

MEDICAL LABORATORY TECHNICIAN

STUDENT HANDBOOK



2009-2010

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INTRODUCTION

Philosophy of the Program

Centennial College supports the belief that the Medical Laboratory Technician is a front line worker and recognizes the mix of laboratory and communication skills required by the Technician. Technical skills are taught by the School of Engineering Technology and Applied Science. The School of Applied Health Sciences and Nursing teaches the communications skills necessary for working with clients in a medical setting.

The role of the Medical Laboratory Technician includes specimen collection, processing, analysis and reporting of results. A Medical Laboratory Technician (MLA/T) works under the direction of a Medical Laboratory Technologist (MLT). The MLA/T typically has a higher degree of patient contact than the MLT whose role is more specimen analysis.

Program Description

The Medical Laboratory Technician Program (hereafter referred to as the Program) prepares students to practice in a medical laboratory performing functions that include (1) specimen collection and handling, (2) performing tests on blood and body fluids and (3) handling patient results. The theoretical aspects of these functions are learned during the two academic semesters and application of this content is reinforced during third semester which is a six week clinical placement.

Training in specimen collection includes performing phlebotomy and ECG's. Students in this Program will gain expertise in venipuncture, finger picks and ECG's through peer practice. Students' willingness to participate in this cooperative exercise is integral to achieving this expertise.

Students in this Program will be working with blood and body fluids, thus, knowledge of Blood and Body Fluid Precautions is vital to safe practice. As a result, students need to display professionalism and accountability in their practice and handling of Blood and Body Fluids to prevent the spread of communicable disease.

Learning Outcomes

Graduates of the Program earn the designation Medical Laboratory Assistant/Technician (MLA/T). They are eligible to write certification exams offered by the Ontario Society of Medical Technologists and the Canadian Society of Medical Laboratory Science.

Model Route

Course	Name	Hours
Semester 1		
ANAT-106	Applied Anatomy & Physiology	3hrs (Lec)
MLAB-101	Clinical Laboratory Techniques	3 hrs (1Lec, 2 Lab)
MLAB-102	Communication & Professional Practice	2hrs (Lec)
MLAB-103	Applied Chemistry for the Medical Laboratory	4hrs (2Lec, 2Lab)
MLAB-104	Clinical Data Management	3hrs (2Lec, 1Lab)
ENGL-170	Reading & Writing Prose	3hrs(Lec)
GNED-139	Transcultural Health	3hrs(Lec)
Semester 2		
MLAB-121	Practical Haematology & Immunohaematology	4hrs (2Lec, 2Lab)
MLAB-122	Practical Microbiology, Cytology & Histology	4hrs (2Lec, 2Lab)
MLAB-123	Specimen Collection and Processing	4 hrs (2Lec, 2Lab)
MLAB-124	Clinical Chemistry & Urinalysis	4hrs (2Lec, 2Lab)
MLAB-125	Lab Administration & Quality Management	2hrs (Lec)
GNED	General Education Elective	3hrs (Lec)
Semester 3		
MLAB-150	Clinical Internship	6 Weeks

COURSE DESCRIPTIONS

ANAT101: APPLIED ANATOMY AND PHYSIOLOGY

This course will assist the student to increase his/her foundational knowledge of the normal structures and functions of the major organ systems. This course will also assist the student to identify the common pathologies of the various organ systems and familiarize him/her to the relevant tests utilized for proper diagnosis. In addition, the student will gain an appreciation for the physical and biochemical changes from early childhood to the senior years.

Prerequisites: none
Corequisites: none
Special requirements: C grade

MLAB101: CLINICAL LABORATORY TECHNIQUES

This course will introduce the student to the concept of safety in the laboratory environment for both patients and medical laboratory assistants. This course will initially explore general safety measures, employee safety, housekeeping safety, proper body mechanics, office security and measures to ensure a clean and comfortable environment. Additional safety issues will be explored in the medical workplace that includes the handling, storage, and disposal of biological hazards, bloodborne pathogens, and drug samples in accordance with institutional policies and government regulations. Emergency response plans will be reviewed and discussed. An exciting component of this course will provide students with the

theory and practical application of the use, care and maintenance of common laboratory equipment.

