



School of Health, Wellness, & Public Safety
Medical Laboratory Sciences
(Phlebotomy and Medical Laboratory Technician)
Student Handbook

Revised

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Contents

| | |
|--|----|
| MLS Faculty and Program Officials..... | 3 |
| Program Vision, Mission, Goals..... | 4 |
| Program Accreditation and Approval..... | 4 |
| Clinical Affiliates | 4 |
| Program Curriculum and Course Descriptions..... | 5 |
| Program Learning Outcomes and Competency Expectations..... | 5 |
| Phlebotomy Program Student Learning Outcomes | 5 |
| Phlebotomy Program Exit Competencies | 5 |
| MLT Program Student Learning Outcomes..... | 5 |
| MLT Program Exit Competencies | 6 |
| Functional Abilities for Program Students O*NET OnLine | 6 |
| Technical Standards | 7 |
| Student Success Policy | 10 |
| Program Progression | 11 |
| Clinical Scheduling and Evaluation..... | 11 |
| Student Age Restrictions..... | 11 |
| Program Completion | 12 |
| Program Re-enrollment Policy | 12 |
| Information for Transfer of Credit | 13 |
| Grading and Evaluation Policies | 13 |
| Attendance Policy | 14 |
| For In-Person Courses | 14 |
| For Online, Hybrid, or Blended Courses..... | 15 |
| For Clinical Courses | 15 |
| Uniforms and Dress Code..... | 15 |
| Personal Belongings and Technology in the Classroom..... | 16 |
| Important Contact Information | 17 |
| Statement of Non-Discrimination – Title IX | 17 |
| Accessibility and Accommodations for Students with Disabilities..... | 17 |
| MLS Student Handbook Signature Page | 19 |
| Appendix | 20 |
| CNM SCHOOL OF HEALTH, WELLNESS, & PUBLIC SAFETY Confidentiality Agreement..... | 21 |
| MEDICAL LABORATORY SCIENCE – PHLB/MLT/MLT 1001 HUMAN SUBJECTS DOCUMENT | 22 |

MLS Faculty and Program Officials

Full-time Faculty

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Monica Lewis, MA, MT (ASCP)

Kristin Markle, BS, MB (ASCP) PBT

Part-time Faculty

Belinda Bosey, PBT (ASCP)

Kristen Degenhardt, MLS (ASCP)

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Elizabeth “Liz” Johnson, MS, MT (ASCP)

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April Trevizo, MLT (AMT), MLS (ASCP)

Sharon Whetten, MA, MT (ASCP)

Program Officials

Program Director: Jennifer Price, MA, MLS (ASCP)^{CM}

Clinical Coordinator: Monica Lewis, MA, MT (ASCP)

Associate Dean: Matthew Thomas

Dean: Carol Ash, Ed.D

Medical Advisor: Kendall Crookston, MD, PhD, FCAP

Program Vision, Mission, Goals

VISION:

The vision of the CNM Medical Laboratory Technician and Phlebotomy programs is to provide the number of qualified graduates needed to serve the community.

MISSION:

The mission of the CNM Medical Laboratory Technician and Phlebotomy programs, as the sponsoring institution, in conjunction with the clinical affiliates, is to provide an academic curriculum of applied science to prepare graduates to work in a dynamic healthcare delivery system.

GOALS:

1. Design and implement an academic curriculum that will enable graduates of the program to achieve the exit competencies.
2. Provide a safe and supportive learning environment for faculty and students.
3. Promote meaningful and mutually beneficial partnerships in the healthcare community.

Program Accreditation and Approval

The MLT program is accredited by:

National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
(773) 714- 8880
www.naacls.org

The MLS Programs are approved by:

American Society of Clinical Pathology (ASCP)
33 West Monroe Street, Suite 1600
Chicago, IL 60603
312.541.4999
www.ascp.org

Clinical Affiliates

TriCore Reference Laboratories, NM

Includes the labs and draw stations at: Woodward, Presbyterian, Presbyterian Kaseman, Presbyterian Espanola, Presbyterian Socorro, Presbyterian Rust, University Hospital, University Hospital Cancer Center, University Hospital Sandoval Regional, Presbyterian Medical Group, and University Family Health

Quest Diagnostics, Albuquerque, NM

Southwest Labs, Albuquerque, NM

Program Curriculum and Course Descriptions

Program curriculum and course descriptions are available in the CNM Catalog (linked below)

[Medical Laboratory Technician](#)

[Phlebotomy](#)

Program Learning Outcomes and Competency Expectations

Phlebotomy Program Student Learning Outcomes

Upon successful completion of this program, the students will be able to:

Behavior

- Describe and demonstrate appropriate laboratory etiquette, professionalism, communication, and human relation skills.

Knowledge

- Describe and identify pre-analytical variables and interferences related to laboratory specimen collection and handling and correlate laboratory tests with basic human physiology and disease states.

