the student’s sequence within the program and clinical rotation. Upon an unsatisfactory grade in a technical course, the student will lose their seat in the program and must re-apply and be accepted into the program prior to re-taking the technical course. Grading policies are outlined in detail in each individual course syllabus.

Incomplete Grades

“I” indicates that (a) your course work is qualitatively satisfactory, but for legitimate reasons a small amount remains to be completed and (b) your academic record justifies the expectation that a passing mark would have been obtained if you had completed all course requirements. Please check with your instructor for eligibility for an incomplete and required timelines for completion of work.

Please refer to the College policy on incomplete grades in the MTC Student Handbook on the MTC website for further information.

Student Academic Improvement Notice

Once it becomes evident that your academic work is less than satisfactory (less than a grade of “C”) and/or you are not fulfilling the technical standards, you will be notified by e-mail with an Academic Improvement Notice describing the areas in which you are deficient.

Student Progress Alert

A student may be placed on Progress Alert as a formal indicator of a need for improvement in clinical performance and professionalism, when the student is not meeting criteria as defined in the course syllabus. The student is made aware of specific areas in need of change and is given the opportunity to show improvement. Each individual situation is unique and is discussed with the student. During this period of Progress Alert, the student is expected to work closely with the Medical Science faculty to improve in the specific area of difficulty. A contract with guidelines for improvement/change will be developed by the faculty, and reviewed by the Program Director. Student progress will be reviewed regularly with the student for the duration of the clinical experience for that term. If the student does not show improvement, an unsatisfactory grade will be recorded for the course. If a student is removed from their clinical site due to performance issues they will not be re-assigned.

Appealing a Grade

Students, who feel the grade they have earned for a particular assignment or course is not accurate and wishes to appeal the grade, are responsible for initiating the procedure outlined below:

1. Communicate your concerns with the instructor.
2. If results of meeting with the instructor are not satisfactory, appeal the grade in writing to the Director of Medical Science to discuss your concerns in which the class is assigned. If results are not satisfactory, appeal in writing to the Dean of Health Technologies to discuss your concerns.
3. If results are still not satisfactory, you may appeal in writing to the Vice President and Chief Academic Officer. The Vice President and Chief Academic Officer’s decision is final on all matters concerning grades.

Attendance

Attendance records are kept for all classes. Attendance and participation at all classes is consistent with academic success. In addition, today’s health care employer puts great emphasis on attendance and may wish to see a referral from your program concerning your attendance record. Please refer to Attendance policy in the “Policies” section of this handbook.

Return after Medical Absence

A student who has been absent due to illness, injury, surgery or pregnancy will require a physician’s statement verifying the student’s medical condition, when the student is able to return to class, detailing student safety, and any necessary accommodations prior to returning to their scheduled classes. A student who is not able to fully participate in the clinical experience (with reasonable accommodation) will not be admitted to the clinical setting because they will be unable to meet course requirements.

Dismissal

The Medical Science Program Faculty/Director reserve the right to withdraw a student who appears academically, professionally, behaviorally, clinically and/or personally unable to fulfill professional responsibilities within the program. Such decisions would be reached only after consultation with the student. Students removed from their clinical site due to performance issues will not be re-assigned to another site and will be given an unsatisfactory grade resulting in dismissal from the program.

Readmission to Program

Individuals requesting readmission must complete a “*Petition for Readmission to Medical Sciences*” along with a new program application. Returning students must qualify in accordance with current MLT admission requirements. Those seeking readmission into the program after failing will be considered based on space availability and past scholastic, professional and clinical performance. Performance will include objectives which address cognitive, psychomotor and affective domains. Readmission is not guaranteed. All requests should be addressed to the Program Director and will be reviewed by the Medical Science Admission Committee.

Academic Renewal

If you have returned to MTC after an absence, you may be eligible to have your accumulative grade point average reviewed and recalculated so you can resume your education with a “fresh start”. This policy puts into practice the College’s ideal of offering a second chance to students who seek self-improvement through education. If you are a qualifying returning student, contact the Program Director or administrative assistant for an academic renewal petition form.

Campus Laboratory Safety

During laboratories in the Medical Science programs, students will collect and/or utilize biological specimens including but not limited to blood, urine, and sputum to perform procedures needed for entry level competencies in their careers. Students are trained in safety procedures and regulations for handling biological specimens before participating in the laboratory experience. All biological specimens are considered potentially infectious and must be treated utilizing universal/standard precautions. Students enrolled in all laboratory courses will also receive information regarding Hepatitis B and will be required to start the immunization series or sign a declination form prior to enrollment in a laboratory course. Please see Hepatitis B and Other Immunizations, and Campus Laboratory Safety policies in the “Policies” section of this handbook for a detailed listing of standards.

Students who have been diagnosed with any Hepatitis virus or any other communicable disease should be under the care of a physician to participate in laboratory classes or clinical professional practice experience. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention or established policy of the associated clinical facility. The student is required to sign the Communicable Disease Memorandum of Understanding.

Faculty and students are not required to be tested for HIV or disclose their HIV status. However, if a patient, instructor, or student is exposed to another student’s blood through accidental needle stick, that student has a moral obligation to be tested at their expense. If the results are positive, the exposed person will be notified of the results. If a significant exposure occurs, CDC guidelines will be followed at the student’s expense. The student should see his/her own physician for follow-up treatment and testing if necessary.

In order to safeguard students, instructors, maintenance and cleaning personnel, the Treatment of Hazardous/Infectious Waste Policy #160, will be followed. This policy complies with OSHA, Center for Disease Control, and Ohio EPA regulations for handling and disposal of infectious waste. A copy of the policy is available upon request.

Health care services at the MTC/OSU Marion Campus are limited to basic first aid. The College relies on 911 Emergency Calls System. A first aid station in the MS laboratory is equipped to handle minor incidents. For phlebotomy, a bench is available.

At clinical sites, Emergency Room facilities are available as needed. Otherwise, basic first aid is utilized in the laboratory.

Student Opinion of Instruction

You will be requested to complete opinion forms related to your instructors and courses. Please provide constructive feedback regarding the quality and/or quantity of services provided. Both positive and negative feedback is desired, particularly comments that improve the student learning experience and recommendations for additions, deletions, and/or changes in services provided. If you have concerns about instructors, you should always attempt to first discuss them with your instructor. Should you desire further discussion, speak next to your department director. If necessary, the next contact should be with the Dean of Health Technologies, and finally, with the Vice President and Chief Academic Officer.

Student Evaluation of Program

Prior to graduation, you will be requested to complete a Program Evaluation of your individual program. Please provide constructive feedback. This tool is designed to assist the College with specific curriculum and program revisions.

Clinical Experience

Students are required to attend clinical as part of their learning experience as outlined in the individual syllabus. Attendance and proficiency will be validated using Trajecs Software. The Medical Science clinical professional practice experience is in a clinical laboratory setting. Students are required to provide their own transportation to the clinical site.

Students participating in a clinical professional practice experience may not receive any remuneration (salary, stipends, housing, insurance, etc.) from the hosting clinical affiliate site. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting clinical academic objectives.

During the clinical professional practice experience, a student will be asked to perform a procedure under direct supervision. Once proficiency has been demonstrated, the student may perform the procedure (independently) without direct supervision. However, the preceptor/supervisor must be accessible to the student at all times and must review the student's completed procedure. Students must not be used as a substitute for paid employees and must not perform procedures unsupervised or inconsistent with their level of education and experience. While participating in the clinical experience, students must adhere to the policies of the clinical affiliate site and Marion Technical College.

Professional Practice Student Contract

The student enrolled in a clinical professional practice experience will receive a copy of the Health Professional Practice Student Contract with their packet of information at the start of the course. This contract outlines the responsibilities of the student during the clinical experience.

Medical Physical

Health students must complete a medical physical within six months prior to initial patient contact to meet the health requirements of the clinical affiliate training site. A list of requirements will be made available to the students prior to admission to the program but are subject to change due to the needs of the clinical affiliate training site. Do not complete these requirements until directed to do so by your program advisor as they must be current prior to patient contact. The medical physical must be completed by a MD, DO, NP, or PA.

Students who have not completed the medical physical, immunizations/titers and all diagnostic screenings by the specified deadline may not be permitted to participate in the professional practice experience and may not be able to successfully complete the program.

Minimal medical physical requirements include, but are not limited to the following:

- Rubella titer for immunity (IgG)
- Rubeola titer for immunity (IgG)
- Mumps titer for immunity (IgG)
- Varicella titer for immunity (IgG)
- Mantoux TB skin test, SpotTB, QuantiFERON Gold, including appropriate follow-up chest x-ray if PPD positive
- Immunizations for any negative or equivocal titers listed above (must be completed prior to professional practice experience)
- Documentation of a onetime adult Tetanus/Diphtheria/Pertussis (Tdap) booster (student must remain current on tetanus/diphtheria booster)
- Hepatitis B immunization series or proof of immunity if shot series is older than 20 years (refer to Hepatitis B Policy for further information)

The student must submit all documentation to the program:

- Medical Physical form that must be signed by both physician and student
- Documentation verifying diagnostic screening results
- Immunization history
- Tuberculosis Testing Record

All records will be maintained by the program, and once submitted, become the property of the department and cannot be released back to the student.

Students must also meet the same requirements as the employees of the clinical affiliate training site. These may include, but are not limited to the following:

- Drug testing
- HIV testing if potentially exposed to blood borne pathogen
- Criminal background checks
- Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, and Hepatitis)

It is recommended that students receive flu/ covid vaccinations as this may be a requirement to attend certain clinical sites. *Vaccine Administration Record* forms will be provided to document completion of the vaccine. Individuals choosing not to obtain a flu/ covid vaccine will be ineligible for clinical sites mandating flu/ covid vaccinations.

Responsibility for Treatment

The student enrolled in a clinical professional practice experience will receive a Responsibility for Treatment form with their packet of information during their orientation. The student is required to return the completed form to their instructor verifying that the student will assume the cost of treatment or care for any injury or medical condition incurred during the course/clinical.

Student Professional Liability Insurance

Students are required to obtain professional liability insurance prior to the clinical professional practice experience. Affiliated training site contracts require this insurance coverage before a student is permitted to participate in a clinical professional practice experience. This fee will be included with tuition fees.

Agreement to Respect Patient Confidentiality

Students are required to successfully complete HIPAA training prior to participating in a clinical professional practice experience. In addition, the student enrolled in a clinical professional practice experience will receive an Agreement to Respect Patient Confidentiality form with their packet of information at the start of the program. The student is required to return the completed form to the Medical Science Program Director verifying that the student will honor and abide by the rules of patient confidentiality. Violation of confidentiality will result in disciplinary action that may include dismissal from the clinical professional practice experience and an unsatisfactory grade for the course. If a student is removed from their clinical affiliated training site due to performance issues, they will not be re-assigned and will not complete the program.

Medical Science Clinical Evaluation

The student enrolled in a clinical professional practice experience will receive a survey in their online Clinical course materials. These criteria are used to evaluate program and clinical site performance and will be considered in future program and curriculum improvements.

Clinical Service Policy and Related Forms

The student enrolled in a clinical professional practice experience will receive a copy of the Medical Sciences Clinical Policy, and will be asked to sign the *Professional Practice Student Contract* and the *Agreement to Respect Confidentiality, Privacy and Security* forms at the program's orientation. This policy and the above-mentioned forms outline the responsibilities of Marion Technical College, the clinical affiliate site and the student during the clinical experience. Please see your academic advisor for additional information.

Academic Misconduct

If you violate the Marion Technical College Code or the Allied Health Code of Expected Conduct, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal. In programs that includes clinical professional practice experiences; good standing with the clinical affiliated training site is expected and is essential for continuation in the program. Please refer to the Health Student Code of Expected Conduct with Corrective Action Policy in the "Policies" section of this handbook.

