WALLACE STATE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM
STUDENT HANDBOOK
Fall 2027

Accredited by:

National Accrediting Agency for Clinical Laboratory Sciences

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Wallace State Community College
Medical Laboratory Technology Program
Associate in Applied Science Degree

Welcome to the MLT Program. **The WSCC MLT Program has as its mission to provide continuously improving, diversified, quality learning experiences for students in order to graduate Medical Laboratory Technicians that perform competently and professionally in the field.**

This program is designed to provide education and training in the basic sciences and in the performance of laboratory procedures used in the diagnosis and treatment of diseases and disorders. The first semester is spent on campus in lecture and performing laboratory procedures under the supervision of faculty. The second semester starts the first clinical rotation at a clinical site performing laboratory procedures under the supervision of qualified personnel. The second part of the second semester will be spent on campus with additional lectures and lab assignments. The final semester will be divided up also with clinical rotations in the first half of the semester and lecture and lab assignments in the second half of the semester.

Graduates of the program are able to perform a variety of chemical and biological analyses on blood and other specimens, using established standards and methods. They are skilled in hematology, microbiology, biochemistry, immunology, immunohematology, and other laboratory procedures. Laboratory technicians are employed in hospital laboratories, physicians' offices, and other laboratory facilities.

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences*. Upon completion of all Wallace State Community College degree requirements, the student will receive an Associate in Applied Science Degree and will be eligible to take a MLT national certification examination. The granting of the A.A.S Degree is not contingent upon the student passing any type of external certification or licensure examination.

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Medical Laboratory Technology Program
Expectations, Advising, and Admission Requirements

Program Expectations:
Students admitted into the Medical Laboratory Technology program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog. Students are also expected to abide by all MLT Program policies and responsibilities outlined in this Student Handbook and course syllabi. Knowledge of and compliance with all Health Science and MLT Program policies is the student's responsibility.

Student Advising:
Students are advised by the Program Director, MLT Faculty, and/or Health Science Secretary throughout the admissions process and during enrollment in the Medical Laboratory Technology Program. Academic advising includes guidance regarding program requirements, course progression, academic performance, clinical education experiences, certification eligibility, and career opportunities. Student records and advising discussions are maintained in accordance with Wallace State Community College FERPA policies to ensure confidentiality. Advising services are available to all students, regardless of academic standing, and are delivered in a confidential, impartial, and non-discriminatory manner. Students may schedule advising appointments as needed, and additional guidance is provided when academic concerns or remediation needs are identified.

Admission Requirements
Applicants Must:

- Meet all the general admission requirements of WSCC.
- Submit a complete program application to the MLT program director with copies of high school or college transcripts. Applications will be accepted until June 1st. Applications received after these dates will be considered only on a space available basis.
- Applicants must possess a minimum prerequisite GPA of 2.5 on a 4.0 scale with a grade of "C" or better on all general education courses required for the MLT program.
- Attain an ACT score of 18 or higher and submit score to the Admissions Office. Student must also complete all prerequisites before applying to the MLT program.
- Student must have taken all prerequisites before entering the MLT program.

Selection and Notification
Candidates are ranked for admission based on ACT scores, program prerequisite GPA, and completion of all admission requirements. When applicants are otherwise equally qualified, the date of application submission serves as the determining factor for admission. Program applications are reviewed to verify completion of all admission requirements, and written notification of admission status is mailed to each applicant at the address provided on the application. Following acceptance into the program, students must confirm their intent to enroll by the specified deadline. Failure to respond by the designated date will result in forfeiture of the student's position in the entering class.

Upon Admission

1. Students must submit a completed physical examination form, current within one year, to the MLT program director, certifying that they are in good health and are able to meet the requirements for clinical performance. The completed form must include:
    - Documentation of Hepatitis B immunization (at least two out of three of the initial series)
    - Documentation of two immunizations or lab data (titer) indicating adequate immunity against Mumps, Measles, Rubella and Varicella
    - Documentation of Tetanus booster, current within 10 years and documentation of one TDAP as an adult

- Documentation of Flu vaccine (October – March)
- Negative 2-step TB skin test (Mantoux)

2. MLT students are required to carry malpractice, accident, and health insurance. Malpractice and accident insurance is available through the college and should be included in the student's charges at registration each semester. The student has the **responsibility to notify the Program Director if this charge is not included on the bill** received for registration each semester. All health science programs require students to carry health insurance. A student will not be placed in a clinical setting without valid proof of health insurance.
3. Drug testing and background screening is required according to Health Science division policy.
4. Students are required to submit proof of current CPR certification through a health care provider course.
5. Students accepted into the MLT program must attend the mandatory MLT orientation session. Failure to do so will result in forfeiture of their place in the class.

Progression

Students enrolled in the MLT Program must attain a minimum grade of "C" or better in all MLT and general education courses. Failure to achieve a grade of "C" or better in a MLT course will result in program dismissal.

MLT students are required to exhibit professional behavior at all times.

Students are expected to attend scheduled, confidential advising sessions with MLT faculty during the 1st and 2nd semesters of the MLT Program. In addition, the student may schedule an advising session as needed.

Readmission to Program

Students whose progression through the MLT program is interrupted for any reason and who desire to reenter the program must schedule an appointment with a MLT faculty advisor to discuss re-entry. The student must apply for program readmission within 2 semesters from the term of withdrawal or failure. Students who apply for readmission will be required to prove competency in all previous coursework to avoid retaking MLT classes which have been successfully completed previously. If a student cannot prove competency, the student must repeat all courses of the program regardless of previous grades obtained.

Readmission or transfer may be denied but not limited to any of the following:

1. Failure to maintain a 2.0 GPA in all general education and MLT courses.
2. Two or more semesters have elapsed since enrollment in MLT coursework.
3. Limited space availability in the courses needed.

Students can be readmitted to the MLT program one time only. Graduation requirements must be met within three (3) years of initial MLT program entry (transferred courses included) to avoid having to repeat all major required courses.

Transfer Students

Students transferring into the MLT program must meet all WSCC and MLT Program requirements for admission. Only those equivalent general education and MLT courses taken at other accredited institutions and passed with a "C" or better will be applied toward completion of the program. Students attempting to transfer credit hours must be eligible to return to the previous institution. Students will be required to provide a letter of good standing from the transferring institution. Students who apply for transfer will be required to prove competency in all previous coursework to avoid retaking MLT classes which have been successfully completed previously.

Wallace State Community College
MLT Program Professional Behavior Policy

Professional behavior is the expectation of the Wallace State MLT Program. Professional behavior includes conforming to the standards of skill, competence, or character normally expected of a properly qualified and experienced person in the work environment. The WSCC MLT Program anticipates and holds the expectation that those who choose a career in the health field understand the importance of professional behavior.

The MLT Program instructors will incorporate professional behavior assessments into each course. A student who is not meeting Program expectations will meet with the Program Director and faculty for counseling and to determine a plan/goals for improving professional behavior.
Specific behaviors expected of students include but are not limited to:

COMMUNICATION:

- Demonstrates active listening skills (eye contact, body language, verbal communication)
- Initiates communication in a timely manner
- Adjusts verbal and nonverbal communication to each person and situation
- Responds in a positive manner to questions, suggestions, and/or constructive criticism
- Polite, able to judge when to add input
- Non-judgmental, culturally sensitive
- Demonstrates ability to establish rapport with students/peers/patients/other professionals

INITATIVE

- Seeks and requests opportunities to gain new knowledge (literature, projects, in-service, etc.)
- Makes use of own resources before asking for help
- Demonstrates assertive behavior

PROFESSIONALISM

- Abide by professional code of ethics and facility policy and procedures
- Manages personal affairs in a manner that does not interfere with professional responsibility
- Modifies and maintains professional behavior according to demands of the situation
- Works effectively with other individuals as well as independently
- Shows consideration for the needs of the group

DEPENDABILITY/RESPONSIBILITY

- Arrives consistently on time and properly dressed according to MLT dress code policy
- Follows through with commitments and responsibilities
- Respects others in the facility
- Assumes responsibility for own actions and behaviors
- Uses time constructively in the classroom/laboratory for learning opportunities

COMMITMENT TO LEARNING

- Identifies need for further information
- Willingly accepts challenges and goes beyond minimum expectations
- Offers own thoughts and ideas
- Actively seeks feedback

MLT Program Professional Behavior Policy Cont.

APPLICATION OF KNOWLEDGE

- Able to make pertinent and accurate observations
- Raises relevant questions
- Recognizes and identifies problems by using active listening and observation

I have successfully read the WSCC MLT Program Professional Behavior Policy. I understand that I will be held accountable for my professional behavior and this behavior will be assessed throughout the MLT curriculum. The first infraction will result in a conference with the instructor and will be documented. The second infraction will result in a conference with the Program Director. The third infraction will lead to further disciplinary action, including possible dismissal from the program.

I understand that failure to meet the expectations outlined in this policy will be reflected in the course grade.

_____	_____
Student Signature	Witness Signature
_____	_____
Date	Date

Wallace State Community College
MLT Program Dress Code Policy

The MLT Dress Code applies to all students while in all classes, labs, and clinical rotations. Students will also follow the dress code at any function in which they are representing the WSCC MLT Program.

Personal appearance and conduct affect the opinion that patients, visitors, faculty, and other students have about you and the program. All students should take pride in their appearance through cleanliness and neatness of hair, shoes and uniform. Inappropriate dress, grooming, and manners can be offensive and disturbing. For this reason, a substantial degree of good judgment and conformity to the policies, rules, and regulations of the Program is expected while you are here. Instructors have the right to refuse admission of students into their classes if they feel the student is improperly dressed. We ask your cooperation in using discretion in choosing appropriate dress for classroom and clinical sessions.

Although these guidelines may be considered to be offensive to some, they are not intended to carry that connotation. They are sound, aseptic, protective, and professional guidelines necessary for all persons engaged in this type of training.