Skills

- Perform laboratory procedures including: specimen collection and processing, record documentation, pre-analytical preventative and corrective action, and safety protocols.

Phlebotomy Program Exit Competencies

Physician Orders: Accurately interpret requisitions, physician orders, laboratory terminology, and abbreviations.

Clinical Applications: Define the general purpose of laboratory tests as they relate to the diagnosis and treatment of common disease processes.

Procedures: Safely perform venipuncture, skin puncture, miscellaneous collections, specimen handling, bedside testing, and special tests using Clinical Laboratory Standards Institute (CLSI) guidelines including selection of proper tubes and order of draw.

Communication: Interact with patients, visitors, and healthcare personnel in a professional manner to include providing patients/clients with proper instruction concerning the collection of specimens.

Clerical: Accurately perform pre-analytical duties including clerical, computer, quality control, and other essential duties related to phlebotomy.

MLT Program Student Learning Outcomes

Upon successful completion of this program, the students will be able to:

Behavior

- Describe and demonstrate appropriate laboratory etiquette, professionalism, communication and human relation skills.

- Demonstrate professional conduct and interpersonal communication skills in interactions with patients, laboratory personnel, other health care professionals, the public and students in compliance with lab policy.
- Determine the relationship between laboratory findings and common disease processes recognizing critical values and taking appropriate action as determined by lab protocol.

Knowledge

- Correlate laboratory tests with human physiology and disease states.
- Monitor quality control within predetermined limits.
- Perform diverse pre-analytical and post-analytical processes according to lab protocol including the collection of specimens, performance of quality control, quality assurance functions, and using the laboratory information system.
- Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrective actions are indicated.

Skills

- Perform and interpret laboratory tests including: specimen collection and processing, instrument operation and troubleshooting, result reporting and record documentation, quality control monitoring, computer applications, corrective action, and safety protocols.
- Using safe technique, perform waived, point-of-care, moderate and highly complex analytical testing as defined by CLIA88 on body fluids, cells and products accurately as defined by the proficiency standards of the supervising laboratory.

MLT Program Exit Competencies

Analytical Processes: Perform diverse pre-analytical, analytical, and post-analytical processes according to lab protocol including the collection of specimens, performance of quality control, quality assurance functions, and using the laboratory information system.

Communication: Demonstrate professional conduct and interpersonal communication skills in interactions with patients, laboratory personnel, other health care professionals, the public and students in compliance with lab policy.

Quality Control: Monitor quality control within predetermined limits.

Corrective Actions: Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrective actions are indicated.

Analytical Testing: Using safe technique, perform waived, point-of-care, moderate and highly complex analytical testing as defined by CLIA88 on body fluids, cells and products accurately as defined by the proficiency standards of the supervising laboratory.

Clinical Applications: Determine the relationship between laboratory findings and common disease processes recognizing critical values and taking appropriate action as determined by lab protocol.

Functional Abilities for Program Students O*NET OnLine

Phlebotomy: <http://www.onetonline.org/link/summary/31-9097.00>

MLT: <http://www.onetonline.org/link/summary/29-2012.00>

Technical Standards

Per the American with Disabilities Act, Title II, Subpart A, people with disabilities must have an equal opportunity to participate in and benefit from state and local government programs, services, and activities. In order to provide a comprehensive list of program requirements for all students, regardless of ability, the following are the Technical Standards for the **Medical Laboratory Science (Medical Lab Technician and Phlebotomy)** program requirements and must be achieved by all students, with or without accommodation:

PERCEPTION/OBSERVATION

GENERAL: Students must be able to perceive, using senses and mental abilities, the presentation of information both in person and online through:

SPECIFIC:

- Small group discussions and presentations;
- Large-group lectures;
- One-on-one interactions;
- Interactive demonstrations;
- Laboratory experiments;
- Patient encounters (at a distance and close at hand);
- Written procedures;
- Audiovisual material;

COMMUNICATION

GENERAL: Students must be able to skillfully communicate with faculty members, administrators, staff, other members of the educational team, other students, medical staff, and patients, to:

SPECIFIC:

- Elicit information from patients, students, and faculty;
- Develop positive rapport with faculty, peers, patients, and various medical staff;
- Accurately convey information including providing patients or clients with proper instruction concerning the collection of specimens;
- Maintain documentation pertinent to related course work and clinical duties;
- Request clarification of information from patients, instructors, or preceptors when necessary;
- Provide and accept feedback respectfully.