Drug Screening/Substance Abuse

The clinical affiliated training sites reserve the right to conduct periodic drug screenings. Positive student drugs screens will result in immediate dismissal from the program. Additionally, if the student requests readmission to the program in the future, he or she will be subject to periodic drug screenings during the program. Payment of all required drug screens will be the sole responsibility of the student. The student must also authorize the release of the test results to the clinical agency per normal reporting procedures. Please refer to the Drug Screening and Substance Abuse Policies in the "Policies" section of this handbook for further details. See the Drug Screening for Professional Practice Experience and Substance Abuse Policies for more detailed information.

Harassment/Discrimination

Rule 3357:10-1-45 Title IX: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct is available to you in the President's Office or Human Resource Office.

Marion Technical College's policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status or sexual orientation.

Marion Technical College prohibits sexual harassment of its employees and students. It is a violation of this College policy and of federal/state law for any employee or student to sexually harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone's responsibility to maintain a discrimination and harassment-free work and educational atmosphere.

Consensual romantic and sexual relationships between supervisor and their employees or between instructors and their adult students are strongly discouraged. Consensual romantic and sexual relationships between employees and minor students (under age 18), under Ohio Revised Code Section 2907.03 (A) (8), is a third degree felony and is strictly prohibited.

Marion Technical College Administrative Policies/Procedures:

Please refer to the following Marion Technical College Policies:

<https://mtc.smartcatalogiq.com/name/Student-Handbook/Student-Handbook>

- AP 420 Student Disciplinary Action
- AP 440 Student Grievance/Complaints with College Code
- AP 521 Academic Misconduct: Plagiarism

Certification

Students completing the Medical Laboratory Technology degree are eligible to take the Board of Certification exam offered by the American Society of Clinical Pathologists (ASCP), 33 West Monroe, Suite 1600, Chicago, IL 60603, 312-541-4999, www.ascp.org.

*Awarding of degree is **NOT** contingent on successful completion of the Board of Certification exam.

Clinical Affiliate Sites

Medical Science students participate in a supervised clinical field experience to transfer classroom and laboratory learning to the work setting providing students with experience. Students are assigned to clinical locations at the discretion of the Program Director and Clinical Coordinator.

Medical Science curriculum and hands-on clinical experiences are possible through the concerted efforts of a network of healthcare and medical organizations including:

Institution	Address/Phone
Avita Health System – Galion Community Hospital, Bucyrus Community Hospital, Ontario Hospital	269 Portland Way South Galion, Ohio 44833 419-468-0703 (Laboratory)
Blanchard Valley Health System	1900 South Main St. Findlay, Ohio 45840 419-423-4500 419-423-5391
Firelands Regional Medical Center	1111 Hayes Ave. Sandusky, Ohio 44870 419-557-6854
OhioHealth Hardin Memorial Hospital	921 East Franklin St. Kenton, Ohio 43326 419-675-8173

Henry County Hospital	1600 East Riverview Avenue Napoleon, Ohio 43545 419-591-3831
Lima Memorial Health System	1001 Bellefontaine Ave. Lima, Ohio 45804
OhioHealth Marion General Hospital	1000 McKinley Park Drive Marion, Ohio 43302 740-383-8563
Mary Rutan Hospital Laboratory Services	205 Palmer Ave. Bellefontaine, Ohio 43311 937-599-7010 (Laboratory)
OhioHealth Mansfield Hospital	335 Glessner Ave. Mansfield, Ohio 44903 419-526-8025
Memorial Hospital of Union County	500 London Ave. Marysville, Ohio 43040 937.578.2469
OhioHealth Morrow County Hospital	651 West Marion Rd. Mt. Gilead, OH 43338 (419) 949.3064
Nationwide Children's Hospital Laboratory Services	700 Children's Drive Columbus, Ohio 43205 614-722-5483
OhioHealth Laboratory Services	OhioHealth Blom Administrative Campus (BAC) 3430 OhioHealth Parkway, Suite 4300 Columbus, OH 43205
Promedica Flower Hospital Laboratory	5200 Harroun Rd. Sylvania, OH 43560 419-824-1787
Samaritan Regional Health System	1025 Center St. Ashland, Ohio 44805 800.257.9917
Tiffin Mercy Hospital	45 St. Lawrence Dr. Tiffin, Ohio 44883 419-455-7804
OhioHealth Wyandot Memorial Hospital	885 N. Sandusky Ave. Upper Sandusky, Ohio 43351 419-294-4991 ext. 2237

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POLICIES

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS**

SUBJECT: Admission: Medical Sciences Programs

PURPOSES: To provide guidelines for admission into the Medical Science Programs.

POLICY:

1. Admission to the Medical Sciences programs, MLT and Phlebotomy/Medical Laboratory Assistant, shall conform to the College admission policy (policy #401).
2. The principal responsibility for effective administration of the Medical Sciences admission function, as stated in this policy, rests with the Director of Medical Sciences.
3. Program enrollment is limited for Medical Sciences due to the availability of approved clinical sites and positions or class availability. Clinical placement is conditional upon site availability. Granting of degree/certificate is not contingent upon passing an external certification or licensure examination.
4. Admission shall be granted on a first-come first-serve basis to those who meet the program entrance criteria. A waiting list shall be established once the class has been filled. Students shall be admitted from the waiting list on a first-come, first-serve basis.
5. Students admitted to Medical Sciences are required to submit to a criminal background check facilitated by Marion Technical College (MTC) and conducted by The Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests as specified in Section 109.572 of the Ohio Revised Code shall be ineligible for admission.
6. Students admitted to Medical Sciences are required to submit to drug screenings facilitated by Marion Technical College. Refer to the Medical Science policy, Health Drug Screening, for additional details.
7. A minimum 2.5 cumulative GPA (high school or college-level, whichever is most recent) is required for program admission into the Medical Laboratory Technology program.
8. A minimum 2.0 cumulative MTC GPA is required for program continuation and completion, as well as a grade of "C" or better in all required program coursework.
9. The admission file for all Medical Sciences programs must contain:
 - a. MTC application for admission.
 - b. Final high school transcript, GED results, or equivalent approved by the registrar

10. Additional admission criteria shall be as follows:
- a. Reading: Proficiency in reading skills assessment or completion of the appropriate foundation course(s).
 - b. Writing: Proficiency in writing skills assessment or completion of the appropriate foundation course(s).
 - c. Math: Proficiency in math skills assessment (Statistics pathway) or completion of the appropriate foundation course. Please note the Accuplacer shelf life on the math portion is five years.
 - d. Science: MLT requires high school biology and chemistry courses with grades of "C" or better or successful completion of equivalent college-level coursework or an ACT score of 20 in science.
 - e. Observation: MLT requires between two to four hours of observation in an approved medical laboratory documented with completion and submission of an *observation validation form*.
 - f. ACT: MLT requires a composite score of 18 or higher **or** successful completion of college-level required program courses with an cumulative grade point average of 2.5 or better.
11. Returning students must qualify in accordance with current Medical Sciences admission requirements. Those seeking readmission into the program after failing will be considered based upon space availability and past scholastic and clinical performance. Readmission is not guaranteed.

PROCEDURES:

1. Once a student's has been accepted to MTC, the student will be added to the MLT/PBT admissions course on canvas.
2. The student shall submit their completed program application through the canvas course as soon as they have met all program requirements.
3. The student will be notified of admission status via the Health Technologies Administrative Assistant.

Authorization

Caitlin Stansbery MLS (ASCP) ^{cm} M.S.F.S.
Director Medical Science Programs

V: Health Directors: MS policies and procedures: Admission Medical Science Programs
Revised and Approved 6.15.19; 8.2.21, 7.26.22, 7.13.2023, 7.1.2024

MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS

SUBJECT: ATTENDANCE

PURPOSES: To provide guidelines for students and assist them in meeting their educational goals and objectives.

POLICY:

The Medical Science department will provide each student with a course syllabus at the start of each course that will outline attendance guidelines. Attendance records will be kept for lecture, laboratory and special activities. Students missing more than 10% of class/laboratory cannot meet the course requirements as outlined in the individual course syllabus, which includes Student Professional Objectives.

PROCEDURE:

Lecture Attendance Policy: Regular class attendance is necessary for successful completion of the course. The student is responsible for attendance and all material presented. Students missing class are expected to notify the instructor before the end of the class missed. Homework assignments may be obtained from the instructor. Make-up work for each absence must be arranged with the instructor on the day of return to class. This is the responsibility of the student, not the instructor. Failure to do this forfeits the opportunity to make up the missed work. Instructors may give unannounced quizzes which may not be made up if the student is absent for any reason.

In order for a student to make up a scheduled test, the instructor must be notified prior to the end of class time. Arrangements to make-up the test must also be made at that time. The test must be made up on the date of the student's return. The instructor may provide an alternative test as a make-up, i.e., essay exam in place of a multiple choice. Only one test can be missed and made up.

The laboratory attendance policy will apply for any course in which hands-on procedures are performed or demonstrated during the lecture periods. For additional information on attendance, refer to the individual course syllabus.

Laboratory Attendance Policy: Material taught in the laboratory session is essential for the practice of clinical procedures and cannot be learned in any other way. Therefore, attendance is required at all laboratory sessions. If a laboratory session must be missed due to an emergency, the instructor must be notified by the end of the lab so that a make-up session may be scheduled. Please refer to individual course syllabi. Some labs may not be made up due to the nature of the material/assignment. The instructor may provide an alternative lab as a make-up, i.e., Project/presentation in place of a hands-on lab. Unannounced class participation quizzes cannot be made-up.

Attendance, punctuality, and dependability are evaluated within all courses with a laboratory component using the Student Professional Objectives evaluation. A student is allowed only two absences during the semester. More than 2 absences will result in an unsatisfactory rating of 1 in dependability on the Student Professional Objectives evaluation resulting in a failing grade for the course.

Tardy/Late: Tardiness of 10 minutes or greater will be recorded and counted as ½ of a day absent, meaning 2 days of tardiness would be equivalent to one full absence. After 2 absences, a student will be placed on academic professional warning. Students who come in after the start time of class are still held accountable for all material presented during that time. It is the responsibility of the student to find out what they have missed.

Practical/Competency Attendance Policy: Attendance at practical exams is essential for completion of the course requirements. Alternative times are not available because of the nature of the materials and set-up required, the instructor may provide an alternative test as a make-up, i.e., essay exam in place of a practical.

On-line Attendance Policy: Attendance will be recorded and based upon successful completion of all weekly assignments. Please refer to the individual course syllabus for additional information and make-up policies.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S.

Director Medical Science Programs

V: Health Directors: MS policies and procedures: Attendance

Revised and Approved 7.9.13

Revised and Approved 6.15.19

Reviewed 8.2.21, 7.26.22,

Revised and Approved 7.13.23

Revised and Approved 7.1.24

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS**

SUBJECT: **CAMPUS LABORATORY SAFETY PROCEDURES**

PURPOSES: To provide guidelines of safety/regulations in the laboratory.

POLICY:

Students must utilize biological specimens to perform laboratory testing procedures needed to obtain entry level career or professional competencies. Students are trained in safety procedures and regulations for handling biological specimens before participating in the laboratory experience. All biological specimens are considered potentially infectious and must be treated utilizing universal/standard precautions. Students are required to receive the first injection of the Hepatitis B immunization series prior to their first technical/laboratory course.

Special safety precautions to be followed in the laboratory are listed below:

1. OSHA regulations must be followed at all times in the laboratory.
 - A. Annual bloodborne pathogen training through MediaLab Inc.
 - B. Use universal/standard precautions at all times
 - C. Use personal protective equipment (provided by MLT department) during phlebotomy procedures and when working with biological specimens.
 1. Disposable, fluid impermeable, lab coat
 2. Gloves
 3. Splash shields, eye protection devices, face shields
 - D. Follow engineering and work practice controls
 1. Handwashing – Use soap and water as soon as possible after contact with contaminated materials. Hands must also be washed when gloves are removed as well as before leaving the laboratory. Hand washing facilities are available in the MLT lab and must be used. An alcohol based antiseptic cleanser may be used with routine glove changes during phlebotomy procedures not due to a blood or chemical spill exposure. If exposure to the skin or mucous membranes occurs, then those areas will be washed or flushed with water as appropriate as soon as feasible following contact with blood or other potentially infectious materials.
 2. Handling Sharps – No recapping, bending, shearing, breaking or removal of needles.
 3. Use sharps containers – Properly discard sharps. Avoid jamming or overfilling containers. Fingers or hands should not be inserted into any containers.
 4. Dispose of contaminated material in biohazard containers.
 5. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited. All pipetting will be done with mechanical pipettes or other pipetting devices.

