SCHOOL OF HEALTH SCIENCE

MEDICAL LABORATORY TECHNOLOGY
PROGRAM GUIDE

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I. ACCREDITATION

All Harrison College campuses are accredited by the Accrediting Council for Independent Colleges & Schools (ACICS), an accrediting agency nationally recognized by the United States Department of Education.

The Medical Laboratory Technology (MLT) program at the Indianapolis East Campus has been awarded accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont IL 60018, 773.714.8880, http://www.nacls.org.

II. DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION:

PREAMBLE

Objectives

The purpose of these Standards and the Description of the Profession is to establish, maintain, and promote standards of quality for educational programs in the clinical laboratory sciences and to provide recognition for educational programs which meet or exceed the minimum standards outlined in this document.

The Standards are to be used for the development and evaluation of medical laboratory technician programs. Paper reviewers and site visit teams assist in the evaluation of the program’s compliance with the Standards. Lists of accredited programs are published for the information of students, employers, and the public.

DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION

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 health care 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, Urine and Body Fluid Analysis, Microbiology, 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, 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 health care team.

Reference: [www.nacls.org](http://www.nacls.org)

III. MEDICAL LABORATORY TECHNOLOGY PROGRAM MISSION STATEMENT, GOALS, and OBJECTIVES

MLT Program Mission Statement:

The mission statement of the Medical Laboratory Technology Program is consistent with the College’s Mission Statement.
The mission of Harrison College’s Medical Laboratory Technology (MLT) program is to develop students and graduates who possess the highest standards of ethical and professional conduct while also preparing them with entry-level competencies in the field of laboratory science for successful laboratory careers as a part of the broader healthcare team.

**Program Objectives:** The program’s objectives align with the NAACLS description of entry-level competencies as found on the previous page and include development of a student to:

1. Analyze and interpret the results of clinical laboratory tests for accuracy and correlation with other test results
2. Perform biological testing in clinical laboratory disciplines according to policies and procedures
3. Maintain laboratory instrumentation according to industry guidelines
4. Maintain and promote good lab practices

**Program Goals:**

1. To prepare graduates to demonstrate proper procedures for the collection, safe handling, and analysis of biological specimens.
2. To prepare graduates to utilize and interpret scientific principles, laboratory principles, and measurement technologies for generating laboratory data on biological specimens.
3. To prepare graduates to perform and interpret laboratory testing with accuracy and precision, with respect to timeliness of results and relay of critical information to providers.
4. To develop graduates to operate equipment properly, troubleshoot, and perform preventive maintenance and corrective maintenance.
5. To prepare graduates to interpret clinical significance, clinical procedures, and correlate laboratory test data accurately.
6. To prepare graduates to utilize principles of quality assurance and quality control to all aspects of laboratory services: pre-analytical, analytical, and post-analytical.
7. To develop graduates to comply with established laboratory safety regulations and regulations governing regulatory compliance related to lab/pathology services.
8. To prepare graduates to demonstrate ethical behavior and professionalism, maintain confidentiality of patient information, and participate in continuing education for one's professional development.
9. To instill a commitment to the future of the medical laboratory profession through involvement in national professional societies and/or community outreach.
10. To prepare graduates to integrate and relate lab data generated by the various clinical departments, interpreting and following up discrepancies, confirming results.
11. To prepare graduates for a place on the evolving healthcare team, emphasizing collaboration and teamwork as well as leadership skills, while placing patient needs and care as the priority.
IV. ENTRY-LEVEL COMPETENCIES

In order to reach the program’s objectives and goals, students are routinely evaluated in the psychomotor, cognitive and affective learning domains for entry-level competency attainment. Entry-level competencies are skills that are expected of new Medical Laboratory Technicians by employers and in-field professionals.

The program’s objectives for each of the entry-level competencies in the affective, cognitive, and psychomotor learning domains are as follows:

A. AFFECTIVE ENTRY-LEVEL COMPETENCY OBJECTIVES:

Upon completion of lectures and laboratories, the student will demonstrate:

INTEGRITY

1. Professional Courtesy and Respect
   a. Is attentive to demonstration and teaching
   b. Treats others with respect
   c. Responds appropriately to instructors and supervisor
   d. Treats all patients with compassion

2. Honesty
   a. Does not lie or falsify any information
   b. Does not cheat
   c. Performs all work independently, when asked

3. Confidentiality
   a. Does not gossip
   b. Does not discuss patient information outside of the laboratory

ATTITUDE/DISCIPLINE

1. Motivation
   a. Arrives to the laboratory prepared for the day
   b. Asks questions to clarify instruction or directions
   c. Participates in discussions
   d. Seeks additional learning opportunities, as time allows

2. Time Management
   a. Completes work on time
   b. Is punctual
   c. Utilizes free time appropriately
   d. Follows attendance policy

3. Dependability
   a. Stays on task without supervision
   b. Does not leave work area without permission
   c. Follows procedures exactly
4. **Compliance**
   a. Follows all laboratory safety policies
   b. Follows the dress code and maintains good hygiene

   **TEAMWORK**

   1. **Cooperation**
      a. Shares with and helps other students, if applicable
      b. Adapts easily to changes in routine
      c. Maintains composure in stressful situations
      d. Follows instructions

   2. **Interpersonal skills**
      a. Respects the authority of instructors and supervisors
      b. Follows appropriate lines of authority to resolve questions and problems.
      c. Displays enthusiasm
      d. Is polite at all times
      e. Abides by institutional cell phone and internet policies