- Slate Gray color scrubs (more than one pair is recommended).
  - Scrub top and pants are required. No T-shirts allowed unless program approved and authorized by program faculty.
  - Scrubs should be in good, clean, unwrinkled condition and properly fitting.
  - Pants should be of appropriate length and should not come in contact with the floor.
  - Uniform is not to ride up or down to expose under garments or skin when sitting, bending, or reaching.
  - Undershirts are optional but if worn, should be of a solid, coordinating color. No logos, insignias, or prints allowed.
  - No jogger style scrub pants.
- Shoes must be closed toed, and socks should be worn.
- WSCC Student Identification Badge must be worn above the waist at all times.
- Optional solid black or white cloth lab coat can be worn, no prints.
- Hooded sweatshirts (hoodies) are not permitted during laboratory, clinical, or program activities.
- Proper PPE must be worn while in the laboratory.
  - Disposable lab coats should be knee-length and buttoned down the front with secure cuffs at the wrist.
  - Face shields should be worn any time there is potential for splash or spray. Safety glasses are not acceptable for any laboratory procedures.
  - Gloves should be worn at all times while working in the laboratory.

Dress Code Policy Cont.

- Personal Appearance:

  - Good personal hygiene (bathe daily, wear deodorant, brush teeth, etc.).
  - Beards and/or mustaches should be clean, neat, and well-groomed.
  - Hair should be kept neat. If hair exceeds shoulder length, it must be secured while in the laboratory or clinical area to promote safety and prevent contamination. Hair should be worn in a manner that does not become entangled in equipment, obstruct vision, or come into contact with patients or specimens. Hair color should be natural in appearance.
  - Fingernails must be kept clean and trimmed to the end of the fingers. Only clear fingernail polish is permitted. Artificial nails, acrylic nails, nail enhancements, and nail wraps are not permitted.
  - Visible tattoos are permitted provided they are professional in appearance and do not contain content that is offensive, discriminatory, obscene, profane, sexually explicit, gang-related, or otherwise inconsistent with the professional standards of the Medical Laboratory Technology Program, Wallace State Community College, or affiliated clinical sites. Students may be required to cover tattoos when requested by a clinical affiliate or program faculty to comply with facility policies or professional appearance standards.
  - Jewelry should be conservative and must not interfere with safety or the use of personal protective equipment. Body piercings must be limited to those that do not create a safety hazard, interfere with personal protective equipment, or detract from a professional appearance. Clinical affiliates may impose additional restrictions on visible piercings, and students are expected to comply with all clinical site requirements. Medic Alert jewelry may be worn if necessary. Medic Alert necklaces that can be tucked under the uniform are preferred.
  - The use of tobacco products, including smokeless tobacco and electronic cigarettes/vaping devices, while on campus or at a clinical affiliate is strictly prohibited.
  - Perfumes, colognes, and other heavily scented personal products should not be worn due to potential sensitivities of patients, students, faculty, and staff.

Failure to comply with the **Personal Appearance and Dress Code Policy** may result in progressive disciplinary action. The first infraction will result in a documented conference with the instructor. The second infraction will result in a documented conference with the Program Director. Continued noncompliance or a third infraction may result in additional disciplinary action, up to and including dismissal from the Medical Laboratory Technology Program.

_____ _____

Student Signature Witness Signature

_____ _____

Date Date

SOCIAL MEDIA GUIDELINES FOR STUDENTS

(from the College Catalog)

Wallace State Community College recognizes the value of social media in communicating and engaging with students. The college's social media sites promote college programs, services and activities and generally further the college's mission. Students are encouraged to contribute constructively through posting on college-sponsored social media sites.

Specifically:

1. Wallace State maintains official pages on Facebook, Twitter, Instagram, YouTube and LinkedIn, among others. These pages have the purpose of developing a Wallace State virtual community, supporting recruiting and retention, and fostering interactivity with the college.
2. College-sponsored social media accounts are monitored by the WSCC Marketing Department. Questions and comments are welcome; however, inappropriate or uncivil posts will be removed.
3. Public expression of opinion by students shall be in accordance with the terms and conditions specified in the WSCC Student Code of Conduct.
4. Public expression in conflict with the college's Non-Discrimination Policy may contribute to a hostile educational environment and is thus prohibited.
5. Disclosure of proprietary or confidential information is prohibited.
6. WSCC may remove any posts that do not directly support its mission, programs, or services. Posts by third parties that appear to be advertisements for other companies or organizations may also be removed.
7. If an area or student group wishes to have an item placed on a college site, send the request to the Director of Marketing.

If an area or student group wishes to create its own social media site:

1. Obtain permission from a supervisor.
2. Obtain permission from the Director of Marketing in advance of the site creation. Included in the request should be the name of social media site(s) the area wishes to use, target audience, and purpose of the social media site.
3. Neither students nor employees may use a personal account (I.e., Hotmail, Gmail, etc.) to create Wallace State sites. In some cases, a generic Wallace State e-mail account (I.e., maneissue@wallacestate.edu) may be needed to create the social media site.
4. The college requires administrative rights to any social media site that is sanctioned or sponsored by WSCC.

(See also Policy for Acceptable Use of Technology Resources from WSCC College Catalog.)

WSCC Policy on AI Usage

Artificial Intelligence (AI) tools and technologies must be used responsibly and ethically, aligning with the college's core mission and values. As such, students and faculty must ensure AI usage adheres to the college's standards for honesty and originality in coursework. The use or possession of any digital device capable of recording, storing, transmitting, receiving, or displaying information is strictly prohibited during quizzes, exams, check-offs, or any other assessment activities. Students are responsible for understanding and adhering to departmental and course-specific policies on AI usage and the penalties that may be imposed for the misuse of AI within those policies. Students should consult with their instructor prior to any assessment if clarification or vetting of any device is required. Any violation of policies for AI usage may result in disciplinary action, including but not limited to failure, suspension, or disciplinary expulsion (see: "Disciplinary Action" in WSCC Catalog).

Medical Laboratory Technology Program
Classroom and Laboratory Rules

Medical Laboratory Technology lectures and clinical labs will be held on the 5th Floor of the Tom Bevill Health Building.

Relevant, quiet discussions should be held in the classrooms and laboratory. Personal conversations and business should be conducted elsewhere. If personal business must be discussed with MLT faculty, an office appointment should be scheduled.

Cell phones are not to be used during lectures or labs.

Students are expected to clean up after themselves. Supplies should be stored and all areas cleaned before leaving for the day. Trash should be properly discarded.

In case of breakage, notify an instructor immediately. Students do not clean up broken biohazardous sharps.

The student laboratory is considered biohazardous and all regulations outlined in the Safety Plan should be followed at all times.

Be prepared for laboratory assignments:

- Read all laboratory procedures prior to arriving for the assigned lab session.
- Gather supplies, samples and reagents prior to beginning assignment.
- Bring Lab Form to Lab each week

After completion of the lab assignment:

- Return all supplies, samples and reagents to the proper storage location.
- Place dirty pipettes in the pipette washer with tips up (placing pipettes in the washer with tips down will damage the pipette).
- Discard liquid from disposable test tubes in the sink and place used test tubes a sharps container.
- Remove tape from glassware and place in the dishwasher.
- Return test tube racks to the proper location. Racks are organized by test tube size.
- Clean, unplug and cover microscope.
- Disinfect all table/counter tops used to complete lab assignment.
- Take pride in the appearance and cleanliness of the classroom and laboratory.

Wallace State Community College Medical Laboratory Technician Program Laboratory Safety Plan

The purpose of the Laboratory Safety Plan is to provide a framework for recognizing, evaluating, and controlling hazards associated with laboratory operations. The responsibility for safety and health must be shared by all with the common goal of promoting a healthy and safe environment for all employees and students. This policy serves to:

- Mandate laboratory practices and engineering controls that reduce the potential for exposure to hazards.
- Inform all laboratory staff and students of the potential hazards associated with laboratory operations.
- Inform laboratory personnel of the proper procedures for dealing with accidents and spills.
- Ensure employees and students are aware of safety policies and procedures.
- Instruct laboratory personnel on the location and use of safety equipment in the facility.
- Provide current telephone numbers for all emergency response and safety contacts. Contacts will be posted near the telephone.
- Ensure that pertinent Safety Data Sheets (SDS) are available.

Responsibilities

All personnel who use, store, and handle hazardous materials, are required to abide by the minimum requirements set forth in the Safety Plan as well as any specific requirements specific to their department or division. Employees and students shall also:

1. Follow all safety and health procedures specified in the Laboratory Safety Plan and by the faculty members in the laboratory.
2. Complete required health and safety training sessions.
3. Immediately report accidents, unhealthy and unsafe conditions to the laboratory instructor.
4. Notify the laboratory instructor of any health conditions that could lead to serious health situations in the laboratory.

Laboratory Practices & Safety Equipment

Section 1: General Laboratory Safety Procedures

The following general safety practices must be followed in the laboratory at all times:

1. Know the hazardous properties of the materials with which you are working, including chemical, biological, electrical, and mechanical hazards. Review laboratory procedures and Safety Data Sheets (SDS) before performing laboratory activities. Consider the toxicity of materials, potential health and safety hazards, the nature of the procedure being performed, and available safety equipment.
2. Know the location and proper use of emergency equipment, safety devices, emergency exits, and evacuation procedures.
3. Personal protective equipment (PPE) must be worn whenever working with hazardous materials or specimens.
   - Laboratory coats should be knee-length, buttoned, and have secure cuffs at the wrists.
   - Face shields must be worn whenever there is potential for splashes or sprays. Safety glasses alone are not acceptable for procedures with splash or spray risks.
   - Gloves must be worn whenever handling biological specimens, chemicals, contaminated materials, or other potentially hazardous substances.
4. Remove PPE before leaving the laboratory.
5. PPE that becomes contaminated with blood, body fluids, chemicals, or other hazardous materials must be replaced immediately. Students should be prepared to obtain replacement PPE as needed.
6. Perform proper hand hygiene before donning gloves, after removing gloves, and when entering or leaving the laboratory.
7. If hazardous operations are being conducted, arrangements should be made to ensure another individual is present or immediately available.
8. Eating, drinking, smoking, vaping, chewing gum, applying cosmetics, and handling contact lenses are prohibited in the laboratory.
9. Keep work areas clean, organized, and free of unnecessary clutter at all times.
10. Unauthorized individuals are prohibited from entering laboratory areas.
11. All accidents, injuries, spills, exposures, equipment malfunctions, or unsafe conditions must be reported immediately to laboratory faculty.