PSYCHOMOTOR/TACTILE FUNCTION

GENERAL: Students must have adequate psychomotor function, physical strength, and tactile ability to meet the core competencies used by the **Medical Laboratory Science (Medical Lab**

Technician and Phlebotomy) program, as well as the Central New Mexico Community College Competencies required for certification:

SPECIFIC:

- Attend and participate in classes, groups, and activities which are part of the curriculum;
- Navigate physical spaces including skills labs, classrooms, and clinical settings following safety guidelines;
- Exhibit stamina to meet the demands associated with sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the classroom, lab, and clinical settings;
- Accurately conduct assessments including, but not limited to, venipuncture and skin puncture site suitability, specimen acceptability and patient demeanor;
- Perform patient care in a timely and safe manner including the delivery of interventions such as emergency first aid, bleeding control, and response to loss of consciousness, seizure, or nerve involvement;
- Perform procedures requiring fine motor control and dexterity;
- Assemble equipment for patient and laboratory procedures;
- Manipulate phlebotomy and laboratory equipment following safety guidelines;
- Complete skills in an aseptic manner per procedure;
- Perform skills in a timely and safe manner while following the procedure;
- Adequately mix collection containers as specified in the procedure;
- Assess when needle safety devices have been activated;
- Safely dispose of biohazardous materials and sharps in their appropriate containers;
- Safely decontaminate surfaces;
- Don (put on), utilize, and doff (take off) appropriate PPE;
- Detect and respond to instrument alarms or notifications;

The following tactile skills apply to the Medical Lab Technician program ONLY:

- Accurately complete data collections including gathering quantitative and qualitative information on specific variables as specified in the procedure;
- Interpret results which may include numerical values, lines on a test cartridge, color changes on reagent test strip, and changes to specimens after the addition of reagents;
- Document results from analyzer printouts, digital screens, microscopic and macroscopic analysis;
- Operate complex mechanical and electronic instruments according to manufacturer's guidelines, including but not limited to computers, microscopes, centrifuges, incubators, spectrophotometers, blood analyzers, and urine analyzers;
- Differentiate cells, organisms, and other microscopic particles utilizing an optical microscope;

- Accurately measure volumes or weights which may include the use of bulb pipettes, micropipettes, graduated cylinders, digital scales, or equivalent measuring devices;

COGNITION

GENERAL: Students must be able to demonstrate higher-level cognitive abilities, which include:

SPECIFIC:

- Rational thought including the analysis of variables from multiple sources to come to a conclusion;
- Develop and refine problem-solving skills (analyze and synthesize data);
- Conceptualization of complex biological systems and functions, including but not limited to cardiovascular, circulatory, endocrine, immune, urinary, and respiratory;
- Representation of information (oral, written, diagrammatic, three dimensional);
- Measurement and units of measure including U.S. standard and metric;
- Multi-step calculations;
- Visual-spatial comprehension;
- Organization and time management;
- Memory (long term) – remembering order of draw without prompts and laboratory procedures with minimal prompting;
- Empathy, emotional intelligence, and compassion;
- Ethical reasoning;
- Sound judgment;
- Make decisions (often in a time urgent environment) including but not limited to assessing priority of draws or testing, selecting appropriate method of collection for the patient/situation, and determining course of action in an emergency situation;
- Incorporate new information;
- Flexibility and a willingness to investigate new ideas;
- Effectively communicate with others.

PROFESSIONALISM

GENERAL: Students must possess the ability to reason morally and demonstrate rationale in an ethical manner:

SPECIFIC:

- Display integrity and honesty in working with and learning from others, documenting results or findings, and patient care;
- Show empathy and emotional intelligence through caring, concern, and respect for self and others;

- Develop mature relationships by utilizing effective interpersonal skills with instructors, classmates, patients, preceptors, and members of the community or other healthcare teams;
- Regulate emotional responses as appropriate to the setting, be reasonably objective, and maintain self-control during difficult situations;
- Take responsibility for one's own actions and behaviors, this includes verbal and non-verbal communication (body language);
- Display reliability and dedication to the programs by showing up on time (punctuality), coming prepared for lessons, and completing assignments in a timely manner;
- Accept and integrate constructive feedback given in the classroom, lab, and clinical settings;
- Present a professional appearance by maintaining personal hygiene and following the dress code specified in the MLS Student Handbook.

Student Success Policy

Time Commitment

It is essential that students make a strong commitment of their time to successfully complete the programs and prepare for certifying exams. Many students work while enrolled in the MLT and Phlebotomy programs. Working full-time is very challenging while also attending school full-time and completing the required coursework. CNM has many resources available for financial aid and students are encouraged to apply.

If a student must work while in the programs, the following apply:

1. Students may not work during scheduled class time or clinical rotations. This will lead to absences that will jeopardize the student's ability to successfully complete the program.
2. A student who is hired by a clinical site before graduation but has not completed his or her education, is not legally qualified to perform that job. With the exception of apprenticeships or other positions to which the student is qualified. Students must wait until after graduation to perform the technical duties of an MLT or phlebotomist in an official capacity.

