Health Careers Department

Associate Degree
Medical Laboratory Technician Program

Student Handbook
2019-2020
ICC’s Mission:

“Through learning, minds change. We believe by changing minds, we can change the world.”

MLT Program Mission

The mission of the Medical Laboratory Technician Program is to prepare its graduates to attain entry level skills for practice in a clinical laboratory by providing the resources, curriculum, and clinical experiences to its students.

Welcome

Welcome to the Medical Laboratory Technician (MLT) Program at Illinois Central College (ICC). On behalf of the program faculty, we would like to express our pleasure that you have chosen ICC to make your dream of becoming a medical laboratory technician a reality. We recommend that you utilize the faculty, staff, and academic resources, readily available to you, to enhance your opportunity for success.

The 2019-2020 Medical Laboratory Technician Program Handbook, the ICC Student Handbook, and the current College Catalog will provide policies and procedures for which you will be held responsible to follow and accountable to adhere. In some cases, you will find that the requirements for MLT may exceed the requirements of the College. It is recommended that you keep current editions of academic college references available as resources. If you have any questions regarding policies and procedures of the MLT Program, please contact your faculty member, MLT Program Director, or the Dean. You may schedule an appointment by calling (309) 690-7530. We look forward to assisting you in being successful in meeting course objectives, graduate competencies, program and professional standards.

Wendee Guth, RN, MS, CNE
Dean of Health Careers

Vincent Strow, MA, MLS (ASCP)CM
Program Director

The College reserves the right to change any provision or requirement stated in this Student Handbook at any time.
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AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE
(ASCLS)

The mission of ASCLS is to make a positive impact in health care through leadership that will assure excellence in the practice of laboratory medicine.

ASCLS Believes:
1. Quality laboratory service is essential to quality health care;
2. Competent, credentialed, laboratory professionals are the foundation to quality laboratory medicine;
3. Everyone deserves access to safe, effective, efficient, equitable, and patient-centered healthcare; and
4. Advancing the laboratory profession advances health care.

Core Values:
1. Ensuring safe, accurate, efficient, appropriate, and cost-effective laboratory services is a component of quality
2. Defining the characteristics of competent personnel within the profession and providing professional development opportunities so that practitioners can maintain competency are essential roles of a professional association
3. Enabling laboratory professionals to function at their highest level of competence will contribute to cost effective health care
4. Promoting diversity supports the delivery of quality laboratory service
5. Taking a leadership role in standard and policy setting is a core professional responsibility
6. Advocating for quality within the laboratory is essential to the assurance of quality health care delivery

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – ILLINOIS
(ASCLS-IL)

ASCLS-IL is a member society of the American Society for Clinical Laboratory Science (ASCLS). ASCLS-IL is in ASCLS Region VI, which is composed of the Midwestern states of Illinois, Iowa, Kansas, Missouri, and Nebraska.

Students may join to become a student member of ASCLS. Visit the web link www.ascls.org for information.
**ASCLS Code of Ethics**

**Preamble**

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

**I. Duty to the Patient**

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

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

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

**II. Duty to Colleagues and the Profession**

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

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

**III. Duty to Society**

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

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

**Pledge to the Profession**

As a clinical laboratory professional, I strive to:

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

I will actively demonstrate my commitment to these responsibilities throughout my professional life.
The Medical Laboratory Technician Program (MLT) is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) - http://www.naacls.org

5600 N. River Rd., Suite 720
Rosemont, IL 60018-5119
Phone (773) 714-8880  Fax (773) 714-8886
info@naacls.org

**MEDICAL LABORATORY TECHNICIAN COMPETENCY STATEMENTS***

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other healthcare professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service, and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

**Description of Entry-Level Competencies of the Medical Laboratory Technician:**

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion Medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations.

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

a. Application of safety and governmental regulations compliance;

b. Principles and practices of professional conduct and the significance of continuing professional development;

c. Communications sufficient to serve the needs of patients, the public and members of the healthcare team.

*Preamble of the Standards and Documentation Required for Accredited CLT/MLT Programs, National Accrediting Agency for Clinical Laboratory Sciences, 2012.*
1. **Cognitive**

Graduates will demonstrate specific knowledge and proficiency to practice at the entry level in a medical laboratory setting.

*Outcome measures:*

Goal #1-1: Students will demonstrate specific knowledge on fundamental laboratory principles in each major discipline prior to 1st clinical rotation.

Goal #1-2: Students will demonstrate specific knowledge on fundamental laboratory principles in each major discipline during the final year of the program.

Goal #1-3: Students will effectively transition information and experiences learned in the program to performance on the National Board Certification.

2. **Psychomotor**

The students will be able to apply learned theories to demonstrate necessary skills to perform as a medical laboratory technician as defined in the Standard of Accredited Educational Programs of the Medical Laboratory Technician.

*Outcome measures:*

Goal #2-1: Students will apply the learned discipline-specific theory to achieve a satisfactory assessment for each discipline during their clinical practicum in the medical laboratory settings.

Goal #2-2: Graduates will meet employers’ expectations.

3. **Affective**

Students will communicate effectively in written, verbal, and non-verbal communication.

*Outcome measures:*

Goal #3-1: Students will demonstrate professional conduct, communication, and interpersonal relations with laboratory personnel, patients, other health care professionals, and the public.

Goal #3-2: Students shall craft a resume suitable for employer submission prior to graduation.
PROGRAM SKILLS AND ABILITIES
RELATING TO ESSENTIAL JOB FUNCTIONS

The following listed essential skills and abilities are necessary for a MLT student to meet the requirements of the curriculum. Potential students are invited to meet with the Program Director and/or the Dean to discuss any issues associated with meeting or not meeting these requirements.

1. Observation
   a. Ability to use a microscope and differentiate microscopic components of cells, tissues, etc. Microscope work is included in the laboratory content areas of urinalysis, hematology, immunohematology, serology, and microbiology.
   b. Ability to discriminate color differences/variations. Reading color chemical reactions, identifying organisms, and differentiating blood cells depend on the student's ability to see color, changes in color, shape, and texture differences.

2. Communication
   a. Ability to read and comprehend clinical textbooks, procedures, numbers, and graphs displayed in prints or on a video monitor.
   b. Ability to communicate, not only in speech but also in reading and writing, with faculty, classmates, patients, physicians and other health care professionals in a positive, tactful manner.

3. Motor
   a. Ability to manipulate glass slides, tourniquets, test tubes, pipets, and small instruments. Good hand-eye coordination is essential in delicate manipulations.

4. Intellectual-Conceptual Abilities
   a. Ability to calculate, reason, analyze, and synthesize results and procedural tasks. Problem solving skills and critical thinking are essential to function in a clinical laboratory.
   b. Ability to recognize emergency situations and take appropriate actions in a timely manner.

5. Behavioral and Social Attributes
   a. Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of their laboratory responsibilities.
   b. Ability to adapt to changing environment and technology.
   c. Ability to maintain composure and function effectively when subjected to high stress levels.
   d. Ability to recognize potential hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injuries to patients, self, and nearby individuals.
   e. Ability to function as a supportive member of the health care team, maintaining highest laboratory standards in delivery of patient care.

6. Others
   a. Verification of satisfactory health through completion of the physical examination.
MLT CURRICULUM OVERVIEW

**Orientation**

Students are scheduled for a program orientation prior to the first day of the fall semester to be acquainted with the program policies and procedures. During the orientation, students have a chance to meet fellow program students and program faculty.

**Course Sequence**

<table>
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<th>First Year – Fall Semester</th>
<th>First Year – Spring Semester</th>
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<tbody>
<tr>
<td>BIOL 140 4</td>
<td>CHEM 122 4 Principles of Chemistry</td>
</tr>
<tr>
<td>ENGL 110 3</td>
<td>or CHEM 132 4 General Chemistry</td>
</tr>
<tr>
<td>PSY 110 3 Introduction to Psychology</td>
<td>or BIOL 210 4 Microbiology</td>
</tr>
<tr>
<td>CHEM 120 4 Principles of Chemistry</td>
<td>or COMM 110 3 Communication Process</td>
</tr>
<tr>
<td>or CHEM 130 4 General Chemistry</td>
<td>3 Humanities/Fine Arts</td>
</tr>
<tr>
<td><strong>14 Total credit hours</strong></td>
<td><strong>13 Total credit hours</strong></td>
</tr>
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</table>

**Summer Semester**

- MLT 110 2 Intro to Med Lab & Phlebotomy
- MLT 115 3 Fund of Urinalysis
- MLT 116 2 Fund of Immunology
- 5 (or 7) **Total credit hours**

<table>
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<tr>
<th>Second Year – Fall Semester</th>
<th>Second Year – Spring Semester</th>
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<tr>
<td>MLT 210 3 Fund of Hematology</td>
<td>MLT 220 2 Advanced Hematology</td>
</tr>
<tr>
<td>MLT 214 2.5 Fund of Clinical Chemistry</td>
<td>MLT 224 2 Advanced Clinical Chemistry</td>
</tr>
<tr>
<td>MLT 216 4 Fund of Immunohematology</td>
<td>MLT 228 2.5 Advanced Clinical Microbiology</td>
</tr>
<tr>
<td>MLT 210 3 Fund of Clinical Microbiology</td>
<td>MLT 230 2 Professional Seminar</td>
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<tr>
<td>MLT 222 4 Applied Clinical Experience I**</td>
<td>MLT 232 5 Applied Clinical Experience II</td>
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<tr>
<td><strong>16.5 Total credit hours</strong></td>
<td><strong>13.5 Total credit hours</strong></td>
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**Notes:**

- Students must attain a grade of “C” or better in each MLT course, CHEM, BIOL, and MATH, and a cumulative GPA of 2.0 or higher in order to remain in and graduate from the program.
- Courses listed in above sequence as First Year-Fall or First Year-Spring Semesters may be taken prior to entering the MLT program.
- MLT 110 may be taken prior to entering the MLT program with Program Director approval.
- ** In certain circumstances (with program approval), Clinical Experience I is delayed. Students are not fully admitted to the MLT program until MLT 222 begins.

**Lectures:** The MLT courses are offered in the hybrid online format. It means students will have access to the lectures online via Blackboard Learn Course Management. Students still need to come to campus (but at reduced hours and/or less frequently) for student laboratories.

**Student Laboratories:** Students will have hands-on lab procedures in the student laboratories prior to beginning the Applied Clinical Experience courses. Since students will be working with biological materials, the following matters need to be observed:

- Student must complete the lab safety training via MediaLab
- Student must read the MLT/Phlebotomy Program Infection Control Manual
- Student must wear a lab coat over the navy blue uniform while performing laboratory procedures
- Long hair must be worn up and off the face
- Student must wear closed-toe shoes
- Follow all policies
Clinical Rotations: Upon completion of the theories during the first 8 weeks of the fall and spring semester of the second year, the students are assigned to an individual rotation sequence for different disciplines during the Applied Clinical Experience I and II (MLT 222 and MLT 232). Typical clinical day is from 7:00 a.m. to 3:00 p.m. or equivalent.

Students will be assigned to more than one clinical site for each Applied Clinical Experience course and will travel outside of the Peoria area. Students should provide family members the individualized schedule in case of an emergency situation. See list of Clinical Affiliates.

In the event of having fewer clinical sites for the number of students, alternative arrangements would be made. For example, students may have clinical rotations outside of normal semester months.

<table>
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<th>MLT Program Clinical Affiliate List*</th>
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<tr>
<td>1. Abraham Lincoln Memorial Hospital</td>
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<tr>
<td>200 Stahlhut Dr.</td>
</tr>
<tr>
<td>Lincoln, IL 62656</td>
</tr>
<tr>
<td>2. Advocate BroMenn Medical Center</td>
</tr>
<tr>
<td>1304 Franklin Ave.</td>
</tr>
<tr>
<td>Normal, IL 61761</td>
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<tr>
<td>3. Advocate Eureka Hospital</td>
</tr>
<tr>
<td>101 S. Major Street</td>
</tr>
<tr>
<td>Eureka, IL 61530</td>
</tr>
<tr>
<td>4. Cottage Hospital</td>
</tr>
<tr>
<td>695 N. Kellogg St.</td>
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<tr>
<td>Galesburg, IL 61401</td>
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<tr>
<td>5. Graham Hospital</td>
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<tr>
<td>210 W. Walnut St.</td>
</tr>
<tr>
<td>Canton, IL 61520</td>
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<tr>
<td>6. HSHS St. John's Hospital</td>
</tr>
<tr>
<td>800 E. Carpenter St.</td>
</tr>
<tr>
<td>Springfield, IL 62769</td>
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<tr>
<td>7. Hopedale Medical Complex</td>
</tr>
<tr>
<td>P.O. Box 267, 107 S. Tremont Street</td>
</tr>
<tr>
<td>Hopedale, IL 61747</td>
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<tr>
<td>8. Illinois CancerCare</td>
</tr>
<tr>
<td>8940 North Wood Sage Rd.</td>
</tr>
<tr>
<td>Peoria, IL 61615</td>
</tr>
<tr>
<td>9. Illinois Valley Community Hospital</td>
</tr>
<tr>
<td>925 West Street</td>
</tr>
<tr>
<td>Peru, IL 61354</td>
</tr>
<tr>
<td>10. Mason District Hospital</td>
</tr>
<tr>
<td>615 North Promenade Street</td>
</tr>
<tr>
<td>Box 530, Havana, IL 62644</td>
</tr>
<tr>
<td>11. OSF Saint Francis Medical Center</td>
</tr>
<tr>
<td>530 N.E. Glen Oak Ave.</td>
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<tr>
<td>Peoria, IL 61637</td>
</tr>
<tr>
<td>12. OSF St. Joseph Medical Center</td>
</tr>
<tr>
<td>2200 E. Washington Street</td>
</tr>
<tr>
<td>Bloomington, IL 61701</td>
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<tr>
<td>13. Perry Memorial Hospital</td>
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<tr>
<td>530 Park Ave. East</td>
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<tr>
<td>Princeton, IL 61356</td>
</tr>
<tr>
<td>14. St. Margaret's Hospital</td>
</tr>
<tr>
<td>600 East First Street</td>
</tr>
<tr>
<td>Spring Valley, IL 61362</td>
</tr>
<tr>
<td>15. UnityPoint Health – Pekin Laboratory</td>
</tr>
<tr>
<td>600 South 13th Street</td>
</tr>
<tr>
<td>Pekin, IL 61554-4969</td>
</tr>
<tr>
<td>16. UnityPoint Health – Proctor Hospital</td>
</tr>
<tr>
<td>5409 N. Knoxville Ave.</td>
</tr>
<tr>
<td>Peoria, IL 61614</td>
</tr>
<tr>
<td>17. UnityPoint Health Methodist Hospital</td>
</tr>
<tr>
<td>221 N.E. Glen Oak Avenue</td>
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<tr>
<td>Peoria, IL 61636</td>
</tr>
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*Clinical Affiliations may be renewed or discontinued between Program Handbook publication cycles. Presence or absence of a Clinical Affiliate on this list is not an accurate indicator of clinical affiliation status.