Section 2: Food and Beverages in the Laboratory

To reduce the risk of exposure to hazardous materials and ensure compliance with accepted laboratory practices, the storage and consumption of food and beverages in laboratory areas is prohibited.

Students shall not:

- Eat, drink, smoke, chew gum, apply cosmetics, or take medications in laboratories where hazardous materials are handled or stored.
- Store food, beverages, cups, or eating utensils in laboratory work areas.
- Use laboratory glassware or equipment to prepare or consume food or beverages.
- Store food in laboratory refrigerators.
- Use laboratory sinks or laboratory water sources as drinking water supplies.

Section 3: Laboratory Security

Laboratory security is an important component of an effective safety program. Students are expected to assist in maintaining a secure laboratory environment by adhering to the following guidelines:

Laboratory doors should remain closed and secured when laboratories are unoccupied.

1. Chemicals, biological materials, cultures, and laboratory supplies must be properly stored and secured when not in use.
2. Any damaged, missing, or suspicious materials should be reported immediately to laboratory faculty.
3. Students should report the presence of unauthorized individuals in laboratory areas.
4. Additional security requirements established by faculty or the college must be followed.

Section 4: Laboratory Safety Equipment

The following safety equipment is available for laboratory personnel working with hazardous materials:

A. Safety Shower

A safety shower is used to flush hazardous chemicals from the body and clothing following accidental exposure. Clothing should be removed as water is applied to ensure thorough decontamination. Safety showers may also be used during clothing fire emergencies when appropriate. The area surrounding the shower must remain free of obstructions at all times.

B. Eyewash Station

The preferred treatment for chemical exposure to the eyes and face is immediate flushing with large amounts of water for a minimum of 15 minutes. Eyewash stations must remain accessible and free of obstructions at all times.

C. Fire Extinguishers

Fire extinguishers are located near laboratory exits.

If a fire is discovered:

1. Call 911 and notify faculty immediately.
2. If the fire is small and you have received proper training, use the appropriate fire extinguisher.

3. Do not endanger yourself or others by attempting to extinguish a large or rapidly spreading fire.
4. If the fire cannot be safely controlled:
   - Assist anyone requiring help.
   - Close doors, when possible, to contain the fire.
   - Evacuate the area immediately.

Fire extinguishers are operated using the PASS method:

- **P** – Pull the pin.
- **A** – Aim at the base of the fire.
- **S** – Squeeze the handle.
- **S** – Sweep from side to side.

D. Laboratory Safety Information

Safety Data Sheets (SDS), emergency procedures, laboratory safety manuals, and other safety references are available to laboratory personnel and students.

E. First Aid Kits

First aid kits are maintained in the laboratory and are available for emergency use.

F. Biohazardous Waste Disposal

Sharps containers are used for the disposal of needles, syringes, and other sharp objects. Red biohazard waste containers are used for the disposal of contaminated non-sharp materials such as gloves, gauze, and other biohazardous waste.

The college utilizes approved biohazard waste disposal services for the collection and removal of regulated medical waste. Students must follow faculty instructions regarding the proper disposal of all biohazardous materials.

G. Mechanical Pipetting Aids

Mechanical pipetting devices must be used at all times. Mouth pipetting is strictly prohibited.

H. Centrifuge Safety

Proper centrifuge operation is essential to laboratory safety. Improper use can result in personal injury, specimen loss, and equipment damage.

Students must receive instruction on proper centrifuge operation and follow manufacturer recommendations and laboratory procedures at all times.

Section 5: Laboratory Safety Surveys

Laboratory personnel periodically review laboratory conditions, conduct safety inspections, and update chemical inventories. Safety concerns and deficiencies are reported to the appropriate college personnel for corrective action.

Section 6: Exposure Policy

Refer to the Wallace State Community College Health Sciences Exposure Policy. This policy addresses student and faculty exposure to bloodborne pathogens, including but not limited to HIV and Hepatitis B Virus (HBV), tuberculosis, chemicals, and other potentially hazardous agents.

All exposures, accidents, injuries, and safety concerns must be reported immediately to laboratory faculty and the Dean of Health Sciences.

Wallace State Community College
MLT Program Waiver of Liability for Invasive Procedures

The Medical Laboratory Technology Program at Wallace State Community College recognizes the importance of performing selected invasive procedures as part of the educational experience.

As a student in Wallace State Community College's Medical Laboratory Technology Program, I understand that I am required, as a condition of participating in the Program, to perform venipuncture and capillary puncture procedures as part of the competencies for the Program. I realize that I am under no obligation to have venipuncture or capillary puncture performed on me; however, I understand that I cannot test out of the competencies unless I demonstrate these procedures on another person or training arms. I also realize that even though all precautions will be taken to prevent injury, accidents do occur in cases where directions are not followed, or safety precautions are not adhered to.

Wallace State Community College will not be held responsible for any injuries that occur due to the above.

_____ _____

Student's signature Date

_____ _____

Parent or guardian's signature if under 18 years of age Date

Signature of Witness _____ Date _____

WALLACE STATE COMMUNITY COLLEGE
INCIDENT / HEALTH CARE REPORT

Name: _____ Age: _____ Phone: _____

Address:

_____

City: _____ State: _____ Zip: _____

☐ Student ☐ Employee ☐ Visitor

Describe the Illness, Injury, or Health Concern:

_____
_____
_____
_____

Date: _____ Time: _____ ☐ AM ☐ PM

Location: _____

Actions Taken:

☐ EMS Activated ☐ Emergency Transport ☐ Medical Care Recommended ☐ First Aid Provided

☐ Other: _____

Left With: ☐ Self ☐ Friend _____ ☐ Spouse ☐ Family _____ ☐ Other _____

Student/Employee/Visitor Signature: _____ Date: _____

Instructor/Supervisor Signature: _____ Date: _____

MEDICAL CARE REFUSAL ACKNOWLEDGMENT

I acknowledge that I have been advised to seek medical evaluation and/or treatment for the health concern described above. I have chosen not to follow this recommendation and understand the risks associated with declining medical care.

Individual Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Forward completed form to the appropriate Program Director, Dean, and Campus Safety Office, if applicable.

Physical Examination, Immunization,

TB Screening Requirements

The Physical form (see below) must be completed in its entirety by a licensed physician, certified registered nurse practitioner (CRNP), physician assistant (PA), or other qualified healthcare provider. The physical examination must be current within one (1) year of the student's participation in laboratory or clinical education experiences.

All required immunization documentation must be reviewed and verified by the healthcare provider. Students must provide documentation of immunity and/or vaccination records for all required immunizations, including Hepatitis B, Measles (Rubeola), Mumps, Rubella, Varicella (Chickenpox), Tetanus/Tdap, and annual Influenza vaccination as required by clinical affiliates.

Tuberculosis (TB) screening is required prior to participation in clinical experiences. Students must complete a **two-step TB skin test**, unless otherwise exempted by current clinical agency requirements. The first TB skin test must be administered and read according to established guidelines. A **second TB skin test is also required** and must be administered and read within the recommended timeframe following the initial test. Documentation of both TB skin tests, including administration dates, reading dates, and results, must be provided. Students with a documented positive TB test must submit appropriate follow-up documentation, including a chest X-ray report and any additional information required by the clinical agency.

All completed physical examination forms, immunization records, TB screening documentation, and supporting medical records must be uploaded directly to the Viewpoint Screening website. Do not submit these documents to MLT faculty, program staff, or the Program Director. Documents submitted directly to program personnel will not be accepted in place of Viewpoint submission.

All required documentation must be uploaded to Viewpoint and approved **no later than October 1 of each academic year**. Failure to submit and maintain current documentation may result in the student being unable to participate in laboratory or clinical education experiences until all requirements have been satisfied and approved.

This **Physical form** is to be completed in its entirety by a physician, certified nurse practitioner or physician assistant. Physical exam results must be current within one year of any clinical experience.

Student To Upload Completed ORIGINAL Form to Viewpoint.

Student Name (Please Print) _____ **Date:** _____

Student Program of Study: _____ **WSCC Student No:** **A**

Student Email Address: _____ **Student Phone:** _____

1. For each of the requirements listed below, please indicate whether the student is able to perform the task by checking the appropriate box.

Essential Function		Yes	No	If no, please comment
Standing	Remaining on one's feet in an upright position without moving about.			
Walking	Moving about on foot for long periods of time.			
Stooping	Bending the body downward and forward by bending at spine and waist. This factor requires full use of lower extremities and back muscles.			
Reaching	Extending hands and arms in any direction.			
Kneeling	Bending legs at knee to come to a rest on knee or knees.			
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor requires the substantial use of the upper extremities and back muscles. Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally.			
Carrying	Transporting an object usually holding it in the hands or arms or on the shoulder. Strength and balance required to carry 25 lbs. frequently.			
Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.			
Grasping	Applying pressure to an object with fingers and palm.			
Hearing	Perceiving the nature of sound with no less than a 40 db loss @ Hz, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.			
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.			
Acuity	Corrected to 20/20 and visual field perception to provide a safe environment for patients and co-workers.			
Communication	Verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information and instructions to others accurately, loudly and quickly through speech and through the written word. Must be able to read and speak English.			