6. All procedures involving blood or other potentially infectious materials must be performed in such a way as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
 7. Two eyewash stations are available for any incidents that involve splashing of blood, body fluids, chemicals, or reagents into the eyes.
 8. Eating, drinking, and application of cosmetics or lip balm is not allowed within the laboratory. Gum chewing, candy, mints, cough drops, etc. are also prohibited. Manipulation of contact lenses is prohibited in the laboratory. The student must wash their hands and leave the laboratory to do any of the above activities or similar activities.
- E. Housekeeping
1. All work areas will be decontaminated when visibly contaminated and at the beginning and end of each class within the laboratory.
 2. All equipment and instruments will be decontaminated when visibly contaminated and at the end of each term.
 3. All sharps shall be placed in containers that are: closable, puncture resistant, leak proof on sides and bottom and labeled with biohazard warning.
 4. All other regulated waste shall be placed in containers that are: closable, constructed to contain all contents and prevent leakage.
 5. Broken glassware which may be contaminated shall be picked up by using mechanical means, such as brush and dust pan and disposed of in appropriate containers.
 6. All contaminated laundry shall be handled as little as possible, bagged or containerized at the end of class.
 7. A spill kit is available in the lab for spills of blood or other potentially infectious materials.
2. If any individual's eye, mouth, mucous membrane, non-intact skin or parenteral surface comes into contact with blood or other potentially infectious material:
 - a. Immediately flood the exposed area with water and clean any wound with soap and water or skin disinfectant if available.
 - b. Notify instructor for medical evaluation.
 3. Unnecessary items shall not be brought into the laboratory as they might become unknowingly contaminated. Such items include books, handbags, backpacks, and jackets/coats. Personal items will be stored in lockers located adjacent to the laboratory during class/labs.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S.
Director Medical Science Programs

V: Health Directors: MS policies and procedures: Campus Laboratory Safety Procedures

Revised and Approved 7.9.13; 6.15.19; 8.2.21, 7.26.22, 7.13.23, 7.1.24

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS**

SUBJECT: CLINICAL POLICY

PURPOSES: To establish healthcare affiliates for the provision of Medical Science students' clinical experiences.

POLICY:

- A. Marion Technical College (MTC) educates students for the Medical Laboratory Technology and Phlebotomy professions which includes clinical learning experiences within the curriculum. Medical Science students complete clinical learning experiences onsite in a variety of affiliate sites specific to respective academic program needs or requirements. These affiliate sites include, but are not limited to, clinical laboratories, hospitals and other approved sites. Student admission to a medical science program and clinical courses is limited due to the number of available affiliate sites and the number of students they will accept.
- B. The Director of Medical Science Programs has the responsibility for effective administration of this policy.
- C. The MS Director/Clinical Coordinator has the responsibility for establishing clinical affiliate contacts, establishing the requirements and learning objectives of the clinical, and oversight of the clinical including student evaluation.
- D. The MS Director/Clinical Coordinator contacts a potential affiliate site to discuss the responsibilities of an affiliate and completes an interview to determine their scope of practice. Sites meeting the appropriate criteria and willing to provide a clinical are issued a contract outlining the responsibilities of MTC and the affiliate site. The contract will be reviewed and signed by the Chief Academic Officer.
- E. Affiliates are also provided with access to the Trajecs software at no cost to the.
- F. Responsibilities of Marion Technical College:
 - 1. Admit students to the program according to the admission policy of Medical Science Programs.
 - 2. Provide instruction, guidance, and supervision of students assigned to the affiliate site. MTC is responsible for scheduling the clinical experience and communicating with the affiliate preceptor, the purposes and objectives/requirements of the educational program and the affiliate site's unique contributions to the program. MTC is responsible for selecting and coordinating the learning objectives of the clinical by gaining an understanding of the affiliate site's practices and regulations and to orient the student to these practices when appropriate.
 - 3. Provide the student with a Progress Alert form to notify and document their need for performance improvement when the student is not meeting the criteria for the clinical as defined in the course syllabus and the student evaluation forms. The MS Director/Clinical Coordinator will discuss the deficiencies with the student,

will develop guidelines for improvement, and provide them with the opportunity to meet the criteria.

4. Contact the student and the affiliate site a minimum of two times during the clinical by phone, email, and personal visit.
5. Contact the affiliate site to confirm they are willing to provide a clinical and the number of students they will accept. The Evaluation packet provided to the affiliate site for each student includes a cover letter, syllabus, time sheet, and student evaluation forms for the required skills and appropriate professional behaviors.
6. Provide each student participating in a clinical experience with professional liability insurance. Professional liability insurance coverage includes a minimum amount of two million dollars (\$2,000,000.00) per incident and five million dollars (\$5,000,000.00) annual aggregate. Certificate of insurance is available upon request.
7. Obtain a signed statement of Responsibility for Treatment form from each student.
8. Complete a medical physical and the specified drug screening on each student prior to registration in the clinical course that equals or exceeds the requirements of the affiliate site.
9. Provide upon request, results of appropriate diagnostic tests, immunizations, medical physical, and coverage of liability insurance, and confirmation of successful completion of drug screens and criminal background checks, and other requirements needed by the affiliate site.
10. Complete a criminal background check on each student who has applied for admission into a program containing a clinical according to the Medical Science policy, Criminal Background Check. The background check will be conducted by the Ohio Bureau of Criminal Identification and Investigation, facilitated by Marion Technical College, and will include, but is not limited to, an analysis of fingerprints and review of prior criminal records.
11. Evaluate the student in consultation with the affiliate preceptor based on performance observations and the objectives and criteria in the student evaluation forms. The final grade is assigned by the MS Director/Clinical Coordinator.
12. Remove a student from the clinical site if the student is: unable to fulfill professional responsibilities, being used as an unpaid employee, not being properly supervised, or not receiving an appropriate educational experience. Advance notification of student removal will be given to the affiliate site when possible.
13. Inform students of their responsibilities as listed in the Student Contract.
14. The MS Director/Clinical Coordinator is responsible for contacting students at the affiliate site, confers with the clinical preceptor/instructor regarding student progress, resolves problems, counsels' students, and assign grades based on evaluation forms and consultation with clinical personnel.

G. Responsibilities of the Affiliate Site:

1. Provide a facility for hands-on-experience and designate and assign specific employees who are knowledgeable in the procedures/practices of the affiliate site to instruct the student and to model the role of a working professional.

2. Agree to supervise and provide an educational experience for the student. Students must not be used as unpaid employees during the clinical experience. The student may be asked to perform procedures under supervision after they have demonstrated proficiency in the procedure. This practice helps to develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.
3. Agree to not remunerate (salary, stipends, housing, insurance, etc.) the student for the clinical hours. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting clinical academic objectives.
4. Provide the student with an orientation program comparable to orientation provided for new employees.
5. Schedule student hours on weekdays during the day. However, if there are activities occurring outside this time frame which would contribute to the student's knowledge of the clinical/medical setting and to the development of entry level competencies, the student may be asked to volunteer to participate in these activities. If the student requests evening/week-end hours because of their personal needs and the affiliate site agrees, then it is the responsibility of the affiliate to ensure the student is receiving the same quality of educational experience and supervision that would be received on days. The MS Director/Clinical Coordinator must also be informed and agree to this arrangement.
6. Permit the students access to any learning resources or libraries of the affiliate site.
7. Provide emergency care for the student in the event a student requires immediate medical attention. Any cost for required treatment due to illness, injury or exposure is the financial responsibility of the student.
8. Complete an evaluation of the student. The clinical preceptor will supervise the completion of the MTC Student Evaluation forms and return them to the MS Director/Clinical Coordinator by the designated date on the cover letter accompanying the clinical packet.
9. Reserve the right to prematurely terminate a student's clinical experience if difficulties cannot be resolved after meeting with the student and the MS Director/Clinical Coordinator.

H. Responsibilities of the Student:

1. Meet the necessary medical and health requirements needed to fulfill the essential functions for clinical and complete the required immunizations, titers, and diagnostic testing according to the standards of the program and the affiliate site. These requirements are listed on the Medical Physical form and must be completed and returned to the Clinical Coordinator by the deadline established by the program. A student may not participate in clinical if this documentation is not received.
2. Complete any required drug screening prior to clinical in accordance with the Health policy, Drug Screening for Professional Practice.

3. Complete a criminal background check (BCII and FBI as required) facilitated by Marion Technical College to fulfill program application requirements necessary for participation in clinical. Any additional background check required by the clinical affiliate training site prior to participating in a clinical experience is not included in lab fees and is the student's financial responsibility.
4. Contact the designated clinical coordinator of the affiliate site by phone or email to discuss any specific site requirements for clinical.
5. Provide their transportation to the affiliate site.
6. Refuse any remuneration (salary, stipends, housing, insurance, etc.) from the affiliate site. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used to ward meeting academic objectives.
7. Adhere to the administrative policies and regulations of Marion Technical College as outlined in the Medical Science Student Handbook.
8. Conform to the dress code of the affiliate site. If the site does not provide a photo ID badge, the student is responsible for obtaining one.
9. Students must sign The Agreement to Respect Confidentiality, Privacy, and Security acknowledging their responsibility in maintaining both College and affiliate training site policies and information.
10. Perform procedures under supervision after demonstrating proficiency in the procedure. This practice will help develop stronger entry-level competencies.
11. Participate, if possible, in activities occurring outside the normal scheduled hours if these activities would contribute to the student's knowledge of the clinical medical setting and to the development of entry-level competencies.
12. Attend each day as scheduled. Refer to the course syllabus for specific information on attendance policies.
13. Participate in an orientation at the affiliate site and agree to adhere to those policies.
14. Bear the financial responsibility of any cost for required medical treatment during the clinical due to illness, injury or exposure. A signed "Responsibility of Treatment" waiver must be submitted to the MS Clinical Coordinator.
15. Carry liability insurance. The fee for this insurance is part of lab fees associated with tuition.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S.
Director of Medical Science Programs

V: Health Directors: MS policies and procedures: Clinical Policy
Revised & Approved 7.5.16
Revised & Approved 6.15.19
Reviewed 7.26.22, 7.13.23, 7.1.24

Marion Technical College
Health
Professional Practice Student Contract

The role of the student is to actively participate in the professional practice experience and to coordinate classroom knowledge with a real world clinical medical experience. The student is expected to develop and strengthen their entry-level competencies.

Student responsibilities and expectations are outlined below. The Student will:

- A. Complete a successful criminal background check (BCII and FBI as required) to fulfill program application requirements necessary for participation in a professional practice experience. Any additional background check required by the clinical affiliate training site prior to participating in a professional practice experience is not included in lab fees and is the student's financial responsibility.
- B. Meet the necessary medical physical and health requirements to fulfill the technical standards to participate in a professional practice experience. These requirements are listed on the Medical Physical Form.
- C. Complete a Medical Physical prior to registration in the professional practice experience according to the program requirements. A completed medical physical form and all lab work/documentation must be returned to the office by the deadline established by the program. A student may not participate in the professional practice experience if this documentation is not received.
- D. Complete any required drug screen(s) prior to entry into the professional practice experience in accordance with the Health Drug Screening for Professional Practice Experience policy.
- E. Contact the designated clinical coordinator of the affiliate site by phone or email to discuss any specific site requirements for the professional practice.
- F. Provide their transportation to the professional practice site.
- G. Refuse any remuneration (salary, stipends, housing, insurance, etc.) from the professional practice site. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting academic objectives. Note: PTA students will not be placed in clinical rotation at a site in which they have been employed.
- H. Adhere to this contract and also the regulations of Marion Technical College as outlined in the Program Student Handbook.
- I. Adhere to Program professional standards.
- J. Students must sign The Agreement to Respect Confidentiality, Privacy, and Security acknowledging their responsibility in maintaining both College and affiliate training site policies, including HIPAA.
- K. Conform to the dress code of the affiliate training site as well as departmental policies as outlined in the Program Student Handbook.
- L. Perform procedures under supervision after demonstrating proficiency in the procedure. This practice will help develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.
- M. Participate, if possible, in activities occurring outside the normal scheduled hours if these activities would contribute to the student's knowledge of the clinical medical setting and to the development of entry-level competencies.
- N. Attend each day as scheduled. Refer to the course syllabus for specific information on attendance policies.
- O. Participate in an orientation at the affiliate site and agree to adhere to those policies.
- P. Bear the financial responsibility of any cost for required medical treatment during the professional practice due to illness, injury or exposure. A signed "Responsibility of Treatment" waiver must be submitted.
- Q. Carry liability insurance. The fee for this insurance is part of lab fees associated with tuition.