   **B. COGNITIVE ENTRY-LEVEL COMPETENCY OBJECTIVES:**

   Through a myriad of assessment methods in individual coursework, the MLT student will be evaluated on the following cognitive entry-level competencies.
   Upon completion of the program, the student will:
   1. Analyze and interpret the results of clinical laboratory tests for accuracy.
   2. Correlate laboratory data with other pertinent test results for determination of data validity, clinical conditions, and needed analysis, if applicable.
   3. Identify the need for urgency of reporting critical and STAT results to a patient care provider.
   4. Explain laboratory science principles and medical laboratory regulations.
   5. Apply scientific principles and regulations to medical laboratory procedures and processes.
   6. Describe the correlation of principles and regulations to maintaining quality assurance, accuracy, and validity of laboratory tests.
   7. Possess requisite knowledge necessary to apply appropriate safety measures in the laboratory and related health care environment.
   8. Explain how lab findings relate to disease states and clinical findings to include recommending additional testing, if applicable.
   9. Predict sources of error given laboratory data and clinical findings to include recommended solutions.
   10. Defend the importance of certification and/or licensure to include continuing education.
   11. Discuss the importance of membership in a professional laboratory society or group.
   12. Demonstrate effective communication skills for the betterment of the healthcare team and the patients it serves.

   Individual course cognitive objectives may be found within each course’s syllabus.
C. PSYCHOMOTOR ENTRY-LEVEL COMPETENCY OBJECTIVES:

The Harrison College MLT Program has identified the following skills as entry-level competencies in the psychomotor domains. The graduate competencies are evaluated in the student laboratory courses and again in Externship. The minimum score to successfully achieve competency is progressive from the student laboratory courses to Externship.

Psychomotor objectives are evaluated according to specific skill rubrics. Each skill will be evaluated by the rubric criteria and then deemed as “Pass” or “Fail”. Eighty percent (80%) of skills must be passed at a proficient or competent level by graduation to meet graduation requirements.

By the completion of the program, the MLT student will:

**Hematology Entry-Level Competencies:**
1. Follow safety guidelines to maintain a safe testing environment.
2. Differentiate acceptable and unacceptable hematology specimens.
3. Prepare five peripheral blood smears to meet both macroscopic and microscopic criteria.
4. Calculate RBC Indices (MCV, MCH, and MCHC).
5. Perform and interpret sedimentation rates within 2 mm, or 1SD (whichever is greater), of the known value.
6. Perform and interpret manual hematocrits to within 2% of the known value.
7. Identify and grade red blood cell morphology to within one semi-quantitative variation of the known value.
8. Calculate absolute white blood cell counts when provided with the total white blood cell count and relative data.
9. Perform white blood cell estimates to within 25% of the known value.
10. Perform platelet estimates to within 25% of the known value.
11. Perform five normal white blood cell manual differentials to within 10% of the known values.
12. Perform seven abnormal white blood cell differentials to within 10% of the known values and to the satisfaction of the instructor.
13. Differentiate acceptable and unacceptable coagulation specimens.
14. Identify critical (panic) values and demonstrate documentation with readback.
15. Accurately perform, interpret, and troubleshoot quality assurance data.

**Urinalysis Entry-Level Competencies:**
1. Follow safety guidelines to maintain a safe testing environment.
2. Differentiate acceptable and unacceptable urinalysis specimens.
3. Accurately assess color and clarity of urine specimens within one degree of measure from the known value.
4. Identify urinary microscopic elements in both images and urine specimens within one semi-quantitative variation of the known value for each parameter.
5. Perform and document manual urine chemical testing results within one variation of the known value for each parameter.
6. Identify when confirmatory urinalysis testing should be performed based upon patient data and parameters to include actual performance of testing.
7. Calculate cell counts using the universal formula.
8. Accurately perform, interpret, and troubleshoot quality assurance data.

Blood Bank Entry-Level Competencies:
1. Follow safety guidelines to maintain a safe testing environment.
2. Differentiate appropriately labeled blood bank specimens and blood bank records with no errors.
3. Prepare a 3-5% cell solution to the satisfaction of the instructor.
4. Interpret, grade and record agglutination reactions within one variation of the known results for positive results and no errors for negative reactions.
5. Perform, interpret, and record ABO and Rh testing with no errors.
6. Identify when an ABO discrepancy exists and determine an appropriate course of action.
7. Perform, interpret, and record Direct Coombs Tests with within one variation of the known results for positive results and no errors for negative reactions.
8. Perform, interpret, and record Indirect Coombs Tests with within one variation of the known results for positive results and no errors for negative reactions.
9. Perform and identify unexpected alloantibodies utilizing an antibody identification panel and selected cells, if needed.
10. Perform, interpret, and record immediate spin crossmatch results to the satisfaction of the instructor.
11. Perform, interpret, and record AHG crossmatch results to the satisfaction of the instructor.
12. Perform a Hemolytic Disease of the Fetus and Newborn (HDFN) workup with no errors.
13. Calculate the dosage of Rhogam needed when provided with Kleihauer-Betke results.
14. Perform appropriate follow-up testing in accordance with the blood bank flowchart to ensure accurate and thorough testing of all patient samples.
15. Select appropriate blood product(s) for patients based upon previous history, current clinical condition, and current test results.
16. Accurately perform, interpret, and troubleshoot quality assurance data.

Clinical Chemistry Entry-Level Competencies:
1. Follow safety guidelines to maintain a safe testing environment.
2. Pipette various volumes of fluid appropriately, to the satisfaction of the instructor.
3. Accurately determine a vessel’s liquid volume with no errors.
4. Evaluate and interpret quality control (QC) data to include possible needed follow-up, if applicable.
5. Calculate creatinine clearance results when provided with specimen data.
6. Differentiate acceptable and unacceptable specimens for the analytes being evaluated.
7. Determine the concentration of an unknown analyte to the satisfaction of the instructor.
8. Determine the final concentration of an unknown analyte by performing a dilution and the accompanying calculation.
9. Identify critical (panic) values and demonstrate documentation with read back.
10. Appropriately utilize clinical chemistry instrumentation to obtain specimen analyte data to include troubleshooting, if applicable.
**Immunology Entry-Level Competencies:**
1. Follow safety guidelines to maintain a safe testing environment.
2. Differentiate acceptable and unacceptable immunology specimens.
3. Perform and interpret latex agglutination testing with no errors.
4. Determine the endpoint and accompanying titer of a serial dilution for a positive reaction.
5. Perform and interpret infectious disease rapid kit tests.
6. Accurately perform, interpret, and troubleshoot quality assurance data.