2. Based on findings in the examination, is the student able to participate in all activities required in the indicated health education program? ☐ Yes ☐ No

3. Please identify any restrictions limiting the student's participation in the indicated health education program.
   ☐ **No** Restrictions limiting the student's participation in the indicated health education program.
   ☐ **Yes** there are Restrictions limiting the student's participation in the indicated health education program as listed below.

Date: _____

Student Name (Please Print) _____ **WSCC Student No:** **A** _____

Student Program of Study: _____

Student Email Address: _____ **Student Phone:** _____

4. Is this student free of infectious disease? ☐ Yes ☐ No

5. Two Step Tuberculin Skin Test - Mantoux Required Upon Admission to Program. Annual 1 step thereafter. Negative T-Spot, Negative IGRA or Negative QuantiFERON Gold Blood test accepted in lieu of either the two step or 1 step.

NOTE – Initial Test must be read within 48-72 hours and 2nd test must be administered 10-14 days after the initial test.1 step TB skin test sufficient if student has had a TB skin test within the past year (student must provide copy of previous skin test results).

Initial TB Skin Test	Second TB Skin Test (If indicated -see note above)
Date Given _____ Date Read _____	Date Given _____ Date Read _____
Results _____ Negative _____ mm	Results _____ Negative _____ mm
_____ Positive _____ mm	_____ Positive _____ mm
Results read by: _____	Results read by: _____
(Chest x-ray and report are required if positive)	(Chest x-ray and report are required if positive)

6. Immunizations - Due to clinical agency requirements, immunization history must be complete. The healthcare provider should review immunization record.

Documentation and/or Lab Values (IgG) indicating immunity for the following immunizations **MUST BE REVIEWED**
Pregnant or lactating females should consult with their provider on immunization completion.

Immunization	Required Immunization Information
Hepatitis B	Must present documentation of at **least two, out of three**, of the initial series prior to beginning clinical or present lab data (titer) indicating adequate immunity.
Measles (Rubeola)	Must present documentation of **two (2) immunizations** or lab data (titer) indicating adequate immunity.
Mumps	Must present documentation of **two (2) immunizations** or lab data (titer) indicating adequate immunity.
Rubella	Must present documentation of **two (2) immunizations** or lab data (titer) indicating adequate immunity.
Tetanus - TDAP	Tetanus must be current within 10 years. Must have documentation of one TDAP as an adult.
Varicella (Chickenpox)	Must present documentation of **two (2) immunizations or lab data (titer) indicating adequate immunity**. **Stating "History of Disease" will not be accepted.**
Flu Vaccine	Flu vaccine months October – March. Date dependent on Health Program . **DO NOT GET FLU MIST.**

General Comments: _____

To my knowledge, the information I have supplied on this health form is accurate and complete:

Signature of Physician/Nurse Practitioner _____ Date _____

Print Name of Physician/Nurse Practitioner _____ Address _____

Office Phone Number _____ City, State, Zip _____

Medical Laboratory Technology Program
Service Work Policy

Success in the Medical Laboratory Technology (MLT) Program requires commitment, dedication, and effective time management. The curriculum is rigorous and includes requirements beyond scheduled lectures, laboratories, and clinical experiences. Students are expected to devote the time and effort necessary to achieve program outcomes.

Although employment may be necessary for some students, work schedules must not interfere with program requirements. Students are responsible for managing their personal and professional commitments while meeting all academic and clinical obligations.

Students enrolled in the Wallace State Community College MLT Program shall not be substituted for, nor used in place of, employed laboratory personnel during clinical education experiences. Clinical rotations are structured educational activities designed to support the achievement of program competencies, student learning outcomes, and professional development.

During clinical education experiences, students may perform laboratory procedures, including direct patient testing and activities that contribute to reportable results, only after receiving appropriate instruction and demonstrating competency. All student activities are performed under the supervision of qualified laboratory personnel and in accordance with clinical affiliate policies and applicable regulatory requirements. Any reportable results generated through student participation must be reviewed and released by authorized laboratory personnel as required by the clinical affiliate. Student participation in patient testing is intended solely to support educational objectives and competency attainment.

Students may accept employment with a clinical affiliate; however, employment activities are separate from and not considered part of the clinical education experience. Any employment performed by a student must be voluntary, compensated, and scheduled outside of assigned clinical education hours. Employment activities may not be used to satisfy clinical rotation requirements, clinical competencies, or program learning outcomes.

The Wallace State Community College MLT Program assumes no responsibility for employment activities conducted outside of approved clinical education experiences.

Medical Laboratory Technology Program Make-Up Policy

Students are expected to attend class regularly. Each lecture and lab is prepared with specific educational goals in mind. Missed lectures and labs will lead to a decreased learning experience and reduced comprehension of the topics covered. Students are responsible for all material and competencies covered in missed lectures and labs.

Students will be allowed to make-up one missed exam in each course per semester, regardless of excuse. Scheduled make-up exam dates will be scheduled by the MLT instructors. The student MUST take the make-up exam at the next available make-up time. Failure to take the make-up exam at the next available make-up time will result in a grade of zero (0). Subsequent missed exams will not be made up and will result in a grade of zero (0). Test that are given online must be taken in the time allotted. Make-up exams are not given for online exams.

Students should arrive on time for lectures and labs. Arriving late is a distraction to others. Students arriving late for scheduled exams will not be permitted to take the exam.

Final exams will be given at scheduled times only. Final exams will not be given early or late. Missed final exams will result in a grade of zero (0).

Due to the extreme preparation time required and the lack of lab time, lab assignments will be offered only on the original date scheduled. No lab assignment will be made up. **Missed labs will result in a grade of zero** (0). Missed lab assignments do not excuse students from developing the competency skills necessary for future labs. A missed lab assignment will constitute the need for a PowerPoint Presentation by the student. The make-up assignment/presentation will be on the topic of the missed lab. The student will be required to present, not read, a 10-minute power point presentation with a minimum of 10 and not more than 15 slides to available faculty at a designated time appointed by instructor. The assignment must include a brochure/handout/poster designed by the student and a copy of the outline of the power point presentation. Student will need to bring digital copy of PowerPoint on a jump drive on the day of the presentation. Failure to present the PowerPoint will result in a failing grade for the class. Missing a second lab assignment will constitute the need for an additional PowerPoint however the second PowerPoint will be a 20-minute presentation with a minimum of 30 PowerPoint slides and must include brochure/handout/poster designed by the student and a copy of the outline of the PowerPoint presentation. The second PowerPoint will be presented to faculty and classmates. The failure to miss a third lab assignment will result in a grade of F for the class.

The time allotted to the hospital rotation is extremely valuable, and any absence should be avoided. A maximum of one absence will be allowed per semester during a clinical rotation. Any absence over one must be made up at the convenience of the Clinical Liaison, regardless of the reason for the absence. It is the responsibility of the student to record absences and to arrange make-up time. If the student is going to be absent or late, it is the responsibility of that student to notify the Clinical Liaison and MLT Education Coordinator.

Failure of the student to arrange all clinical rotation make-up time will result in failure of the course and possible program dismissal. Refer to the Student Guide for Clinical Rotation for further guidance.

MLT Program Schedule of Courses

Level 1 - Fall 2027

MLT 111- Urinalysis and Body Fluids	4 hours
MLT 121- Hematology	5 hours
MLT 131- Laboratory Techniques	4 hours
MLT 151- Clinical Chemistry	5 hours

Level 2 - Spring 2028

MLT 294- Hematology/UA Practicum	2 hours
MLT 297- Chemistry/Immunology Practicum	2 hours
MLT 141- MLT Microbiology I	5 hours
MLT 181- Clinical Immunology	2 hours
MLT 191- Clinical Immunohematology	5 hours

Level 3 - Summer 2028

MLT 142- MLT Microbiology II	3 hours
MLT 293- MLT Seminar	2 hours
MLT 295- Microbiology Practicum	2 hours
MLT 296- Immunohematology Practicum	2 hours

MLT Program Grading Scale

A - (900 - 1000)	W - Withdrawal
B - (800 - 899)	AU - Audit
C - (700 - 799)	I - Incomplete
D - (600 - 690)*	S - Satisfactory
F - (below 600)*	

*A grade of "D" or "F" is unacceptable in all MLT courses.

Wallace State Community College
Medical Laboratory Technology Program
Cost Information/To be updated in May 2027

Year: 2027 **Program Length:** 5 semesters **Credit Hours:** 64

Tuition and Required Fees

Description	Cost
Tuition (In-State)	$12,800.00
Tuition (Out-of-State)	$25,600.00
Licensure Exam Fee	$250.00
MediaLab Software	$100.00

Related Program Expenses

Description	Cost
Books	$2,475.00
Supplies - face mask, gloves, lab coat	$50.00
Laptop	$500.00
Internet Access ($80 per month)	$1,600.00
Program Uniform (2 pair, $75 per pair)	$150.00
CPR Certification	$200.00
ACT Test Fee	$87.00
Viewpoint Compliance Tracker and Background Check	$75.00
Allied Health Insurance	$36.00
Drug Testing	$75.00
Health Insurance (if needed)	$3,984.00
Physical Exam	$375.00
MMR	$90.00
Varicella	$160.00
Hep B	$65.00
TDaP	$53.00
TB Skin Test	$36.00
Flu Vaccine	$20.00
Graduation Fee (optional)	$20.00

Estimated Total Program Cost

Residency	Cost
In-State	$23,201.00
Out-of-State	$36,001.00

Note: Required items and prices listed above are estimates and subject to change without notice.

Note: The estimated total program cost includes the estimated Health Insurance expense ($3,984). Students who already have health insurance coverage will not incur this expense. Estimated total program costs for students with existing health insurance coverage are approximately **$19,217 for in-state students** and **$32,017 for out-of-state students**.