Prerequisites: none
Corequisites: none
Special requirements: C grade

MLAB102: COMMUNICATION AND PROFESSIONAL PRACTICE

This course will introduce the student to the profession of Medical Laboratory Assistant / Technician within the profession of Medical Laboratory Technologist of Ontario. In addition to reviewing historical aspects, the student will learn about legislation and the professional organizations that govern their practice. Concepts such as professional ethics, boundaries, confidentiality, as well as the standards of practice and core competencies will be addressed.

This course will also assist the student to develop effective interpersonal relationships with their peers, with patients and /or their families, and other health care professionals, by using the Collaborative Practice framework formulated by the CMLTO.

Personal and professional values, principles of communication, communication models, conflict, conflict resolution and group dynamics will all be explored. A variety of communication skills will be introduced and applied to specific professional situations (e.g. interacting with patients experiencing stress, interviewing / information-sharing, telephone etiquette etc.). Intercultural communication within health care will also be examined.

Prerequisites: none
Corequisites: none
Special requirements: C grade

MLAB103: APPLIED CHEMISTRY FOR THE MEDICAL LABORATORY

This course will assist the student in developing his/her knowledge of chemistry as a basis to understand chemical compounds and enzyme reactions. This course will begin with atoms and compounds and chemical nomenclature. This course will continue to explore more complex structures such as organic compounds and the functioning of enzymes.

Prerequisites: none
Corequisites: none
Special requirements: C grade

MLAB104: CLINICAL DATA MANAGEMENT

This course will assist the student to learn about a coherent system of measurement units vital to precise clinical laboratory analyses. Students will be introduced to statistical calculations and quality control methods. In addition, students will be able to perform mathematical calculations relating to the clinical laboratory techniques. Students will be able to develop computer literacy skills and beginning competency in data entry and laboratory information systems.

Prerequisites: none
Corequisites: none
Special requirements: C grade

GNED139: TRANSCULTURAL HEALTH

This course focuses on the discussion and analysis of health/illness concepts in relation to various cultural groups in Canada and Metro Toronto. Examination of attitudes, beliefs, values and how these affect health care delivery will be discussed with emphasis on cultural sensitivity and inclusion. Different types of traditional healing systems and how they compare to western health practices will be investigated. Opportunities for role-playing, case studies and in-depth discussion will be provided.

Prerequisites: none
Corequisites: none
Special requirements: C grade

ENGL170: READING & WRITING PROSE

This course focuses on the refinement of reading and writing skills at the college. The course emphasizes clear, correct writing based on the process of composing, revising and editing. All written work in this course will be in response to assigned readings. The student will recognize and use a variety of patterns of organization, analyze audience, purpose and tone, and develop critical reading and thinking skills

Prerequisites: ENGL160
Corequisites: none
Special requirements: c grade

MLAB121: PRACTICAL HAEMATOLOGY AND IMMUNOHAEMATOLOGY

This course will introduce to the student the formed elements of blood, and the routine tests in haematology and blood bank departments. The student will learn the underlying principles, use and care of the equipment found in the haematology and blood bank departments. Students will learn how to prepare and stain a peripheral blood film and examine it for proper staining.

Prerequisites: MLAB103
Corequisites: none
Special requirements: C grade

MLAB122: PRACTICAL MICROBIOLOGY, CYTOLOGY AND HISTOLOGY

This course will assist the students in understanding the major classes of microorganisms. The students will learn about common media used in a microbiology laboratory including preparation, autoclaving and dispensing. Students will learn to how to handle specimens using aseptic technique. They will learn to inoculate specimens using the proper media and incubation conditions. Students will be able to perform common stain techniques and examine them for proper staining.

Prerequisites: MLAB103
Corequisites: none
Special requirements: C grade

MLAB123: SPECIMEN COLLECTION AND PROCESSING

This course will assist the students to learn proper techniques for the collection of blood, urine and fecal specimens. Students take blood samples by venipuncture and finger prick and will learn to process and store specimens for the various tests to ensure valid test results. They will also learn to use standard precautions in handling biological specimens.