**Microbiology Entry-Level Competencies:**
1. Follow safety guidelines to maintain a safe testing environment.
2. Differentiate acceptable and unacceptable microbiology specimens.
3. Demonstrate appropriate agar selection for bacterial identification by specimen type.
4. Perform Gram stains with no errors.
5. Evaluate Gram stain reactions and morphologies.
6. Perform and interpret biochemical testing to include:
   a. Catalase test
   b. Oxidase test
   c. Staphaurex test
   d. Indole test
   e. PYR test
7. Accurately identify the following microbes utilizing Gram stain and the appropriate biochemical tests:
   a. *Staphylococcus aureus*
   b. *Streptococcus pyogenes*
   c. *Streptococcus agalactiae*
   d. *Corynebacterium* sp.
   e. *Lactobacillus* sp.
   f. *Neisseria* sp.
   g. *Moraxella catarrhalis*
   h. *Escherichia coli*
   i. *Pseudomonas aeruginosa*
8. Perform and interpret a Kirby-Bauer antibiotic susceptibility test.
9. Perform, evaluate, and troubleshoot quality control.
10. Monitor temperatures of laboratory equipment and troubleshoot, if necessary.
11. Identify critical (panic) values and demonstrate documentation with readback.
12. Accurately perform, interpret, and troubleshoot quality assurance data.
V. CLINICAL EXTERNSHIP AFFILIATIONS

Harrison College’s MLT program holds clinical externship affiliation agreements with clinical, research, and industrial laboratories. The current listing of clinical affiliations may be found below:

- Decatur Memorial Hospital, Decatur, IN
- Dukes Memorial Hospital, Peru, IN
- Eskenazi Health Services, Indianapolis, IN
- Hancock Regional Hospital, Greenfield, IN
- Indiana Internal Medicine, Greenwood, IN
- Johnson Memorial Hospital, Franklin, IN
- Major Health Partners, Shelbyville, IN
- Reid Hospital and Health Care Services, Richmond, IN
- Riverview Hospital, Noblesville, IN
- Rush Memorial Hospital, Rushville, IN

VI. OUTCOMES

The Harrison College MLT Program strives for regulatory excellence for both the College and the MLT Program. As such, as part of the programmatic NAACLS program review process, the program discloses the outcomes for which standards NAACLS deems appropriate. Please see below for the most recent three (3) year aggregate data of NAACLS outcomes:

<table>
<thead>
<tr>
<th>Outcome Measures</th>
<th>Indianapolis East Campus Results</th>
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<tbody>
<tr>
<td><strong>ASCP MLT Pass Rate</strong></td>
<td><strong>80.0%</strong></td>
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<tr>
<td>The 3-year average pass result for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) Medical Laboratory Technician (MLT) exam is calculated based upon the results of graduates who take the exam within 1 year of graduation, per NAACLS guidelines.</td>
<td>NAACLS Benchmark: At least 75%</td>
</tr>
<tr>
<td>Date Range = July 1, 2013 – June 30, 2015</td>
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<tr>
<td><strong>Graduation Rate</strong></td>
<td><strong>65.0%</strong></td>
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<tr>
<td>The 3-year average graduation rate is calculated based upon those students who complete the half-way point of the program, MLT1250.</td>
<td></td>
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<tr>
<td>Date Range = July 1, 2014 – June 30, 2016</td>
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<tr>
<td><strong>Attrition Rate</strong></td>
<td><strong>33.3%</strong></td>
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<tr>
<td>The 3-year average attrition rate is calculated based upon those students who completed the half-way point of the program, MLT1250, but did not complete the program.</td>
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<tr>
<td>Date Range = July 1, 2014 – June 30, 2016</td>
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VII. ADVISORY BOARD
The MLT program’s advisory board serves to guide the program in meeting its mission and goals. Meetings are held semi-annually. The board is comprised of representatives from both Harrison College and the surrounding community. Current advisory board members include:

Vicki Thomas, Associate Dean of Health Sciences, Harrison College
Steve Hardin, Campus President, Harrison College
Natalie Harris, Dean of Academic Affairs, Harrison College
Erica Lelle MT (ASCP), MLT Program Chair, Harrison College
Angela Blackburn MT (ASCP), Instructor, Harrison College
Kathleen Braniff MT (ASCP), Clinical Lab Consulting, LLC
Joy Oglesby MA, MT (ASCP), Laboratory Supervisor, St. Vincent Medical Group, Inc.
Angie Redd, MT (ASCP), Technical Coordinator, Hancock Regional Hospital
Jeffery Kissel MLT (ASCP), MLT, Covance Laboratories
Rachel Wood, current MLT student, Harrison College

Additionally, the MLT Program Chair is a member of the Consortium of Indiana Medical Laboratory Educators (CIMLE), which also provides guidance and input into the program.

VIII. POLICIES
A. UNIFORM STANDARDS POLICY

HARRISON COLLEGE Allied Health Professional Dress Code Policy
The Program Chair at each campus is responsible for the decisions regarding the start date, and professional dress for Health Science program students including approved scrub colors. Health Science program students are to wear scrubs, appropriate footwear, and personal protective equipment (PPE) every day during student laboratory experiences and during Externship.