Medical Laboratory Technology Program
Entry Level Objectives

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

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of preanalytical, analytical, postanalytical 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:

- Application of safety and governmental regulations compliance
- Principles and practices of professional conduct and the significance of continuing professional development
- Communications sufficient to serve the needs of patients, the public and members of the health care team.

The Entry Level Objectives of the Wallace State Community College Medical Laboratory Technology Program are to prepare graduates to:

1. Adhere to all safety regulations.

2. Accurately perform all routine tests in the following departments: chemistry, hematology, urinalysis, immunology, microbiology and immunohematology.

3. Recognize factors that affect procedures and results and take appropriate actions within the predetermined limits when corrections are indicated.

4. Select appropriate laboratory tests to identify or confirm a disease and correlate abnormal laboratory results with disease states.

5. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.

6. Cooperate with co-workers and supervisors in sharing workload responsibilities and contributing to the overall efficiency of the laboratory.

7. Apply basic scientific principles in learning new techniques and procedures.

8. Recognize and seek guidance in situations beyond the scope of the individual's capabilities and participate in on-going education.

Goals of the WSCC MLT Program

The Wallace State Community College Medical Laboratory Technology (MLT) Program is committed to preparing students for successful program completion, employment in the clinical laboratory profession, and national certification.

Goal 1: Program Graduation

To graduate students who have successfully completed all academic and clinical requirements of the MLT Program and demonstrated the competencies necessary for entry-level practice.

NAACLS Benchmark: A minimum three-year average graduation rate of 70% for students who begin the final half of the program.

Goal 2: Graduate Placement

To prepare graduates for successful employment in medical laboratory science or a closely related field, or for continued education in the laboratory science profession.

NAACLS Benchmark: A minimum three-year average placement rate of 70% for responding graduates who obtain employment in the field or a closely related field, or continue their education, within one year of graduation.

Goal 3: National Certification

To prepare graduates with the knowledge, technical skills, and professional competencies necessary to successfully pass a nationally recognized Medical Laboratory Technician certification examination.

NAACLS Benchmark: A minimum three-year average certification examination pass rate of 75% for graduates who take an accepted national certification examination within one year of graduation.

MLT Clinical Assignment

MLT students are assigned to one or more approved clinical affiliates for required clinical education experiences. Clinical rotations begin during the second semester and include Hematology/Urinalysis and Chemistry/Immunology. Additional rotations in Microbiology and Immunohematology (Blood Bank) occur during the third semester.

Clinical site assignments are coordinated by the MLT Education Coordinator and are based on factors such as site availability, educational opportunities, student travel considerations, and affiliate requirements. Students are not responsible for securing their own clinical placements.

Students will be notified of clinical site assignments prior to the start of each clinical rotation. Because clinical affiliates vary in staffing levels, training schedules, accreditation inspections, and available student capacity, assignment to a preferred or geographically convenient clinical site cannot be guaranteed.

The Wallace State Community College Medical Laboratory Technology (MLT) Program maintains affiliation agreements with multiple approved clinical education sites and plans student enrollment based on available clinical placement capacity to ensure that students have access to the clinical experiences necessary to meet program requirements.

In the event that an assigned clinical site becomes unavailable or clinical placement capacity is unexpectedly reduced, the MLT Program will implement appropriate measures to accommodate affected students while maintaining the quality and integrity of clinical education. These measures may include:

1. Expanding Existing Clinical Placements: Collaborating with current clinical affiliates to determine whether additional students can be accommodated without compromising clinical instruction, supervision, or educational objectives.

2. Adjusting Clinical Rotation Schedules- Modifying or dividing clinical rotations among approved clinical sites, when feasible, to ensure students receive the required clinical experiences and achieve established competencies.

3. Prioritizing Student Placement- When clinical placement availability is limited, students may be prioritized using established, objective, and consistently applied ranking criteria. These criteria will be communicated to students and applied in a fair and nondiscriminatory manner.

4. Adjusting Program Completion Timelines- If all reasonable placement alternatives have been exhausted, clinical rotations may be postponed, resulting in a delay in program completion and graduation. Affected students will be notified of the circumstances, available options, and anticipated impact on their academic progression.

The MLT Program will maintain communication with affected students and clinical affiliates throughout the placement process. All clinical placements and scheduling adjustments must provide appropriate supervision and opportunities for students to achieve the required clinical competencies and program learning outcomes.

WSCC Medical Laboratory Technology

Program Clinical Site List

Clinical Facility	City
Baptist Health Brookwood Hospital	Birmingham
Baptist Health Walker Hospital	Jasper
Crestwood Medical Center	Huntsville
Cullman Regional Medical Center	Cullman
DCH Health System - DCH Regional Medical Center	Tuscaloosa
Grandview Medical Center	Birmingham
Huntsville Hospital Health System - Athens-Limestone Hospital	Athens
Huntsville Hospital Health System - Decatur Morgan Hospital	Decatur
Huntsville Hospital Health System - Decatur Morgan-Parkway Campus	Decatur
Huntsville Hospital Health System - Helen Keller Hospital	Sheffield
Huntsville Hospital Health System - Huntsville Hospital	Huntsville
Huntsville Hospital Health System - Madison Hospital	Madison
Huntsville Hospital Health System - Marshall Medical North	Guntersville
Huntsville Hospital Health System - Marshall Medical South	Boaz
North Alabama Medical Center	Florence
North Mississippi Health Services - North Mississippi Medical Center-Hamilton	Hamilton
Northwest Regional Health, soon to be North Mississippi Health Services - South Marion	Winfield
Prime Healthcare - Riverview Regional Medical Center	Gadsden
Russellville Hospital	Russellville
Southeast Clinical Laboratories	Birmingham
UAB Hospital	Birmingham
UAB St. Vincent's Birmingham	Birmingham
UAB St. Vincent's Blount	Oneonta
UAB St. Vincent's East	Birmingham

Special Considerations for Clinical Rotation

1. The time allotted to the hospital rotation is extremely valuable, and any absence should be avoided. **A maximum of one absence will be allowed per semester during a clinical rotation.** Any absence over one must be made up at the convenience of the Clinical Liaison, regardless of the reason for the absence. It is the responsibility of the student to record absences and to arrange make-up time. If the student is going to be absent or late, it is the responsibility of that student to notify the Clinical Liaison and MLT Education Coordinator.

2. All students will be entitled to school holidays. Each student and the Clinical Liaison will receive a clinical schedule. A variation of this schedule may be agreed upon by the student and the Clinical Liaison, with notification being made to the MLT Education Coordinator.

3. **If the WSCC campus is delayed or closed due to inclement weather, the time at the clinical site is delayed or postponed.** Students are required to notify the clinical liaison of such events. Also, students are not expected to travel in locations in which driving is considered by local police authorities to be unsafe, even if the college is not officially delayed or closed. While the college being closed or delayed is considered excused, students are expected to arrange make-up time with the clinical liaison.

4. Each student will be assigned a specific time to arrive at the clinical site. If a student reports late three times, an extra day will be added to the clinical rotation. A fifth day tardy will result in the addition of a second day. Seven times late will result in automatic dismissal from the MLT Program. The student will not ask to leave early.

5. All students are expected to follow the WSCC MLT Dress Code Policy and any additional requirements of the clinical site.

6. Students should be prepared each day to meet their personal financial needs, i.e., coffee, lunch, etc. Do not borrow money.

7. Students are expected to adhere to professional ethics. No student is ever to discuss a patient's diagnosis, treatment, or test results with anyone other than professionals to whom the knowledge is necessary. Failure to adhere to this rule will be considered as grounds for dismissal from the program.

8. No comments regarding hospital problems should be made by students to anyone. No critical comments should be made by students about other hospital professionals.

9. Any student reporting to their clinical rotation while under the influence of drugs and/or alcohol will be dismissed from the program. Wallace State Community College Medical Laboratory Technology students should be aware that they will be required by the clinical site to participate in a drug screen. This may be done at the first of the clinical rotation or on a random basis.

10. Students should not discuss their personal problems while in their clinical rotation.

11. Students should neither make nor receive personal telephone calls. The use of cell phones while in the laboratory is strictly prohibited. Spend any extra time studying!

12. Students are expected to observe all regulations of the hospital laboratory in which they rotate.

13. Students should keep in mind that some of the most important qualities in laboratory personnel are integrity, honesty, initiative, and the ability to accept constructive criticism. **THE STUDENTS ARE TO REALIZE THAT THEIR ATTITUDES AND PERFORMANCE DURING THIS ROTATION WILL BE REFLECTED IN ANY REFERENCES FOR FUTURE EMPLOYMENT.**

14. Students are responsible for all personal medical costs. Students are responsible for costs resulting from an injury at a clinical site.

15. All WSCC MLT students are expected to adhere to strict safety regulations designed to prevent exposure to and spread of blood borne pathogens. While in clinical rotation, students will follow the clinical site's rules and regulations, such as, fire and safety, Universal Precautions, hand hygiene policies, dress code, and any other procedures and guides set in place to protect patients, employees, and the student.

16. If a contract between a clinical site and WSCC is terminated, arrangements will be made for the current student to complete clinical rotations.

I have read and understand this Student Guide for Clinical Rotation.