In the second part of this course, students will perform ECGs and set-up Holter monitor. Legal and ethical issues pertaining to specimen collection and processing will be explored and discussed.

In this course, students will gain expertise in venipuncture, finger picks and ECG's through peer practice. Students' willingness to participate in this cooperative exercise is integral to achieving this expertise.

Prerequisites: ANAT106, MLAB101, MLAB103
Corequisites: MAB121, MLAB122, MLAB124
Special requirements: C grade

MLAB124: CLINICAL CHEMISTRY AND URINALYSIS

This course will assist the student to understand the specimen requirements for all routine clinical chemistry tests. This course will provide the student with the clinical laboratory practice to setup/load both automated and manual instrumentation including QC samples for initial analysis. The student will gain an understanding of the normal ranges for all routine clinical chemistry tests, recognize variant results and report relevant information.

Prerequisites: MLAB103
Corequisites: none
Special requirements: C grade

MLAB125: LAB ADMINISTRATION AND QUALITY MANAGEMENT

This course will assist the students to learn the organization and structure of the clinical laboratory and the movement of specimens from collection to analysis and storage. Students will gain an understanding of the complexity of laboratory system that encompasses the receipt, organization, prioritization and transmission of information. Students will learn strategies for effective time management and priority setting. Students will learn the various components of Quality Assurance Program within a Medical Laboratory.

Prerequisites: MLAB102
Corequisites: none
Special requirements: C grade

MLAB150: CLINICAL INTERNSHIP

This course will provide the student with an opportunity to apply theoretical knowledge in a clinical practice setting under the direction of a medical laboratory assistant. This focus of this course is to allow for easy transition into the workplace environment. Students will be given the opportunity to become proficient at specimen collection and handling and be able to function as an effective member of a medical laboratory team.

Prerequisites: Semester 1 and 2 with C grades
Corequisites: none
Special requirements: Pass/Fail

GENERAL EDUCATION ELECTIVE

To graduate, you must take one general education course for the second semester of the program. If you attended a university or another community college, you may be eligible to apply for a transfer credit.

CLINICAL PLACEMENT

The clinical placement will take place over the course of the third semester. The six week period may not be a continuous practice experience and may include a number of sites to gain experience in all essential functions.

Students may be required to be interviewed by the placement agency. Their placement will be contingent upon their success at this interview.

Students are placed at various locations in the GTA and may also be placed outside the GTA locations. Students are responsible for transportation and accommodation incurred.

Students are required to be present on all days of the placement. In cases of absence during a clinical placement, the student must notify the agency in advance of the absence through the appropriate contact and as well as the College. A medical certificate may be required before returning to the clinical placement.

GENERAL POLICIES

Admission Requirements

Please refer to Centennial College Calendar-Full time for details. For students who have passed the written English admission assessment but lack oral English skills to enter a clinical placement, an English skills course will be offered emphasizing terminology and the key phrases commonly used in communicating with clients in a medical setting.

Prior Learning Assessment and Recognition (PLAR)

A student may have learned the materials covered in one of their Program courses but is unable to provide documentation acceptable for a Transfer Credit. PLAR is a mechanism to evaluate and recognize this knowledge. More information is available from the Registrar's office. A fee is charged for each assessed course. PLAR is not applicable to courses that the student has failed or dropped.

Transfer Credits

If you have taken a course that covers all components of a course from your model route, you may apply for a Transfer Credit. You must apply before the deadline. A course description and an original copy of the official transcript must be provided. You cannot apply if you have attempted the course at Centennial College and failed. This credit is not used in calculating your GPA.