Note: See clinical assignment criteria.
Program Completion: At the end of the program, students must complete the MLT Comprehensive Exam with a satisfactory score of at least 75%. Once all program requirements are met, students graduate from the MLT program and earn an Associate’s Degree in Medical Laboratory Technician and are eligible to sit for the National Board of Certification (BOC) Exam to be certified as a Medical Laboratory Technician (MLT). Graduation is not contingent upon passing the BOC exam.

To remain certified, the MLTs must renew their certification every three years. To be eligible for certification renewal, the MLTs must provide proof of continuing education of at least 36 hours. More information can be found at https://www.ascp.org/content/board-of-certification/stay-credentialed.

MLT PROGRAM – COURSE-SPECIFIC DESCRIPTIONS

For the most up-to-date course descriptions and learning objectives, access the ICC MLT Course Catalog. Program syllabi are subject to continuous revision and update, and may be updated between Program Handbook publication cycles.

MLT 110 – Introduction to the Medical Laboratory and Phlebotomy (2)
Description: This course is an introduction to the clinical laboratory: its functions, personnel structure, and relationship to the total healthcare system. Venipuncture techniques, micropuncture techniques, phlebotomy equipment, safe practices, and medicolegal aspects are also studied.

MLT 115 – Fundamentals of Urinalysis and Body Fluids (3)
Description: This course is an introduction to the study of urine and body fluids. Course studies urine formation including function and diseases of the kidney. Main focus is on detection of physical, chemical and microscopic properties of urine in normal and abnormal states. Content also includes discussion of miscellaneous fluid analysis, cerebrospinal fluid analysis, and fecal occult blood analysis. Additional practice on basic medical laboratory techniques will be emphasized.

MLT 116 – Fundamentals of Immunology and Serology (2)
Description: This course is a study of the basic immunological principles is presented for the student to provide a general orientation to immunology. It will focus on antigen and antibody structures and how they relate to immune system disorders. Immunologic principles of laboratory diagnosis of human infectious diseases are emphasized. Lectures and student laboratories are included.

MLT 210 – Fundamentals of Hematology and Hemostasis (3)
Description: This course studies basic laboratory techniques in hematology and hemostasis. The course focuses on theories and principles of normal blood cell production. Identification of blood cells and their morphology along with the laboratory techniques used in cell counts and differentials are included in lectures and student laboratories. This course also discusses the four major systems of hemostasis and common disease states associated with these systems.

MLT 214 – Fundamentals of Clinical Chemistry (2.5)
Description: This course is an introduction to basic principles and practices of clinical chemistry. It will include automation, specimen handling, quality control, chemical mathematics, electrolytes, proteins, carbohydrates, enzymes, and trace elements. Lectures and student laboratories are included.
MLT 216 – Fundamentals of Immunohematology (4)
Description: This course is a study of the basic principles and laboratory techniques of immunohematology. It will focus on antigen and antibody in relation to transfusion and donor services. Lectures and student laboratories are included.

MLT 218 – Fundamentals of Clinical Microbiology (3)
Description: This course is an introduction to clinical microbiology which includes collection and handling of biological specimens and bacteria identification techniques. Commonly encountered bacteria will be covered. Lecture and student laboratories are included.

MLT 220 – Advanced Clinical Hematology (2)
Description: The course focuses on disorders of blood cells including anemias, leukemias, and other white blood cell neoplasm. Lectures and student laboratories are included.

MLT 222 – Applied Clinical Experience I (4)
Description: This course is a clinical experience in the disciplines of phlebotomy, urinalysis, immunohematology/blood banking, hematology, microbiology, chemistry, and immunology/serology.

MLT 224 – Advanced Clinical Chemistry (2)
Description: This course is a continuation of MLT 214 with emphasis on pathophysiology and testing related to liver function, endocrine function, enzymes, toxicology testing, therapeutic drug monitoring, tumor markers, cardiac markers, and blood gases. Lectures and student laboratories are included.

MLT 228 – Advanced Clinical Microbiology (2.5)
Description: This course concentrates on the basics of acid fast organisms, parasites, and fungi, including their pathophysiology, epidemiology, and associated diseases. Common diseases caused by microorganisms by anatomical sites will be discussed. Lecture and student laboratories are included.

MLT 230 - Professional Seminar (2)
Description: This course will review all of the major disciplines of the clinical laboratory. Professional and ethical issues concerning the clinical laboratory technician are discussed. Lectures and student laboratories are included.

MLT 232 - Applied Clinical Experience II (5)
Description: This course continues clinical experience in the disciplines of phlebotomy, urinalysis, immunohematology/blood banking, hematology, microbiology, chemistry, and immunology/serology.
MLT PROGRAM
ENROLLMENT/GRADUATION/WITHDRAWAL PROCEDURES

It is the student’s responsibility to read and understand College policies regarding enrollment, withdrawal from courses, and academic record at ICC.

Academic Progression Requirements
A grade of "C" or better is required in each MLT course in order to progress to the next course in the sequence. Also, a grade of "C" or better is required for all science courses. In addition, the student must maintain a cumulative GPA of 2.0 or better.

Students must complete all documentation and maintain compliance with all health requirements. Students must meet all affiliated clinical agency requirements for drug screening and criminal background checks.

Advisement and Appointments
The faculty welcome the opportunity to see students on an individual or group basis. Appointments should be made with faculty through the Health Careers Department. Office hours are posted for full-time faculty and may vary by eight week semester.

All program students must meet with the Program Director prior to each semester for academic progress and class scheduling. Discussion may be conducted electronically at Program Director’s discretion.

Promotional/Graduation
Students must apply for graduation in order to have the AAS degree posted on their final transcript. The student will apply electronically via eServices, accessible on icc.edu. Graduation commencement occurs in May each year. MLT students will typically complete their degree in the Spring Semester of their final year.

Graduation Application
The student must fulfill the graduation requirements of Illinois Central College. To attain an Associate in Applied Science Degree in Clinical Laboratory Technician, the student is responsible to complete the current requirements defined in the College Catalog and is responsible for verifying with their academic Program Director that program requirements are met, applying for graduation, and paying any required fees.

The student will apply electronically via eServices, accessible on icc.edu.

Deadlines to Apply to Graduate

- Completing in the Fall Semester (December) – apply by October 1.
- Completing in the Spring Semester (May) – apply by March 1.
- Completing in the Summer Semester (July) – apply by June 1.

After application is processed, students will receive by mail an Official Degree Review. This form will list any course requirements that must be met before receiving degree/certificate from Illinois Central College.

Withdrawal Administratively
The College may administratively withdraw a student from a course(s) for good and sufficient cause such as flagrant disruptiveness, unsafe practice in clinical assignments, plagiarism, etc., when deemed such withdrawal is necessary. Faculty members may recommend to Dean/Associate Dean, with documentation, that student be administratively withdrawn. Prior to any such withdrawal, students will be notified action is pending and will be afforded the opportunity for a hearing.
Withdrawal for Nonattendance
Students who stop attending a course will be recorded as nonattendees at midterm of the class and will be notified by mail that they have been administratively withdrawn from the class (without refund of tuition and fees). Nonattendance without official withdrawal constitutes a failing or unsatisfactory grade. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date. Refer to the College Catalog for the withdrawal procedure.

Withdrawal from Course
When necessary to withdraw from a course or courses, the student may do so at any time until 75% of class has elapsed. Notification of withdrawals are accepted online, by mail, or in person at Student Service Center. Students may withdraw from a class until the withdrawal date listed on class schedule. Withdrawal will result in “W” on transcript and will have no effect on GPA. Failure for the student to follow through with withdrawal will result in failure in the course and failing grade. All students are financially responsible for tuition and fees for classes enrolled into during semester. If withdrawal occurs on or before refund date listed on class schedule, the student may be refunded tuition.

Withdrawal from Program
Students who wish to withdraw from the program are expected to do so through the Program Director. If a student is not able to successfully complete a course, it is recommended that the student withdraw before the posted withdrawal date. Late withdrawal may be permitted, prior to final exam, with approval of Dean/Associate Dean. Students who have withdrawn from the program shall withdraw from all enrolled MLT program courses.

It is the responsibility of the student who wishes to withdraw from the program to:

1. Withdraw from enrolled courses via eServices, or through an add/drop form from the Program Director.
2. Meet with the Program Director to explore opportunities for success and discuss options for readmission.

Readmission Policy
Please refer to the ICC Student Handbook for information.

A readmitted student must have a completed physical examination form including verification of immunization on file at IWIRC before attending lab activities and clinical experience. It is the student’s responsibility to assure that all health requirements are met. In addition, a new criminal background check and drug screen will be required.

Leave of Absence Policy
Students who are in good academic standing and must temporarily withdraw from the major due to unavoidable circumstances such as medical problems or military duty should request a leave of absence from the program. Documentation of the reason for the leave request will be required and will be considered by the Academic Advancement Committee. If the reasons for the leave request are deemed appropriate, the student will; receive a letter indicating that the Leave of Absence has been granted. These students are not dismissed from the program and will be placed in the first available space once they are able to return.

NOTE: If the Leave of Absence is extremely lengthy, a condition of readmission may be that some or all of the prior coursework is repeated to ensure academic success.
Strategies for Student Success

Academic Warning: An Academic Warning is an indication made by a faculty member when a student has excessive absences, poor grades, or poor basic skills in a class. A letter, describing a number of student support resources the student may seek out to help resolve the warning issue, is sent and signed by the Vice President of Student Success. Students receive one letter for each unique warning. Warning processing begins at the end of the second week of the spring, summer, or fall term and concludes two weeks prior to the end of the term. Indications for academic warning include:

- A student never attended within the second week of a 16-week class or the first week of all other classes
- A student has ceased attending or has excessive absences
- A student has performed poorly on quizzes/papers/exams
- Other reason(s) that a student is not making satisfactory academic progress

Learning Labs: The Learning Labs offer free drop-in tutoring for many subjects, including accounting, biology, chemistry, history, economics, psychology, and more. Assistance is also available for Blackboard, Microsoft Office, internet research, and study skills. No appointment is needed. For more information, please contact (309) 694-5768. For Math Lab, contact (309) 694-5222.

The Studio: The Studio is all about helping students get better at writing. They work with students through face-to-face, video, or email conversations to give feedback that helps students develop writing skills. Studio personnel will work on student strengths, identify challenges students face, and respond to the areas students want to work on in their writing. For more information, please contact (309) 694-5292.

Tutors: MLT Program tutors are available by contacting the MLT Program course faculty or the MLT Program Director. The tutors are available to assist students in achieving academic success.

Test Analysis: The Learning Lab can help with analysis (see Analyze Test Results form in Appendix section). Students may find this beneficial.

MLT Open Labs: With prior arrangement, students may access the MLT labs outside of class hours. Contact the Program Director for more information and/or access.

Student Success Plan: Students at risk of being unsuccessful will meet with the faculty and/or the Program Director to identify issues contributing to the at-risk situation. A Student Success Plan will be entered using the Student Success Form (see Appendix section) to assist the student in course success. Student is responsible for implementing the success plan.

Unsatisfactory Student Success Plans will be reviewed and discussed with the Program Director and the student, and may incur the consequences discussed in the success plan.

MLT LibGuide and Library Collections:

- MLT LibGuide: a collection of the clinical laboratory-specific library resources from web tutorials, videos, research project to writing assistance. http://libguides.icc.edu/MLT
- Library: the ICC library system has a large collection of books, videos, DVDs, ebooks, etc… that students can access. The MLT program has a collection of DVDs and web tutors that can be used on site. These MLT-specific resources can be accessed at the computers labeled “Medical Programs.” Ask a librarian for the DVDs or any assistance.

MediaLab: Students are encouraged to utilize this subscribed web-based tutor to enhance learning.
Exam Simulator: Students are encouraged to subscribe to this web-based resource to practice to enhance student success on the BOC.

Student Bowl Practice: This is a fun way to assist students in achieving academic success. All students are encouraged to attend the practices that might take place in February, March, and first week of April.

Dress Code Policy
In addition to what is specified in the Health Careers Programs Policy for Professional Conduct in Classrooms, Laboratory/Clinical/Fieldwork Sites, the student is expected to follow the policies of the dress code which is supported by the agencies in which clinical experience is obtained.

1. **Navy blue** standard health care scrubs must always be worn in the student laboratories and clinical laboratories. The scrubs must be clean, wrinkle-free, and in good repair at all times. An ICC patch (available for purchase at the ICC Bookstore) must be applied on the left sleeve. A plain, white short-sleeve or long-sleeve T-shirt may be worn under scrub top. NO BASEBALL CAP is allowed at any time, student labs or clinicals.

2. For clinical, shoes must be clean and white. White leather walking shoes or uniform shoes are acceptable. Neutral nylons or white socks are permitted for the female student and white or dark socks for the male student. **Canvas shoes, thongs, sandals, clogs, or open-toe shoes are not permitted in the campus or clinical labs.**

3. A current ICC student clinical photo ID badge must always accompany the uniform while the students are at clinical sites. Wear the ID on the outermost lab garment for good visibility. The badges can be obtained at Student Service at ICC Peoria. **This ID badge must be returned to the Program Director at the end of the semester.**

4. Jewelry is limited to a wedding band/set and one other conservative design ring, a watch, and a choker type necklace, if desired, at any time the student is in student uniform. (Note that chemicals may damage rings.) Small conservative earrings only may be worn by students—no dangling earrings or large hoops may be worn. Only two rings/ear are acceptable and no other body piercing ornaments are allowed. Anyone with ear gauges must wear plugs or cover the gauges with bandages. Any tattoos must be concealed/covered by your uniform.

5. Hair must be clean, neat, appropriately styled, and worn away from the face and off the collar. **Long hair must be tied back at all times in campus and clinical labs** for the safety of the student and the patient. Male students are expected to keep beards and mustaches trimmed, neat and clean. **Hair color must be a natural shade, such as brown, black, blond; extreme hairstyles and alternate hair colors such as pink, blue, and orange are unacceptable.**

6. A disposable lab coat must be worn in the MLT student lab at all times. This coat must be removed before leaving the student lab and stored appropriately.

7. The student must abide by the clinical and student laboratory safety rules and observe universal precautions. Gloves must be worn when working with blood and body fluids and when performing phlebotomy techniques. Other barrier protection prescribed by the institution must also be worn or utilized (face shields, splash shields, reusable lab coats, etc.). Lab coats used in the clinical labs are provided to students by the clinical facilities.