_____
Student Signature

_____
Student Printed Name

_____
Date

VIEWPOINT VP SCREENING

WALLACE STATE
HANCEVILLE • ONEONTA

Health Sciences Division Programs

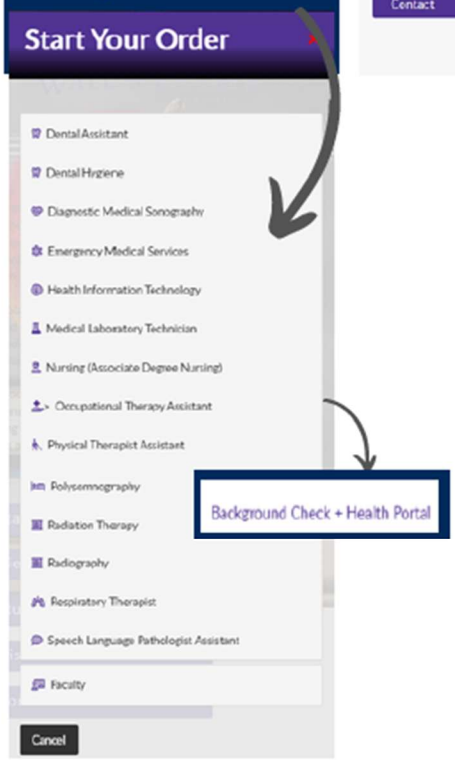
How to Order:
Background Check
Health Portal

1 **GO TO your School's Landing Page on Viewpoint Screening's Website:**
https://www.viewpointscreening.com/wallacestate

2 **Click on Start Your Order**



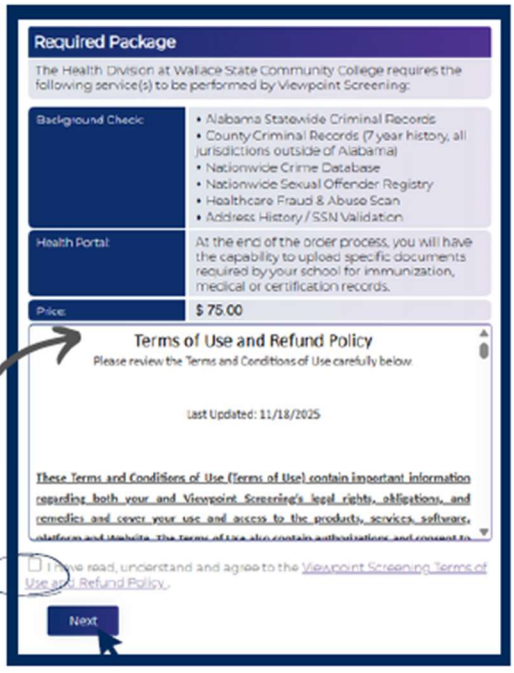
3 **Choose Your Department**
by clicking on it. It will expand and show you available packages. Choose the "Background Check + Health Portal" Package.



4 **Confirm Package**

Once you click on a package choice, you will be taken to a package summary screen.

Once you review everything, click the disclaimer button and hit NEXT.



5 Complete the APPLICANT INFORMATION and address sections as prompted.

6 Complete PAYMENT.

Payment Information

First Name*:	
Last Name*:	
Credit Card Number*:	
Exp. Date*:	(MM/20YY)
CVV*2	
Credit Card Type*:	Select Card Type
Contact Name (if business):	
Email*:	
Phone Number*:	
Address*:	
City*:	
State*:	
Postal Code*:	

- IMPORTANT: Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.
- "Viewpoint LLC" will appear on your credit card statement.
- A Parent or Guardian's credit card will be accepted.

Authorize.Net

- WARNING: Your credit card will be charged when you click "Next." This fee is non-refundable.
- Do not click more than once or you may be charged multiple times.

Back Next

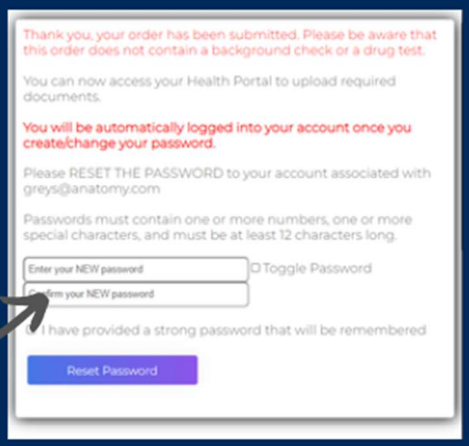
Applicant Information

Do not place an order on someone's behalf. This form must be filled out by the individual who requires Viewpoint Screening services.

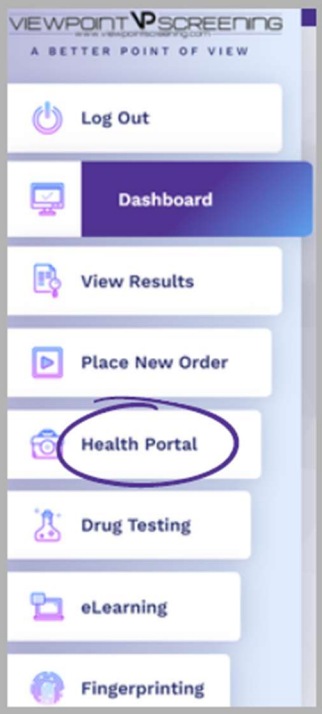
First Name:	
Last Name:	
Middle Name:	
Alias/Maiden Name 1:	Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.
Alias/Maiden Name 2:	Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.
Alias/Maiden Name 3:	Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.
Social Security Number:	- - Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.
Date of Birth:	/ / (mm/dd/yyyy)
Gender:	Male Female
Phone Number:	(111-111-1111)
Student/Employee ID:	
E-Mail Address*:	IMPORTANT Your email address will be your user name to log in. Login names cannot be changed. Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid. You must use your school email address. Re-type your school email address. If you already have an account: Please use the same email address to prevent separate logins. Separate logins will contain separate results / medical documents, and cannot be combined.

Log In to Your Account

Once your order is complete, you should be taken to a screen to like this.



Your username will be the email you used to set up your account.
Change password here, and **it will log you in to the Viewpoint System.**



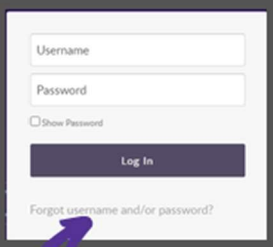
NEXT ➡

HEALTH PORTAL: Accessed through the Health Portal Tab on your dashboard. A full tutorial is provided on the following pages.

TO LOG IN

Go to www.viewpointscreening.com

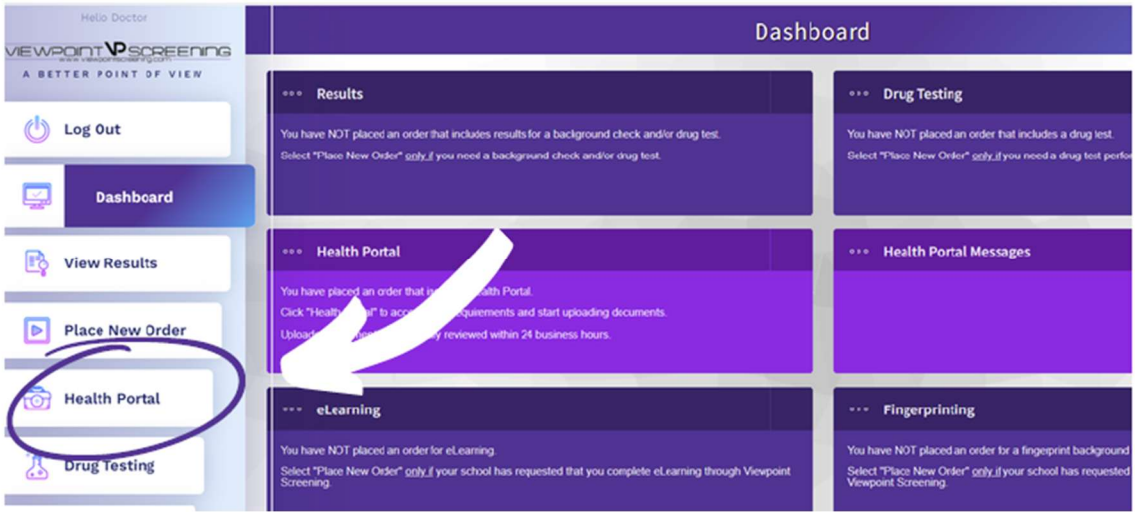
LOG IN



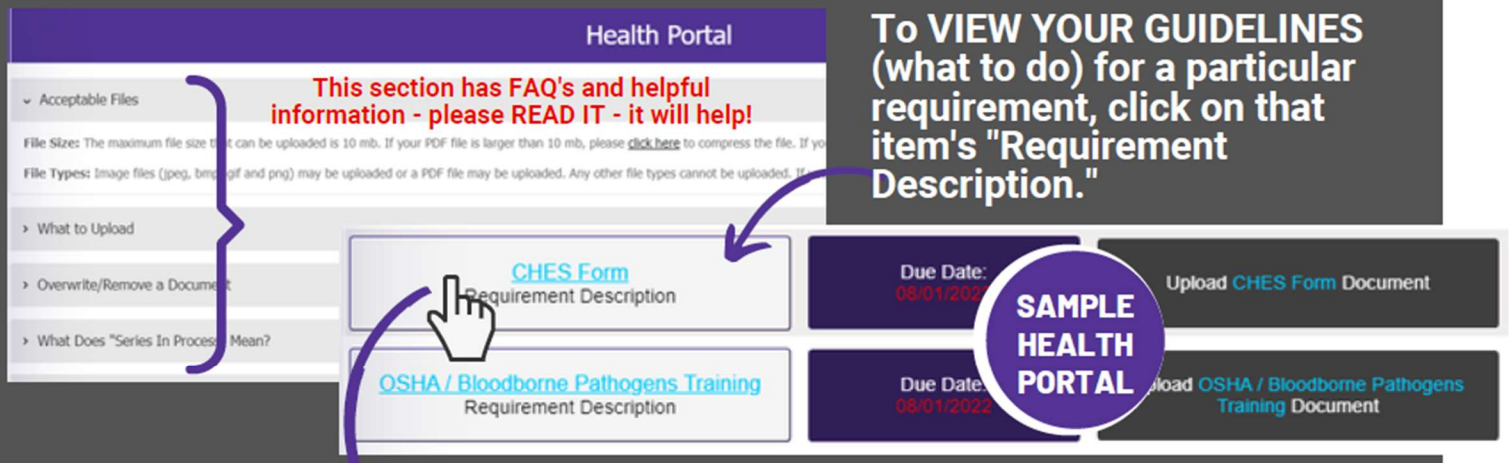
Click here if you forget your username or password to request to have it emailed to you.