I have read and understand the above information and agree to comply with the terms of this contract.

Name: _____ Student ID: _____ Date: _____

Marion Technical College Health Programs

Student Agreement to Respect Confidentiality, Privacy, and Security

Maintaining confidentiality, privacy, and security is a key principle in today's health care setting. The purpose is to promote trust in professional relationships between patient/family members and individuals working in the health care environment, facilitate truthful and complete disclosure of information by patients, and protect patients, health care providers, and health care facilities from harm by preventing disclosure of information. Some information may be harmful to an individual's reputation, personal relationships or employment.

Confidentiality carries the responsibility for limiting disclosure of private matters. It includes the responsibility to use, disclose, or release such information only with the knowledge and consent of the individual. **Privacy** is the right of an individual to be left alone. It includes freedom from observation or intrusion into one's private affairs and the right to maintain control over certain personal and health information. **Security** includes physical and electronic protection of the integrity, availability, and confidentiality of computer-based information and the resources used to enter, store, process, and communicate it; and the means to control access and protect information from accidental or intentional disclosure.

Confidential information includes but is not limited to: patient information, medical records, hospital/medical office information, pharmacy, physician information, employee records, and any situation which may be encountered in the course of your clinical/practicum experience and on campus. Maintaining confidentiality means to share information only with other healthcare professionals who have a "need to know" the information to provide proper healthcare for that patient and/or to conduct business within the health care setting. Obtaining and sharing information in which there is not a "need to know" is a violation of confidentiality. Sharing any information about your observation or clinical practicum site or staff is a breach of confidentiality per HIPAA. To ensure confidentiality, privacy, and security, cell phone usage is not permitted during observation hours or while in any professional practice experience.

Information that is a benefit to the learning experience may be shared with an instructor or other students as part of a classroom assignment. Information must exclude patient identifiers/confidential information. As part of a learning experience, this would be considered a legitimate "need to know". Sharing this information outside of class is a breach of confidentiality.

A common way in which information is shared unnecessarily is through casual conversation. Sometimes a patient or a situation is very interesting and information is shared with one's own family, friends, or co-workers who are not involved with that patient. Simply mentioning that you saw an individual in a healthcare setting is considered a breach of confidentiality. Other times, information is shared inadvertently. Two employees, both needing to know information about a patient, discuss the case in the elevator or in the cafeteria, and a visitor overhears the information. This illustrates why it is imperative to limit clinical discussions to non-public areas.

Records such as any part of a patient's chart, are not to be read by individuals other than those having a "need to know". Retrieving information from a computer also falls into this category. A "need to know" refers specifically to work needs. Looking up testing for a friend or a family member is not acceptable "need to know". Friends and family need to learn of their lab data results from the ordering physician.

Agreement requiring student signature:

I have read the above information regarding confidentiality, privacy, and security and I understand the importance of keeping all information I encounter during observation or a professional practice experience in confidence. I agree to maintain confidentiality in the healthcare site and will not divulge any healthcare information outside the healthcare site. I will not access or try to access patient or healthcare information without the approval of the professional practice site. I understand that cell phones are not permitted during observations or a professional practice experience. I will not remove records, papers, medications or specimens from the healthcare site without permission. I will not take notes of any confidential information and remove it from the healthcare site. I agree that I will not take pictures of patients or of confidential information. I agree to use caution when discussing

confidential matters in the healthcare site to avoid being overheard in any public area. I understand that violating this policy may prohibit me from admission to any MTC allied health program, or result in my removal from the professional practice, a failing grade, and dismissal from the program. I will continue to maintain confidentiality, privacy, and security with any information I encounter during my learning experience after I have completed my courses at Marion Technical College.

Print Name: _____

Date _____

Signature: _____

Student ID: _____

Health Directors: Confidentiality Agreement 4.15.16; Reviewed 8.5.20; 4.2.21
Revised 3.22.22; Reviewed 7.13.23

**MARION TECHNICAL COLLEGE
HEALTH TECHNOLOGIES**

SUBJECT: COMMUNICABLE DISEASES

PURPOSES: To protect patients, students, and faculty from communicable diseases while protecting the rights of the individuals which may have a condition posing a risk to others.

POLICY:

1. Any student in a Health Program at Marion Technical College (MTC) who is directly involved in patient care and has Hepatitis, HIV (includes AIDS ARC) Covid-19, MRSA, Herpes Zoster, tuberculosis or any other infectious/communicable disease should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated affiliated training site during a professional practice experience. The student has a duty to inform the program director so that reasonable accommodation can be made to protect the safety of all parties involved.
2. If a student suspects that they may have contracted an infectious disease, they have a duty to seek appropriate testing to clarify their health status. The obligation of the student is to protect patients treated during the professional practice experience at an affiliated training site as well as other students/faculty in the simulated healthcare environment of the MTC classroom/laboratory. The student has a duty to inform the program director/clinical coordinator so that reasonable accommodation can be made to protect all parties involved.
3. Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue to participate in educational programs so long as patients, other students, and faculty are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on an individual basis by the student's physician, taking into account the nature of the individual and functional disabilities or limitations.
4. Infected neurologically handicapped students who cannot control bodily secretions, students who have un-coverable oozing lesions, or a communicable respiratory condition will not be permitted to participate in direct patient-care health care services. The determination of whether an infected student should be excluded from providing health care services or can adequately and safely perform patient care duties shall be determined by the student's physician in conjunction with the

appropriate College official.

4. All medical information and records about the student will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Family Educational Rights and Privacy Act (FERPA). Marion Technical College will implement and maintain procedural safeguards to protect the privacy interests of students in the campus community who have a communicable disease. The identity of the student who has a communicable disease will not be disclosed, except as authorized or required by law.
5. Marion Technical College is committed to complying with federal and state laws regarding the rights of individuals with communicable diseases. Marion Technical College prohibits harassing, intimidating, retaliating, or otherwise discriminating against students who have a communicable disease.

Authorization

Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Interim Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Interim Associate Dean of Health

Revised and approved

Health Directors: H P&P Communicable Diseases 7.9.15; 6.13.19; 8.5.20; 4.2.21, Reviewed 3.22.22

***Communicable Disease
Memorandum of Understanding
Marion Technical College
Health Programs***

Any student in a Health Program at Marion Technical College (MTC) who is directly involved in patient care and has Hepatitis, HIV, COVID-19 (includes AIDS and ARC), MRSA, Herpes Zoster, tuberculosis or any other infectious/communicable disease should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated affiliated training site during a clinical, practicum or professional practice experience so that reasonable accommodations can be made to protect the safety of all parties.

If a student suspects that they may have contracted an infectious disease, they have a duty to seek appropriate testing to clarify their health status. The obligation of the student is to protect patients treated during their clinical, practicum, or professional practice experience at an affiliated training site as well as other students/faculty in the simulated healthcare environment of the MTC classroom/laboratory. The student has a duty to inform the program director/clinical coordinator so that reasonable accommodations can be made to protect the safety of all parties involved.

Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue their educational program so long as patients, other students, and faculty are not placed at risk. Decisions regarding modifications of the clinical training undertaken by such individuals will be made on an individual basis by the student's physician, taking into account the nature of the individual and functional disabilities or limitations.

Infected neurologically handicapped students who cannot control bodily secretions, students who have uncovered oozing lesions, or communicable respiratory conditions will not be permitted to participate in direct patient-care health care services. The determination of whether an infected student should be excluded from providing health care services or can adequately and safely perform patient care duties shall be determined by the student's physician in conjunction with the appropriate College official

All medical information and records about the student will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Family Educational Rights and Privacy Act (FERPA). Marion Technical College will implement and maintain procedural safeguards to protect the privacy interests of students in the campus community who have a communicable disease. The identity of the student who has a communicable disease will not be disclosed, except as authorized or required by law.

Marion Technical College is committed to complying with federal and state laws regarding the rights of individuals with communicable diseases. Marion Technical College prohibits harassing, intimidating, retaliating, or otherwise discriminating against students who have a communicable diseases.

I have read and understand this policy and have had an opportunity to ask questions:

Student Signature

Date

Print Name

**MARION TECHNICAL COLLEGE
HEALTH**

SUBJECT: CRIMINAL BACKGROUND CHECK

PURPOSES: To screen applicants in all Health programs to promote patient safety and fulfill state mandated requirements for all patient groups.

POLICY:

Criminal background checks will be conducted on all Health students prior to acceptance into the requested program or clinical placement. Background checks will be facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI), pursuant to Ohio Revised Code ORC 109.572 Criminal Records Check. Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

PROCEDURE:

1. State criminal background investigations must be completed by all students entering Health programs and upon requirements of affiliated training sites.
2. Federal criminal background investigation must be completed if a student has not been a resident of Ohio for the past 5 years. FBI checks will also be conducted based upon specific program admission requirements due to affiliated training site requirements.
3. Some affiliated training sites may also require additional background checks such as Excluded Parties Exemption System (EPLS).
4. Students are required to disclose ANY criminal background at the time of the initial appointment and prior to the professional practice experience with a Health faculty/staff representative.
5. If a criminal background is self-disclosed by the student, Marion Technical College may conduct a formal background check at that time. The background check may be conducted prior to formal application to the program at the student's expense.
6. Students with confirmed criminal background(s) will be evaluated on an individual basis. It is not the responsibility of Marion Technical College to arbitrate any information regarding the findings of the background check.
7. The school will maintain confidentiality of these records related to the background investigation(s) with the number of persons authorized to review results on a "need to know" basis.
8. The cost of the criminal background investigation will be included in the lab fees.
9. Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into the program pursuant to the Ohio Revised Code.
10. Students who have a criminal background record but do not have a disqualifier based on the Ohio Revised Code will be required to sign a memorandum of understanding explaining that a clinical/practicum experience is not guaranteed due to future affiliate site requirements and they may also be prohibited from licensure and employment. Students also have the right to correct or complete any information gained from their criminal background check.
11. Refusal to complete or cooperate to complete a criminal background check will prohibit the student from admission/continuation in the program.
12. The initial Marion Technical College criminal background check will be valid as long as the student remains a continuous student. If the student interrupts his/her program for one

- calendar year or longer, a new criminal background check will be required upon his/her re-entry/acceptance into a Health program.
13. Students are to remain free of disqualifying convictions while enrolled in the program. Students are required to notify the Dean or Director of their respective program within one week of any conviction that occurs during the student's acceptance/enrollment in the program regardless of adjudication/deferred sentencing. Disclosure of the judicial information by the student must include appropriate documentation. (i.e. Judgment Entry of Sentencing.)
 14. Potential employers for MTC Health programs may require criminal background investigations as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug related arrests may be ineligible for employment. Any criminal background may preclude an individual from employment. Therefore, completing a MTC program does not guarantee future employment.
 15. Students requesting copies of criminal background checks will be required to sign the *BCI & FBI Dissemination Log*.