**NOTE:** The lab coat worn to perform testing is not to be worn outside of the clinical laboratory.

Employment
The College Catalog provides guidelines for employment. In general, according to the College, “Since study time of two hours is normally required for each lecture hour of class, students carrying a full-time course schedule should be employed no more than 10 to 15 hours per week. EXCESSIVE EMPLOYMENT IS ONE OF THE PRINCIPLE CAUSES OF ACADEMIC FAILURE IN COLLEGE.” Because the MLT curriculum is hybrid, program students should plan on having a minimum of 3-4 hours of study for each enrolled hour. Therefore, total work hours should be adjusted accordingly depending on the total hours enrolled in courses.
The student has an obligation to the College and the program in which he/she is enrolled in addition to oneself. Generally, the student should plan to study at least three hours per week for each semester hour of credit carried.

Because of the need to be as alert as possible in the clinical area, **students are requested not to work any shift immediately preceding their clinical experience.**

Students may not seek employment under the title Student MLT. At no time are students to wear their student photo ID badge outside of assigned clinical hours. The College assumes no responsibility for work performance related to skills learned as part of the program courses. Student is held personally liable and responsible for their own actions in the work setting.

**Professional Development**

Students are expected to participate in professional development activities throughout the year while in the MLT program. Examples of activities include:

- Becoming a member of the American Society for Clinical Laboratory Science (ASCLS), the premier professional organization for laboratory professionals. Visit www.ascls.org for information.
- Attending scientific sessions, the student forum meeting, and the House of Delegates at the Annual ASCLS-IL Meeting.
- Participating in the Student Bowl competition.
- Planning activities on campus during the National Medical Laboratory Professionals Week in April.
- Helping with recruitment activities.
- Participating in MLT Program activities designed to promote the profession of clinical laboratory science, to enhance interaction of MLT program students, and to facilitate learning.

**Safety in the Clinical and Student Laboratory**

All MLT students must follow the prescribed laboratory safety guidelines utilized by the clinical facilities and the MLT Student Laboratory. Laboratory safety is an integral part of every MLT course and students must understand and follow all techniques covered.

- **All students must complete the mandatory orientation and laboratory safety modules (if available).** Information will be provided by the Program Director.
- **Students also need to complete the HIPAA training, via online training modules, or DVD.** Students may access the DVD “Privacy & Security: The New HIPAA Rule) #VD0676 (2010) from the Library or streaming videos "HIPAA for Healthcare Workers: An Overview (2010)" or by following this link: http://search.alexanderstreet.com.library.icc.edu/view/work/1794066

**Code of Classroom Conduct**

The Illinois Central College MLT Program Code of Classroom Conduct will help prepare students to uphold the ethical standards of the clinical laboratory profession. The following guidelines will maintain a classroom, laboratory, clinical, or conference environment conducive to teaching and learning:

**Academic Honesty**

Academic honesty consists of truth telling, performing your own work in assignments, and performing your own work in testing in all academic contexts. All members of the academic community, students, and faculty, have a responsibility to ensure that academic honesty is maintained. See Honesty/Integrity Policy contained within this handbook, which further defines the student’s obligations and rights.
Accommodation for Lactation or Breastfeeding
Illinois Central College will provide a readily available, private space suitable for the lactating or breastfeeding student use. It is the student’s responsibility to discuss this need with the Program Director, so that such space may be provided.

Attendance
Regular attendance at all class meetings is expected as it is essential to the learning process. Faculty may establish attendance policies specific for classes and attendance records will be maintained. The student is responsible for awareness of attendance policies and make-up procedures. Dates of student attendance may be communicated to department representatives or college administration. Students should arrive to class on time and remain in class the entire scheduled time. Students should not schedule personal appointments and work hours during scheduled class, clinical, or lab times.

Absence: Refer to the ICC Student Handbook for general information and policy. In addition, student must notify faculty and/or the MLT Program Director of his or her intended absence from class by telephone prior to the beginning of class time. Email communication may be accepted at Instructor or Program Director discretion. Absence notification prior to class time may allow the student the opportunity to make up missed work or tests within one week of class. The student is responsible to contact the instructor to schedule make up work. The student is responsible to acquire notes, handouts, and assignments. Quizzes/tests must be made up within one week or prior to the next class meeting. The type of quiz/test will be at the discretion of the instructor. Students forfeit the makeup opportunity/grade after one week. Assignments may not be accepted late or cannot be made up after the due date, at Instructor discretion.

Habitual tardiness and excessive absence will be cause for discussion with the instructor and/or Program Director and may result in program dismissal. Each tardy occurrence of 15 minutes or more equals one absence. Three tardy occurrences of <15 minutes equal one absence.

Absences greater than 5% of total class sessions (excused or unexcused) in the semester will result in one letter grade lower of the final grade of the course. For example, MLT 110 meets 4 hours/week for 8 weeks. Missing 1.6 hours will result in one letter grade reduction for the course grade.

Unexcused Absence: A student who does not notify the instructor of absence by telephone prior to class time will forfeit all grading opportunities offered during that class time. It is the responsibility of the student to acquire notes, handouts, and assignments.

Excessive Absence: Excessive absence is defined as more than five percent of the total class meetings (as outlined in the ICC Student Handbook) whether the absence was notified or unexcused. Excessive absence will require a conference with the faculty to discuss the situation and consequences.

Prolonged Absence: Student must notify the MLT Program Director and Risk Management (309) 694-5475 in the case of prolonged absence because of illness, accident, or hospitalization. The student is required to submit documentation of physician’s permission to return to class and/or clinical. The student is responsible to contact instructors to make up missed course work.
Assignments
Student is expected to complete all assignments independently, unless for group work.

- All written assignments must be typed, printed, or legibly written per instructor protocol. A patient’s full name is never used in written assignments. Only initials or a pseudonym may be used to identify a patient.
- Refer to course syllabus for instructor policy on late/missed assignments.
- “Recycling” of previous assignments will be cause for discussion with the Program Director and may incur consequences.

Attentiveness
Students are expected to engage in classroom discussion and activities. Faculty will engage in learning assessment activities and the student is expected to participate to the best of his or her ability. The following items distract from learning and are addressed specifically:

- Cell phone, texting, and pagers will not be utilized during testing opportunities. All electronic devices should be placed on silent mode during class time. If faculty member questions student use of electronic device, the faculty member reserves the right to remove device from student use.
- Cell phones, Tablets, and Laptops may be utilized during class time if allowed by the instructor for learning purposes only. Ex. Taking notes on PowerPoints, reviewing reference material, charting data, etc.
- Chemical Impairment: Student attending class in a perceived impaired state will be subject to immediate testing. Student will be dismissed from the program or College if found to be under the influence of alcohol or illicit drugs.
- Food and Drink: Students may not have food and beverages in the lab. All food and drinks must be left in the “clean” area of the room. Individuals are responsible to clean up food and drink containers.
- Guests and children are not allowed to attend classroom, laboratory, clinical, or conference events. Children may not be left unsupervised in common areas on campus.
- Possession of alcohol or drugs (that are not prescribed by a physician for the student) during class, conference, or laboratory may be subject to disciplinary action and/or dismissal from program/college.
- Sleeping during class or conference will result in dismissal from the class and recorded as an unexcused absence and forfeit of the class grading opportunities.
- Unrelated and Other Activities: Student will not work on other projects (clinical paperwork, assignments, or unrelated classroom activities) during class or conference. Infractions will result in dismissal from the class and recorded as an unexcused absence and forfeit of the class grading opportunities.
- Video and/or Audio Taping of Class: Student may not record the instructor or class content unless the instructor permits recording as part of the classroom learning activities.

Civility
Student is expected to maintain a civil, professional, positive attitude towards fellow students and faculty at all times. Academic concerns may be discussed with faculty member after class during scheduled office hours, or scheduled appointment.

Tardiness
In the event of an emergency causing the student to be late, it is expected that the student discuss this situation with the instructor as soon as possible. Faculty may establish rules and grading penalties for tardiness. Excessive tardiness is defined as five percent of the total class meetings. Excessive tardiness will require a conference with faculty to discuss the situation and consequences.
**Code of Clinical Conduct**

Clinical practice is a valuable opportunity to assimilate learning into practice. Attendance is required as specified in the clinical evaluation criteria for each MLT course.

Clinical facility contact information will be provided when clinical rotations are assigned. The information should be kept current, by the student, when clinical sites change. Since cell phone use is prohibited during assigned clinical, the student is responsible for ensuring family, spouse, child’s school, etc., are provided a phone number of where to reach student during clinical sessions, in case of emergency.

*For patient safety, student may not work the shift immediately preceding assigned clinical experience.* Student who is identified as having worked the shift prior to clinical experience will be deemed unsafe and dismissed from clinical. Dismissal will be penalized as a clinical absence. Repeated incidents may result in dismissal from the MLT Program.

Student is responsible for transportation to clinical facilities and must abide by the parking policies of the clinical facilities.

Student is reminded to minimize personal belongings when assigned to clinical. The clinical facilities do not provide safe storage for valuables.

Student is expected to be punctual when arriving to assigned clinical site. The student will be properly attired and prepared by having completed pre-clinical assignments.

Students are not permitted to smoke at clinical facilities or during clinical experiences.

**Clinical Documentation**

The student is responsible to document completely and accurately all tasks performed. Any evidence of falsification will result in dismissal from the program.

**Clinical Evaluation**

Clinical performance evaluation criteria are established for each clinical rotation. Prior to beginning each clinical experience course, the student will receive a clinical packet which includes the clinical evaluation and checklists and study questions. Criteria for clinical grading are included in each clinical packet.

It is the student’s responsibility to obtain all documents signed by the clinical instructors. Any missing signed document will result in a grade of zero for that particular document. All signed documents must be scanned and submitted via Blackboard no later than Monday following the first day of final exam week. If the student has the clinical rotation extending beyond the regular schedule, the submission will be due three days after the last clinical day. Prompt submission of signed clinical documents throughout the clinical rotation is strongly encouraged.

**Clinical Practice**

- **Student will contact the clinical site** prior to beginning a new rotation, typically in the preceding week. The student should confirm the arrival time and any other appropriate concerns such as parking, location, etc.

- Student will follow policies, procedures, and student affiliation guidelines of the clinical agencies.

- Student is responsible to adhere to agency policies and procedures. If asked to carry out a procedure for which the student has not had instruction or practice, it is the responsibility of the student to notify the clinical instructor of this fact.

- Student is responsible to inform the instructor of any error or accident that occurred during clinical experience.

- Student should seek help as needed from the clinical instructor, particularly when undertaking a new technique.
• Personal cell phone use is not permitted during assigned clinical.
• All clinical facilities have the right to refuse or dismiss a student from participating in the clinical experience.
• Student is not allowed in the hospital or other clinical affiliates in a student capacity except during assigned clinical hours.
• If student is ill or an emergency occurs to prevent student from attending clinical assignment, student must notify the following parties prior to assigned time:
  o Call the clinical laboratory and inform the clinical instructor or a co-worker, and
  o Email or call the MLT Program Director and leave a message.

When inclement weather threatens to interfere with local activities, students should listen to the radio or TV for an announcement of closing of the College. Announcement can be found also via the College website icc.edu, facebook.com/IllinoisCentralCollege, and twitter.com/IllinoisCentralCollege. Information may also be obtained by telephoning (309) 694-5ICC. Student should enroll in the College Alert Emergency Notification System. If an announcement is not made, it is to be assumed that classes and clinicals are being held as usual. In the event of the College closing, student MUST contact the clinical instructor announcing their absence. In the event of not closing but delaying, student must contact the clinical instructors informing them of their late arrival.

Clinical Journals
Student will evaluate self and reflect upon own clinical performance each week by completing the clinical journal analyzing own strengths and weaknesses and focusing on improving areas needing improvement.

Clinical Scheduling Policies
The MLT Program Director assigns the clinical rotations for all students. Assignments are based upon the following criteria in order of importance:

1. Number and variety of student clinical spaces available
2. Students’ geographic location relative to the clinical rotation.
3. Students’ level of education, GPA, and clinical experience
4. Students’ previously assigned clinical rotation experiences (generally no repeated rotations assigned in the same laboratory, though specialty departments may be the exception)
5. Students’ laboratory employment
6. Special requests of students and/or Laboratory Administrator

Clinical rotation spaces are somewhat limited, but due to the number of clinical affiliate laboratories utilized in the MLT Program, students have always been assigned appropriate and complete rotations. Limitations may necessitate significant commutes and planning (>50 minutes door to door) in order to attend assigned clinical rotations.

Students may be assigned to have clinical rotations on the second shifts (3 p.m. – 11 p.m.) to enhance learning experience and ease in scheduling. There is no variation of the technical objectives from those of the regular day shift assignments. However, if a clinical space cannot be arranged in the semester due to limited facilities, the student will be assigned a rotation during the semester break or the subsequent semester with no penalty, except that the grade will not be recorded until the rotation is completed.
Notes:

• Each semester, students will be assigned to more than one hospital laboratory for different disciplines and are expected to have clinical assignments outside of Peoria.

• All efforts will be made to provide a good overall clinical experience when students finish the MLT program. Therefore, clinical rotations are not assigned for students’ convenience.

• Trading rotations is prohibited.

• Before beginning each clinical rotation students must complete the corresponding Pre-Clinical Survey posted in Blackboard.

• Clinical rotation schedules will not be rearranged for student convenience.

Clinical Supervision/Service Work Policy
Students will have the status of learner and will not replace clinical staff nor give service apart from its educational value.

MLT students must always be supervised by a clinical instructor in all clinical laboratory areas. After demonstrating proficiency, students may perform tests on actual clinical specimens. Service work may only be performed by the MLT student if the work is “co-signed” by the supervising clinical instructor and if performing the work helps to complete the stated clinical objectives for the assigned rotation. All responsibility for the accuracy of the procedure or task must be accepted by the supervising clinical instructor.

Note: To enrich learning experiences, clinical rotation may be assigned to be on second or third shift. Regardless of the shift of the clinical rotation, all objectives must be met as written.

Students may not use compensated work toward their clinical experience.

Tests and Examinations
Dates of examinations in MLT courses are identified in the course schedule/calendar. The final examination is generally given on the day and time listed on the College final examination schedule. When a change is necessary, students will be notified in class or through Blackboard announcement and/or via email.

Making up a missed scheduled test rarely is permitted except in extenuating circumstances. If you are late or absent on the day of an exam, you must notify your instructor before the exam begins in order to take the test. Anyone taking the exam later than the scheduled time may be given a different exam from the one taken by other students. Students entering class late on the day when a quiz or exam is being given may be allowed to take the quiz or exam, but will not receive additional time to complete the exam. Review of examinations may be done by the class/individual students within a one-week period after the examination has been taken.

Unannounced quizzes may be given in any lecture class, clinical conference, or laboratory session. “Make up” is rarely allowed. Each instructor, within College policy, will determine if an exception may be made. Students entering class late may be allowed to take the quiz, but will not be given additional time.