Grading System

		Percentage	GPA
A+	outstanding achievement	90 - 100	4.5
A	excellent achievement	80 - 89	4.0
B+	very good achievement	75 - 79	3.5
B	good achievement	70 - 74	3.0
C+	acceptable achievement	65 - 69	2.5
C	acceptable achievement	60 - 64	2.0
D+	pass	55 - 59	1.5
D	pass	50 - 54	1.0
F	fail	0-49%	
		OR	
		Unsatisfactory achievement in a course where a percentage grade is inappropriate	
FNA	Failure non- attendance		
P	Pass	Satisfactory achievement in a course where a percentage grade is inappropriate	
I	incomplete grade		
AEG	Aegrotat standing		
AUD	Audit status	No credit granted	
CIP	Course in progress		
SUB	Substitution of one required course by another		
TCR	The student has met the course requirements through equivalent courses taken at another accredited postsecondary institution.		
WNP	Withdrew without academic penalty		
GNR	Grade not reported		
NGR	No grade required		
EXW	Exceptional waiver		
NR	Student currently enrolled. Course yet to be graded		

Note: Grades set by the Program for individual courses supersede the College passing grade.

Code of Conduct

Behaviour Policy

Any student whose behaviour is found to be in violation of the Code of Conduct as outlined in the College's policy on Student Rights and Responsibilities may be subject to a range of sanctions described therein from temporary dismissal to expulsion.

Resolving Disputes

Please refer to Students Guide to Rights and Responsibilities: Resolving Disputes

Cheating :The attempt to gain an improper advantage in academic endeavours. Forms of cheating include but are not limited to:

- Copying from another student or permitting another student to copy material
- Consulting an unauthorized source during an evaluation
- Using unauthorized aids or materials during an evaluation
- Obtaining a copy of an examination or test in advance of the date and time for writing the examination or test
- Submitting the work one has done for one class or project to a second class, or as a second project, without the prior consent of the faculty member receiving the assignment
- Submitting work prepared in collaboration with another member(s) of a class, when collaborative work on a project has not been authorized by the faculty member
- Submitting work prepared in whole or in part by another person or source and representing that work as one's own
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal
- Preparing work in whole or in part, with the expectation that this work will be submitted by another student for appraisal.

Any student who, in an examination, copies from the work of another person in the room or who uses notes or other memory aids without the permission of the invigilator, or who permits such copying, or supplies such notes or memory aids to another breaches proper conduct under this code. This type of action may also be subject to academic sanction such as a failing grade.

Plagiarism: To present another person's ideas, writing, artistic work, creations, etc. as one's own. This includes the presentation of all or part of another person's work as some thing one has written, paraphrasing another's writing without proper acknowledgement, or representing another's work or creation as one's own. Any use of the work of others, where the published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.

Any student who, in an assignment, submits work that is essentially copied from the work of another person without proper acknowledgement and represents that such work

as this/her own, breaches proper conduct and is liable to a sanction such as a failing grade.

ACADEMIC POLICIES

Successful completion of all previous program course requirements is required before students may continue in the subsequent semester of a program.

Students may be subject to academic probation, academic suspension or otherwise denied re-admission and continuance in a specific program or major for academic reasons, such as failure to receive passing or minimum grade requirements in courses attempted. Students who receive unsatisfactory grades in two or more courses will be placed on academic probation, or may require the approval of their chair before being allowed to continue in the next semester or program segment. The Academic Appeal Application form is available from any Registrar's Office.

PROGRESSION

The following applies to students enrolled in all diploma and certificate programs with the exception of those enrolled in degrees, modified and traditional apprenticeship programs, and government sponsored programs (such as literacy and basic skills). Centennial endeavours, through academic advising and support, to help students by facilitating their educational success. The academic standing of each Centennial student is monitored during as well as at the end of each semester to support the full development of his or her academic potential. Any student not making satisfactory progress will be informed of her or his standing in the college. A student making unsatisfactory academic progress will receive academic advising from the program. Continuing unsatisfactory performance may require the student to be placed on conditional academic standing, probation, and suspension.

Academic Standing

Students who meet or exceed School or program academic standards are considered to be in Good Academic Standing (GS). **It should be noted that the minimum academic progression standards are higher in some programs due to external regulatory or placement requirements. In such cases, students will be expected to adhere to those standards.** Such standards must be published and made available in writing to students prior to the beginning of their enrolment in the program or as they are modified. Students whose academic record does not meet School or program standards are subject to the following: Conditional Academic Standing (CS), Probationary Academic Standing (PB), Academic Suspension (AS), and Withdrawal (AD).