Students may be asked to leave class and be counted absent if out of compliance with the HARRISON COLLEGE School of Health Science Professional Dress Code.

Scrubs/Uniform Standards
1. Scrubs/lab jacket are to be spotless, wrinkle free, and neat. They are not to be worn at another job before or after classes where they can be stained or damaged.
2. Scrubs should fit well, not too tight or too loose.
3. HARRISON COLLEGE gray scrubs are to be worn.
4. Clean, plain, white shirts may be worn under the scrub or the HARRISON COLLEGE lab coat for warmth. The Program Chair may approve another color.
5. Name badges are to be worn with scrubs. Analog watches with a second hand should be worn.
6. Shoes must have a closed heal and toe, be impermeable, and clean and practical. Socks are to be worn with shoes at all times.
7. Proper and modest undergarments are to be worn under scrubs.
8. Hair is to be clean, neat, off the collar, and out of the face.
9. Nails are to be short, clean, natural, and only clear polish is to be used.
10. Personal hygiene is to be maintained, including daily bath or shower, brushing and flossing of teeth, and use of deodorant.
11. Make up is to be used in moderation.
12. Jewelry must be modest in nature as to not interfere with laboratory activities or communication.
13. Tattoos are to be covered.
14. All sciences health students are to adhere to the dress code standards established by HARRISON COLLEGE when not wearing scrubs/lab coats.
15. All Health Sciences program students are to adhere to the dress code standards established by HARRISON COLLEGE when enrolled in courses at campuses where scrubs are not required.

B. HEALTH SCREEN

1. **Hepatitis Information for The Health Care Worker**
Hepatitis B is a serious disease of the liver caused by a virus. HBV is spread by direct contact with blood or certain body fluids from a person who has Hepatitis B. Most people do not know that they are carriers of HBV unless they have a blood test. The symptoms take six weeks to six months to develop after exposure. A person may not have symptoms, but can still carry the virus in their body.

   The possible symptoms include:
   - Whites of the eyes or skin turn yellow
   - May not feel like eating, stomach pain
   - Nausea, vomiting
   - Fever
   - Pain in joints
   - Very tired
   - Dark urine

   It is recommended by the Center for Disease Control and the Indiana Department of Health that those health care workers, and those training for a health care profession, who risk exposure to blood in the workplace, be immunized against Hepatitis B. An HBV-infected health professional should not perform exposure-prone invasive procedures.
The Hepatitis B immunization consists of a three vaccine series. Testing for HBV antigens should be done one to two months after the third vaccine. It is considered safe for pregnant woman. See your personal physician or local health department to arrange for your HBV vaccination series. Electing NOT to receive the Hepatitis B vaccine series will result in Risk of the Hepatitis B infection upon exposure. Additional information on Recommended Adult Immunization Schedule is available on the Indiana Department of Health and the Center for Disease Control web sites.

Clinical practicum externship sites may require Health Science program students to have a Hepatitis C screening/titer results included with the History and Physical Documentation.

2. Requirements for Performing Phlebotomy/Invasive Procedures
Medical Laboratory Technology Program Students may be asked to volunteer as human subjects for specimen collection and point of care procedures. Such practice is for educational purposes only. We greatly appreciate the participation of these volunteers. The Medical Laboratory Technology students are required to practice clinical skills not only on mannequins but also on live subjects in the clinical lab setting. Medical Laboratory Technology students may participate in invasive procedure activities only after proof of immunizations, or if immunization records are not available, a positive serology titer for the following. These recommendations are aligned to what is recommended by the Centers for Disease Control and may be found here: [http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html](http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html)

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<tr>
<th>Vaccines</th>
<th>Recommendations in brief</th>
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</table>
| **Hepatitis B**     | If you don't have documented evidence of a complete hepB vaccine series, or if you don't have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then you should  
 ■ Get the 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).  
 ■ Get anti-HBs serologic tested 1–2 months after dose #3.                                                                                           |
| **MMR (Measles, Mumps, & Rubella)** | If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to measles or mumps (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later).  
If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to rubella, only 1 dose of MMR is recommended. However, you may end up receiving 2 doses, because the rubella component is in the combination vaccine with measles and mumps. |
Vaccines

<table>
<thead>
<tr>
<th>Vaccines</th>
<th>Recommendations in brief</th>
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<tbody>
<tr>
<td><strong>Varicella (Chickenpox)</strong></td>
<td>If you have not had chickenpox (varicella), if you haven’t had varicella vaccine, or if you don't have an up-to-date blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.</td>
</tr>
<tr>
<td><strong>Tdap (Tetanus, Diphtheria, Pertussis)</strong></td>
<td>Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received). Get Td boosters every 10 years thereafter. Pregnant HCWs need to get a dose of Tdap during each pregnancy.</td>
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Vaccination records must have be submitted to the MLT Program Chair prior to participation in invasive procedures.

Non-MLT program adult volunteers (age 18 and above) must sign a release form prior to participation in invasive procedures.

3. **Essential Functions / Technical Standards**

To participate in the program successfully, an individual must be able to perform each essential function. The applicant/student will be adequately informed of all demands and expectations of a program or profession so that he/she can determine his/her ability to meet these expectations. The essential functions are the non-academic physical, thinking and emotional demands of the program. All applicants and enrolled students of the Medical Laboratory Technology program will be expected to meet the essential functions and technical standards. Reasonable accommodation may be made to enable individuals with special needs to perform the essential functions. The student must submit a letter requesting the specified accommodation and provide documentation from the student’s personal physician to qualify valid and reasonable requests.

Harrison College reserves the right to remove anyone from the program who poses a serious threat to the health and safety of other students, patients, or employees due to an inability to meet each of the essential functions and technical standards in the Health Science program.