Grading/Student Evaluation
A student must earn a “C” or better in all MLT courses. Students will be evaluated on their attainment of the MLT course instructional objectives. Evaluation is based upon assignments, projects, written examinations, quizzes, final examination, and laboratory performance. Refer to each course syllabus and/or course calendar for grading policy specifics. Grades will be calculated using a computer program without rounding.
The competency-based level of achievement is as follows:

- **92 - 100%** A
- **84 - 91%** B
- **75 - 83%** C
- **68 - 74%** D
- **Below 68%** F

Since it is necessary to maintain at least a “C” (2.0) in all MLT courses, students who earn a grade of “D” or lower will be required to withdraw from the program or withdrawn administratively.

The MLT Program strives to prepare students in basic clinical skills before placing students in the clinical laboratory setting. To achieve this goal, students will be required to demonstrate satisfactory achievement of pre-clinical competencies in each major clinical content area before beginning the assigned clinical laboratory experience. Students who demonstrate a significant knowledge or skills deficiency prior to clinical rotations may be barred from attending rotations until the knowledge/skills deficiency is addressed.

**Comprehensive Exam**

A comprehensive exam will be administered by the faculty to all MLT students eligible for graduation. The exam counts for 25% of the MLT 230 course grade. Students must earn a score of 75% or better on the *MLT Comprehensive Exam* to fulfill the graduation requirements of the MLT Program. In the event of unsatisfactory score on the *MLT Comprehensive Exam* (<75%), the student will enter a *Student Success Plan* with faculty and will be given an opportunity to complete an alternate exam or other appropriate remediation.

All students are welcome to review their Comprehensive Exam with the Program Director and should schedule an appointment to do so, in preparation for the Board of Certification Exam.

**Honesty Policy**

**Honesty** is expected of all health professions students. Academic institutions, health care facilities, and the public expect that persons educated and employed in health care possess a moral and ethical code based on honesty. In addition, personal honesty/integrity and professional ethical behavior in Clinical Laboratory is outlined and required by the Code of Ethics of the American Society for Clinical Laboratory Science.

Health professions students who are dishonest during their educational program and who manage to obtain passing grades may not be capable of passing national certification exams or practicing competently. Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community, and impairs the quality of the health care system.

**Academic dishonesty** refers to forms of lying and/or cheating on academic assignments and exams. Examples of academic dishonesty include but are not limited to:

1. Acquiring examinations or other academic material belonging to an instructor
2. Obtaining the examination from anyone prior to administration
3. Use of unauthorized aides during examination
4. Obtaining information from other students while exam is in progress
5. Copying another student’s homework or laboratory exercises

**Plagiarism** is receiving credit for work which is not your own. This includes copying another student’s work or copying information from a book or article. Any information that is copied from another source must be cited appropriately in the assignment. Deliberate acts of plagiarism are considered serious offenses within the college community. If more information is needed regarding this topic, contact the Learning Labs for assistance.
Clinical practice dishonesty occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical practice dishonesty include but are not limited to:

1. Falsifying lab documents and/or attendance records
2. Not performing tests according to procedure
3. Not reporting mistakes/errors to clinical instructors
4. Not completing a clinical incident report in the event of potential error/accident
5. Using false excuses for an absence from clinical

Student disciplinary procedures as outlined in the College handbook under academic misconduct will be followed if an act of dishonesty is discovered. Disciplinary sanctions that may be imposed range from warning to dismissal from the program and expulsion from the College permanently.

**Causes for Dismissal**

Student disciplinary procedures, including dismissal, may be instituted whenever responsibilities (as described in the Educational Rights and Responsibilities of Students) are violated.

A grade of "C" or better is required in each MLT course in order to progress to the next course in the sequence. Also, a grade of "C" or better is required for all science courses. In addition, the student must maintain a cumulative GPA of 2.0 or better. If program academic progression requirements are not attained, students will be required to withdraw from the program and withdraw from currently enrolled courses.

Grounds for dismissal from clinical rotations, which may result in dismissal from the program and/or the College due to unprofessional conduct or behavior include, but not limited to:

- a. prefabricating laboratory results
- b. breach of patient's confidentiality
- c. appearance on the job under the influence of drugs and/or alcohol
- d. repeated clinical or technical errors that could be life-threatening to a patient
- e. repeated neglect of safety and universal precautions whereby student is considered to be a danger to self and others
- f. excessive absences and/or tardiness
- g. repeatedly displaying uncooperative behavior, causing conflicts with clinical staff which create a negative learning atmosphere

Identified skills gaps, be they psychomotor, cognitive, or affective, shall be addressed prior to clinical rotations. Due to the limited nature of the clinical sites, and the necessity of maintaining positive relationships with the clinical affiliates, students who have demonstrated behavior of concern will meet with the Program Director to discuss concerns, consequences, and pathways to success.

**Certification and Continuing Education**

The students who have met all requirements to graduate are eligible to complete the Board of Certification (BOC) Exam administered by the American Society for Clinical Pathology (ASCP). Application and information on the exam may be obtained from the website https://www.ascp.org/content/Board-of-Certification/get-credentialed

It is strongly recommended the BOC Exam be taken no later than August following the May graduation. Delays of greater than six months are often correlated with unsuccessful attempts.

**Note: Granting the AAS degree in Medical Laboratory Technician is not contingent upon earning a passing score on the Certification Exam.**

The certification is renewable every three years. Medical laboratory technicians must earn 36 hours (points) of continuing education to be eligible for this certification renewal. The points are categorized as follow:
• 1 point in laboratory or patient safety (i.e., quality control, quality assurance)
• 2 points in each of the following: blood banking, chemistry, hematology, microbiology
• Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest

More information can be found from the ASCP website
https://www.ascp.org/content/Board-of-Certification/get-credentialed

**HEALTH CAREERS DEPARTMENT MISSION STATEMENT**

The mission of the Health Careers Department is to:

1. Enable students to attain knowledge, professional skills, and general education for successful entry-level employment in a health career;
2. Serve as a resource for the educational and employment needs of the health care community.

To fulfill its mission, the Department:

1. Promotes student access through equal opportunity admission policies;
2. Offers educational opportunities for all students by providing associate degree programs;
3. Provides career advisement and supports career recruitment in the community;
4. Assures quality teaching and learning by meeting professional accreditation standards, promoting faculty continuing education, providing access to current technologies, and participating in continuous outcomes assessment;
5. Provides general education and career education courses in preparation for successful employment and life-long learning;
6. Cooperates with community agencies to offer appropriate clinical and field experiences, and to promote safe practices;
7. Offers continuing education opportunities to meet personal and professional goals of updating employment skills and additional specialization.

**HEALTH CAREERS DEPARTMENT GENERAL INFORMATION/PROCEDURES**

**Bookstore/Textbooks**

All textbooks and course materials are purchased in the ICC Bookstore at either campus. Students are to purchase all required books. Do not sell back any texts until after graduation. The textbooks will be used throughout the two-year program and also during your employment. Purchase required texts prior to the first week of the semester (even for the class that starts during the second eight weeks) to ensure availability.

**Smoking**

Illinois Central College is a smoke-free campus. Smoking is prohibited in accordance with the State of Illinois Public Act 86-1018. Smoking is prohibited on Illinois Central College campuses and all clinical agency campuses.

**Statement of Confidentiality**

It is the responsibility of every student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency’s plans and operations.

During clinical experiences, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students unless information is required directly for the care of the patient or as a learning tool within the educational setting.
In addition to patient information, students are expected to use the utmost discretion concerning other confidential information such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under federal or state laws.

The integrity of all data produced by a Hospital Information System should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.

Violation of these responsibilities may subject the student to disciplinary actions in accordance with the procedure published in the *ICC Student Handbook*. Unauthorized disclosure of patient information may result in civil and/or criminal liability under state or federal laws.

Students are required to complete requisite HIPAA training modules, or view the HIPAA video (Thomas Library) and/or the HIPAA Presentation (Blackboard), and successfully complete the HIPAA Quiz (Blackboard) with the score of 80% minimum prior to being placed in a clinical rotation.

**Social Networking Policy**

Professional behavior is expected as outlined in the standards of each healthcare profession. Students should avoid all discussion of personalities, etc. involving College faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students must refrain from discussion of problems, issues, or negative experiences encountered either on campus, in the clinical facility, or in hospital departments on any social network.

**Emergent Messages or Emergency Notification**

For medical emergencies, Campus Police or program faculty members will attempt to locate students in class and provide a message. Non-emergent messages will not be delivered. In non-emergent cases (change of plans for transportation, etc.), schedules will not be released to a third party without the student’s prior written consent. Students are, therefore, encouraged to provide family members or childcare provider with schedules for use in non-emergent situations.

The use of cell phones and pagers is prohibited during class, laboratory, and clinical experiences.

**Existing Health Condition**

The student with a controlled behavioral health or medical condition, including but not limited to back problems, hypertension, diabetes, or seizure disorders should notify the MLT Program Director and Clinical Instructor in an effort to ensure physical and safety needs are met.

The student who develops a behavioral health or medical condition, or is taking prescription/nonprescription medication that may affect academic or clinical performance may continue in the program provided the student:

- submits a written statement from a physician regarding the nature of the condition, the nature and duration of restriction, and the student’s ability to continue in the program to the Program Director;
- notifies current Clinical Instructor;
- if absent for two (2) or more clinical days, provides a release from attending physician before returning to clinical education experiences;
- meets all clinical and academic objectives and requirements.

Any condition that restricts the student’s ability to perform program objectives or necessitates alternate assignments may result in an alteration of the student’s graduation date until such time as assignments are completed. Student options include (1) program withdrawal with request for readmission into program sequence or (2) continuation in program sequence with possible extension of educational period or (3) return to class or clinical with documentation from physician.
Exposure
Student incident reports, such as exposure on clinical, should be communicated to the Dean and completed paperwork must be directed to Tim Anderson, Safety Manager in Risk Management, (309) 694-8911.

Student Records
Illinois Central College’s records should only be destroyed or disposed of with authorization of the office of the Executive Vice President of Administration and Finance in compliance with the state of Illinois’ Managing Your records and the Local Records Act - A Guide to Records Disposal and ICC's Application for Authority to dispose of local Records listing. Complying with record keeping laws guarantees that records are (1) disposed of at the appropriate time, (2) securely locked in a safe area, (3) properly disposed of in order to reduce storage space, and (4) managed in accordance with state laws and regulations.

Student program files such as exams/coursework will be shredded after the grievance period has lapsed.

Resolution of Complaints
A student who has a problem or complaint about the MLT Program should follow the chain of command or order recommended for resolution. The student should discuss the issue privately and independently with:

- Faculty member involved,
- Program Director,
- Dean of Health Careers

A student who is unable to resolve his or her complaint through the channels of communication listed above should consult Dean of Health Careers to initiate the grievance procedure currently in effect at the College. Refer to the ICC Student Handbook.
APPENDICES
Illinois Central College
Academic Calendar

Fall 2019
Celebration of Learning August 12-16
Classes Begin August 19
Holiday - College Closed September 2
12-week Classes Start September 9
Midterm October 11
2nd 8-week Classes Start October 14
Thanksgiving Break (No classes) November 25 - December 1
Thanksgiving Break (College closed) November 28 - December 1
Last Day Before Finals December 9
Final Exams December 10-16
Semester Ends December 16
Weekend College - meets every weekend except Nov. 29 - Dec. 1

Spring 2020
Minimester Starts December 17
College Closed* December 23 - January 1
Minimester Ends (3 cr hr) January 6
Minimester Ends (4 cr hr) January 6
Celebration of Learning January 15
Holiday - College Closed January 20
Classes Begin January 21
12-week Classes Start February 10
Midterm March 13
Spring Break March 16-20
(No classes except Weekend College)
2nd 8-week Classes Start March 23
Easter Weekend (No classes after 5pm) April 10-12
Graduation May 16
Last Day Before Finals May 11
Final Exams May 12-16
Semester Ends May 18
Weekend College - meets every weekend except April 10-12

Summer 2020
Semester Begins May 19
Holiday - College Closed May 25
Holiday - College Closed July 3
Semester Ends August 7

Shaded dates: Classes in session
Underlined dates: Final Exams
○ Graduation
Δ Weekend College
■ College Closed
# Medical Laboratory Technician (MLT) Program – Student Success Form

## DATE OF CONFERENCE | NAME OF STUDENT | REPORTING FACULTY MEMBER
|---------|----------------|------------------|

## INCIDENT | INCIDENT SETTING | RELATED COURSE | INCIDENT LINK TO COMPETENCY
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Clinical</td>
<td>MLT 115</td>
<td>MLT 116</td>
</tr>
<tr>
<td></td>
<td>Theory</td>
<td>MLT 214</td>
<td>MLT 216</td>
</tr>
<tr>
<td></td>
<td>Lab</td>
<td>MLT 222</td>
<td>MLT 220</td>
</tr>
<tr>
<td></td>
<td>Affective</td>
<td>MLT 228</td>
<td>MLT 230</td>
</tr>
</tbody>
</table>

## IDENTIFIED PROBLEM – describe incident
Faculty:  

Student:  

## DESIRED OUTCOME(s) – include timeframe
Desired Outcome:

## ACTION PLAN – interventions for success

List specific intervention(s):

I understand that I am expected to develop and carry out this improvement plan to enhance my academic success. Failure to do so will result in subsequent consequences:______________________________.

__________________________  ____________________________  
Student Signature / Date                      Faculty Signature / Date

## EVALUATION of OUTCOME(s)
Student follows up with faculty, upon completion of action plan, and evaluates student progress.

- Satisfactory Performance  
- Needs further follow up. If further follow up is required, initiate new success plan.

__________________________  ____________________________  
Student Signature / Date                      Faculty Signature / Date

Original to program file, a copy to student, a copy to intended referral, a copy to reporting faculty for follow up.
Illinois Central College
Health Careers Department

Student Resignation Statement

I withdrew from the Clinical Laboratory Technician/Phlebotomy Program (circle one) because:

(Please check applicable reason(s) for withdrawal):

_____ Due to personal reasons
_____ Due to financial reasons
____ personal
____ financial aid
_____ Due to present work obligations or promising job opportunity
____ Due to not meeting academic requirements
____ Due to academic expectations of program being not as I expected
_____ Due to discomfort with clinical responsibilities or experiences involved
_____ Others

In an effort for Health Careers to enhance student success, please provide more descriptive explanation for selection above:

Student's Signature ____________________________ Date ___________________

Student Name: __________________________________________

I would like a Health Careers Advisor and/or Program Director to contact me to discuss options for pursuing alternate academic path or health career. If so, provide the following:

Telephone number: ___________________________ Email address: _________________

Thank you for your feedback.

Please return this form to the Dean of Health Careers at Illinois Central College.
Illinois Central College
Medical Laboratory Technician Program

Student Clinical Progress Report

Student ________________________________     Laboratory ________________________________

**MLT Clinical Instructor**: Complete this progress report **midway** (or whenever needed) through the student’s rotation. Comment objectively on the student’s progress and make recommendations for improvement in each category listed below. **Review this completed form with the student, date and sign the form and return it to the student.** The student will then return the form to the MLT Program Director at ICC.