1.1.1 Summary of Academic Standings

The standings are determined on the basis of a full-time enrolment of a minimum of seventy percent of the course load for a given semester and are defined as:

ACADEMIC STANDING DESCRIPTION

Good Academic Standing (GS)

All School or program standards have been met or exceeded. These include a minimum term average of 2.0 and a pass in all courses taken, but may be higher for some programs.

Conditional (CS)

A student will initially be placed on conditional academic standing if their term grade point average falls between 1.00 and 1.99 or they have failed a course in that term.

Probationary (PB)

A student will be placed on probationary academic standing if, while on Conditional Academic Standing, their term grade point average falls between 1.00 and 1.99, or they fail a course in the semester. A student will be placed on probationary academic standing if at the conclusion of any semester their term grade point average falls below 1.00.

Academic Suspension (AS)

Academic Suspension will result when a student on Probationary Standing maintains a term grade point average of 1.99 or lower or fails an additional course in the relevant term. Such students will be suspended from their program of study for a minimum of two semesters and may be permitted to resume their program upon completion of the suspension.

Academic Debarment (AD)

A second academic suspension from the same program will result in a two year debarment from that program with the option of re-applying for admission. During this period, the student will be permitted to apply to another program at the college.

Successful Completion of Program Requirements:

Students must successfully complete all program requirements in order to be eligible for graduation, and may be required to complete said requirements prior to progressing from one level of their program to the subsequent level.

Academic Advising:

Centennial endeavours, through academic advising and support, to help students by facilitating their educational success. The academic standing of each Centennial student is monitored during as well as at the end of each semester to support the full development of his or her academic potential. Any student not making satisfactory progress will be informed of her or his standing in the college. A student making unsatisfactory academic progress will receive academic advising from the program. Continuing unsatisfactory performance may require the student to be placed on conditional academic standing, probation, and suspension.

Improvement of Academic Standing:

Students who achieve a minimum term grade point average of 2.0 and earn no failing final grades for one semester following being either on Conditional Academic Standing or Probationary Academic Standing will progress to the next higher level of academic standing (Probationary to Conditional; Conditional to Good).

PROGRAM TRANSFERS

Students on Academic Suspension, or Probationary or Conditional Academic Standing may apply to transfer another program at the College. If accepted to the new program, they will maintain their academic standing unless they are on suspension in which case they will be placed on probationary academic standing.

ACADEMIC DEBARMENT

A second academic suspension from the same program will result in a two-year debarment from that program with the option of re-applying for admission after two years. During this period, the student will be permitted to apply to another program at the college.

APPEAL

Students have the right to appeal any action or decision which may affect the ultimate evaluation of their performance in a course or program. Academic appeals are limited to matters affecting evaluation or decisions on Admission, Readmission or Prior Learning Assessment & Recognition. The Academic Appeal Application form is available from any Registrar's Office.

RE-ADMISSION TO A PROGRAM/THE COLLEGE

To resume a program after an absence of five or more years, the student must reapply for admission to the College and meet program requirements at that time. The student is subject to the same priority criteria applicable to other students. If previous academic or behaviour patterns have been unacceptable, a further review may be required. For the process to review application, student should refer to the Dispute Resolution Policy. Students on Academic Suspension may apply for re-admission to the same program after a period of two semesters following the date of suspension. Re-admission is not guaranteed. Students are subject to the current published admission requirements. **If re-admitted, the student will be placed on Probationary Academic Standing.**

Grading and Promotion Policy

Students are informed of course expectations and when and how their learning outcomes will be evaluated. This information is stated by the faculty at the beginning of the course and is found in the course outline. All admission requirements and documentation must be completed for promotion to the next semester or portion of the Program

A "C" grade is the required minimum satisfactory grade for promotion of all courses within the Program.

A passing grade of minimum 60% in the theory component and minimum 60% in the practical component with an overall 60% for final course grade (Grade C) is required for entry into semester 2 and 3.