4. **Physical Examination And Immunizations**

The Medical Laboratory Technology students are required to provide proof of immunization, or titer, proof of a recent physical exam, criminal background check, and urine drug screen to participate in the Externship courses. The health screen must be recent (within 6 months of the first day of Externship). Personal health
records will not be maintained after a student ceases attending HARRISON COLLEGE. The physical exam is to verify that the student is capable of performing the essential functions of the program without posing any serious threat to the safety of themselves or others. **Any behavior that poses a threat to the health and/or safety of others may result in removal from the program.**

Many externship sites require drug screening before accepting student externs. The costs for obtaining the drug screening are the student’s responsibility. A drug screen may be required by hospitals and clinics as a condition for employment to test for illicit drug use. Please refer all questions on drug screens to the Program Chair.

The student is required to provide to the Program Chair:

- Record of a physical examination conducted prior to participating in invasive procedures by the student’s personal physician at the student’s cost.
- Documentation of immunization history from the student’s personal physician, county health department, or school records. If unable to obtain these records, the student must provide a titer of the required vaccination for proof of immunity. Immunization requirements may change based on Indiana State Board of Health, CDC guidelines, and/or clinical facility policies.
  - Two documented Measles/Mumps/ Rubella vaccines or proof of positive titer for each
  - Tetanus/Diphtheria/Pertussis vaccine or proof of positive titers
  - Hepatitis B vaccine series, positive titer, or signed informed waiver
  - Annual Influenza vaccine
  - Meningococcal vaccine or proof of positive titer
  - Two documented Varicella vaccines or proof of positive titer or disease
- Negative second step tuberculin (TB) skin test within the six months prior to externship, or proof of negative chest x-ray.
- Urine Drug Screen Results (Harrison College provides an agency for students to use in order to fulfill this requirement)

Students will be required to bear the expense of drug screening, and are responsible for inquiring about employment and licensure regulations in any other state they may choose to practice.

C. EMERGENCIES AND FIRST AID
Routine and emergency medical care is the responsibility of the student and their personal physician. Any associated costs of such medical care are the student’s responsibility. **HARRISON COLLEGE staff and faculty are to call 911 for urgent and emergency treatment.** Medical faculty will perform first aid in an emergency situation, as trained.
D. LIABILITY and HEALTH INSURANCE
Blanket Liability Insurance is provided for the health science programs in which students perform hands-on or invasive procedures during lab or clinical practicum externship. The liability insurance fee is automatically attached to a specific class, depending on the program. Liability insurance covers students in malpractice claims. HARRISON COLLEGE does not provide personal health insurance. Health insurance may be a requirement at externship facilities. If this is the case, students are responsible for the acquisition and cost of such policies.

E. EXTERNSHIP (CLINICAL PRACTICUM EXPERIENCE) PRIORITIZATION
At times when the number of students seeking clinical externship placement may exceed the number of affiliates wishing to host students, prioritization of placing students for externship will be based on factors weighted in the following order:
1. overall academic performance
2. attendance
3. affective domain assessments
4. disciplinary history

In the event of a delay in site placement in the current term, Harrison College will supplement the externship with “simulation” clinical lab experiences. Students who do not receive placement in the current term will be prioritized according to published criteria in the subsequent term.

F. LIMITED CRIMINAL HISTORY and OIG CHECK
Many externship sites require limited criminal history checks performed before accepting student externs. The costs for obtaining the background check is the student’s responsibility. Please refer all questions on limited criminal history checks to the Program Chair.

HARRISON COLLEGE desires to academically advise students of the difficulties they may face in obtaining an externship or clinical placement, graduate employment licensure in occupations that, by law or institution policy, exclude people with certain criminal convictions.

Professional certification/licensing boards in the State of Indiana and elsewhere may refuse to issue a license if an individual has a felony or other conviction on record. Prospective students are advised that a conviction of a criminal offense may affect externship or clinical eligibility, and placement in employment. Certain hospitals, medical clinics and offices require students submit to fingerprinting, criminal background checks, and drug screening to receive appropriate clearance before they will be permitted to participate in externship or clinical rotations at those institutions.

Students will be required to bear the expense of criminal background checks, and are responsible for inquiring about employment and licensure regulations in any other state
they may choose to practice. Conviction records are kept by the State Police and are accessible upon written request and payment of a nominal fee. Police (municipal, county, state, game wardens and FBI) and prosecutors (district, state and United States attorneys) also retain certain records. Sealed and expunged records are not available.

Signing a request for criminal background check authorizes the pertinent governmental agencies to disclose to appropriate officials of the College or medical facility the facts and circumstances of criminal conviction(s), incarceration(s), probation(s) and/or parole(s). This includes instances in any state or country where the applicant has pleaded guilty or was found to be guilty by a judge or jury to charges of committing a crime, other than minor traffic offenses.

- Convictions for prostitution, rape, sexual or violent crimes.
- Any crimes involving abuse or neglect, or knowledge of abuse and failure to report it to authorities.
- Conviction of substance abuse.
- Conviction of any federal offense, such as larceny, forgery, fraud, and sexual misconduct.
- Any prior conditional license, license suspension, fine, or revocation of license.

In addition, externship sites and employers may also require a background check through the Office of the Inspector General (OIG) for individuals appearing on the exclusions lists due to healthcare fraud and abuse violations.