I. **SKILLS**: Comment regarding technical and procedural skills, laboratory safety procedures, time usage, knowledge, manual dexterity, orderliness, cleanliness, and accuracy.

II. **INITIATIVE**: Comment regarding preparedness, ability to follow through, interest, asking questions, motivation, and desire to learn.
III. DEPENDABILITY: Comment regarding punctuality, dependability, honesty, consulting with instructor when necessary.

IV. PROFESSIONAL AND INTERPERSONAL RELATIONS: Comment regarding appearance, communication, respect, concern for safety, self-confidence and working with others.
Illinois Central College
Medical Laboratory Technician Program

Release of Information Form

1. To whom is the information to be released?
   - Scholarship
   - Award
   - Employment
   - Other (list)

2. What information can be released and/or discussed?
   - grades and/or performance in MLT classes
   - attendance
   - clinical experiences
   - professionalism
   - team player
   - general abilities (workplace skills, commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem solving, responsibility, critical thinking, stress management)

3. This consent is valid from ________________ to ________________.

MM/DD/YY to MM/DD/YY

I, _______________________________, give my permission to the following individual/s to release the information as described above.

_________ MLT and Phlebotomy Program Director

_________ MLT Faculty member: ___________________________

Signed: ________________________________

Date: ________________________________
Illinois Central College
Medical Laboratory Technician Program

Consent & Authorization to Release Graduate Employer Survey Information

I, _____________________________________________, graduate of the Medical Laboratory Technician Program, sponsored by Illinois Central College, consent to and hereby authorize my employer and any of its representatives to release the Employer Survey Information about my performance.

I understand that by signing this consent and authorization form, I am authorizing the designated department supervisor to release information which is otherwise private and may not be accessible to the program and the College.

Date: ___________________

Graduate Signature: ________________________________
HEALTH CAREERS
POLICIES AND PROTOCOLS
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Student Health Requirements

At the time of program admission, students will be provided information which includes physical examination, immunization requirements, drug screening and background checks necessary for complying with Health Careers Department requirements. Completed forms must be submitted to Illinois Work Injury Resource Center (IWIRC) downtown Peoria location, 736 SW Washington Street, Suite 2A, Peoria, IL 61602, by July 15th (or the designated due date) for students to be compliant and continue in the Health Careers program.

Readmission students must have a current physical examination, immunization and drug screening on record at IWIRC prior to the first day of classroom, clinical and/or laboratory course.

It is the student’s responsibility to review ALL records to assure all requirements are current and complete. It is recommended that students copy documents for self-record maintenance.

Faculty members do not review the above requirements; therefore, it is the student’s responsibility to notify instructors of any health care problems. Students are encouraged to contact Access Services /icc.edu/around-campus/access-services/ to request any necessary accommodations.

The following documents are required:

1. Drug screen completed at IWIRC
2. Fingerprint background check completed at IWIRC
3. A completed physical examination form – completed by a physician at IWIRC or submitted to IWIRC
4. Evidence of specified immunizations completed at IWIRC or submitted to IWIRC

The Health Careers Assistant will monitor student compliance and notify the Program Director/Coordinator and Clinical Coordinator of noncompliance. Until compliant, the student will not be allowed to participate in any clinicals and will result in a clinical absence for each day missed.
Illinois Central College adheres to all policies of clinical facilities with which the College affiliates for student clinical education experiences. Students admitted to a health career program must have a current negative drug screen prior to beginning program.

Illinois Central College has designated the Illinois Work Injury Resource Center (IWIRC), 736 SW Washington Street, Suite 2A, Peoria, Illinois, to perform the drug testing. IWIRC will notify ICC of results. Student must sign a “Drug Testing Consent Form” provided by the College. The student is responsible for all costs incurred with drug testing and will be billed by ICC. The drug screen must be completed by July 15. Students may be withdrawn from their course/program if this requirement is not completed or if test results are positive.

All reasonable efforts will be made to maintain the confidentiality of results.

1. The student will provide a urine specimen for the drug screen. The specimen itself shall be collected at IWIRC, under that facility’s procedures and control.

2. If the initial drug test indicates a positive result, the student will be given an opportunity to refute the results. The student may also have the same specimen retested, at the student’s expense. The second test must be done within 48 hours of receiving the results.

3. If after medical review the test result remains positive, the student will be withdrawn from the program.

4. If the testing facility determines that a student has tampered with a sample during the testing, the student will be immediately dismissed from the program and will not be considered for readmission to an ICC Health Careers program.

5. Students shall be subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require the student to submit to additional drug testing, in compliance with that facility’s individual policies and requirements.

6. Students shall also be subject to additional testing as a required by Illinois Central College, on a for cause basis, as Illinois Central College deems necessary for the administration of student clinical education experiences. Students in the program who have tested positive may be dismissed from the program. Whether any student can remain in the program will be determined at the sole discretion of ICC.
Drug Testing Consent

Drug Testing Standards and Procedures

Illinois Central College adheres to all policies of ICC affiliated clinical facilities which provide student clinical education experiences. For those facilities requiring drug testing, students enrolled in a health career program must have a current negative drug screen prior to program admission.

The student must sign this form, provided by Illinois Central College. Testing is done at the Illinois Work Injury Resource Center, 736 SW Washington Street, Suite 2A, Peoria, Illinois. The student is responsible for all costs incurred for the drug screening but will be billed through Illinois Central College. The drug screen must be completed by July 15. Test results will be sent to ICC. All reasonable efforts will be made to maintain the confidentiality of results. Students may be withdrawn from their Health Careers Program if this requirement is not met or if results are positive.

My signature below indicates that I have read the Drug Testing Standards and Procedures (above) and have been provided with a copy of the same (see previous page). I understand that the results of the drug testing are to be used solely for the purpose of determining my eligibility for a clinical education experience in a health career program at Illinois Central College.

By signing below, I provide my voluntary and irrevocable consent for a drug test (urine sample screening) to be conducted at the Illinois Work Injury Resource Center and for results of the screen to be released to Illinois Central College. ICC may share said information with the clinical facility with whom I am being assigned. I understand that I am responsible for all costs associated with the test.

PRINT Full Name: ____________________________________________

Student ID Number: ___________________________________________

Health Careers Program: _______________________________________

Signature: X_____________________________________________ Date: ________________
Fingerprint/Background Check Policy and Procedures

At the request of clinical agencies who accept students from the College, all students enrolled in a Health Careers Program will be required to submit to a fingerprint/background check. Students may not use similar reports on file at other agencies to satisfy this requirement. Failure to consent to release information or to cooperate appropriately with regard to the process shall result in the student not being able to enter or progress in the Health Careers Program. Criminal history background information is defined as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal charges, and any dispositions; including sentencing, correctional supervision, and releases.

Policy

Illinois Central College (ICC) is committed to providing a safe environment for students, patients cared for by students, and employees. Therefore, the College will conduct a fingerprint/background check of all students who wish to be enrolled in a Health Careers Program at ICC. The fingerprint/background check will be conducted through the Illinois Work Injury Resource Center (IWIRC), 736 SW Washington Street, Suite 2A, Peoria, Illinois, and is paid for by the student. The student is responsible for costs incurred with fingerprint background check and will be billed by ICC. The fingerprint background check must be completed by July 15. Students may be withdrawn from course and program if this requirement is not completed or results are disqualifying. Students who have disqualifying convictions will be required to obtain a Health Care Worker Waiver.

Procedures

1. Students will be provided the authorization form for the fingerprint/background check from the Health Careers administrative assistant. The student must complete the authorization, providing all necessary biographical information.

2. The fingerprint/background check will be completed by IWIRC and results will be made available to select ICC Health Careers employees.

3. Omission of required information or false or misleading information provided by the student on the criminal background check or in any communication with the College may result in disciplinary action or dismissal from the Health Careers Program at ICC.

Dealing with Disqualifying Convictions:

1. Fingerprint/background check results will be kept confidential and will be maintained separate from the student’s admission/academic file.

2. The Health Careers administrative assistant will access the electronic report.

3. A student who has a disqualifying conviction will be notified. No messages regarding the results will be left on answering machines or with other individuals.

4. If the student has a disqualifying conviction but wishes to remain enrolled in the Health Careers Program, the student must submit an application for a Health Care Worker Waiver. An application for the waiver is available online at:
   http://www.idph.state.il.us/nar/WAIVER_APPLICATION.pdf.

5. If a student with a disqualifying conviction is unable to obtain a Health Care Worker Waiver, the student will be dismissed from the Health Careers Program. Academic Advisers at ICC will offer assistance to re-direct the student to another career path.

For more information regarding Health Care Worker Background Check, go to:
http://www.ilga.gov/commission/jcar/admincode/077/0770955sections.html
Fingerprint/Background Check Informed Consent/Release

I hereby authorize Illinois Central College (ICC), or any qualified agent, or clinical facility, to receive the following in connection with my clinical education experience: fingerprint/background check information (including copies of my past and present law enforcement records to include both misdemeanor and felony convictions) and any arrests for a crime that has not been adjudicated (by dismissal, acquittal, or conviction). This fingerprint/background check investigation must be conducted and is for the purpose of assisting ICC and clinical facilities in evaluating my suitability for clinical experience. The release of information pertaining to this fingerprint/background check to those persons necessary to determine my suitability to participate in the clinical education experience is expressly authorized.

I understand that information contained in the fingerprint/background check report may result in my being denied a clinical experience and may result in dismissal from the intended health career program. If negative information is contained in my report, I understand that I will be notified by ICC and I have the right to contest the accuracy of the report.

If a facility refuses the student access to the clinical site at its facility, ICC will make reasonable efforts to find an alternative site for the student to complete his/her clinical experience. A student who cannot be reasonably assigned will be dismissed from the program.

I hereby give ICC permission to obtain and release fingerprint/background check information to facilities to which I may be assigned for clinical experience prior to beginning the assignment. I hereby release ICC, its trustees, employees, and any clinical facilities, from liability or damage in providing such fingerprint/background check information or acting on such information. I hereby agree that a copy of this authorization may be accepted with the same authority as the original.

I hereby further release ICC, its trustees, employees, and agents, from any and all claims including but not limited to, claims of defamation, invasion of privacy, negligence or any other damages resulting from or pertaining to the collection of this information. I understand that I am responsible for all costs associated with this process.

I also agree that any future criminal convictions must be reported immediately to the appropriate ICC program director/coordinator. Failure to report may result in program dismissal.

My signature below certifies that all information given is true and reliable. Any false information given or refusal to adhere to the fingerprint/background check investigation will result in dismissal from my intended health career program.

PRINT Full Name: ________________________________________________________________

Student ID Number: ______________________________________________________________

Health Careers Program: __________________________________________________________

Signature: X ___________________________________ Date: ____________________________
Student Chemical Impairment Policy and Procedures

Illinois Central College policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on College property or as a part of any College activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the College in conformance with College policy. (See the College Catalog and Student Handbook). In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the College’s Health Career Programs.

Procedure

All Health Careers students will be required to sign and adhere to the Illinois Central College Student Chemical Compliance Contract.

When a faculty member or a clinical agency representative observes a student engaging in behaviors or presents with signs that are often associated with drug or alcohol misuse or abuse the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implemented:

1. Seek corroboration regarding the observed student behavior, if possible.
   a. Should the impaired behavior occur at a clinical site, the faculty or agency representative will relieve the student from the clinical assignment.
   b. Should the observed behavior occur on campus, the faculty member should use his/her discretion in allowing continued participation in the learning activity.
   c. Immediately notify program director/coordinator and provide written documentation of observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
   d. Upon request, the student will undergo a drug screen and breath alcohol test. The drug screens and breath alcohol tests will be completed at the student’s expense. A student who refuses to be tested or who otherwise fails to cooperate in required tests shall be dismissed from the Health Careers program.
      i. If the student is at a hospital clinical site the student will be taken to the emergency department/occupational or employee health as designated by agency. An instructor, fieldwork educator, Program Director/Coordinator, or designee must remain with the student while the student is at the testing facility and complete and sign an authorization form. The student must present a photo ID.
      ii. If the student is at a non-hospital clinical site out of the Peoria area the student will need to go to the emergency department of a local hospital by calling a cab, friend, or family member to transport the student to the facility.
      iii. If the student is at a non-hospital clinical site in the Peoria area the student will need to call a cab, friend, or family member to transport to:
          Illinois Work Injury Resource Center (IWIRC)
          736 SW Washington Street Suite 2A
          Peoria IL  61602
          (309) 497-0300
          Should IWIRC be closed, the student may go to the UnityPoint Emergency Department.
2. Upon receipt of written documentation, a conference consisting of, but not limited to, the involved student, faculty member and/or agency representative, Program Director/Coordinator, Dean of Health Careers and Dean of Student Services or their designee will be held. The purpose of the conference is to present and discuss documented observations of behavior(s) and test results.

3. If results are negative, Illinois Central College will be responsible for costs incurred by the student. If results are positive, the student will be responsible for costs incurred.

4. A student who tests positive for illegal drugs and/or alcohol will be administratively withdrawn from the Health Careers program.

**Eligibility for Professional Licensure/Certification**

Students should understand that the use/abuse of drugs and alcohol is prohibited by laws and standards in the health professions, and that a person with a history of such use/abuse may be denied certification or licensure, or placed on a probationary status. Faculty will assist students with providing required documentation for professional licensure application process.

Students and faculty are reminded of the professional ethical responsibility of reporting knowledge of substance use/abuse by healthcare personnel.
Authorization Form for Student Chemical Impairment Testing

Student’s Name:  
Student ID#:  
Date:  

Requested Service: (circle all that apply)  
Alcohol and Drug Testing:  Non – DOT  
Urine Drug Screen:  Collection with results  
Breath Alcohol Test

Purpose: (circle one)  
Reasonable Suspicion - Random

Billing Information:  
If Positive for Chemical Impairment:  Please bill:  
    Student or submit to student’s personal health care insurance company

If Negative for Chemical Impairment:  Please bill:  
    Illinois Central College  
    Attn. Risk Management Room 236A  
    1 College Dr.  
    East Peoria, IL 61635  
    (309) 694-5398

    Printed name of ICC Authorized Employee:  
    Signature of ICC Authorized Employee:  

Reviewed 05/2019  
HC-8
Student Chemical Compliance Contract

I, ___________________________, agree to undergo a drug screen and breath alcohol test upon request and, if needed, a comprehensive substance use/abuse evaluation by a mental health professional selected from the approved list of accredited agencies provided by the Program Director/Coordinator. I understand that the payment for the drug screening and breath alcohol test, evaluation, treatment and follow up care will be my responsibility. If treatment is recommended, I must complete the individualized plan determined by the evaluator and follow all procedural steps of the Illinois Central College Chemical Impairment Policy. Written evidence of my treatment program, ability to return to the health program (evidence of exhibiting positive student behaviors), and my follow up care plan will be submitted to the Program Director/Coordinator. I further understand that random drug screens and breath alcohol testing may be a part of my treatment and follow up program.