Clinical Placement: Rights and Responsibilities

The Agency providing the clinical placement: (1) in keeping with its responsibility for client care, has the right to intervene in any instance when a student may be functioning in a manner considered by the Agency to be potentially dangerous to the well-being of the client or contrary to agency regulations, rules, policies and procedures; (2) has the right, after consultation with the administrators of the College, to refuse the use of its facilities to any student for causes deemed in its discretion to be justifiable.

The College/Teacher: (1) is responsible for safety of practice and therefore reserves the right to ask a student to seek medical assessment of possible physical and emotional health problems when such problems appear to interfere with the satisfactory clinical practice. The student's continuance in the Program may be influenced by the medical assessment; and (2) may remove the student from the clinical area if a student demonstrates unsafe behaviour to the point of being hazardous to client care until the situation can be reviewed in regard to the appropriateness of the student's continuation in the Program. The issue of client safety through removal of a student from a clinical situation supersedes College Policy regarding temporary dismissal of a student for a period of one day.

Course Failure

The student who fails to successfully complete one or more of the required courses or required components of a course will not be promoted to the next semester. The student must contact the academic advisor before attempting to register for the next semester of the Program.

Readmission Policy and Procedure

The student who wants to be considered for readmission to the Program must submit a Readmit/Program Transfer form.

Students returning to the Program to repeat courses or equivalent courses will be expected to meet the current Program standards on a consistent basis.

A student who passes all courses in their most recent semester in this Program but who has been out of the Program for 1 or more years will be required to repeat the last completed semester.

Assignment Policy

Assignments are due in class on the date assigned by the instructor. A penalty of 10% per working day will be applied against late labs and assignments. Labs and assignments received after 10 working days will not be marked and the mark assigned will be zero unless prior arrangement has been made with the instructor.

If a student cannot submit an assignment on the date, due to extenuating circumstances, the student must contact the instructor in advance of the due date and provide written documentation.

The instructor may offer the student the option of delivering assignment by email or fax when the instructor is not available.

Reports for labs or seminars will not be accepted from a student who has not been in full attendance in the laboratory or seminar.

Attendance Policy

Student is responsible to be in attendance at all lectures and labs and is responsible to for material and inform delivered during absences. There are no make-up tests and labs. In extenuation circumstances, the student must notify the instructor in advance of the missed test or lab and provide written documentation. Failure to notify the instructor will result in a grade of zero for that evaluation.

COLLEGE LABORATORY POLICIES AND REGULATIONS

Users of the laboratories are expected to comply with the safety rules and regulations for each laboratory. Students will be provided with a list of specific rules and requirements for the laboratory in which their experiment is held. All lab rules, general and specific, will be reviewed by the instructor during the first lab. Some of the required laboratory safety equipment will be provided by the College and some (lab coat, safety glasses, closed shoes, etc) will be the responsibility of the student.

Centennial College's Biology and Microbiology laboratories and all preparation areas are designated Biosafety (containment) level 2, because cultures of animal and human pathogens are stored and used. These cultures have moderate potential hazard to personnel and the environment. In a Biosafety level 2 laboratory, all personnel including students must follow the safety rules. The safety officer certifies that all personnel have read and understood the safety manual, and follow operational protocols. There must be written documentation of safety training. The laboratories are kept neat, clean and orderly at all times and doors and windows are kept closed.

The instructor/technologist responsible for the lab will enforce penalties for non-compliance with the rules including expelling the student from classes should any of the rules and regulations are broken.

Safety Equipment

Students in this Program must purchase closed shoes, lab coat, safety glasses and a lab kit specific to their Program.

For safety reasons, students are allowed to bring only their lab manual and lab kit into the laboratory. Students are advised to obtain a locker for their personal belongings.

STUDENT HEALTH POLICIES

Admission to Program

As part of the admission policy, students must complete the Immunization form provided by the College and show proof of immunization against Hepatitis B. People who come in contact with blood or body fluids are at a much higher risk of Hepatitis B infection.