G. CLINICAL PRACTICUM EXPECTATIONS AND RULES FOR HEALTH SCIENCE PROGRAMS

- Externship/practicum requirements may be completed at one or more locations. Harrison College will strive to place students within an 80 mile radius of the campus.
- If a student declines (refuses) to complete their externship at a facility provided by Harrison College, Harrison is under no obligation to place a student at another facility.
- Externship for clinical practicum is a Core Course and is to be taken during the final quarter.
- Students are required to earn a minimum of 80% in both the course and in the entry-level psychomotor competencies to pass externship courses as a condition of graduation for the program. Students earning below 80% will be required to apply for re-entry into the program. Re-entry decisions will be made by a committee made up of the program instructors, the program chair, the dean, the registrar, student affairs specialist, and possibly an instructor outside the department. Reentry into the program is not guaranteed.
- Students are responsible for providing their own transportation to and from the externship practicum site.
- Students are responsible for submitting weekly time sheets, signed by the site supervisor documenting the number of hours worked each week to determine the total number of hours completed. They will also be responsible for submitting weekly logs/journals that document their experiences.
• Students will be under the supervision of site staff with in-field knowledge, and must comply with the facility’s policies and procedures.
• All student activities associated with the curriculum, especially while students are completing his or her externship practicum, will be educational in nature. The program chair or designated instructor will monitor student progress.
• The students will be expected to perform skills and demonstrate behaviors presented in the classroom and clinical lab.
• The externship practicum site has the right to terminate the experience of any student whose performance, behavior, skills, attendance, punctuality, professional behaviors or attitude are, in the site’s opinion, detrimental to the site, or to the care and safety of patients/clients.
• The student may be dismissed from the site at the request of the site supervisor if absences are excessive, generally two (2) or more absences, or according to the externship site’s interpretation of excessive absences.
• If the extern student is released from a site for disciplinary reasons the Program Chair, Dean, and/or the Campus President shall decide the conditions under which the student should be allowed to continue in the program or if disciplinary action is to be taken, and whether the student will be allowed to continue under specified conditions. The conditions may include, but are not limited to, a written request for consideration from the student, tutoring, and an approved plan to correct performance and conduct. The student may be required to retake the course and complete a full externship at another site.
• HARRISON COLLEGE reserves the right to suspend or dismiss a student if his/her conduct is detrimental to the educational aims and purpose of the program or to fellow students. This may include (but not limited to) acts of forgery, cheating, fraud, theft, HIPAA, tampering or destruction of property, threats of harm, procession or under the influence of drugs or alcohol, or any other criminal activity.
• If the student must change sites due to personal reasons, the Program Chair will attempt to find a suitable site for the completion of the course. The student may be required to complete a full externship practicum at another site and/or be required to retake the course.
• Students will comply with laws and regulations protecting personal health information with the understanding that breach of confidentiality will result in legal action.
• Students will be assigned an externship during their final term in a clinic, hospital, or other laboratory setting by the Program Chair and/or Dean.
• Each student will be assigned an externship during their final term and may rotate to various departments of the clinical laboratory after all prerequisite classes, health screens, and pre-requisite documentation have been completed.
• Duration of externship is 460 hours.
• The student will be under the direct supervision of a nationally certified laboratory professional and must comply with the facility’s policies and procedures.
• Externship sites will be arranged and the experience monitored by the Program Chair.
• Externships are offered during normal day shift lab hours, generally between 6 am and 5 pm, Monday through Friday.
• The students are required to complete the clinical rotation requirements within the 460 hours of externship experience, averaging 40 hours per week, or split between two consecutive quarters, averaging 20 hours per week.
• Students are responsible for submitting weekly procedure logs and time sheets until they have completed the required procedures and hours.
• Externs will be evaluated on performance of medical laboratory procedures and professional conduct.
• Students are to wear the approved HARRISON COLLEGE uniform and name badge while on externship.

H. PERFORMANCE OF SERVICE WORK
• Students may not be substituted for regular staff during their student experiences. Service work by students in clinical settings outside of academic hours must be noncompulsory.

I. MEDICAL LABORATORY TECHNOLOGY CERTIFICATION EXAMS
The American Society for Clinical Pathology (ASCP) Board of Certification (BOC) offers a certification examination for students graduating from NAACLS approved programs for the Medical Laboratory Technician (MLT).

The Program Chair will provide instructions for certification exam registration prior to graduation. Graduation from the program is not contingent upon a student passing any type of external certification examination.

J. TEACH-OUT PLAN
In the unfortunate circumstances that the Harrison College Indianapolis East campus would experience an unforeseen act of nature, terrorism, or any other tragedy and was no longer able to host students for MLT classes at its location, the following plan is in place to accommodate students enrolled in the MLT program:

Accommodating courses at the Harrison College Northwest campuses will ensure that all currently enrolled students can complete the program with the intention to finish as closely as possible to the original end date. If the option of transitioning students to another Harrison College campus is unavailable, clinical affiliate sites will be considered as alternative venues for education until the Indianapolis East campus is able to resume classes on-site.
IX. FORMS

Appropriate forms to be signed and returned to the Program Chair
A. Medical Laboratory Technology Program Student Guide Acknowledgement
B. Invasive Procedure Release Form
C. Essential Functions and Technical Standards
D. Health History, Immunizations and Physical Examination Record
E. Hepatitis B Acknowledgement

Prepared 7-08 by: John Sparkman, MT (ASCP), MBA, Medical Laboratory Technician Program Administrator and Vicki Thomas, Manager of Allied Health Compliance
Revised by Steve Beeler, MLS (ASCP)™, MBA, Medical Laboratory Technology Program Coordinator; Karen Wilson, CMA, BGS, Medical Program Coordinator
Revised by: Stacey Millam M.S. MLS(ASCP)™ Medical Laboratory Technician Program Chair and Vicki Thomas, Manager of Allied Health Compliance
Revised by: Erica Lelle, M.Ed. MT (ASCP) Medical Laboratory Technology Program Chair and Vicki Thomas, Associate Dean of Health Sciences 7-2016