Date: ________________________________

Student signature:

Agree ______________________________________

or

Disagree ____________________________________

Program Director/Coordinator/
Faculty signature: ____________________________

Witness signature: ____________________________
ILLINOIS CENTRAL COLLEGE HEALTH CAREERS

Health Insurance/Financial Responsibility Waiver

Students are required to carry personal health care insurance at all times while enrolled in a Health Careers program. Students are financially responsible for any and all expenses resulting from injury, illness, and positive drug screenings occurring during classroom, clinical, and/or laboratory courses.

I understand that I am responsible for maintaining my own major medical health insurance throughout the course of being enrolled in an Illinois Central College Health Careers Program. I further understand that I will be financially responsible for any medical care, treatment, or examinations that a clinical affiliate provides to me while in a student capacity at that facility.

By signing below, I am verifying that I either 1) carry major medical insurance or 2) will accept responsibility for the cost of any and all medical care, treatment, or examinations provided to me while in a student capacity at the program clinical affiliates.

PRINT Full Name: ________________________________________________________________

Student ID Number: _____________________________________________________________

Health Careers Program: _________________________________________________________

Signature: X ___________________________ Date: __________________________

Reviewed 05/2019  
HC-10
ILLINOIS CENTRAL COLLEGE HEALTH CAREERS

Latex Sensitivity Awareness

WARNING!

People exposed to latex gloves and other products containing natural rubber latex may develop allergic reactions, such as skin rashes, hives, nasal, eye, or sinus symptoms, asthma, and (rarely) shock.

Students admitted to Health Careers programs will be informed regarding latex sensitivity and complete sensitivity screening.

Latex allergy has been recognized as a significant problem for specific patients and healthcare workers.

Persons at risk include patients with spina bifida, urogenital abnormalities, workers with industrial exposure to latex, persons with multiple surgeries, and healthcare workers.

Suspected Latex Allergy or Sensitivity

1. Do you react to latex, rubber bands, balloons or other rubber products?
2. Are you regularly exposed to latex-containing products, e.g., gloves, blood pressure equipment, catheters, etc?
3. Do you have multiple allergies?
4. Are you allergic to avocados, potatoes, bananas, tomatoes, chestnuts, peaches, kiwi, or papaya?
5. Do you have any of the following symptoms after exposure to latex products?
   - itchy eyes
   - tachycardia
   - bronchospasm
   - facial edema
   - generalized pruritus
   - hypotension
   - nausea
   - urticaria
   - feeling of faintness
   - wheezing
   - vomiting
   - shortness of breath
   - flushing
   - abdominal cramping
   - Feeling of impending doom
   - Facial edema
   - Urticaria
   - Shortness of breath

If “yes” to any of these questions, notify your program director/coordinator immediately!

Type I: IMMEDIATE reaction within 15 minutes (allergy).

Symptoms include generalized urticaria, wheezing, dyspnea, laryngeal edema, bronchospasm, tachycardia, angioedema, hypotension and cardiac arrest.

Type IV: DELAYED reaction 6-48 hours (sensitivity).

Symptoms include contact dermatitis, such as pruritus, edema, erythema, vesicles, drying papules, crushing and thickening of the skin and dermatitis that spreads beyond the skin exposed to the latex product.
People with ongoing exposure to natural rubber latex should take the following steps to protect themselves:

1. Use nonlatex gloves (e.g., vinyl) for activities not likely to involve contact with infectious materials. Such activities include food preparation, routine housekeeping, maintenance, etc.
2. Appropriate barrier protection is necessary when handling infectious materials. If you choose latex gloves, use powder-free gloves with reduced protein content or synthetic or nitrile gloves.
3. When wearing latex gloves, do not use oil-based hand creams or lotions unless they have been shown to reduce latex-related problems.
4. Frequently clean work areas contaminated with latex dust (upholstery, carpets, ventilation ducts, and plenums).
5. Frequently change the ventilation filters and vacuum bags used in latex-contaminated areas.
6. Learn to recognize the symptoms of latex allergy: skin rashes, hives, flushing, itching, nasal, eye, or sinus symptoms, asthma and shock.
7. If you develop symptoms of latex allergy, avoid direct contact with latex gloves and products until you can see a healthcare provider experienced in treating latex allergy.
8. If you have latex allergy, consult your health care provider regarding the following precautions:
   - Avoid contact with latex gloves and products.
   - Avoid areas where you might inhale the powder from latex gloves worn by others.
   - Tell your instructors, health care providers, nurses, and dentists that you have latex allergy.
   - Wear a medical alert bracelet.
9. Take advantage of all latex allergy education and training that is available to you.

Centers for Disease Control and Prevention, 1600 Clifton Road., Atlanta, Georgia 30333, USA.
800-CDC-INFO (800-232-4636) TTY: (888) 232-6348, 24 Hours/Every Day – cdcinfo@cdc.gov

To request additional information about latex allergy, or to request a copy of MIOSH Alert No. 97-135, Preventing Allergic Reactions to Natural Rubber Latex in the Workplace, call 1-800-35-NIOSH (1-800-356-4674)

Modified From: National Institute for Occupational Safety and Health
www.cdc.gov/niosh/docs/98-113/
Latex Sensitivity Screening

1. Do you have allergies, asthma, or rhinitis (hay fever) after the use of rubber or latex products or powder? □ Yes □ No

2. Do you have a rash, redness, or swelling lasting 1-2 days after the use of latex gloves? □ Yes □ No

3. Have you ever had a work-related rash on your hands lasting longer than one week following latex glove use? □ Yes □ No

4. Are you known to be allergic and/or do you have any adverse reactions when you ingest any of the following foods: avocado, banana, chestnut, papaya, kiwi, hazelnut, cherries, or peaches? □ Yes □ No

5. Have you ever had swelling, itching, or hives around your mouth after blowing up a balloon? □ Yes □ No

6. Have you ever had swelling, itching, or hives around your mouth during or after a dental examination or procedure? □ Yes □ No

7. Have you ever had swelling, itching, or hives following a vaginal or rectal examination or after contact with a diaphragm or condom? □ Yes □ No

8. Have you ever had swelling or hives on your hands during or within one hour after wearing rubber latex gloves? □ Yes □ No

9. Have you ever noticed that you had a runny nose, watery eyes, facial swelling, or wheezing during or immediately after contact with latex products or in an environment where latex use is high (e.g. hospital or clinic)? □ Yes □ No

10. Has a physician ever diagnosed you as latex allergic or powder allergic? □ Yes □ No

11. Have you ever had a serious allergic reaction (e.g., anaphylaxis) or other unexplained reaction during a medical exam or procedure where contact with latex was involved? □ Yes □ No

If patient answers YES to any of the above questions, a RAST test will be given following the “RAST Test Standing Orders.”

PRINT Full Name: ________________________________________________________________

Student ID Number: _______________________________________________________________

Health Careers Program: ___________________________________________________________________

IWIRC Healthcare Provider: __________________________________ Date: __________
Illinois Central College recognizes the following facts regarding students enrolled in Health Careers Programs. These facts are taken directly from the Recommendations of the Advisory Committee on Immunization Practices (ACIP) for Health Care Workers and the Hospital Infection Control Practices Advisory Committee (HICPAC). These facts led to the guidelines currently in place under the CDC and recognized by OSHA. These facts also provide the basis for Illinois Central College’s policy regarding Health Careers student immunizations. Enforcement of this policy allows Illinois Central College to fulfill contractual obligations required by health care facilities that provide clinical experiences for our Health Careers students.

- Because of their direct contact with medical patients or infective material from medical patients during clinical experiences, Health Careers students are at risk for exposure to and possible transmission of vaccine-preventable diseases during clinical experiences.

- The risks for percutaneous and permucosal exposure to blood and blood products are often highest during the professional training period: therefore, vaccination should be completed during training and prior to students having any contact with blood.

- Optimal use of immunizing agents safeguards the health of both health care workers and those in training and protects patients from becoming infected through exposure to infected care providers.

- Any health care worker who is susceptible can, if exposed, contract and transmit certain vaccine-preventable diseases. Therefore, all medical institutions should ensure that those who work within their facilities are immune to those diseases for which immunization is strongly recommended in ACIP/HICPAC guidelines.

POLICY STATEMENT:
In order to adhere to CDC/OSHA recognized guidelines, it is the policy of Illinois Central College that all enrolled Health Careers Students will comply with physical, immunization, and tuberculosis requirements as detailed in the attached document. No exceptions will be made to this policy and no waivers given except in the event of pregnancy and breastfeeding. In those instances, a temporary reprieve will be granted for immunizations during the duration of the pregnancy and or breastfeeding if and only if a student is able to provide medical documentation of such condition. In addition, a student requesting a temporary reprieve of immunization requirements due to pregnancy or breastfeeding must prove that their immunizations are up to date through the onset of the condition.

Physicals:
Physical examination performed by a healthcare provider expires after 24 months. The exam must remain current for the duration of the student’s enrollment within the Health Careers Program.

Immunizations:
Immunizations are required for all Health Careers programs. However, additional immunizations/titers may be contractually required by specific agencies for student clinical experiences. These costs are the student’s responsibility.
Illinois Central College Health Careers

Immunization Requirements

Student MUST complete the following immunizations at IWIRC or provide documentation of the following completed immunizations to Illinois Work Injury Resource Center (IWIRC) by July 15.

Required immunizations for all Health Careers programs ARE LISTED BELOW. Additional immunizations/titers may be contractually required by specific agencies for student clinical experiences. Costs are the student’s responsibility.

**Tuberculosis Testing** (2-step TB Skin Test: 2 separate TB skin tests/read 1-2 weeks apart)
Students must show proof of a 2-step tuberculin skin test in the past along with an annual 1-step test thereafter following the 2-step. If students have NOT had a 2-step tuberculin skin test, one must be completed prior to the start of the Health Careers program. Once the 2-step test is completed, a 1-step tuberculin skin test is required every year thereafter while the student is enrolled in a Health Careers program.

**Hepatitis B**
The 3-injection Hepatitis B vaccine series is REQUIRED. Students must show proof of at least the first injection in the series prior to the start of the Health Careers program. (1st vaccination/4 weeks, 2nd vaccination/5 months, 3rd vaccination) Students must then follow through with the remaining injections in the series and provide proof of the injections.

**Tdap**
Students are required to submit proof of a current Tdap vaccination within 10 years of the start of their respective Health Careers program.

**MMR**
Students must submit proof of 2 MMR vaccine injections in the past or show immunity to Measles, Mumps and Rubella in the form of a laboratory titer. (If born before Jan. 1, 1957: Exempt from the MMR requirement at this time)

**Varicella** (Chickenpox)
All students must show evidence of immunity to the varicella (chickenpox) virus. Evidence of immunity may include documentation of two doses of varicella vaccine or blood tests that show you are immune to varicella (immunity to varicella test).

**Seasonal Flu Vaccine** (Influenza)
Flu vaccine is a seasonal vaccine. Students must submit documentation of evidence of receiving a flu vaccine. Likely to be administered after October 1st of each academic year.

Illinois Central College student medical records are kept on file at the Illinois Work Injury Resource Center (IWIRC) in Peoria. It is recommended that the physical examination and immunizations required for admittance into an ICC Health Careers Program be done at the IWIRC, but you may choose your own healthcare provider.

**Illinois Work Injury Resource Center (IWIRC)**
736 SW Washington Street, Suite 2A (Washington and State Street)
Peoria, Illinois 61602
Phone: (309) 497-0300
Hours: Monday - Friday, 7:30 a.m. - 5:00 p.m.
**Medical History**

Answer the following questions by checking “yes” or “no” or write in a response.

<table>
<thead>
<tr>
<th>Do you have a medical history of...</th>
<th>Do you have a medical history of...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemia or blood disease? □ Yes □ No</td>
<td>Nervous or mental disease or disorder? □ Yes □ No</td>
</tr>
<tr>
<td>Asthma or emphysema? □ Yes □ No</td>
<td>Epilepsy or seizures? □ Yes □ No</td>
</tr>
<tr>
<td>Arthritis? □ Yes □ No</td>
<td>Stomach, gallbladder, or intestinal trouble? □ Yes □ No</td>
</tr>
<tr>
<td>Broken bones? □ Yes □ No</td>
<td>Painful, frequent, or bloody urination? □ Yes □ No</td>
</tr>
<tr>
<td>Cancer/tumors? □ Yes □ No</td>
<td>Sugar or protein in urine? □ Yes □ No</td>
</tr>
<tr>
<td>Chest pain or angina? □ Yes □ No</td>
<td>Major illness or hospitalizations? □ Yes □ No</td>
</tr>
<tr>
<td>Diabetes or hypoglycemia? □ Yes □ No</td>
<td>Seasonal allergies or hay fever? □ Yes □ No</td>
</tr>
<tr>
<td>Eye trouble, glasses, or contacts? □ Yes □ No</td>
<td>Varicose veins or ankle swelling? □ Yes □ No</td>
</tr>
<tr>
<td>Fainting spells or blackouts? □ Yes □ No</td>
<td>Recent weight gain or loss? □ Yes □ No</td>
</tr>
<tr>
<td>Frequent migraines/headaches? □ Yes □ No</td>
<td>Surgeries or medical procedures? □ Yes □ No</td>
</tr>
<tr>
<td>Frequent colds or persistent cough? □ Yes □ No</td>
<td>Skin disease or rashes? □ Yes □ No</td>
</tr>
<tr>
<td>Frequent sore throat or sinususes? □ Yes □ No</td>
<td>Low back pain or back problems? □ Yes □ No</td>
</tr>
<tr>
<td>Frequent ear infections or deafness? □ Yes □ No</td>
<td>Neck pain or neck problems? □ Yes □ No</td>
</tr>
<tr>
<td>Glandular disease? (i.e. thyroid or pituitary) □ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Blood clots, strokes, TIAs? □ Yes □ No</td>
<td>Have you ever had a work-related injury? □ Yes □ No</td>
</tr>
<tr>
<td>Heart or coronary artery disease? □ Yes □ No</td>
<td>Have you ever lost time from a work-related injury? □ Yes □ No</td>
</tr>
<tr>
<td>Head injury? (concussion, loss of consciousness) □ Yes □ No</td>
<td>Do you drink alcohol, beer, or wine? □ Yes □ No</td>
</tr>
<tr>
<td>Heart murmur or rheumatic fever? □ Yes □ No</td>
<td>How many drinks per week _____ □ Yes □ No</td>
</tr>
<tr>
<td>Hernia or rupture? □ Yes □ No</td>
<td>If no, have you in the past? □ Yes □ No</td>
</tr>
<tr>
<td>High or low blood pressure? □ Yes □ No</td>
<td>Do you smoke or chew tobacco? □ Yes □ No</td>
</tr>
<tr>
<td>Infectious disease? (TB, hepatitis, syphilis, typhoid fever) □ Yes □ No</td>
<td>How many packs per week _____ □ Yes □ No</td>
</tr>
<tr>
<td>Hemorrhoids or rectal bleeding? □ Yes □ No</td>
<td>If no, have you in the past? □ Yes □ No</td>
</tr>
<tr>
<td>Joint, tendon, muscle pain? □ Yes □ No</td>
<td>Are your immunizations current: □ Yes □ No</td>
</tr>
<tr>
<td>Numbness, tingling of hands/fingers or history of carpal/cubital tunnel? □ Yes □ No</td>
<td>Tdap? □ Yes □ No</td>
</tr>
<tr>
<td>Kidney stones/gallstones? □ Yes □ No</td>
<td>Tuberculin (TB)? □ Yes □ No</td>
</tr>
<tr>
<td>Kidney or bladder infections? □ Yes □ No</td>
<td>Hepatitis B? □ Yes □ No</td>
</tr>
<tr>
<td>Liver problems or disease? □ Yes □ No</td>
<td>Have you been under the care of a health care provider for any reason in the past five years? □ Yes □ No</td>
</tr>
<tr>
<td>Peptic ulcer, black stools, heartburn, or GERD? □ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Pneumonia or pleurisy? □ Yes □ No</td>
<td>FEMALE ONLY: Do you suffer from heavy cramping or periods that cause you to miss work? □ Yes □ No</td>
</tr>
<tr>
<td>Weakness or fatigue? □ Yes □ No</td>
<td>Are you or do you think you may be pregnant? □ Yes □ No</td>
</tr>
<tr>
<td>Shortness of breath? □ Yes □ No</td>
<td></td>
</tr>
</tbody>
</table>

If you answered “YES” to any of the above questions, please explain here:

If you need additional space you may write on the back of this form.