Authorization

Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Interim Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Interim Associate Dean of Health

Health Director: Health P&P Criminal Background Check
Revised & Approved 8.7.17; 4.26.19.19; reviewed 4.5.21; 5.2.22

**Criminal Background Memorandum of Understanding
Marion Technical College
Health Programs**

Under Ohio law (ORC 109.572), all students must obtain a criminal background check, including state (BCII) and Federal (FBI) in order to be eligible for program admission, student activities, licensing, and employment. Background checks are conducted through Marion Technical College (MTC) and facilitated by the Ohio Bureau of Criminal Identification and Investigation (BCII). Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

Through this agreement, Marion Technical College sets forth the terms and conditions for students entering a Health Program at MTC with a criminal background.

- A. Student must consent to a criminal background conducted by MTC.
- B. If the student has not yet been formally admitted to the program, they will incur all costs involved with the background check.
- C. If the student's background check produces a record that is considered a "disqualifier" under Ohio Law, the official making the determination of suitability for entering a Health program shall provide the student with the opportunity to complete or challenge the accuracy of the information contained in the FBCI Identification Record. The deciding official should not deny the admittance based on the information in the record until the student has been afforded a reasonable time to correct or complete the information or has declined to do so. The student should be presumed not guilty on any charge/arrest for which there is no final deposition stated in the record or otherwise determined.
 - a. If the student chooses to correct or complete the information produced from their background check, they may miss the application deadline and may need to reapply once the background has been cleared.
- D. If the background produces any felony convictions, the student is advised that they may be prohibited from licensure and health care employment in the state of Ohio depending on specific program licensure requirements.
- E. Student understands that completion of the program does not guarantee future employment.

This agreement will be effective beginning on the date of the signatures below.

Both parties indicate their agreement with above terms and conditions by signing below.

Student

Marion Technical College

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

I wish to decline correcting my background check information.

Signature _____

Date _____

Health Director: P&P Criminal Background MOU

Approved July 9, 2015; Revised 2.20.19; Reviewed and approved 4.5.21

**Criminal Background Disclosure
Marion Technical College
Health Programs**

I understand that I, prior to acceptance into a health program, will be subject to a background check including, but not limited to an analysis of fingerprints and review of all prior criminal records. The criminal background check is facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Investigation and Identification and the Federal Bureau of Investigation. Students with certain felony, misdemeanor, or drug-related arrests as specified in the Ohio Revised Code 109.572, may be ineligible for admission into the program. Furthermore, clinical/practicum sites have their own requirements for students attending their facilities. Students with disqualifiers may be ineligible to complete the MTC health programs if the student is not eligible to complete clinicals/practicums at the training site.

I understand I am required to self-disclose any criminal background prior to admission into the program. Students with any criminal background may also be ineligible for admission. Potential employers may require criminal background checks as conditions for employment. Individuals who have been convicted of any crime, including felony, gross misdemeanor, misdemeanor, or a drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

I understand the submission of any false information to Marion Technical College shall be cause for immediate dismissal from any Health program.

Do you have any criminal background? _____ Yes _____ No

Signature of Student

Date of Birth

Printed Student Name

Other Names -Alias

Date

Social Security Number

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS**

SUBJECT: CURRICULUM PROGRESSION OF STUDENTS TO GRADUATION

PURPOSE: To assure that all students have access to academic advising to discuss program and curriculum requirements for graduation.

Policy:

Advisors must provide the student timely feedback regarding degree graduation requirements. Students will obtain feedback on their progress in clinical objectives as listed in the Student Clinical Evaluation packet and understand progression requirements for successful course completion.

PROCEDURE:

1. Students are assigned to a first-year advisor or academic advisor (depending upon the student's specific needs) to discuss instructional program requirements. Students seeing a first-year advisor will be assigned to an academic advisor specific to their program when they are ready to apply to the program. The advisor is available to assist the student throughout enrollment in the program.
2. Students are recommended to meet with a program advisor before registration in the first and second term, and prior to program completion to review academic plans and discuss program progress with their advisor. AVISO (My Academic Plan) is also utilized by students and faculty to maintain regular contact concerning curriculum requirements/plan and registration.
3. Student-faculty conferences will be scheduled upon admission, at regular intervals, at the faculty's discretion and as needed by the student. Topics discussed include required curriculum, student progress in the clinical and classroom areas, utilization of learning resources and other academic matters. Confidentiality and impartiality are maintained in dealing with student issues.
4. One term prior to anticipated graduation, the program advisor will complete an audit for potential graduates to ensure progress and completion of coursework. If problems are identified, students are notified and a plan developed. The written plan will be signed by the student and placed in their file. Individual program Advisor will meet with student at this time.
5. Unanticipated loss of clinical placement (due to affiliate circumstances, not student concerns) may result in delayed clinical completion, program completion, and graduation/certificate award. The clinical will be offered the

following term for the student if it is impossible to provide a site during the normal course sequence. However, every effort is made to avoid any potential delays.

6. A minimum grade of “C” must be achieved in all courses required in the curriculum.
7. A minimum cumulative GPA of 2.0 must be maintained in order to retain a seat in Medical Science programs. If the student is not progressing satisfactorily, please refer to the Academic Improvement Notice for further information.
8. Clinical Progression: The student applies their knowledge in the last term of the curriculum in a clinical experience at an affiliate healthcare site.
 - a. The Student Clinical Evaluation tool is used to determine the student’s areas of strength, weakness, and progression during the clinical experience. The student is evaluated by the clinical preceptor assigned by the affiliate site. The Medical Science Director/Clinical Coordinator meets with the clinical preceptor and then meets with the student to discuss their clinical progress.
 - b. If a student is not progressing satisfactorily, a Progress Alert including a plan for improvement will be developed by the Medical Science Director/Clinical Coordinator. Please refer to the Progress Alert policy for further information.
 - c. The student must attain a satisfactory grade in every category on the Clinical Evaluation tool at the end of the clinical experience to receive a passing grade.
 - d. Clinical preceptors complete, sign, and submit clinical evaluation forms to the Medical Science Director/Clinical Coordinator by the date that final grades are due each term.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S.
Director of Medical Science Programs

Approved

V: Health Directors: MS policies and procedures: Curriculum Progression

Reviewed and Approved 7.5.16

Reviewed and Approved 6.15.19

Reviewed and Approved 8.2.21

Reviewed and Approved 7.26.22, 7.13.23, 7.1.24

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAM**

SUBJECT: EXAM Remediation

PURPOSE: To ensure students who earn below the minimum passing grade of “75%” on objective exams are competent in the material covered and adequately prepared to move forward in the curriculum.

POLICY: Students who earn below a “C” on an objective examination (<75%), will be required to satisfactorily complete exam remediation. Students are not permitted to sit for the subsequent examination if the exam remediation protocol has not been completed to the instructor’s satisfaction. Subsequent exam is defined as the next objective exam of the same methodology. (i.e. Midterm to Midterm or Practical to Practical). *Remediation will not be available on final exam nor final practical.

PROCEDURE:

1. A student earning below the minimum “C” grade (<75%) on any objective examination (including Lab Practicals, as these are objective exam formats) will be notified by the instructor that they must complete an exam remediation over the material covered on that examination.
2. The identified student will be required to meet with the course instructor one on one. Exam Remediation is designed for that particular student based on the information they missed on the examination. Item analysis and content analysis will be looked at by the instructor for development. The instructor has discretion to provide additional requirements. Additional assignment may be, but not limited to, repeat exams, written essays, or any other format deemed appropriate by the instructor that matches with the learning objectives of the material in question.
3. Once provided, the student has to satisfactorily complete the exam remediation within 1 week. (Exams are not permitted to be viewed without supervision, therefore, the student will be expected to make an appointment with the instructor outside of class time.)
4. Course instructor is responsible to deem the assignment satisfactorily completed. Instructor may provide an opportunity to gain additional points on the original exam/ practical with a maximum point value equal to or less than half the assigned point value per given question/ topic.
5. Any student who does not complete the exam remediation will not be permitted to take the subsequent examination and will then be subject to the Medical Sciences program policies – Student Code of Expected Conduct and Progress Alerts.
7. Should disagreement exist between the student and instructor on the determination of a satisfactory completion, the program director will make a final decision.

Student Signature: _____ Date: _____
Instructor Signature: _____ Date: _____

*Instructor will not sign until the assignment is deemed satisfactorily completed.

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS**

SUBJECT: DRESS CODE AND PROFESSIONALISM

PURPOSES: To provide guidelines of acceptable attire and conduct.

POLICY: Students are responsible for meeting guidelines of acceptable conduct and attire while in the clinical setting as well as technical courses to fulfill safety and professional standards.

DRESS CODE FOR MEDICAL SCIENCE PROGRAMS- CAMPUS LABORATORY COURSES

- a. The requirements listed within this dress code are not all-inclusive and are subject to change. No dress code can cover all contingencies so students must exert a certain amount of judgment in their choice of clothing. **When in doubt, the opinion of the course instructor, clinical coordinator, or program director will be final.**
- b. Required attire in laboratory technical courses is solid-colored scrubs. All clothing should be clean and neatly pressed. The attire must be purchased prior to the first technical class at the expense of the student. This is consistent with the dress code of most employers. Clothes should fit loosely enough to be comfortable. Due to modesty issues, white scrubs are not permitted and a tee shirt is required under your scrub shirt. Slacks must fit at the natural waist line and must not drag the ground.
- c. During laboratory classes a long sleeved, lab coat which is fluid impermeable must be worn at all times and must be buttoned. The coat will be made available to you the first day of class. The cost of the lab coat will be included in your lab fees. Replacement lab coats will provided at no cost if current lab coat is contaminated or showing signs or wear.
- d. Students are required to wear MTC ID badges at all times.
- e. Jewelry should be kept to a minimum for both safety and professional reasons. Permitted jewelry is wedding/engagement rings, watch, and small earrings. Long, dangling earrings and necklaces are safety hazards in the health care environment. Rings are problematic with frequent hand washing and glove changes.
- f. Facial piercing, cartilage piercing, ear gauges, tongue rings, as well as tattoos, are generally not acceptable in the health care environment for professional and safety reasons. Tattoo covers may be required and facial piercings may need to be removed. Hoops used for facial piercings are a safety hazard and are not acceptable. Ear gauges must be filled in due to safety issues. **The opinion of the course instructor, clinical coordinator, or program director will be final.**
- g. A student must have a neat appearance and excellent personal hygiene at all times, including daily showers and antiperspirant/deodorant.
- h. Hair should be clean, neat, and of a natural color. Long hair must be secured and away from the face. Beards and facial hair, when allowed, must be kept clean and neatly trimmed.

- i. Light natural looking makeup may be worn. Students must not wear colognes, perfumes or other fragrances as this is prohibited in many health care settings due to sensitivities and/or allergies of co-workers or patients. Fragrances may cause difficulty in breathing to those individuals who have sensitivity.
 - j. Nails shall be no longer than ¼ inch and must be clean. Nail polish may be used but must be neat and maintained. Chipped nail polish is prohibited. Individual clinical affiliate sites may restrict the use of nail polish when providing direct patient care.
11. No smoking is permitted on Campus, including the use of vaping or smokeless tobacco. The student must not smell of smoke, e.g. wash their hands, use breath freshener and spray a freshener on clothes.
12. Gum chewing is not permitted inside the Medical Science Laboratory.
13. Shoes must be closed toe and closed heel. Shoes must be skid-resistant and fluid impermeable, such as an athletic or duty shoe with a leather or leather-like material. Canvas or crocs are not acceptable. Shoes should be comfortable and clean.

DRESS CODE FOR CLINICAL EXPERIENCE COURSES

- 1. Students in a clinical experience must comply with the dress code of the health care affiliate site.
- 2. Students must wear their MTC Photo ID. Some individual affiliate sites may restrict color choices of uniforms or scrubs.
- 3. In clinical, most facilities are smoke-free and smoking is not permitted on the grounds of the facility.

PROFESSIONALISM

- 1. Exhibit dependability and punctuality.
 - a. Prepares for class; completes assignments on time.
 - b. Meets attendance requirements for class/clinical. A rating of 1 will be given if attendance requirements are not met.
 - c. Demonstrates punctuality; two tardy occurrences are equivalent to one absence.
- 2. Work effectively with others in a team setting.
 - a. Understands and accepts roles and responsibilities within the professional team; accountable for own actions.
 - b. Demonstrates respect and appreciation for the diversity of team members.
 - c. Positively resolves conflicts; accepts criticism constructively; seeks resolutions.
 - d. Avoids making negative statements about others.