View your HEALTH PORTAL REQUIREMENTS

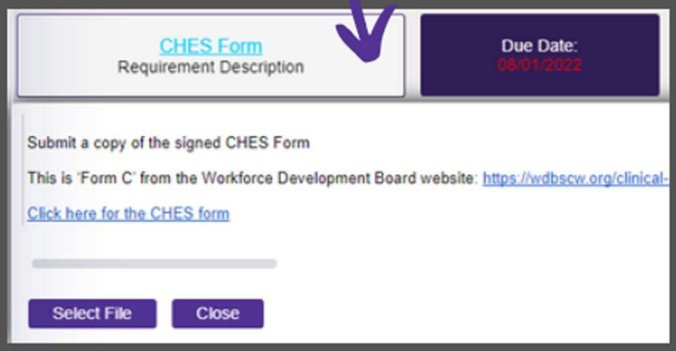
Now you are logged into your Viewpoint Screening Account.
This is your **Dashboard**. Click "**Health Portal**" to VIEW requirements.



HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS



To VIEW YOUR GUIDELINES (what to do) for a particular requirement, click on that item's "Requirement Description."



Guideline Description Box

From here, you can:

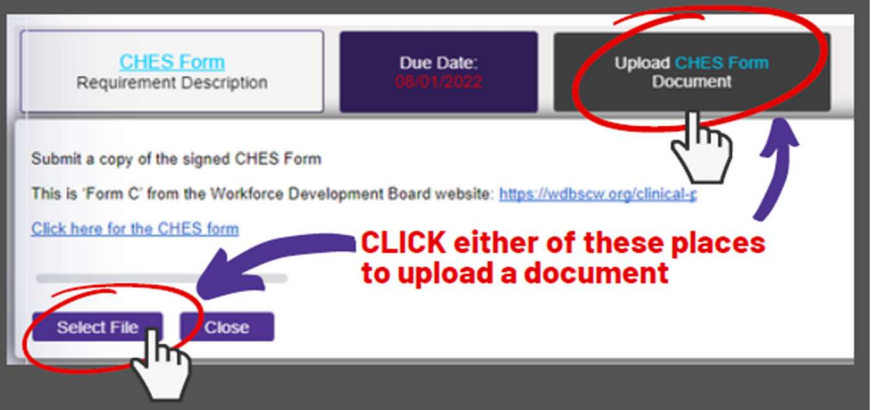
- **View the guidelines for what to upload**
- **See important instructions**
- **View & download school forms**
- **Upload a file to correspond with this requirement**

TIPS

- READ the full guideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).

HOW TO UPLOAD A DOCUMENT

When you have the correct document available, you are ready to upload it to your Health Portal.

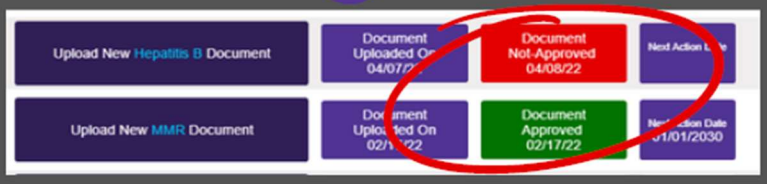


Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.



Is my document approved or not approved?

Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.

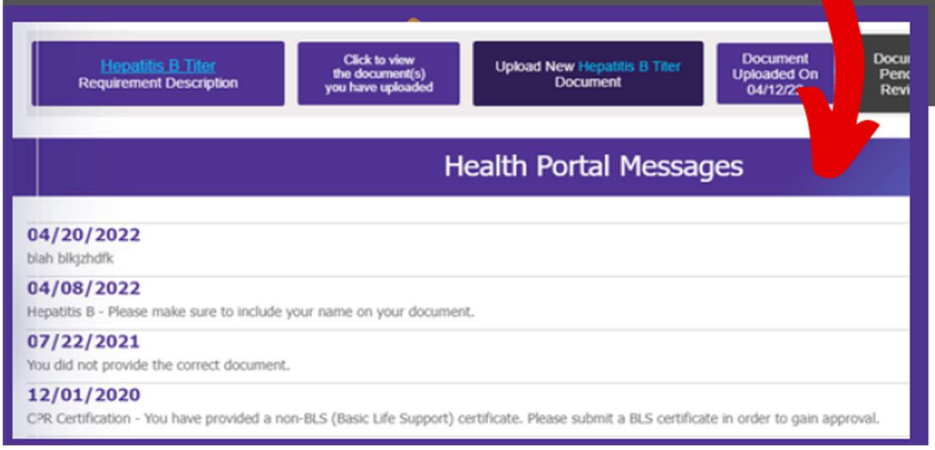


How can I see what I uploaded?



Always CHECK what you uploaded.
- ✓ **Is it the right doc?**
- ✓ **Is my name visible?**

If a document is NOT APPROVED, you will receive an email notifying you with the reason for the rejection. This information can also be located at the bottom of your Health Portal listings under "HEALTH PORTAL MESSAGES."



You will receive a general reminder email once weekly until you have reached full compliance for all of your documents.

Support

Email us at:
studentsupport@viewpointscreening.com

Instant Chat - bottom right hand corner at ViewpointScreening.com
Monday - Friday 9 am - 5pm EST.

WSCC Graduation

Graduation information can also be found on the WSCC website by clicking on the link below to the Graduation page of the WSCC website:

https://www.wallacestate.edu/graduation/index.html

Please consult with the MLT Program Director before filling out the online graduation application.

Release of Information Form

In compliance with the Family Educational Rights and Privacy Act (FERPA), the policy of WSCC is to refuse to grant third party access to student records without the written consent of the individual student. Any consent given must include the specific records to be released or reviewed and the names of the individuals to whom the information may be released. If you wish to grant permission for your records to be reviewed, please complete the form below.

Student Name: _____ Student # _____

I request the following records to be released:

_____**All of my student records**

_____**Academic Records**
(Including transcripts; grade appeals; academic status; advising; admissions office files, etc.)

_____**Financial Aid Records**
(Including all financial aid applications, awards and files, balances, fines, and business office files, etc.)

_____**Disciplinary Records**

(Including any disciplinary event or hearing, or other disciplinary action or response)

_____**Other (Specify)** _____

To whom may the student files be released?

Name:	Relationship:
_____	_____
_____	_____
_____	_____

Student Signature: _____ Date:_____

Return Completed form to:
Wallace State Community College, Office of Admissions & Records 801 Main Street PO Box 2000
Hanceville, AL 35077

Phone: 256.352.8238

Request for Letter of Recommendation

For a letter of recommendation, please provide a current resume, a copy of your transcripts, and the following:

Name: _____

Address: _____

Student Number: Phone Number: _____

Name of scholarship/position: _____

When we first met: _____

Areas of strength, broken down into:
Knowledge: _____

Skills: _____

Attitude (strong beliefs): _____

Areas of weakness divided into:
Knowledge: _____

Skills: _____

GPA: _____

Work experience during school/summers: _____
Clubs/Organizations/Dean's and/or President's List: _____
Community involvement/service learning/volunteer work: _____

Anything specific about which you want me to comment:

_____

_____

I, _____, do hereby request that _____write a letter of recommendation for me. I, _____, also give consent for

_____to look at my school records and transcripts for the use of composing a letter of recommendation.

Signature: _____
Date: _____

Applying for the Board of Certification Exam Given by ASCP (American Society for Clinical Pathology)

1. To find procedures for examination, certification and application go to:
   www.ascp.org/certification

2. Only online applications will be accepted. ASCP will not take an application that has been mailed to them.

3. It will cost $250.00 (2027) to apply so make sure you have either a credit card or a debit card with you when you apply.

3. **Look for the MLT application**.

4. Besides your personal information, you will need the following information in order to fill out the application:
   a. School code - 001020
   b. Wallace State Community College address:
   PO Box 2000
   Hanceville, AL 35077
   c. The Route you took to be eligible for this exam is: Route 1
   d. Eligibility date is the day of graduation

5. Please plan to apply to take the BOC as soon as possible after that date.

The MLT Program Director will receive notification from the BOC once the student has applied for the exam. This verification will be completed after the MLT Program Exit Exam. BOC applicants will receive an email indicating that verification is pending.

The granting of the A.A.S. Degree from WSCC is not contingent upon the student passing any type of external certification examination.

Updated BOC examination content may be found at https://www.ascp.org/content/docs/default-source/boc-pdfs/boc-us-guidelines/mlt_imlt_content_guideline.pdf?sfvrsn=14

Request for WSCC Transcripts

Please go to the Transcript Request webpage on the WSCC website for further information about requesting transcripts & in order to get to the proper links to the forms:

https://www.wallacestate.edu/admissions/transcripts.html

Transcripts Requests

Wallace State Community College has retained Parchment to accept transcript orders over the Internet. Please click on the appropriate option below to enter your order. If you have questions or need additional help please visit **Parchment support.**

Current Student Transcripts

Student Number/E-Mail and Password Required Current students (active students and those enrolled for 18 or more months)

Former Student Transcript Requests

No Wallace State ID/email and password required Former students who have not been enrolled for 18 or more months.

Check Request Status

Please login to your Parchment account to track an order.

The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released. (See Student Handbook Section of this catalog.)

1. In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request, except in a case where educational or governmental officials have a lawful need for the information. Students may print an unofficial copy of their WSCC transcript from their myWallaceState account.
2. Official transcript requests are processed as they are received. **REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED.**
3. The College reserves the right not to release a transcript if the student has outstanding financial obligations or pending disciplinary action with, the College.
4. The Office of Admissions & Records does not issue official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.
5. Wallace State will not make copies of transcripts from other colleges or copies of GED certificates once they have been officially submitted to the college.