I hereby certify that all the information I have furnished on this form is true and correct. I authorize the examining healthcare provider to disclose to Illinois Central College any or all of my medical information, findings from the exam, or testing performed by the healthcare provider, for the purpose of processing my physical examination for admittance into an ICC Health Careers Program. I am willing submit to any required test necessary to complete this examination.

PRINT Full Name: ___________________________________________ Student ID Number: ____________________________
Signature: X___________________________________________ Date: ____________________________

Reviewed 05/2019
Physical Examination Form

Student completes this portion of the Physical Examination Form:

PRINT Full Name: ____________________________________________________________

Student ID Number: ____________________________ Date: ________________________

Health Careers Program: ______________________________________________________

This portion of the Physical Examination Form to be completed by the healthcare provider:

Allergies (drug, latex, environmental, food):


Eye Exam (Snellens Chart) Rt: ______ Lt: ______ Glasses / Contacts (circle one if exam with corrected vision)

Are there any abnormalities of any of the following?

☐ Head, ears, nose, throat? ___________ ☐ Yes ☐ No

☐ Eyes, visual acuity? ___________ ☐ Yes ☐ No

☐ Lungs? ___________ ☐ Yes ☐ No

☐ Gastrointestinal/rectal? ___________ ☐ Yes ☐ No

☐ Genitourinary/pelvic? ___________ ☐ Yes ☐ No

☐ Metabolic/endocrine? ___________ ☐ Yes ☐ No

☐ Skin? ___________ ☐ Yes ☐ No

☐ Assistive hearing device? ___________ ☐ Yes ☐ No

☐ Upper respiratory? ___________ ☐ Yes ☐ No

☐ Cardiovascular? ___________ ☐ Yes ☐ No

☐ Hemia? ___________ ☐ Yes ☐ No

☐ Musculoskeletal? ___________ ☐ Yes ☐ No

☐ Neuro? ___________ ☐ Yes ☐ No

☐ Rheumatic Fever: ___________

☐ Hepatitis: ___________

☐ Diabetes: ___________

☐ Kidney/urinary Condition: ___________

☐ Epilepsy/seizures: ___________

☐ Seizure-free for last 6 months? ☐ Yes ☐ No If no, date of last seizure: ___________

☐ Heart disorder/attack/disease: ___________

☐ Tuberculosis/asthma/other respiratory disorder or disease: ___________

☐ Varicosities: ___________

☐ Mental illness/condition (diagnosed): ___________

☐ Abnormal menstrual history/pap/pelvic: ___________

☐ Skeletal injury or condition: ___________

☐ Other current medical condition: _________________________________________

List current prescription and frequent over-the-counter medications: 

_________________________________________________________________________________

List surgery types/dates: _________________________________________

Do you have recommendations, precautions, or limitations for this student in his/her role concerning patient contact? ☐ Yes ☐ No

If yes, please comment ___________________________________________________________

Based on your findings, should this student be restricted from patient contact?: ☐ Yes ☐ No

VERIFICATION

Your signature below indicates that you have completed the physical examination of the student named above and that this student is able to participate in the Health Careers program at Illinois Central College.

Healthcare provider signature: __________________________________________ PRINT last name: ______________________________

Clinic/Office name and location: ____________________________ Phone: ____________________________

Date: ____________________________

Reviewed 05/2019

HC-17
Communicable Disease Procedure

Illinois Central College places a high priority on the need to prevent the spread of dangerous chronic communicable diseases on its campus. This procedure is designed to promote the health and regular attendance of students. The College is committed to protecting the civil rights of individuals while preserving the health and safety of all students, therefore, strict confidentiality must be maintained.

Students with identified chronic communicable diseases may not be excluded from the College as long as, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from the College. Whenever possible, the College will attempt to assist students in continuing their pursuit of educational goals. Placement decisions will be made by using these objectives in conjunction with current, available public health guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

Procedure in the event of potential risk to others:

1. The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and to others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" would be provided with appropriate information; however, these persons shall not further disclose such information.

2. The program director/coordinator shall investigate, as the situation warrants, the health status of any student known to have a chronic communicable disease. In addition, the health status of any student in a Health Careers program identified to the program director/coordinator by public health officials as being strongly suspected of having a chronic communicable disease will be investigated under proper guidelines identified by the public health officials. The program director/coordinator shall investigate and then refer the case to the Dean of Health Careers. As the situation warrants, a task force shall be formed and may include the following individuals: the Dean of Health Careers, Vice President of Human Resources, Program Director/Coordinator, Manager-Risk, Safety & Benefits, Vice President of Student Services, and the Coordinator of Public Relations and Public Information officer.

3. After reviewing the case and guidelines set forth by public health officials, the task force shall determine the appropriate action to be taken for the particular case based upon the following criteria:
   a. The nature of risk
   b. The duration of the risk
   c. The potential harm to other parties
   d. Possibility of transmission of the disease

4. The recommendation will include a summary of the findings relative to each of the above criteria, a description of the recommended attendance accommodations and specific description of the notifications suggested.

5. After a recommendation is made by the task force and an action set forth, the Vice President of Student Services will inform appropriate College officials of that recommendation and action.
   a. During the notification procedure, all efforts shall be made to keep confidential the name of the person/persons involved.
   b. Whenever a decision is made that might have an adverse effect on the educational placement of a student and the student disagrees with the decision, an appeal may be made to the President of the College for a review of that decision. The decision of the President shall be final.
Clinical Tuberculosis (TB) Exposure Procedure

Due to the fact it can take several weeks to confirm TB, the clinical site will collect the names of those potentially exposed. The bacteria that cause TB are very slow growing and can take weeks to identify in the laboratory. The sputum smear is a fast laboratory result, but it is not specific for tuberculosis; other closely related bacteria can be smear positive also. Not all smear positive patients are diagnosed with tuberculosis. There are many more instances of ruled out TB that are not confirmed than there are actual instances of culture positive TB; people that are exposed are not necessarily infected.

Procedure in the event of exposure:

1. Report TB exposure at clinical site/fieldwork to Program Director/Coordinator. The Program Director/Coordinator will then notify the student(s) and ICC Risk Management (309-694-8911 or 309-694-5398).

2. Complete ICC Health Careers Student TB Exposure Report Form (see attached).

3. Obtain TB skin test at ICC IWIRC as soon as possible after the exposure is reported. Each exposed student (except those with documented positive reactors) will receive a baseline TB skin test. A baseline test is not required for anyone with a documented negative TB skin test within the preceding 3 months prior to the exposure.
   a. If the TB skin test is negative, the test will be repeated 12 weeks after the exposure.
   b. If the TB skin test is positive, reactions of 10 mm or greater or students who are experiencing symptoms suggestive of TB will be referred for a chest X-ray.

NOTE: THOSE WITH POSITIVE TEST RESULTS PRIOR TO EXPOSURE DO NOT REQUIRE SKIN TESTING OR X-RAYS UNLESS EXPERIENCING SYMPTOMS SUGGESTIVE OF TB.

These students do need to complete the ICC Health Careers TB Exposure Assessment Questionnaire.

Return forms to:
Program Director/Coordinator

and

Illinois Central College
Risk Management, Room 236A
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563
Illinois Central College Health Careers

Student TB Exposure Form

Student Name ___________________________ Student ID _______________________
Student Phone # _________________________ Program _________________________
Date of Exposure _________________________ Time _________________________

Describe the circumstances surrounding the exposure:

Is this a confirmed case of TB? _______ YES, per the following:

☐ Health Department    ☐ Hospital    ☐ MD

Date of the last TB Montoux Test _________________________

Results of last TB Mantoux Test:  ☐ Negative    ☐ Positive

If positive, date and results of most recent chest x-ray: _________________________

If the student has had a negative TB test within past three months, no immediate TB testing is needed. Follow-up TB test is required in 12 weeks.

Date TB Test Due _________________________ (Continue to Section B)

Section A

If over 3 months since last TB test, TB test should be done ASAP

Date Administered _________________________

Date Read _________________________ By: _________________________

Results:  ☐ Negative    ☐ Positive

If positive, refer to health department or personal physician for chest x-ray.

Section B

Follow-up 12 week testing

Date Administered _________________________

Date Read _________________________ By: _________________________

Results:  ☐ Negative    ☐ Positive

If positive, refer to health department or personal physician for chest x-ray.
TB Exposure Assessment Student Questionnaire

Name: ___________________________ Student ID#: ___________________________

Program: ___________________________ Birthdate: ___________________________

I. Have you recently experienced any of the following symptoms?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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<td>☐</td>
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</tr>
</tbody>
</table>

If “yes” to any of the above, please explain.

II. For any of the symptoms above, have you consulted a physician? Yes ☐ No ☐

III. Are you currently taking any TB medications? Yes ☐ No ☐

Have you taken any TB medications in the past? Yes ☐ No ☐

If yes, when? _________________________________________________

For how long? _________________________________________________

IV. When did you have your last TB Skin Test (PPD)?

Where? _______________________________________________________

Was the test: Negative ☐ Positive ☐

V. When did you have your last chest x-ray? ________________________ (Date)
Clinical Blood and Body Fluid Exposure

The following procedure must be followed after an accidental exposure to blood or body fluids in a clinical setting. This procedure is to be followed by all Illinois Central College Health Careers students in any clinical location. **NOTE: Dental Hygiene students are to follow Dental Clinic procedure as noted in Dental Hygiene student handbook.**

1. In the event of a needle stick, force the wound to bleed if possible by squeezing. Then wash the exposed area thoroughly with soap and water. In the event of mucous membrane exposure (eye, nose, mouth, etc.), flush mucous membranes with water as soon as possible.

2. **IMMEDIATELY notify ICC clinical supervisor.** Notify ICC Risk Management, (309) 694 5475 and Program Director/Coordinator. If the exposure occurs at a facility where no ICC clinical supervisor is present, notify the facility personnel and follow their instruction. **It is the student's responsibility to adhere to the ICC procedure.**

3. Complete the facility's incident report and the ICC Student Exposure Report Form provided. The ICC clinical supervisor should complete the applicable portion of the form and send the completed form to ICC Risk Management at the address/fax listed on the back of the form. If no clinical supervisor is present, it is the student's responsibility to obtain a copy of the facility's incident report that was completed and send a copy of it to ICC Risk Management at the address/fax listed in item 10.

4. A blood sample is typically drawn from the student and the patient who is the source of the exposure. The blood from the student and the source is tested for HIV, Hepatitis B, and Hepatitis C.

5. If **off-campus** and blood can be drawn at the clinical facility request blood draws there. In this instance, a copy of all the results should be sent to the student's personal physician **AND** an additional copy of all the results need to be sent to ICC Risk Management at the address/fax listed in item 10.

6. If **on-campus** or at a facility where a blood sample cannot be drawn, **YOU MUST NOTIFY THE PROGRAM DIRECTOR/COORDINATOR IMMEDIATELY** to arrange for the student and the source to have blood drawn.

During **morning or afternoon** clinical students may go to any of the Peoria or East Peoria Unity Point/Proctor First Cares, or call Risk Management at (309) 694-5398 for assistance.

During **evening hours** please send student and source to:

- Unity Point/Proctor First Care
  - 3915 W. Barring Trace
  - Peoria, IL 61615
  - (Across Route 150 from Sam's Club)
  - Hours: 8am-10pm
  - Phone: 309-689-3030

The facility should forward ALL lab results to the student's personal physician and to ICC Risk Management at the address/fax listed in item 10.

- over -

Reviewed 05/2019 HC-22
7. Payment:
   a) ICC will cover the entire cost of the source's blood work.
   b) The student is financially responsible for any medical care, treatment or examination that was provided to the student at that facility. (Signature of an Acknowledgement of Health Insurance / Financial Responsibility form is required.)

8. The program director/coordinator will contact the student approximately a week after exposure to make sure the student has received blood work and the sources blood work and also to give post-exposure counseling from the facility in which the exposure occurred. The student should then follow-up with their personal physician for the appropriate follow-up treatment. Follow-up treatment and laboratory testing with the student's personal physician is HIGHLY recommended in all occurrences.

9. The student is ENTIRELY responsible for obtaining all follow-up treatment and for all medical bills associated with the follow-up treatment.

10. Mailing Address/Fax Information:
    Illinois Central College
    Risk Management 236A
    1 College Drive
    East Peoria, IL 61635
    Phone: (309) 694-5398
    Fax: (309) 694-8563
# Student Exposure Report Form

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>DOB:</td>
<td>Gender:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Location of Exposure</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Exposure Reported:</td>
<td>Time:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Personal Physician:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of exposure incident, including details of where, when, how, as well as the route of entry and areas of body affected:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What type of personal protection was being used?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name the person to whom you were exposed (if known):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List Names of Witnesses to the incident (and contact information):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Describe factors contributing to the incident:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates of Hepatitis B Vaccinations:</th>
<th>#1</th>
<th>#2</th>
<th>#3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locations of Hepatitis B Vaccinations:</td>
<td>#1</td>
<td>#2</td>
<td>#3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Signature:</th>
</tr>
</thead>
</table>

Reviewed 05/2019

HC-24
**Supervisor’s Section:**

Supervisor’s description of the exposure:

<table>
<thead>
<tr>
<th>What action was taken?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Did unsafe conditions or actions contribute to the incident? If yes, please explain in detail.