3. Exhibit effective professional judgment.
 - a. Completes a realistic self-assessment of clinical/classroom performance that outlines goals for learning improvement.
 - b. Recognizes own limitations; thinks critically and is able to make sound judgments.
4. Follow established rules, policies and/or commonly accepted professional practice (e.g., maintains confidentiality, practices safety, honesty, etc.)
 - a. Complies with established procedures and policies in professional settings.
 - b. Knows and adheres to the roles and responsibilities of the profession.
 - c. Exhibits legal and ethical behaviors, including confidentiality.
 - d. Performs in a safe manner that minimizes risk to client/patient/customer, self and others.
5. Exhibits effective organizational skills.
 - a. Effectively manages use of time; works independently.
 - b. Follows instructions; learns new procedures in a reasonable amount of time.
 - c. Needs minimal supervision.
6. Exhibits acceptable professional demeanor.
 - a. Projects a positive attitude, cooperative, and respectful.
 - b. Uses appropriate conversation; refrains from inappropriate discussions.
 - c. Consistent standard English grammar; uses effective and correct verbal communication.
 - d. Follows dress code; practices good hygiene.
 - e. Able to function competently during stressful situations.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S.
Director Medical Science Programs

V: Health Directors: MS policies and procedures: Dress Code and Professionalism

Revised and Approved 7.13.18

Revised and Approved 6.15.19

Reviewed 8.2.21

Revised and Approved 7.26.22, 7.13.23, 7.1.24

MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS

SUBJECT: GRADING POLICY

PURPOSE: To ensure that the students who successfully complete a Medical Science technical course (which receive a “letter” grade) have adequately mastered the cognitive, psychomotor, and affective objectives of each course to progress through the program and succeed in employment.

Each student must earn a grade of “C” or better in all required courses of Medical Science program curriculum including general education or transfer. Any technical course in which a student fails to earn a “C” must petition for readmission in accordance with the MS Readmission Policy. Students are required to meet the prerequisite(s) for all courses in which they enroll.

The grading scales for all Medical Science technical courses are as follows:

100 - 92 = A
91 – 83 = B
82 – 75 = C
74 – 66 = D
Less than 66 = F

S = Satisfactory
U = Unsatisfactory

Grading procedures in non-Medical Science technical courses are determined by the respective department.

PROCEDURE:

1. Student **MUST** perform at or above the expected standard in all aspects of a MS course in order to successfully pass the course with a grade of “C” or better. The final course grade must equal a 75% or greater. In addition, within each course:
 - a. The practical’s (Midterm and Final) must be passed with an average of a 75% (C grade) or greater to demonstrate competency.
 - b. The exam’s (Midterm and Final) must be passed with an average of a 75% (C grade) or greater to demonstrate competency.
 - c. The Student Professional Objectives Evaluation must be passed with a rating of 2 (80%) or better in each category. Students not achieving a satisfactory rating of 2 or better in each category will be handled under the Health Policy: Student Code of Expected Conduct with Corrective Action.
 - d. Attendance on exam and practical days is mandatory. It is the student’s responsibility to contact the instructor and make arrangements in the event of an emergency. Late work submitted beyond the due date and time may have points deducted or may receive zero points. See individual course syllabi.

- e. Students not meeting the above criteria will receive a “D” for the course, and will not be permitted to continue with technical courses and will lose their seat in their medical science program. (See the MS Readmission Policy for details.)

2. Laboratory/Psychomotor Evaluation:

Laboratory practical examinations are given throughout the program curriculum to evaluate application, critical thinking, and psychomotor skills.

- a. It is the STUDENT’S responsibility to ensure all of the labs are successfully completed prior to the practical exam. Students will not be permitted to take a practical and or comprehensive exam until all labs are successfully completed. All laboratory requirements must be demonstrated successfully and recorded prior to each practical examination in each course.
- b. The practical’s (Midterm and Final) must be passed with an average of a 75% (C grade) or greater to demonstrate competency. Students failing a second practical examination will be advised to drop the course and will not be permitted to continue on with technical courses and will lose their seat in their medical science program.

3. Lecture/Cognitive Evaluation:

Lecture examinations are given throughout the MS curriculum. These examinations include midterms and final examinations.

- a. The exam’s (Midterm and Final) must be passed with an average of a 75% (C grade) or greater to demonstrate competency.
- b. Students failing a second midterm examination will be advised to drop the course and will not be permitted to continue on with technical courses and will lose their seat in their medical science program

4. Affective Evaluation:

- a. Professionalism in health care is as important as technical ability. The classroom is a simulation of the workplace setting. Therefore, students will be expected to demonstrate professional behavior at all times and will be evaluated on their behavior.
- b. Students must obtain a rating of 2 (80%) or better in all categories on the Student professional Objectives evaluation form to successfully complete a technical course and progress satisfactorily in a Medical Science program. A rating of less than 2 in any category is considered unsatisfactory. At the midterm evaluation, if the student does not score a 2 or higher in all of the categories, the instructor will discuss the deficiencies, develop guidelines for improvement, and provide the student with the opportunity to improve. At the final evaluation, all scores must be 2 (80%) or higher. A final evaluation of less than 2 in any category will result in the Director of Medical Science writing up the student in accordance with the Health Policy: Student Code of Expected Conduct with Corrective Action. This may result in disciplinary action including dismissal from their medical science program.

5. Additional Course Evaluations:

Additional assignments that may be graded will vary with the course. Such assignments may include but are not limited to: quizzes, graded labs, homework, papers/ projects, case studies, surveys, etc. Points accumulated with these additional assignments will be added into the final grade only after the minimum standards for lecture and laboratory have been achieved.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S.
Director of Medical Science Programs

V: Health Directors: MS policies and procedures: Grading Policy

Revised and Approved 7.5.16

Revised and Approved 4.22.19

Revised and Approved 6.15.19

Reviewed 8.2.21, 7.26.22

Revised and Approved 7.13.23, 7.1.24

**MARION TECHNICAL COLLEGE
HEALTH**

**SUBJECT: GUIDANCE AND REFERRAL COUNSELING, MENTAL HEALTH
RELATED**

PURPOSES: To provide referral for individuals needing guidance and counseling services, including drug and alcohol treatment.

POLICY:

Although mental health related counseling services are not available on campus, guidance and counseling services are readily available in the community.

PROCEDURE:

1. The criteria for referral to counseling are:
 - a. An individual requests a referral to counseling services.
 - b. An individual who is experiencing a crisis.
 - c. An individual who is a potential threat to others or self.
2. For assistance and appropriate referrals, students or Faculty may contact either:
 - Mike Stuckey, LPCC, Director of Marion Technical College Foundation at 740-386-4171.
 - Jenifer Montag, Director of Disability Services at 740-386-4222.
 - Faculty will notify the Behavior Intervention Team.

Resources that the student may be referred to are:

- Care Line
320 Executive Dr.
Marion, OH 43302
740-383-2273
- Center Street Community Health Center/Behavioral Health Services
136 W. Center St.
Marion, OH 43302
740-387-5210
- GuidanceResources Student Assistance Program
Call: 833-955-3384
TTY: 800-697-0353
Online: guidanceresources.com
App: GuidanceNow
Web ID: MTC Student

- Marion Area Counseling Center
320 Executive Dr.
Marion, OH 43302
740-375-5550
 - Marion Matters Inc.
790 Kenton Ave.
Marion, OH 43302
740-262-8356
ern.marionmatters@gmail.com
 - Maryhaven
333 E. Center St.
Marion, OH 43302
740-375-5550
 - Turning Point
330 Barks Rd. West
Marion, OH 43302
740-382-8988 (For victims of domestic violence)
 - Crisis Line
1-800-232-6505 (24 hour emergency assistance over the phone to persons in emotional crisis)
- 911 if warranted

Authorization

Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Interim Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Interim Associate Dean of Health

Health: P&P Guidance and Counseling

Revised & Approved 8.7.17; 5.3.19; 7.8.20; 3.22.22
Reviewed & Approved 4.2.21

**MARION TECHNICAL COLLEGE
HEALTH**

SUBJECT: HEPATITIS B AND OTHER IMMUNIZATIONS

PURPOSES: To ensure a state of optimal health and safety for the Health student in the campus laboratory setting with occupational exposure to bloodborne pathogens and to ensure the safety of patients in a healthcare setting.

POLICY:

The Health faculty will provide each student with information regarding occupational exposure and the need for the adult Hepatitis B vaccine and other required immunizations.

PROCEDURE FOR HEPATITIS B:

1. Students admitted into a program and enrolled in laboratory/clinical courses will receive information on Hepatitis B prior to any exposure to bloodborne pathogens or other potentially infectious materials.
2. The student will be required to start the Hepatitis B vaccine series or sign a Hepatitis B Vaccine Declination form.
3. When signing the Hepatitis B Vaccine Declination form, a health faculty member will be a witness.
4. The Health faculty member will retain the signed form for placement in the student's academic file.
5. It is the responsibility of the Health faculty member to ensure all students enrolled in laboratory/clinical courses have been informed and the appropriate documentation completed prior to any exposure.
6. All students are required to have at least the first and second hepatitis B immunization or a titer proving immunity or proof of Hep B series prior to any clinical/practicum experience.
7. Students in the MLT, PBT and Medical Assisting programs are required to start the Hepatitis B vaccine series prior to taking any technical courses due to safety concerns in the exposure to blood and body fluids. The Hepatitis B series must be completed (three immunization injections) prior to the beginning of clinical/practicum. The program director will ensure all students enrolled in the program have been vaccinated and the appropriate documentation provided. A declination form must have an attached, signed statement by a physician indicating the nature and probable duration of the medical condition or circumstances that contraindicates the immunization and identifying the specific vaccine if indicated.
8. Students who have been diagnosed with any Hepatitis virus must be under the care of a physician to participate in laboratory classes or clinical/practicum. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention or established policy of the associated clinical facility. The student is required to sign the Hepatitis Policy form.

PROCEDURE FOR ADDITIONAL REQUIRED IMMUNIZATIONS:

1. Students are informed prior to admission into a program that required immunizations must be completed prior to being enrolled and participating in any course with a clinical/practicum component in a healthcare facility.
2. Required immunizations are based on the current standards of healthcare facilities and are subject to change. The student required immunizations and/or titers will be listed on the Medical/Physical form.
3. Immunizations must be completed prior to participating in clinical/practicum experiences.

Authorization

Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Interim Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Interim Associate Dean of Health

Approved

Health Directors: Health P&P Hepatitis B 5.22.17
Revised 4.25.19
Reviewed 8.5.20; 4.29.21; 4.20.22

**Marion Technical College
Health Division**

Hepatitis B Vaccine Declination (Mandatory)

I understand that due to my educational and/or occupational exposure to blood or other potentially infectious materials as a Health student or faculty at Marion Technical College may be at risk of acquiring Hepatitis B virus (HBV) infection.

I have been advised by Marion Technical College personnel that I should request the Hepatitis B vaccine from my personal physician or primary source of health care and I have been given the opportunity to be vaccinated with Hepatitis B vaccine. I understand employees of Marion Technical College will receive the vaccine at no charge and students will bear the financial responsibility of the vaccine. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I accept personal responsibility for any untoward consequences of this decision; and I will not hold Marion Technical College liable should I incur any untoward consequences because of this decision.

If in the future, if I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series as an employee at no charge to me or as a student bearing the financial responsibility of the vaccination series.

I decline the Hepatitis B Vaccine because:

- ☐ The vaccine is contraindicated for medical reasons. Attach: (Physician's statement)

- ☐ Other. Explain: _____

Date: _____

MTC Staff/Faculty Witness Signature: _____

Student Printed Name: _____

Student Signature: _____

Student ID number: _____

**MARION TECHNICAL COLLEGE
HEALTH DIVISION
HEPATITIS POLICY**

INTRODUCTION

The following is the policy of Hepatitis infection among students in a Health Program. This policy is designed to protect patients treated in the numerous clinical facilities at or affiliated with Marion Technical College and to protect the rights of the individuals who may have a condition which may pose a risk to patients.