Revision Dates: 8-09, 8-10, 9-11, 11-2012, 10-2013, 9-2014, 7-2016
I have received, read, and understand the Harrison College School of Health Sciences Medical Laboratory Technology Program Guide and all attached forms. By my signature, I agree to follow all HARRISON COLLEGE policies and comply with completion of all appropriate forms to be signed and returned to the MLT Program Chair:

A. School of Health Science Medical Laboratory Technology Program Guide
   - Entry-Level Competencies
   - Uniform Standards Policy
   - Criminal Background Check
   - Drug Screen Requirements
   - Practicum/Externship Hours and Expectations
   - MLT Specific Policies

B. Invasive Procedure Release Form

C. Essential Functions and Technical Standards

D. Health History, Immunizations and Physical Examination Record

E. Hepatitis B Acknowledgement

Student Name (please print): ____________________________________________

Student Signature: _____________________________________________________

Date: __________________________

____________________________________________________________________

Program Chair Signature

Date: ________________________
Harrison College
Phlebotomy/Invasive Procedure Release Form

Medical Laboratory Technology students must practice phlebotomy/clinical invasive procedure skills not only on mannequins but also on live subjects. These may include injections and phlebotomy procedures. Student participants are used for educational purposes only and may participate in invasive procedure activities only after their vaccination records have been submitted to the program chair.

I hereby release Harrison College of any and all liability related to practicing phlebotomy/clinical invasive procedure skills.

Student Name (please print):______________________________________________

_________________________________________  ____________________________
Student Signature                     Date

_________________________________________  ____________________________
Program Chair Signature               Date

Developed: 12-1-05; Revised: 12-07, 5-09, 8-10, 7-16; Reviewed 9-11
ESSENTIAL FUNCTIONS / TECHNICAL STANDARDS
for applicants and enrolled students in the School of Health Science
Medical Laboratory Technology Program

To participate in this program successfully, an individual must be able to perform each essential function. The applicant/student needs to be adequately informed of all demands and expectations of a program or profession so that he/she can determine his/her ability to meet these expectations. The following are essential functions of the non-academic demands of the program which all applicants and enrolled students of the Medical Assistant, Surgical Technology, and Medical Laboratory Technology, and Massage programs will be expected to meet. The requirements listed below are representative of the knowledge, skill, technical standard and/or ability required.

Reasonable accommodations may be made to enable individuals with special needs to perform the essential functions.

LANGUAGE SKILLS REQUIREMENTS
- Read, interpret, comprehend and apply information from documents and instruments frequently utilized in the field of specialty such as safety rules, operating and maintenance instructions, physician orders, patient charts, MSDS sheets, syringes, supplies, graphs, computer screens, incident/accident reports, correspondence, procedure manuals and soft goods, in the English language.
- Speak effectively before individuals or groups of people using the English language.
- Communicate, understand and respond to verbal, written and electronic messages effectively utilizing fluent English, according to program demands.
- Hear and respond to verbal and telephone communications.

MATHEMATICAL SKILLS REQUIREMENTS
- Perform the fundamental mathematical calculations of adding, subtracting, multiplying, and dividing in all units of measure using whole numbers, common fractions, and decimals.
- Measure, calculate, reason, analyze, synthesize, evaluate, integrate and apply information which may require long periods of concentration.
- Comprehend three-dimensional relationships and understand the spatial relationships of structures.

PHYSICAL DEMAND REQUIREMENTS
- Stand, walk, bend, stoop, crouch, crawl, climb, balance, and/or sit for long periods of time in one location with minimum or no breaks. Certain functions may require being confined in tight spaces with limited opportunity for rest periods or nourishment for as long as 6 hours.
- Exert sufficient force to push, pull, and lift up to 20 pounds frequently, 50 pounds occasionally.
- Reach and fully extend the arms and hands (both) to grasp, manipulate objects, squeeze, adjust pressure, and differentiate temperature.
- Demonstrate sufficient visual acuity to place an object the size of a hair strand onto a slide with/without corrective lenses and while wearing safety glasses.
• Adjust focus to read a document, evaluate and differentiate color, diameter, patterns, and/or structural detail at a near vision of 20 inches or less, from a distance of 20 feet, and while viewing microscopic specimens, with both eyes.
• Use both hands to manipulate instruments, supplies, body tissues, patient extremities, and equipment with manual dexterity, speed, eye-hand coordination, and depth perception. Tasks may require repetitive motion.
• Hear and understand muffled communication without visualization of the communicator’s mouth and/or lips within 20 feet regularly.
• Hear activation and/or warning signals on equipment.
• Distinguish odors sufficient to maintain environmental safety and respond to patient needs.

TECHNICAL STANDARDS
• Be free of reportable communicable diseases and chemical abuse.
• Demonstrate immunity to rubella, rubeola, tuberculosis, and hepatitis B, or be vaccinated against these diseases, or be willing to sign a waiver of release of liability with regard to these diseases.
• Possess short- and long-term memory sufficient to perform tasks such as (but not limited to) mentally tracking supplies.
• Use sufficient and sound judgment to recognize and correct performance and to problem-solve unexpected observations and/or outcomes.
• Possess the emotional health required for full utilization of intellectual abilities such as exercising sound judgment, promptly completing all responsibilities, working in and adapting to changes and stressful environment(s), displaying flexibility, and functioning independently in the face of taxing workloads, and recognizing and appropriately seeking assistance for uncertainties and/or problems that may arise.

WORK ENVIRONMENTAL FACTORS
• Program participants will be exposed to body fluids and chemicals used for testing and treatments. Medical Laboratory Technology participants are expected to perform invasive procedures such as injections and blood draws on live people as a competency requirement before externship. Proper use of Standard Precautions will be taught prior to this exposure.
• Program participants are regularly exposed to a moderate level of noise from telephones, electronic office equipment, medical testing equipment, and patients.
I, THE APPLICANT/STUDENT AFFIRM THAT HAVE READ, UNDERSTAND AND AM
ABLE TO MEET EACH OF THE ESSENTIAL FUNCTIONS AND TECHNICAL
STANDARDS REQUIRED IN THE MEDICAL LABORATORY TECHNOLOGY,
PROGRAM.