Safe and Supportive Learning Environment

The MLS program strives to create a safe and supportive learning environment for students and faculty. This includes building community by working in pairs and small groups, using positive verbal and non-verbal communication, involving students as active participants in their learning, and being respectful of diverse backgrounds and cultures. If a student feels that the learning environment is not safe, supportive, or is in violation of CNM's Student Code of Conduct, they may contact the Program Director, Dean of Students, or other designee with which they feel comfortable communicating.

In addition to CNM's Student Code of Conduct, if a student makes another student, student employee, staff member, or faculty member fear for their own safety due to their words or actions while in the MLS Programs, they will be referred to the Dean of Students. The student will not be permitted to continue coursework until all expectations from the Dean of Student's Office have been met. Upon return, if the student cannot maintain academic success in the program, the student will meet with the Primary Instructor, Program Director, or other designee to discuss if they should continue in the current course or withdraw and begin coursework the following term.

Student Code of Conduct <https://www.cnm.edu/depts/dean-of-students/student-code-of-conduct>

Title IX - Campus SaVE Act <https://www.cnm.edu/depts/dean-of-students/title-ix-campus-save-act>

LGBTQ+ <https://www.cnm.edu/student-resources/lgbtq>

Program Progression

All courses must be taken for a traditional grade except those which are credit/no credit courses. Courses are designed to be pre-requisites or co-requisites relative to other courses in the program. Courses must be taken in the prescribed order and in immediate succession.

Failure of a student to maintain a grade of “C” or better (or credit) in their MLT or phlebotomy courses will prevent progression to the next term or course in the program.

If clinical sites are not available, a program extension will be applied until the following term or until such time clinical sites are available. Placement in rural sites (outside of Albuquerque) might be available for any student available for such placement.

Clinical Scheduling and Evaluation

Students progress to their clinical rotations following successful completion all theory and lab courses as specific in the CNM Catalog. Students should complete clinical course within one (1) term of completion of their theory and lab course(s). If the student is unable complete their clinical rotation the next term, they may be asked to pass challenge exams or be advised to audit the courses before being allowed to repeat the clinical portion.

It is important for students to be flexible and available Monday through Friday for clinical shifts. Phlebotomy clinical rotations are scheduled during the day and may include shifts as early at 5am. MLT clinical rotations are scheduled during the day or evenings and may go as late at 10pm.

The Clinical Coordinator and faculty will make a reasonable effort to collect student preferences and create a mutually beneficial clinical schedule. Clinical schedule changes are discouraged. Any schedule change request must be approved by the Clinical Coordinator and site preceptor.

Students will work under the direct supervision of a qualified preceptor. Each student will be evaluated by the clinical site preceptor and the clinical instructor. Students with excessive absences or who fail to complete required assignments, may not receive a passing grade and will be unable to complete the program. Refer to the Grading and Evaluation Policy for more information.

Student Age Restrictions

Clinical sites will not accept anyone under the age of 18 at the time that clinical begins. Students are requested to complete clinical within one (1) term of completion of their theory and lab course(s). If the student will not be 18 within one (1) term of completion of their coursework, it is recommended they wait to enroll in courses.

Any student under 18 years of age must have a parent or guardian signature on required waivers or other legal documentation.

Program Completion

The Associate of Applied Science Degree (MLT) or Certificate of Completion (Phlebo) are granted to students upon completion of all courses of the prescribed curriculum with a grade of "C" or better. A graduation application must be filled out and submitted to CNM or students will not receive their degrees or certificates.

<https://www.cnm.edu/depts/graduation>

Students who successfully complete the programs are eligible to take the national certification exams given by the American Society for Clinical Pathology Board of Certification (ASCP-BOC) and/or American Medical Technologists (AMT). Fees for each exam are listed on the application. The student is responsible for completing their own application and paying appropriate fees.

<http://www.ascp.org/>

The granting of the Associate of Applied Science Degree or Certificate of Completion is not contingent upon the student's passing any type of external examination for certification.

Program Re-enrollment Policy

MLS faculty will make every reasonable effort to intervene early and help students learn and succeed including recommending outside resources and creating a success plan. It is also the student's responsibility to identify problems early and communicate with faculty in an effort to resolve problems. In the event that the student fails or must withdraw from the program, the following policies will apply:

1. It is the student's responsibility to officially withdraw from courses. Students should not expect faculty to automatically withdraw them from a course.
2. Students who do not withdraw but stop attending or completing work may receive a failing grade(s). See individual course syllabi for Successful Course Completion Requirements.
3. Violation of CNM, HWPS, or Site policy or failure to attain and demonstrate essential skills appropriate to the Site, may result in their removal from the Site and, possibly, the course. (See the HWPS Removal Policy.)
4. Any MLT or PHLB students who has any combination of failures or withdrawals twice, will not be allowed to re-enroll for a third time.