<table>
<thead>
<tr>
<th>What follow up or specific corrective action has or will be taken to prevent a recurrence?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ICC Supervisor’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE SEND THIS COMPLETED REPORT TO:**

Illinois Central College  
Risk Management Room 236A  
1 College Drive  
East Peoria, IL 61635  
Phone: (309) 694-5398  
Fax: (309) 694-8563
ILLINOIS CENTRAL COLLEGE HEALTH CAREERS

Accident/Incident/Injury Reporting Procedure

A student who is injured during a clinical/fieldwork experience should:

1. Notify clinical/fieldwork instructor and program director/coordinator.

2. The instructor/supervisor completes the clinical facility incident report.

3. The instructor/supervisor completes the ICC Health Careers Student Accident/Injury Report.

4. The instructor notifies ICC Risk Management (309) 694-5398.

5. If medical attention is needed the student may choose to receive care at the clinical facility or from the student’s personal physician, with the student responsible for any and all medical expenses resulting from the injury.

6. If the student is injured while in on-campus laboratory activity, the student is to notify the instructor immediately. The instructor will complete the ICC Health Careers Student Accident/Injury Report. The student is responsible for any and all medical expenses resulting from the injury.
Illinois Central College
Accident/Incident/Injury Report

**PRINT LEGIBLY & COMPLETE ALL SECTIONS OF THE FORM**

<table>
<thead>
<tr>
<th>Person’s Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Individual Involved:</td>
<td>DOB:</td>
</tr>
<tr>
<td>Sex:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>□ M</td>
<td>□ F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID #:</th>
<th>Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Student □ Employee □ Visitor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accident/Incident/Injury Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Occurrence:</td>
<td>Time of Occurrence:</td>
</tr>
<tr>
<td></td>
<td>□ a.m. □ p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Location (Building and Room #):</th>
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<table>
<thead>
<tr>
<th>Body Part Injured: (Be specific Left or Right/Upper or Lower)</th>
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</table>

<table>
<thead>
<tr>
<th>Description of Accident, Incident, or Injury in Detail:</th>
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</table>

Witness Name: _________________________________    Witness Ph. #: _______________________
(Additional space is provided on back of the form.)

<table>
<thead>
<tr>
<th>Treatment:</th>
</tr>
</thead>
</table>

| Other Action Taken (person transported to hospital, Sent to IWIRC etc.): |
| Transported by: |
| Signature |
| X |

<table>
<thead>
<tr>
<th>Campus Police called:</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Officer’s Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Injured Person Refused Attention:</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Injured Person’s Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Staff Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Completing this Report:</td>
<td>Phone #:</td>
</tr>
<tr>
<td></td>
<td>Date Report Completed:</td>
</tr>
</tbody>
</table>

**TURN OVER FOR ADDITIONAL SPACE**
### Follow-up Information

<table>
<thead>
<tr>
<th>Staff Member Conducting Follow-up:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Follow-up Comments:**

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**RETURN ALL COMPLETED REPORTS TO BOTH:**

**RISK MANGEMENT & BENEFITS**  
East Peoria Campus, Room 236A  
Fax# (309) 694-8563

**CAMPUS POLICE**  
East Peoria Campus, Room 105A  
Fax # (309) 694-5242

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**ILLINOIS CENTRAL COLLEGE HEALTH CAREERS**
Professional Conduct Policy in Classrooms/Laboratory/Clinical/Fieldwork Sites

This policy for professional conduct is to assure a standardized professional image of all Health Careers Program students and to promote a recognizable image across all Program settings. Any violation will be handled immediately so as to not affect ICC’s use of the clinical site for future students.

In accordance with these expectations, when participating in classroom experiences, laboratory exercises, and/or assigned to clinical sites, students enrolled in Programs must adhere to the following Professional Conduct Policy. This policy is in addition to the Student Code of Conduct outlined in the College catalog. Program-specific attendance policies and program-specific clinical/fieldwork expectations/attire/conduct will take precedence over the general Health Careers conduct guidelines presented here.

Appropriate professional conduct is a significant component of the Health Careers Programs (the “Program”) of Illinois Central College. Students of the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent themselves and Illinois Central College (the “College”) in a respectful manner, and observe all rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided. Students placed at clinical sites and in clinical must realize the privilege of this experience, its responsibilities, and the reflection on Illinois Central College and its numerous health career programs.

The Professional Conduct Policy includes, but is not limited to:

1. Being prepared for the learning environment and actively participating in appropriate ways that will ensure learning of key components.
   a. Be on time.
   b. Refrain from excessive absenteeism.
   c. Remain in assigned area of clinical experience, leaving only with permission.

2. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected not leave patients unattended and/or release patients without prior approval from a qualified staff member (if applicable).

3. Demonstrating respect and courtesy to patients/clients and their families

4. Demonstrating respect and courtesy to peers/classmates, instructors, college staff, supervisors, and all other members of the health care provider team in classroom, labs, and clinical sites.

5. Cooperating with all faculty, staff and peers without insubordination.

6. Providing safe care and/or services on a non-discriminatory basis.

7. Wearing uniform, name badge, student ICC patch at all times at clinical/fieldwork sites for student to be identified as an ICC Health Careers student. The student is allowed to identify himself or herself as a student ONLY during assigned clinical hours.

8. Wearing of uniform, student ID name badge and student patch is prohibited on non-assigned, nonclinical days, during outside employment, or in other facets of personal life. The ICC student ID should only be worn during ICC academic related activities.
9. Demonstrating and maintaining professional behavior by not exchanging personal contact information with patients/clients, not communicating with patients/clients outside of the clinical experience, and/or not accepting gifts from clients/patients.

10. Performing procedures and/or services only authorized by ICC faculty and/or ICC delegated supervisor in accordance with accepted professional standards.

11. Observing the rules of classroom/laboratory and clinical facility regulations including but not limited to:
   a. Proper use of equipment and other property.
   b. Not removing equipment or other property from facilities.
   c. Not distributing, possessing and/or being under the influence of illegal drugs or controlled substances.
   d. Not distributing, possessing and/or being under the influence of alcohol.
   e. Complying with all current health requirements, drug testing, and criminal background check requirements.
   f. Not possessing or using any type of weapon.
   g. Complying with cell phone or other electronic device (iPod, iPad, etc.) usage consistent with the policies of classroom syllabi, laboratory rules, and clinical site regulations.
   h. Refraining from smoking and the use of tobacco products, including e-cigarettes, at all clinical/fieldwork sites. Student will adhere to the College smoking policy on College premises.

12. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data.

13. Maintaining proper dress, appearance, hygiene, and decorum in accordance with the standards set by the clinical site, Program and professional standards including but not limited to:
   a. Hair clean. In direct patient care, hair shoulder length or longer must be pulled back for safety and to prevent the spread of infection.
   b. Mustaches and beards must be clean, well-trimmed, and neat.
   c. Fingernails trimmed and clean. No polish, artificial nails including wraps, decorative printing, shellac, extensions, decals, or jewels. Nail length is limited to ¼ inch above the fingertip.
   d. Makeup that is conservative and appropriately complements professional appearance.
   e. Offensive body odor and poor personal hygiene are not acceptable. Smoke odors are not allowed.
   f. Perfume, cologne, aftershave colognes, scented lotions, and smoking by-products should be avoided altogether as some individuals may be sensitive.
   g. Jewelry that undermines the professional image or creates a safety hazard is prohibited. Wearing an excessive amount of jewelry is prohibited. Jewelry must be removed from facial and tongue piercing or replaced with a very small clear stud. Earrings should be small studs, with no more than two piercings per ear worn.
   h. Wristwatches with a second hand are appropriate.
i. Clothing will be clean, neatly pressed, properly fitted, and in good repair. Extreme styles and appearance, including low cut tops, tops that expose the abdomen, and short skirts/shorts that when seated expose the upper thigh are not acceptable for classroom, laboratory, or clinical settings. Clothing which is too tight or too loose fitting negatively impacts the professionalism of the students and should be avoided. Undergarments will be worn at all times but will not be exposed during normal movement. Pant hem lines must not touch the ground.

j. Student uniforms will consist of the Program’s designated scrub color when scrubs are required as Program uniforms.

k. Stockings or socks will be worn with Program uniforms.

l. Leather or impervious shoes that are white will be permitted. Open-toe shoes are not permitted. Casual sandals (flip flops, sport sandals, etc.) and slippers are not permitted.

m. Tattoos will be concealed and covered to maintain a professional appearance. If a tattoo is unable to be covered by clothing, it is covered by a bandage.

Disciplinary action for a violation of proper dress will include an initial verbal warning. On second offense, the student will be sent home and may return only when appropriately attired. That day will count as an absence.

The penalty for violating the Professional Conduct Policy will be discipline up to and including suspension or dismissal from the Program. Due to the sequential design of the curriculum in most Health Careers Programs, any period of suspension or dismissal may result in a delay in program completion.

*If the disciplinary action is suspension or dismissal from the Program, documentation will be completed by the Program Director/Coordinator and submitted to the Dean/Associate Dean of Health Careers and Dean of Student Services. The student may provide a written appeal of the disciplinary action to the Health Careers Dean/Associate Dean within 10 business days of the discipline imposed. The student will not be permitted to participate in the Program during the appeal process.*

All Health Careers Programs require completion of current health requirements, drug testing, and fingerprint background check, as a condition of program participation. Drug testing will precede clinical experience in all cases and will be required prior to admission to some Programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from, or non-admittance to the Program.

Positive fingerprint background checks revealing nonwaiverable offense will lead to immediate dismissal or nonadmittance to the Program. Offenses requiring a waiver may be permitted if waiver is issued prior to admission to the Program.

**ACKNOWLEDGEMENT**

I acknowledge receipt of the Health Careers Professional Conduct Policy. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Professional Conduct Policy may result in my suspension or dismissal from the Program. I understand that I will not receive a refund of tuition or fees or book, supplies, instruments, or equipment purchased should I be dismissed from the Program due to violating this policy.

Student Signature:  

Printed Student Name:  

Date:

Reviewed 05/2019  

HC-31
Social Networking Policy

Professional behavior is expected as outlined in the standards of each healthcare profession. Students should avoid all discussion of personalities, etc. involving college faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students must refrain from discussion of problems, issues, or negative experiences encountered either on campus, in the clinical facility, or in hospital departments on any social network.

The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using Facebook, Twitter or MySpace, and/or engaging in any other social networking, including contributing to or through any of the other online media.

PERSONAL EXPRESSION

Personal blogs and social networking contain the views of a particular student, not the views of the college and/or clinical education setting (hospital). However, readers may not immediately appreciate this concept and a student may be held liable as representing the views of the college (program) and/or clinical education setting. Therefore, students must refrain from discussing and sharing photos related to their clinical experiences while using social networking sites.

PROTECT CONFIDENTIAL/TRADE SECRET INFORMATION

When posting blogs and/or contributing to, or through, any social networking site, students must refrain from disclosing confidential, proprietary, sensitive and/or trade secret information of the clinical educational setting and third parties.

BE RESPECTFUL AND EXERCISE COMMON SENSE

All blogs and social networking contributions must comply with this Health Careers policy. When posting a blog and/or contributing to, or through, any social networking site, be respectful of others. Assume faculty, other students, co-workers, hospital personnel, patients, and potential future employers are reading your blogs and contributions.

The Health Careers Program will determine, in its sole discretion, whether a particular blog or social networking use violates the policy. As with all other policies, violation of this policy may result in discipline, including dismissal from the Program.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read and agree to comply with the terms of this policy which outlines my responsibility to Illinois Central College Health Careers and respectful social networking. I understand that violation of this policy may result in disciplinary action, including dismissal from the Program.

Student Signature

Printed Student Name:  

Date:
Understanding of Program Policies

I, undersigned, have read and understand the policies as stated in the Health Careers Handbook. As a Health Careers student, I accept the responsibility to abide by all policies as outlined in this handbook.

I understand that if I have not complied with health requirements, I will not be allowed to attend clinicals until the requirements are met.

STATEMENT OF CONFIDENTIALITY

I, undersigned, have read and understand Confidentiality and accept my responsibility to maintain confidentiality, including avoiding any disclosure within social media, as a Health Careers student in the health care setting.

CORE PERFORMANCE STANDARDS & CRITERIA OF ADMISSION AND PROGRESSION

I, undersigned, have read the Core Performance Standards & Criteria of Admission and Progression and hereby represent that I can effectively and safely perform the competencies listed.

ACADEMIC WORK

I, undersigned, understand during my enrollment as a Health Careers student, give my permission to the program faculty and coordinator/director to use my academic work from courses within the program for education purposes, curriculum design and improvement, and program accreditation. I understand that my name will be removed from the academic work prior to its use.

Student Signature

________________________________________

Printed Student Name: __________________________

Date: __________________________
ILLINOIS CENTRAL COLLEGE HEALTH CAREERS

Student Chemical Compliance Contract

I, __________________________, agree to undergo a drug screen and breath alcohol test upon request and, if needed, a comprehensive substance use/abuse evaluation by a mental health professional selected from the approved list of accredited agencies provided by the Program Director/Coordinator. I understand that the payment for the drug screening and breath alcohol test, evaluation, treatment and follow up care will be my responsibility. If treatment is recommended, I must complete the individualized plan determined by the evaluator and follow all procedural steps of the Illinois Central College Chemical Impairment Policy. Written evidence of my treatment program, ability to return to the health program (evidence of exhibiting positive student behaviors), and my follow up care plan will be submitted to the Program Director/Coordinator. I further understand that random drug screens and breath alcohol testing may be a part of my treatment and follow up program.

Date: ________________________________

Student signature:

Agree __________________________________

or

Disagree __________________________________

Program Director/Coordinator/
Faculty signature: ________________________________

Witness signature: ________________________________
Understanding of Program Policies

I, undersigned, have read and understand the policies as stated in the Health Careers Handbook. As a Health Careers student, I accept the responsibility to abide by all policies as outlined in this handbook.

I understand that if I have not complied with health requirements, I will not be allowed to attend clinicals until the requirements are met.

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Student Signature

Printed Student Name:

Date:
Illinois Central College  
Medical Laboratory Technician Program  
Release of Information Form  

1. To whom is the information to be released?  
   □ Scholarship  
   □ Award  
   □ Employment  
   □ Other (list)  

2. What information can be released and/or discussed?  
   □ grades and/or performance in MLT classes  
   □ attendance  
   □ clinical experiences  
   □ professionalism  
   □ team player  
   □ general abilities (workplace skills, commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem solving, responsibility, critical thinking, stress management)  

3. This consent is valid from ________________ to _________________.  
   MM/DD/YY  
   MM/DD/YY  

I, _________________________, give my permission to the following individual/s to release the information as described above.  

_________ MLT and Phlebotomy Program Director  

_________ MLT Faculty member: ___________________________  

Signed: ________________________________  

Date: __________________________________