The standard protocol for Hepatitis B immunization includes three doses of vaccine at monthly intervals. This is followed by a titre at three months after the third dose to confirm immunity. The student may choose to go to their family doctor or a walk in clinic. For those who cannot afford the cost of the vaccine, Toronto Public Health holds clinics at which the vaccine is administered without charge.

A student will not be permitted to register in second semester courses or will be removed from second semester courses if they have not provided proof of **two doses of Hepatitis B vaccine by the end of first week in December 2009.**

CLINICAL PLACEMENT REQUIREMENTS

Prior to each placement, students are required to present the necessary placement requirement documents. Students who do not have all placement requirement documents will NOT be permitted to begin their practical experience.

All verification of original documents including the following will be handled by the program coordinator and in the absence of the program coordinator the Medical Laboratory clinical placement coordinator or The Chair.

1. Immunization Review Form
2. Respiratory Mask Fit Test
3. Vulnerable Persons Police Check
4. Influenza Immunization
5. Standard First Aid
6. Cardiopulmonary Resuscitation (CPR)

Immunization Review Form

Certain clinical placements may require additional immunization and testing in accordance with the Public Hospitals Act) and may request at any time to see proof of immunization.

In addition to Hepatitis B immunization, students are required to be vaccinated against, measles, mumps, rubella, reboola, vericella (even if there is a history of having the disease).

Yearly TB Surveillance

All Medical Laboratory Technician students are tested for TB

- Previous test negative: 1TB (Monteux) test is required
- Previous test positive: Physician's note stating no symptoms of TB

In complying with Regulation 965 Section 4 under the Public Hospitals Act, students in the Program must be in satisfactory health in order to be permitted to have contact with patients. The OHA/OMA Communicable Disease Protocols require that students (and others) who have direct patient contact in the hospital and who acquire or are exposed to the following communicable diseases, report this information to the hospital's Occupational Health Service and the Health Records Nurse: enteric disease, hepatitis B, Herpes simplex, Herpes zoster (shingles), influenza, measles, rubella, scabies, tuberculosis and Varicella (Chicken pox).

Respiratory N95 Mask Fit Test

Before commencing clinical placements, students are required to be N95 masked fitted. **The cost of the procedure is covered by the students.** (\$30 subject to change) Arrangement of the procedure is made by the program coordinator. The mask fitting procedure is performed at Centennial College HP campus. If you miss your appointment you will be charged a \$30 fee to rebook your appointment. (Fee subject to change). Only for documented medical or critical reasons will be waived.

Students will not be permitted to third semester without a current N95 card.

Vulnerable Persons Police Check Record

Students are required to complete a yearly police check by most clinical placements to provide original proof of police clearance. If you live in the Metro Toronto or York region, pick up your application form from your program coordinator. Students will not be permitted to third semester without an original police clearance report. If your police check is positive you are required to arrange a meeting to discuss clearance for clinical placement with the program coordinator and the Chair of ABSE.

Reports must be submitted to the program coordinator by **February 1st 2010**.

Students who have been absent from a clinical placement for health reasons may be required to provide a medical certificate.

Influenza Immunization

Influenza is highly recommended for hospital placement as well as for the students own protection. **Proof of vaccination is required by February 2010.**

Standard First Aid (SFA)

All students are required to obtain current certification of completion for an approved SFA. Most courses are included with CPR courses.

Cardiopulmonary Resuscitation (CPR)

All students are required to obtain CPR health care provider (HCP) level "C" certification/re-certification on a yearly basis. Please give your program coordinator a copy of your certification.

CERTIFICATION EXAMS

The Ontario Society of Medical Technology (OSMT) and the Canadian Society of Medical Laboratory Science (CSMLS) both offer certification exams. Graduates of this Program are eligible to write either of both exams. Exams are offered by CSMLS three times per year in February, June and October. OSMT offers examination twice a year in June and November. Information of the fees and deadlines for application are available on the websites: www.osmt.org and www.csmls.org.

Although Medical Laboratory Technicians are not presently required by law to be certified, certification is required by most hospitals and medical laboratories.