MLT specific re-enrollment:

1. An MLT student who fails or withdraws from the program may re-enroll the next term the courses are offered.
2. Students must retake the course they failed or withdrew from as well as its corresponding theory or lab course. If the student successfully completed the corresponding course, they may choose to re-take it as an audit for credit.
3. Students planning to return to the program should do so within one year. The student may be asked to participate in course review, class audit, challenge exam(s) of prior completed coursework or clinical/program orientation before continuing the program.

Phlebotomy specific re-enrollment:

1. A PHLB student who fails or withdraws from lab and/or theory must re-register in the future and complete both as corequisites. If the student successfully completed the lab or theory course, they may audit that course.

2. A PHLB student who fails or withdraws from clinical may return and complete clinical within one (1) term. If clinicals are not completed within one term, the student must re-register and begin the program again.

Information for Transfer of Credit

A formal articulation agreement exists between CNM and UNM. This agreement facilitates the transfer of credit received from the Associate of Applied Science Degree to the Medical Laboratory Sciences Program at the University of New Mexico.

CNM also offers Pre-Health Sciences Degrees which will transfer to UNM for a four-year degree. Many of the courses overlap with the MLT AAS degree.

Students who have received a phlebotomy certification from another institution may apply to have certain MLT courses waived (MLT 1001 and/or MLT 1292) or to have their phlebotomy coursework transfer for credit at CNM. For more information review the policies for Credit for Prior Learning (CPL) and Evaluation of Career and Technical Education (CTE).

Credit for Prior Learning: <https://www.cnm.edu/student-resources/credit-for-prior-learning>

Evaluation of Career and Technical Education <https://www.cnm.edu/depts/graduation/graduation-forms>

Grading and Evaluation Policies

The following grading policies apply to all courses in the MLS curriculum. Course and clinical grades are based on a variety of learning activities and assignments designated by the faculty. Specific Grading Criteria and Successful Course Completion Requirements are included in course syllabi.

1. **Grades:** Traditional grades are awarded for theory and laboratory classes. Students must achieve a grade of "C" or better in all MLS courses to progress to the next course. Grading scale is shown below. For courses designated as credit/no credit, students must complete all assignments or clinical rotations at an equivalent level to a "C" or better to receive credit.

A = 90 to 100% C = 70 to 79% F = 59% or less

B = 80 to 89% D = 60 to 69%

2. **Exams, Finals and Practicals:**
 - a. All students in the MLS programs must earn a "C" or better in each course before continuing to the next course in the program. Comprehensive theory exams and laboratory practical exams in each course are considered a final assessment of a student's knowledge, skills, and achievement of stated course objectives. An inability to adequately demonstrate knowledge and skills through these final exams is an indicator of a lack of readiness to perform tasks in the clinical setting.
 - b. Some comprehensive theory and laboratory practical exams must be passed with the minimum passing score stated in the syllabus, for the student to progress in their program.
 - c. MLS faculty strongly endorses the idea that each student is responsible for knowing their own academic status based on grades from learning activities. Grades are available to the student through CNM's learning management system. If at any time a student feel they

have unsatisfactory averages or received a grade that does not match what they feel they earned, they should contact the instructor for clarification and guidance.

3. **Incomplete Grades:** Incomplete grades will be given to a student only when extreme circumstances beyond the student's control have prevented the student from completing all work by the end of the term, and will be given at the discretion of the faculty. The student must work with their instructor to determine an acceptable deadline. Per CNM policy, the deadline cannot be later than 5 weeks after the following term or the student's grade will be permanently recorded as an F or NC and cannot be changed by work completion.
4. **Clinical Credit:** Credit is awarded in certain clinical courses based on the student's ability to achieve the clinical competencies of the course and to perform the prescribed procedures safely and accurately.
5. **Clinical Removal:** See the HWPS Student Removal Policy.
6. **Grade Appeals:** See the Academic Final Grade Appeal Policy.

Attendance Policy

MLS faculty believe that students cannot learn effectively if they do not participate in or are absent from learning activities. Based on this belief, the following attendance policies have been developed:

1. A student who must be absent from class should call or email the instructor to inform them of the absence. In the case of an emergency, notify your instructor when it is safe to do so. Please do not call the School of Health, Wellness & Public Safety. Instructor's contact information is available on the syllabus and through CNM's learning management system.
2. Students are responsible for all information, handouts, and announcements given during absences.
3. If a student misses an exam or an assignment, they should refer to the individual course syllabus and instructor's policy on Make-up Examinations and Late Work.
4. In the event of a major life change (i.e. birth of a child, death of an immediate family member, hospitalization, surgery, etc), the student must notify their instructors and the Program Director and discuss the need for an extended absence. In order to pass the course and progress to the next course(s) in the program, the student will still need to meet the criteria for a minimum passing grade. The student may be eligible to receive an incomplete grade. Refer to the Grading and Evaluation Policies for more information.