POLICY

Any student in a Health Program who is directly involved in patient care and has Hepatitis should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated clinical facility. If a student suspects that she/he may have contracted Hepatitis, she/he has a duty to seek appropriate testing to clarify her/his health status.

Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue her/his education career so long as patients are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on a case-by-case basis by the student's physician, taking into account the nature of the individual and attendant functional disabilities or limitations.

I have read and understand this policy and have had an opportunity to ask questions:

Student's Signature

Date

Print Name

Student ID

MARION TECHNICAL COLLEGE

HEALTH

SUBJECT: MEDICAL PHYSICAL

PURPOSES: To ensure the health student meets the health requirements of the affiliated clinical training sites prior to participating in a clinical, practicum or professional practice experience.

POLICY:

1. Health students must complete a medical physical within six months prior to initial patient contact to meet the health requirements of the clinical affiliate training site. A list of requirements will be made available to the students prior to admission to the program but are subject to change due to the needs of the clinical affiliate training site. The medical physical must be completed by a MD, DO, NP, or PA.
2. Students who have not completed the medical physical, immunizations and all diagnostic screenings by the specified deadline will not be permitted to participate in the professional practice experience. Noncompliance will be evaluated on an individual basis by the program director. If the student is able to complete the affiliate training site requirements prior to the start time of the clinical/practicum/professional practice they may be permitted to attend. However, if the requirements are unable to be completed they will not participate in professional practice experience and may not be able to successfully complete the program.

PROCEDURE:

1. The student must have physical and immunizations requirements to meet health requirements of clinical agencies. Specific programs may require additional steps. Marion Technical College (MTC) does not set the requirements for the clinical site, but are only making you aware of these third party requirements. A student must comply with the clinical requirements, including vaccinations. If a student does not meet all clinical requirements, including getting the vaccines a clinical site has deemed mandatory, the student may disqualify themselves from the Nursing and Health programs at MTC. A specific list of requirements will be made available to the student prior to their clinical/professional practice experience/practicum.
2. The student must submit all documentation to the program:
 - a. Medical/Physical form that must be signed by both physician and student
 - b. Documentation verifying diagnostic screening results
 - c. Immunization history
 - d. Tuberculosis Testing Record
3. All records will be securely maintained by the program Clinical Coordinator.

4. Students must also meet the same requirements as the employees of the clinical affiliate training site. These may include, but are not limited to the following:
 - a. Drug testing
 - b. HIV testing if potentially exposed to blood borne pathogen
 - c. Criminal background checks
 - d. Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, Hepatitis, COVID-19)
5. Clinical sites may require students receive flu vaccinations as this may be a requirement to attend certain clinical sites. *Vaccine Administration Record* forms will be provided by the program administrative assistant to document completion of the vaccine. Individuals choosing not to obtain a flu vaccine will be ineligible for clinical sites mandating flu vaccinations.
6. Clinical sites may require students receive the COVID-19 vaccine. Individuals choosing not to obtain a COVID-19 vaccine will be ineligible for clinical sites mandating COVID-19 vaccinations.
7. In the event students are unable to obtain all of the requirements due to special circumstances beyond their control, i.e., a regional or national shortage of any required immunizations, vaccines or testing material for infectious disease testing, the following guidelines would apply:
 - a. The Interim Associate Deans or Dean and program director will review the circumstances of the supply interruption utilizing the following resources: directors of the affiliate training site, the Occupational Health department of the affiliate training sites, the associated regulatory agency, i.e., OSHA, CDC, and the state attorney general representative for MTC.
 - b. The action recommendation made to the appropriate Interim Associate Dean of Health and the President of MTC must be in compliance with any recommendations or guidelines of regulatory agencies.
 - c. Students may be allowed to attend the professional practice if it is determined that attendance will not place the student or patients and employees of the affiliate site at undue risk or harm and if MTC and the affiliate site are in agreement.
 - d. This agreement must be documented on the Disclaimer Agreement for Professional Practice Requirements and signed by MTC, the affiliate site and the student.

Authorization

Deb Myers, M.ED, RT, RVT, RDMS, RDCS
Interim Associate Dean of Health Programs
Programs

Authorization

Chad Hensel, PT, DPT, MHS, CSCS
Interim Associate Dean of Health

**Marion Technical College
Health**

Disclaimer Agreement for Professional Practice Requirements

Test/immunization requirement: _____

Circumstances as to why this requirement cannot be completed at this time:

Regulatory Agency Recommendations: (please attach documentation)

Time period test/immunization is unavailable: _____

Possible substitution for test/immunization: _____

Risk Factors associated with not completing test/immunization: _____

Action Recommendation: _____

MTC Representative: _____ Date _____

Affiliate Site Representative: _____ Date: _____

Student: _____ Date: _____

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS**

SUBJECT: PROGRESS ALERT

PURPOSE: A written formal indicator that the student is not making satisfactory progress towards meeting clinical course objectives. The Progress Alert will also provide guidelines for improvement and change.

Policy:

A student who is not making satisfactory progress towards meeting course objectives will be notified of his/her status by being placed on Progress Alert. Progress Alert is a formal written indicator of a need for improvement in his or her clinical performance.

PROCEDURE:

1. The criterion for Progress Alert is a student who is not achieving satisfactory performance in the areas of clinical and professionalism.
2. The instructor or clinical affiliate preceptor of a student who is not meeting clinical objectives will notify the Medical Science Director/Clinical Coordinator.
3. The MS Director/Clinical Coordinator will complete a Progress Alert Form outlining the areas of deficiency in performance and a plan of action needed to successfully correct the deficiencies. The MS Director/Clinical Coordinator, will review the form with the student, and obtain the student's signature.
4. A letter from the Director of Medical Science Programs will be communicated to the student reiterating the student status.
5. Each individual situation is unique and is discussed with the student. During the progress alert period, the student is expected to work closely with the instructor or clinical affiliate preceptor and the MS Director/Clinical Coordinator to improve in the specific areas of difficulty.
6. The student's performance will be reviewed with the student by the clinical affiliate preceptor and the MS Director/Clinical Coordinator at specified date as stated on the Progress Alert form.
7. A student on Progress Alert who has NOT successfully completed the course expectations as stated in the syllabus and/or those stated on the Progress Alert form will receive an unsatisfactory grade of a "D" or below.

8. After a student is placed on Progress Alert for more than 2 courses, the student is required to meet with the Director of MS, Clinical Coordinator of MS, and the Associate Dean of Health to determine if the student is capable of successfully completing the program.
9. If a student is removed from the clinical site due to performance issues, he/she will not be re-assigned to a different affiliate site.
10. A dismissal or an unsatisfactory grade in the clinical experience will result in a failing course grade, which prevents the student completing the program graduation requirements. The student will not be allowed the opportunity to substitute another course for the clinical experience. Students wishing to reapply may do so by completing a Student Petition for Readmission.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S
Director Medical Science Programs

Approved

V: Health Directors: MS policies and procedures: Progress Alert
Revised and Approved 6.25.12
Revised and Approved 6.15.19
Reviewed 8.2.21
Revised and Approved 7.26.22. 7.13.23
Reviewed 7.1.24

**MARION TECHNICAL COLLEGE
MEDICAL SCIENCE PROGRAMS**

SUBJECT: READMISSION TO MEDICAL SCIENCE PROGRAMS

PURPOSE: To provide guidelines for readmission to the programs.

POLICY:

Returning students must qualify in accordance with the current admission requirements of the Medical Science Programs. Those seeking readmission into a program after failing and/or stopping out, will be considered based upon space availability, past scholastic performance, and clinical performance. Performance will include objectives which address cognitive, psychomotor and affective domains. Readmission is not guaranteed.

PROCEDURE:

1. Students who wish to request readmission to a program should submit a new program application and a Student Petition for Readmission to the Medical Science Programs office. The Student Petition includes the student's assessment of why they were not previously successful in the program and how they intend to correct those issues.
2. Upon readmission, student will be required to meet with a Medical Science advisor to develop strategies for a successful readmission. In order to validate that the student has retained the essential knowledge from completed technical courses, an individual curriculum plan will be developed by the Medical Science Director/Clinical Coordinator, which may include an individual investigation(s) and/or repeating technical course(s) depending upon the needs of the student and past performance.
3. Students are encouraged to request readmission as quickly as possible since the number of positions available is limited.
4. Students applying for readmission must meet current entrance criteria before they are considered for readmission.
5. Students requesting readmission into a Medical Science program, who have had positive drug screenings in the past, must provide written documentation of treatment and counseling, and a negative drug screen. The student will also be subject to periodic drug screenings during the program. Payment of all required drug screens, treatment, and counseling will be the sole responsibility of the student.
6. All requests for readmission will be reviewed by the Medical Science Programs Admissions Committee. The decision for readmission will be based upon meeting current admission criteria, space availability, previous academic and clinical performance and records, as well as the student's assessment written in the Student

Petition, and any meetings with the Medical Science Director/Clinical Coordinator or the Admission Committee. Students will receive the decision of the Admission Committee in writing and if readmitted must accept the seat in writing as directed in the acceptance letter.

Authorization

Caitlin Stansbery MLS(ASCP)^{cm} M.S.F.S
Director Medical Science Programs

Approved

V: Health Directors: MS policies and procedures: Readmission

Revised and Approved 6.25.12

Revised and Approved 6.15.19

Reviewed 8.2.21

Revised and Approved 7.26.22

Reviewed 7.13.23, 7.1.24

MARION TECHNICAL COLLEGE
HEALTH

SUBJECT: RESPONSIBILITY FOR TREATMENT

PURPOSE: To provide guidelines for medical treatment or care provided during a Health Program clinical, practicum, professional practice, laboratory experience or required observation hours.

PROCEDURE:

1. In certain situations Marion Technical College personnel or affiliate training site personnel may require a student to seek medical treatment. This also applies to non-students completing observation hours.
2. If the affiliate training site is a clinical site, such site should provide emergency care for the student or non-student in the event that he or she requires immediate medical attention, unless instructed otherwise.
3. Any cost for required treatment due to illness, injury, or exposure is the financial responsibility of the student or non-student.
4. Students and non-students must sign a ***Responsibility for Treatment*** form prior to program admission or the commencement of observation hours for any Health Programs containing Clinical, Practicum or Professional Practice Experiences. For online programs, the student or non-student must submit a signed form prior to a professional practice experience.
5. The signed form will be placed in the student's academic file. For non-students, the forms will be placed in the pending student files.

Authorization

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Interim Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Interim Associate Dean of Health

Approved 7.9.15; Revised 2.20.19; Reviewed 8.5.20; 3.22.22; Revised 5.25.21

Health Directors: Health P&P Responsibility for Treatment

**MARION TECHNICAL COLLEGE
HEALTH**

RESPONSIBILITY FOR TREATMENT

I understand that neither Marion Technical College nor the affiliate training or observation site will assume the cost of treatment or care for injury or medical condition occurring during my clinical practicum, professional practice experience, laboratory experience, or observation hours.

I understand that in certain situations Marion Technical College personnel or appropriate affiliate training site personnel may require me to seek medical treatment or care at my own expense.

I assume full responsibility for any and all costs associated with medical treatment or care that I receive, which may be required as a result of my participation in clinical practicum, professional practice experience, laboratory experience, or during observation hours.

By signing below, I affirm that I have read, understand, and agree to the contents of this Responsibility for Treatment.

Signature

Date

Printed Name

Student ID number (if applicable)

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION

PURPOSES: To identify inappropriate student conduct associated with the Health Programs and to define the process for appropriate student corrective action as a result of misconduct.

Policy:

Expected Conduct:

Students enrolled in a Health Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the program and Marion Technical College. The Health Programs recognize responsibility to the healthcare professions they represent and to the consumers of healthcare. Therefore, any action by a Health student that violates this policy by acting in an unprofessional or unsafe manner shall be subject to disciplinary action and/or dismissal from their respective Program. Health students are also subject to the College's policy, *AP 420 – Student Code of Conduct & Disciplinary Action*.