I understand that I am required to provide, to the Program Chair, documentation of my
immunization history from my healthcare provider. I also understand that:

- I am to be scheduled for an appointment with my personal healthcare provider for a
  physical examination conducted within six months prior to performing invasive
  procedures and within one year prior to the externship or clinical practicum courses.

- The physical exam is to verify that I am capable of performing the essential functions of
  the program without posing any direct threat to the safety of myself or others.

- If it is determined my participation in the Medical Laboratory Technology Program would
  result in a direct threat to the health and/or safety of others, Harrison College reserves the
  right to remove me from the program.

________________________________________
Printed name

________________________________________
Signature Date

Program Chair __________________________________________ Date_________

Developed: 12-1-05; Revised: 12-07, 5-09, 8-10, 7-16; Reviewed 9-11
HARRISON COLLEGE
HEALTH HISTORY, IMMUNIZATIONS &
PHYSICAL EXAMINATION RECORD

To be completed and signed by your personal physician.

Identification Data Please print the following information.

Name_________________________________________ Date__________
Address_________________________________________________________________

____________________________________________
Home Phone___________________________ Work Phone_______________________
Date of Birth______________________________ Male_________ Female_________

Tests and Immunizations Write the date next to the test or immunization and provide a copy of
immunization history. Titors may be required if supportive documentation cannot be obtained.

Evidence of Immunity

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>2nd Date</th>
<th>3rd Date</th>
<th>Titer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus/Diphtheria/Pertussis</td>
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<td></td>
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<tr>
<td>Measles/Mumps/Rubella</td>
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<tr>
<td>Varicella</td>
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<tr>
<td>Meningococcal</td>
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<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Tests

___________TB Test Date Results___________________________________________

___________TB second step date Results_____________________________________

If positive TB conversion, must have chest x-ray and provide results

Other

______________________________________________

Allergies List all allergies (foods, drugs, and environment)

______________________________________________
PHYSICAL EXAMINATION FORM

Name___________________________________________________________ Date_________

Vital Signs, Height and Weight

Temperature_____________________   Pulse_____________   Respiration_________

Blood Pressure__________________   Height_____________ Weight_____________

Health History that may affect ability to perform job duties and affect patient safety:

___Asthma                   ___Hay fever                   ___Cancer
___Back problems            ___Glaucoma                    ___Hernia
___Ulcers                   ___Tumor                       ___Gall/Kidney Stones
___Leukemia                  ___Kidney Disease             ___Anemia
___Diabetes                  ___Gout                        ___Rheumatism/Arthritis
___High Blood Pressure      ___Lung Disease                ___Tuberculosis
___Seizures                  ___Heart Disease              ___Strokes
___Thyroid Disease          ___Mental Disorders           ___Clinical Depression
___Migraines                 ___Smoking                     ___Alcohol/Drug Abuse
___ HIV/AIDS                 ___Hepatitis (please circle) A, B, C, D

Childhood Diseases

☐ Measles (rubeola)
☐ Mumps
☐ Rubella
☐ Chickenpox (varicella)
☐ Whooping Cough
☐ Scarlet Fever
☐ Diphtheria
☐ Pneumonia
☐ Rheumatic Fever
☐ Polio
☐ Mono

Visual Acuity

Left Eye ___________
Right Eye ___________

Eye Exam Recommended Y ____  N ____

Date of last Eye Exam ___________

Please identify any of the following which may affect work performance and patient safety:

________________________________________________________________________

________________________________________________________________________
Current Medications

None

Accidents/Injury

Recent Surgery History List surgeries within the last five (5) years.

Dietary Restrictions

Physical/Mental Limitations Please specify limitation

Mobility/Standing

Speech/Hearing/Vision/Sensory

Range of Motion

Grasp/Manipulate

Lifting/Pulling

Cognition/Mental/Emotional Limitation

Other

Physician Signature ___________________________ Date ____________

Developed: 12-1-05; Revised: 12-07, 5-09, 8-10, 9-11, 5-16, 11-2012
Hepatitis B Acknowledgement

Harrison College strongly recommends that all medical students receive the Hepatitis B vaccine series beginning the first month of their program.

Any member of a health care team who comes in contact with blood, body fluids, or body tissue has an increased chance of developing this type of viral hepatitis. The risk can be assessed by testing persons exposed for the presence of HBV antigens. Health care workers who do not have the protection afforded by the HBV antigens should be immunized with the Hepatitis B vaccine.

Student Statement

I understand:
♦ I MAY NOT be allowed to participate in some classroom procedures or serve at some externships until I receive the inoculations.

♦ I should contact my family physician for information regarding the Hepatitis B vaccine to determine if there is a medical reason why I should not receive the vaccine.

♦ I understand that I should have my titer level checked for antigens to determine if I need the Hepatitis B vaccine series.

♦ I will provide HARRISON COLLEGE with a copy of my immunizations.

I have read and understand the recommendations made by Harrison College regarding the Hepatitis B immunizations. I acknowledge that I have received an exact copy of this form.

Student Name (please print):________________________________________________

__________________________________                                     ______________________
Student Name                                      Date

INFORMED REFUSAL

I, ______________________________________, have read the attached information and recommendations and elect NOT to receive the Hepatitis B inoculation. I hereby release Harrison College from any and all responsibility for this choice and action.

__________________________________                                     ______________________
Student Name                                      Date

Reason for refusal: ____________________________________________________________

Developed: 1/29/04; Revised: 5/07, 5/09; 7/16 Reviewed 8-10, 9-11, 7-16