For In-Person Courses

1. Attendance is taken at the beginning of class and may be a factor in the evaluation of student progress in the program. Chronic tardiness or leaving early may add up to an absence. Refer to the Attendance section in the course syllabus for more information.
2. For theory or lab courses greater than four (4) weeks in length:
 - a. A student who misses two (2) meetings will be asked to meet with the Primary Instructor, Program Director, or other designee to discuss the absences and performance in the course.
 - b. A student who misses three (3) meetings will be asked to meet with the Program Director or other designee to prepare a Student Success Plan.
 - c. A student who misses four (4) meetings will be asked to meet with the Program Director and Associate Dean to determine if the student will still be able to meet the Successful Course Completion Requirements designated in the course syllabus.

- d. A student who misses five (5) or more meetings is unlikely to be able to meet the Successful Course Completion Requirements designated for the course and risks receiving a failing grade for the course.
3. For theory or lab courses less than four (4) weeks in length:
 - a. A student who misses one (1) meetings will be asked to meet with the Primary Instructor, Program Director, or other designee to discuss the absences and performance in the course.
 - b. A student who misses two (2) meetings will be asked to meet with the Program Director or other designee to prepare a Student Success Plan.
 - c. A student who misses three (3) meetings will be asked to meet with the Program Director and Associate Dean to determine if the student will still be able to meet the Successful Course Completion Requirements designated in the course syllabus.
 - d. A student who misses four (4) or more meetings is unlikely to be able to meet the Successful Course Completion Requirements designated for the course and risks receiving a failing grade for the course.

For Online, Hybrid, or Blended Courses

1. Students who fail to login at the beginning of the course may be dropped for non-attendance or non-participation.
 - a. Non-attendance is considered failing to login for the first three (3) consecutive days of the course and less than once a week thereafter.
2. Students must demonstrate a record of course participation that is based on academically related activities in order to demonstrate “attendance” in the course.
 - a. Participation includes taking part in online discussions, attending synchronous class meetings, and completing assignments by their due date and time.
3. Students’ academically related activities will be tracked via CNM’s learning management system. These methods are based on CNM and departmental policies.
 - a. Activity tracking includes but is not limited to date of last access to the course, number of posts in discussions, time spent on exams, and day/time of assignment submission.

For Clinical Courses

1. In addition to contacting their instructor, a student who must be absent during their scheduled clinical rotation is responsible for calling the clinical site to inform them of the absence. Contact information for preceptors and clinical sites is provided to students during clinical orientation.
2. Chronic tardiness, excessive breaks, or leaving clinical early will count as absences. See course syllabus for more details.
3. Students are required to make-up missed clinical time and should work with their preceptor and clinical site to determine an acceptable schedule.
4. A student who misses two (2) or more clinical shifts in the MLS Program, will be asked to meet with the Primary Instructor, Program Director, Clinical Coordinator, or other designee to discuss the absences and performance in the course.

Uniforms and Dress Code

MLT and phlebotomy students will obtain three (3) sets of scrubs from the CNM Bookstore as part of their student fees.

Phlebotomy Uniform: Navy top with CNM Phlebotomy Student patch and navy pants

MLT Uniform: Gray top with CNM MLT Student patch and navy pants

Students **must** wear CNM issued scrubs during their clinical rotation. Students are also required to wear scrubs during lab, these do not have to be the CNM issued scrubs although it is encouraged. We request that you do not wear your CNM scrubs for any activity other than class and clinicals.

MLS students must follow the dress code while in class and at clinicals:

1. All students must be neat and clean in appearance to appear professional at all times. This includes proper hygiene. Prevention of body and breath odor should be practiced, however, strong-scented perfume, aftershave, lotion, or hair products should not be used. Students will be notified by an instructor if their appearance or hygiene need addressed.
2. The uniform should fit appropriately, providing freedom of movement, and must be suitable for standing, stretching, or bending. Undergarments should not be visible.
3. During their clinical rotation, students must wear their CNM uniform and their CNM issued identification card (name tag with picture). Students may also be required to wear a site-specific identification card.
4. Closed toe, closed heel shoes are required for protection while working in the student laboratory or clinical setting. It is highly recommended that you wear shoes with non-slip bottoms and that are washable/wipeable and non-porous.
5. Students must wear appropriate Personal Protective Equipment (PPE) in the student labs. This includes a clean disposable lab coat over their scrubs that must be buttoned fully and not pop open when you sit. Lab coats are to be replaced when they are dirty, torn, or stained. Students will also wear gloves and face shields when handling potentially infectious materials.
6. Hair should be clean, well-groomed, and worn in such a way that it will not constitute a hazard to you or to patients. Long hair must be tied back or worn up when in the laboratory. Beards, mustaches, and long sideburns must be neatly trimmed at all times.
7. Jewelry, including body jewelry, should be unobtrusive. When possible, body jewelry should be minimally visible (i.e. covered, translucent, or skin colored). For safety reasons, any jewelry that dangles (bracelets, necklaces, earrings, etc.) should not be worn. Students may be asked to remove facial jewelry during their clinical rotation.
8. Tattoos should not be visible when a short sleeve uniform is worn. Students will be required to cover up visible tattoos during their clinical rotation.
9. Extremes in make-up, nails, hair styles, hair ornaments, or ribbons are not generally considered professional and are not permitted. Due to potential for bacterial transmission from long nails, nail polish, and/or false (acrylic or gel) nails, we ask that you keep your nails natural and well-trimmed while in class and during clinicals.
10. It is highly recommended that smokers refrain from smoking during their clinical rotation. Smoking is not allowed at any of our clinical sites and students will be working in close contact with patients. In the event that a student needs to have a smoke break, we request the student spray their clothing with an odor neutralizer (i.e. Febreze).