Health students of Marion Technical College are expected to:

- Exercise good judgment in all aspects of personal behavior recognizing they represent an MTC Health Program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinicals, practicums or professional practice experiences, and in their interactions with others.
- Respect the rules and regulations of the Program within the classroom and laboratory as outlined in the Program Handbooks and course syllabus.
- Respect the rules and regulations of the affiliated training site presented to the students during the training site's orientation process.

Policy Statements:

Student disciplinary action, ranging from a written warning/learning contract/progress alert, to dismissal from the Program, will be taken for violations of the following expected student conduct while participating in a Health Program, which may include, but are not limited to:

1. Professionalism. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, good hygiene, respect for fellow students, instructors, patients and their visitors, and/or site professionals, and behavior that preserves the safety of others. Professionalism must be exhibited while in a Health Program and is often evaluated by the instructor within a course as part of the preparation

for clinical, practicum, or professional practice experiences. The instructor will specify evaluation policies and expected behaviors within the course syllabus.

2. Academic Dishonesty. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat, in accordance with *AP 521 – Academic Misconduct*. Engaging in academic dishonesty may result in immediate dismissal from a Health Program.
3. Sexual Harassment. A student found in violation of *Rule 3357:10-1-45 Title IX/Sexual Harassment/Sexual Violence*, as determined by the College's Title IX Coordinator, may be subject to adverse action related to their Program enrollment.
4. Patient Care. When providing patient care, a student shall abide by the policies and procedures of the clinical site, which may include:
 - a. Report and/or document the care provided by the student for the patient, and the patient's response to that care.
 - b. Accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
 - c. Not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical, practicum or professional practice experience.
 - d. Promote a safe environment for each patient and their guests.
 - e. Delineate, establish, and maintain professional boundaries with each patient and their guests.
 - f. Provide privacy during examination or treatment.
 - g. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
 - h. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse/harm to any patient.
 - i. Not misappropriate a patient's property or engage in behavior to seek or obtain personal gain at the patient's expense. All patients are presumed incapable of giving free, full, or informed consent to the unethical behaviors by the student.
 - j. Not engage in conduct or verbal behavior with a patient and their guests that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full, or informed consent to sexual activity with the student.
5. Confidentiality. The student must abide by the HIPAA rules of privacy and the "Agreement to Respect Confidentiality, Privacy, and Security". A student shall not share confidential information with anyone except another healthcare provider that has a "need to know" the information to provide proper health care for that patient or to conduct business within the healthcare setting.
6. Substance Use. Students are prohibited from possessing, using or consuming illegal drugs, marijuana or alcoholic beverages on college premises and affiliated training sites in accordance with the student code of conduct. Students are prohibited from reporting to class and affiliated training sites under the influence of alcoholic beverages, illegal drugs, marijuana, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom/ clinical, practicum, or professional practice experience. Please also refer to the Health Substance Use Policy for further information.

7. Health students are expected to refrain from the following; please note that the College's Student Code of Conduct (*AP 420 – Student Code of Conduct and Disciplinary Action*) may be violated by engaging in the below conduct. Students may be subject to adverse action related to their Program enrollment and enrollment at Marion Technical College, in accordance with this policy and the aforementioned College Student Code of Conduct:
- a. Acts which disrupt or interfere with the orderly operation of instruction and other academic activities.
 - b. Behavior that causes, or can reasonably be expected to cause, physical and/or mental harm to a person.
 - c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life.
 - d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties and clinicals site staff.
 - e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
 - f. Intentionally or recklessly interfering with normal College activities or emergency services.
 - g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
 - h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
 - i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

CORRECTIVE ACTION:

Violations of this policy will be treated as a serious matter by Marion Technical College's Health Programs. The Program will follow College disciplinary policy and procedure. Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the student file.

Violation of confidentiality will result in disciplinary action, in accordance with the College disciplinary policy and procedure that may include removal from the affiliated training site, a failing grade in the course, and immediate dismissal from the Program.

The following sanctions represent the Health corrective actions:

Written Warning/Progress Alert/Learning Contract– A written notice to the student offender that the student has violated the Health Student Code of Conduct, and/or MTC Student Code of Conduct and that further violations will result in more severe disciplinary action. The Program Director, in accordance with *AP 420 – Student Code of Conduct and Disciplinary Action*, and in consultation with the Associate Deans of Health/Nursing and the Student Conduct Officer, will decide on the terms of the progress alert/learning contract. The student will be informed of the

problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert/learning contract. Failure of the student to abide by the terms of the alert/contract or to correct the identified problems will result in failure of the class/clinical, Practicum or professional practice experience and dismissal from the Program.

Dismissal from the Program: The Program Director (in consultation with the Deans of Health and Student Conduct Officer) will make the final decision on dismissal from a Health Program.

MTC policy *AP 440 – Student Complaints*, as stated in the Health Program’s Student Handbook, will provide due process for the student. This policy can also be found in the MTC Student Handbook or on the college website.

A student dismissed from a clinical, practicum or professional practice experience receives a failing grade and is dismissed from the Program. The student will not be allowed the opportunity to substitute another course for the professional practice experience.

A student dismissed from a Program may request a readmission petition in accordance with current requirements. Readmission to the Program is based upon seat availability, past scholastic performance, professional practice performance, and any other Program specific criteria. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

Authorization

Stacie Campbell. PhD, MSN, RN
Associate Dean of Nursing

Authorization

Chad Hensel. P.T., D.P.T., MHS, C.S.C.S.
Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Associate Dean of Health

Revised & Approved 5.6.24; AG Review/Revision 6.6.24
Reviewed: 5.2.22

Health Directors: Health P&P Student Conduct Policy

**MARION TECHNICAL COLLEGE
HEALTH**

SUBJECT: STUDENT PROFESSIONAL LIABILITY INSURANCE

PURPOSES: To protect the student while practicing in the clinical/practicum area.

POLICY:

1. Students enrolled in any clinical/practicum course are required to purchase professional liability insurance. Contracts for the student clinical/practicum experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical/practicum experience.
2. Students enrolled in the clinical/practicum course pay an insurance premium. This charge is recorded under “Other Fees” on the student’s fee statement. No refunds will be made for unexpired coverage due to drop-outs for any term.
3. For a copy of this policy the student should see the Chief Financial Officer in the Business Office.

Authorization

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.
Interim Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS
Interim Associate Dean of Health

Approved

Health Directors: Health P&P Professional Liability Insurance

4.15.16; Revised 2.20.19

Reviewed 8.5.20; 4.29.21; 4.20.22

**MARION TECHNICAL COLLEGE
HEALTH**

SUBJECT: **SUBSTANCE USE & DRUG SCREENING FOR PROFESSIONAL PRACTICE
EXPERIENCE**

PURPOSE: To maintain an environment that ensures the provision of safe, high quality patient care
and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs, marijuana or alcoholic beverages, prescription medication which impairs or makes the student unsafe on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. *Note:* While the State of Ohio legalized the use of marijuana for medical purposes, with the approval/prescription of a licensed medical professional, the use of marijuana is still considered a controlled substance by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. This extends to marijuana in any form, including edibles, or CBD oils that contain more than 0.00% THC. Students are also expected to follow the Marion Technical College Health and the affiliate training site's 0.00% drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will meet with the Director of their Health Program and may be required to have a drug test before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the course and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at anything above 0.00% limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and will be encouraged to seek treatment and/or counseling. In addition, students will be subject to random and/or periodic screenings during the program, which may be required by the College and/or the clinical site. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

Classroom

When a student's condition/behavior suggests impairment, the instructor (or another College employee) will immediately validate their perceptions/suspicions with another faculty/staff member. The MTC Program Director/Program Clinical Coordinator must also be notified

- The faculty/staff member shall privately discuss their concerns with the student and question their use of any alcohol, prescription, or illegal substances. Conversation with the student should be documented in ***Maxient***.
- The faculty member will arrange for the student to be seen immediately or as soon as feasibly possible (within 8 hours of initial suspicion) by an approved drug screening facility selected by Marion Technical College for additional assessment and documentation. Faculty will arrange for safe transportation to and from the approved facility. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment or fails to cooperate, they will be considered in violation of the policy and removed from the classroom. Security will be available, as needed, upon request of the instructor. The faculty will assist the student in securing safe transportation.
- The student will be referred to the Program Director prior to the next scheduled class day. Final decision regarding student's status/discipline will be made by the Program Director in consultation with the faculty, and based on Program policies and procedures.
- Positive alcohol screens or drug screens in a laboratory class due to illegal substances will result in removal of the student from the course due to safety concerns, an unsatisfactory grade in the course, and dismissal from the Program. Final decision regarding student's status/discipline will be based upon input from the Program Director, in consultation with the applicable Associate Dean(s) of Health and/or Nursing.
- A student dismissed from a program may request readmission based upon the Program's current admission policy and will be encouraged to seek treatment and/or counseling. In addition, student will be subject to periodic screenings during the Program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.
- Students found in violation of this policy, in addition to potential adverse action to their Program enrollment, may also be subject to disciplinary action under the College's policy, *AP 420 – Student Code of Conduct*.

Professional Practice Experience

When a student's condition/behavior suggests impairment is present, the professional practice supervisor will immediately validate their perceptions/suspicions with another healthcare employee. The MTC Program Director/Program Clinical Coordinator must also be notified.

- The professional practice supervisor shall discuss their concerns with the student and question their use of any prescription or illegal substances or alcohol. Conversation with the student should be documented, and entered in ***Maxient*** by an employee of the College
- The professional practice supervisor shall arrange for the student to be accompanied and seen by the Emergency Room/WorkHealth facility for additional assessment and documentation. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment or fails to cooperate, they will be considered in violation of the policy and removed from the affiliated training site. Security can be obtained upon the request of the professional practice supervisor. The professional practice supervisor and/or clinical coordinator will assist the student in securing safe transportation.

- The student will be referred to the Program Director prior to the next scheduled professional practice day. Final decision regarding student's status/discipline will be made by the Program Director in consultation with the faculty, and based on Program policies and procedures.
- Positive alcohol screens or drug screens (due to illegal substances) in the professional practice experience will result in removal of the student from the professional practice experience due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program.
- A student dismissed from a professional practice experience will not be allowed the opportunity to substitute another course for the professional practice.
- A student dismissed from a program may request readmission based upon the Program's current admission policy and will be encouraged to seek treatment and/or counseling. In addition, student will be subject to random and/or periodic screenings during the Program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

Drug Screening Process

Students in any Health Program, including a clinical, practicum, or professional practice experience, will be required to submit to random and/or periodic drug screening any time after admission to the program and throughout the entire duration of the program. Any Health students may be subject to drug screenings for cause during the program.

- Upon request, a student will submit to a drug screening facilitated by Marion Technical College and conducted by an approved facility selected by the College.
 - Any student who fails to complete a screening by the specified deadline will be considered in violation of this policy.
 - Any student who refuses/fails to cooperate will be considered in violation of this policy.
 - Any student who provides a contaminated or intentionally altered specimen (e.g., dilution) will be considered in violation of this policy.
 - Any student who leaves for any reason after being called back to the lab and prior to successfully completion of their drug screen will be considered noncompliant and in violation of this policy.
 - A student must authorize (consent) to release test results to the College per normal reporting procedures.
 - Payment of the initial authorized drug screenings will be charged to students through laboratory fees. Students providing drug screens for cause will be responsible for all expenses incurred.
 - Any student who provides a "negative dilute" specimen will be retested within 24 hours of program notification at the College's expense. The testing facility will be directed to do an "observed" specimen for the retest.
 - Positive drug screens are considered to contain the presence of at least one unacceptable substance, at or above the established 0.00% threshold limit. Confirmation tests are performed on all positive test results. Positive results due to prescription drugs will require the student to demonstrate they possess a legal prescription for the drug.
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Authorization

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.

Associate Dean of Health

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS

Associate Dean of Health

Approved 4.15.16;

Revised 5.6.24; Reviewed & Revised by AG 6.6.24

Health Directors: Health P&P Substance Use Policy