Personal Belongings and Technology in the Classroom

Students are encouraged to use personal devices (smartphones, tablets, computers, etc) to support their learning. However, use of such devices must not disrupt learning activities. Cell phones should be in silent mode during classes. If an instructor feels the device is disruptive, they can ask that you turn it off and put it away for the duration of the class. Students may be asked to meet with the Primary Instructor, Program Director, or other designee if there is excessive use of devices not related to learning activities or recurrent classroom disturbances.

Please inform your instructor and step out of the room if you have an emergency and need to use your cell phone.

It is recommended that students not bring unnecessary belongings into biohazard (lab) areas. Lockers are provided for storage of personal belongings. To use a locker, students must bring a personal lock and remove it and their belongings at the end of the course or term.

Important Contact Information

Please contact your instructor through phone, e-mail, or the learning management system for any absences or course related questions. If you cannot reach your instructor, you may contact the Program Director or HWPS Main Office. The following phone numbers all have a 505 area code.

MLS Program Director, Jennifer Price: 224-4000 ext 53348 or e-mail: jprice54@cnm.edu

HWPS Office (Main Campus): 224-4111

CNM South Valley Campus: 224-5000

CNM Westside Campus: 224-4321

CNM Main Campus: 224-3000

CNM Security (emergency): 224-3001

CNM Security (non-emergency): 224-3002

Statement of Non-Discrimination – Title IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours. **Title IX Coordinators for CNM are Christopher Cavazos - Dean of Students** (Contact information: CNM Main Campus Student Services Center Room 202B- 525 Buena Vista SE Albuquerque, NM 87106. Email: ccavazos@cnm.edu Phone: 505-224-4000 x51240) **and Juliane Ziter - Executive Director of Human Resources** (Contact information: CNM Main Campus Ted Montoya Building Room 104E- 525 Buena Vista SE Albuquerque, NM 87106. Email: JZiter@cnm.edu Phone: 505-224-4000x51294). For more information regarding Title IX, please visit the CNM Website at cnm.edu/about/title-ix-policy-and-procedures.

Accessibility and Accommodations for Students with Disabilities

CNM is committed to accessible learning environments that meet the needs of its diverse students. If you anticipate or experience any barriers to learning, discuss your concerns with the instructor or the Disability Resource Center (DRC) as soon as possible. The DRC supports faculty in designing accessible learning environments and assists students who have disabilities with accommodations to remove barriers where they exist.

Students with disabilities are invited to get started with the DRC by filling out the "First Time Request for Disability Services" on the website (www.cnm.edu/drc) or by contacting the DRC for more information (505.224.3259, DRC@cnm.edu).

MLS Student Handbook Signature Page

Initial each line, then sign and date at the bottom.

By my signature below I certify that I know where to find, have had the chance to ask any questions I might have, and agree to follow the guidelines of the following:

CNM Student Code of Conduct _____

HWPS Student Handbook _____

MLS Student Handbook _____

Student or Guardian Signature

Date

Name (printed)

Appendix

CNM SCHOOL OF HEALTH, WELLNESS, & PUBLIC SAFETY Confidentiality Agreement

Any individual requiring access to patient, or business information at any clinical site must sign this agreement in order to receive access. This includes access to written as well as electronically stored information. The terms of this agreement apply to oral, written and electronic information. Violations of the terms of this agreement are grounds for immediate legal and/or disciplinary action. This agreement supersedes all prior agreements related to confidentiality or proprietary information. **Please read the terms of this agreement carefully.**

I agree to and understand the following conditions:

- 1) I will not disclose, release, or discuss any patient information, including clinical information of any kind, such as treatment protocols, medical conditions, financial/social information or patient demographic information, for any purpose except to complete duties assigned. I understand that this includes *all* patients--even ones that I may know personally. In addition, I understand that state and federal law also require me to keep all patient information confidential.
- 2) I will not disclose, release, or discuss business (e.g., financial, legal, operational, marketing) or employee information with any third party without first receiving written authorization from an appropriate clinical site manager who has authority to grant such authorization.
- 3) I will not seek information about patients, employees, or business operations *for my own personal use* by accessing electronic or written records or through oral communications. I understand that my access to such information is strictly limited to only ~~to~~ that information that I need to know in order to carry out duties assigned.
- 4) I will not transmit confidential information about patients, employees, or business operations via unsecured networks. I understand that this includes sending unencrypted clinical information on the Internet and the utilization of unsecured cellular phone networks.
- 5) I will not at any time, share or disclose USERNAMES, PASSWORDS, or other authorizations that I use to access information. I understand that this includes posting or writing this information where other individuals can view it. I accept responsibility for all activities undertaken using my access codes or other authorizations.
- 6) I will not attempt to gain unauthorized access to computer hardware/software/firmware that is owned by owned by any clinical_site or disclose procedures (in whole or in part) to others so that they might do so.
- 7) I will take reasonable care to prevent the unauthorized use, disclosure, or availability of confidential and/or proprietary information including through unattended screen displays and/or unsecured written documents. I understand that business and employee information is confidential and proprietary and should not be made available to persons or entities outside of the clinical site. I further agree, upon the conclusion of my clinical rotation, to return all business, patient information in my possession or control to my clinical preceptor/instructor.
- 8) I acknowledge that the clinical site retains the right to monitor and/or review my access to information at any time for evidence of tampering or misuse, and may, at its own discretion, suspend or terminate my access privileges pending administrative review.
- 9) I will immediately report any violations of these rules that I know of or suspect to the appropriate authorities.
- 10) The rules of confidentiality and ethical behavior at the clinical site are available to me for review. I agree to follow these rules and behave in a professional, ethical manner at all times. I understand that misconduct and/or breaches of confidentiality will be grounds for legal and/or disciplinary action.

Student or Guardian Signature

Individual's Full Name (Printed)

Date

MEDICAL LABORATORY SCIENCE – PHLB/MLT/MLT 1001 HUMAN SUBJECTS DOCUMENT
ASSUMPTION OF RISK AND CONSENT TO PROCEDURES

General Information:

During this program you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor.

Benefits:

The activities listed have been selected because they are skills essential to the learning process and the faculty believe that realistic practice is essential for optimum learning.

Bloodborne Pathogen Exposure:

It is important that you are aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV); the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to bloodborne pathogens, the student must agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

Risks/Discomforts:

Participation may create some anxiety or embarrassment for you. Some procedures may create minor physical or psychological discomfort. There is a potential for bloodborne pathogen exposure. Specific risks are listed below.

Your Rights:

You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

Training:

All students must obtain BBP certification prior to entering the program and maintain current certification for the duration of the course (this not applicable to MLT 1001). All students must attend a course specific safety orientation prior to handling equipment or specimens.

| Learning Activity | Specific Benefit | Risks/Discomfort | Safety Measures |
|--|--|---|--|
| <p>Venipuncture using evacuated tube system (ETS), winged needle and, syringe systems</p> <p>This not applicable to MLT 1001</p> | <p>Student gains experience in performing procedures required to meet course skills objectives</p> | <p>Possibility of hematoma or bruising, pain with procedure; risk of temporary or long-term nerve inflammation. Risk of dizziness, nausea and/or syncope (fainting).</p> <p>Potential BBP exposure.</p> | <p>Students must properly activate safety devices and dispose of needles and other equipment as directed.</p> <p>Students must wear required personal protective equipment and use other engineered safety equipment when handling, processing and analyzing blood and other body fluids.</p> |
| <p>Skin puncture of the fingertip</p> | <p>Same as above</p> | <p>Temporary pain upon puncture and possible fingertip tenderness and bruising. Minimal possibility of infection.</p> <p>Potential BBP exposure</p> | <p>All blood and body fluids must be disposed of as directed.</p> <p>Any accidents or exposures must be reported immediately to the instructor and CNM Security (224-3001) in accordance with the CNM HWPS BBP Exposure Procedure: https://www.cnm.edu/programs-of-study/health-wellness-public-safety/hwps-student-handbooks</p> |
| <p>Analytical testing and processing of blood and other body fluids</p> | <p>Students have the opportunity to run tests on their own blood and learn pre-analytical preparation of specimens</p> | <p>If abnormal results are detected, it is strongly recommended that students see a physician.</p> <p>Potential BBP exposure.</p> | <p>Student will seek care for injury as needed using personal health insurance. If student is not insured, a list of low-cost options can be provided.</p> <p>In case of emergency, call 911.</p> |

I have received a copy of and have read the CNM MLS Human Subjects Document. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate as a subject in the learning activities listed above.

Signature of Student

Date

(Parent or guardian if student is under 18 years of age)

Print Student Name

CNM ID #