Acknowledgment of Student Handbook/Policy Manual

I have received and thoroughly read the student handbook for the Medical Laboratory Technology Program of Wallace State Community College. I understand the policies and requirements contained therein and the responsibilities to be undertaken.

I understand that, with proper notice, the material in this handbook is subject to change or revision, at the Program Director's or the school's discretion. If such change takes place, I will be made aware of them, in writing.

I understand failure to comply with the established policies and guidelines may result in probation or withdrawal from the Medical Laboratory Technology Program.

I agree to comply with these policies and guidelines.

_____

Student Signature

_____

Student Printed Name

_____

Date

Appendix A

2025-2026 Health Science Division Handbook

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Academic Integrity Policy

This Health Science Division Academic Integrity Policy is supplementary to the “Student Code of Conduct." All Health Science Division students are expected to abide by the Honor Code. Behavior which compromises the integrity of the assignment or examination process for oneself or others is unacceptable. Academic dishonesty is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct. This behavior will result in a failing grade for the course in which the student is enrolled and ultimately the inability to progress in the program of study. Students who have been found guilty of academic misconduct will not be able to reapply to the program. Behavior which is considered to compromise academic integrity includes but is not limited to:
Prior to examinations:

- Seeking and/or obtaining access to examination materials prior to test administration.
- Unauthorized reproduction and/or dissemination of test materials.

During examinations:

- Sharing information about any of the test materials including sharing of material with use of electronic devices, computers, etc.
- Leaving test area without authorization.
- Possessing and/or using cell phones or other electronic devices.
- Giving or receiving information during the examination.
- Sharing information, resources or reasoning on problems meant to be solved by individuals.
- Disruptive behaviors which affect other examinees, all communication devices must be off.
- Unauthorized reproduction and/or dissemination of test materials.

After examinations

- Sharing information about any of the test materials including sharing of material with use of electronic devices, computers, etc.
- Altering or misrepresenting examination scores.
- Unauthorized reproduction and/or dissemination of test material

I have carefully read the Wallace State Community College Health Science Division Academic Integrity Policy and hereby declare that I will adhere to this policy from the time of signing the acknowledgment and throughout my enrollment in a health program at Wallace State Community College.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Acceptable Use of Technology Resources Policy

These guidelines set forth standards for the responsible and acceptable use of all Wallace State Community College (WSCC) technology resources. Technology resources are defined as all WSCC owned host systems, personal computers, laptops, printers, software, communication devices, interactive video equipment, peripherals and supplies. The standards supplement existing college policy as well as applicable state and federal law or regulations.

The College's technology resources are intended to support the research and educational endeavors of students, faculty and staff. Access to and use of these resources is a privilege and should be treated as such. All students, faculty and staff who access the technology resources are responsible for seeing that the resources are used in an ethical and lawful manner. Unacceptable use is prohibited and can result in privileges being suspended, disciplinary action (to include suspension or dismissal from WSCC), and/or criminal prosecution.

User Responsibilities

1. Users are expected to use technology resources in a responsible and appropriate manner.
2. Educational and research use of campus resources take precedence over any personal use. Use of resources for personal activities such as reading of personal e-mail and internet searches is acceptable as long as it does not prevent someone from using the resource for an institutional purpose and does not violate any of the unacceptable use guidelines.
3. College students, staff and faculty will have priority over community users.
4. Access to technology resources is provided on a first-come, first-served basis and usage may be limited in times of high demand.
5. The user assumes responsibility of the WSCC assigned username and password.
6. All users must adhere to copyright laws. WSCC is not responsible for copyright infringement by a user. Such responsibility shall be solely with the user.
7. Artificial Intelligence (AI) tools and technologies must be used responsibly and ethically. Students are responsible for understanding and adhering to departmental and course requirements regarding AI usage and penalties.
8. Information passing through or stored on any WSCC electronic network, communication or computer system may be seen by others for a variety of reasons. Electronic transactions may be subject to inspection by WSCC without notice.

Unacceptable Use

The following activities are prohibited on all WSCC technology resources. The activities listed are for reference and are not intended to be all inclusive.

1. Altering system software or hardware configurations without authorization of the WSCC Campus Technology department.
2. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, violent or questionable material. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3. Using technology resources for illegal activities. Accessing or attempting to access another user's files, e-mail or other resources without their permission.
4. Allowing unauthorized users to utilize your account, username or password.
5. Using technology resources for commercial or profit-making purposes without written authorization from WSCC.
6. Installing, copying, distributing or using software that has not been authorized by the WSCC Campus Technology department.
7. Originating or proliferating electronic mail, broadcasts or other messages that may be deemed as obscene, abusive, racist, or harassing.
8. Creating and/or distribution of viruses or other destructive programs.
9. Unauthorized release or disclosure of any confidential college or member information.

Conditions of Use

1. As a condition of access to use the technology resources, all students must read this policy and are required to sign an acceptable use agreement form.
2. Students who violate this policy are subject to disciplinary action, up to and including dismissal following guidelines provided in the college catalog.

(revised 03/2025)

I have read the above Policy on Acceptable Use of Technology Resources. I understand the above policy and agree to abide by its guidelines. I also understand the possible penalties associated with failure to adhere to the policy.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Activity General Release, Indemnity, and Waiver of Liability

In consideration of Wallace State Community College allowing me (or my child or ward) to engage in all activities related to the event referenced below, the Undersigned, for himself/herself and his/her personal representatives, assigns, heirs and next of kin, or any of them or for and on behalf of themselves and their child or ward:

1. Hereby releases, waives, discharges, and indemnifies Wallace State Community College, the Alabama Community College System, the Board of Trustees of the Alabama Community College System, and their respective members, officers, employees, volunteers, and agents (hereafter, "Releasees") from and against all liability to the Undersigned, his/her personal representatives, assigns, heirs, and next of kin for all losses or damage of any kind or nature and any claim or demand therefore on account of injury to the person or injury resulting in death of the Undersigned or property damage, whether caused by the negligence of Releasees or otherwise while the Undersigned (or their child or ward) is being transported to and from or while participating in the below described event/activity.
2. Hereby covenants not to sue and agrees to save and hold harmless the Releasees and each of them from any and all losses, liabilities, damages, costs, actions, claims, or demands of any kind and nature whatsoever which may arise out of or relate to, directly or indirectly, the Undersigned's (or their child or ward's) participation in the below described event/activity, including but not limited to, while a passenger in, embarking or debarking any vehicle, bus, airplane, or other mode of transportation whether caused by the Releasees or otherwise.

Program of Study: _____

Location: Hanceville Campus or Oneonta Instructional Site

Emergency Contact: _____ Phone: _____

Relationship: _____

Medications you are currently taking and Medication Allergies (optional):

_____

The Undersigned is fully aware of the risks and hazards associated with this event/activity and hereby voluntarily elects to participate in said event with the knowledge of the danger involved. The Undersigned hereby voluntarily assumes all risk of loss, damage, injury, or death that may be sustained by the Undersigned (or their child or ward) while participating in the event/activity and while being transported to and from the event/activity.

Should the Undersigned (or their child or ward) be injured while engaging in the above described event/activity or while traveling to and from the same and the Undersigned is not capable of communicating with medical providers, the Undersigned hereby grants permission to any medical provider to render any necessary treatment to them. The Undersigned hereby agrees to be responsible for the payment for all expenses related to such medical treatment.

The Undersigned expressly agrees that the foregoing Waiver, Indemnity, Hold Harmless and Release Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Alabama and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.

The undersigned has carefully read this agreement and fully understands its contents. The undersigned is aware that this is a release of liability against the releases and signs it of his/her own free will.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Appeal Process

Appeal of Program Dismissal Based on Background Screening, Drug Testing Results, or Other Circumstances

Decisions on program dismissal are made in compliance with the published policies. Every effort is made to make sure that decisions are fair and based on the information provided in the report.

If a student has a valid reason to believe that an error has occurred, the student must make an initial contact within seven days of notification of the program dismissal decision. Thereafter, each subsequent appeal, if any, must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing, the right to appeal will be waived.

The student shall begin by stating orally and in writing to the program director that the decision for program dismissal was made in error or is unfair and include the justification for the appeal. If the student and the program director cannot successfully resolve the concern, the student may then contact the Dean of Health Sciences. The student must appeal to the Dean by submitting the appropriate form (available from the program director) stating his/her concern with the dismissal decision and describing the prior discussion with the program director. Copies of documentation supporting the student's claim shall be provided with the form. The Dean will review the student's issue. The Dean shall have the authority to call in the program director or ask for the assistance of other WSCC faculty and staff or seek the opinion of an expert in the area under review.

If the student's concern cannot be successfully resolved at this level, the student shall be given the opportunity to take the appeal to the Vice President for Students. Appeal information must be submitted on the proper form (available from the Dean of Health Sciences.) Again, copies of any documentation supporting the student's claim shall be included. Once the Vice President for Students has completed the review of the dismissal decision, a written report describing his or her findings and conclusion will be provided to the student, the Dean of Health Sciences, and the Program Director. The decision of the Vice President for Students will be final and not subject to further appeal.

(from 2024-2025 WSCC College Catalog). Forms Available Online at https://www.wallacestate.edu/current-students/forms.html

Grade Appeal Procedure

It is the policy of WSCC that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the work that was completed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade which the student received for an examination, a written/oral presentation, a project, or other required classroom activity, is either an inaccurate or unfair grade. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal, if any, must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven-day period shall begin to accrue on the first class day of the next academic term.

In appealing a grade, the student shall have the opportunity to have his or her concern about the grade reviewed through the following procedures:

The student shall begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair, or both, and include the justification for appeal on the Grade Appeal Form, available online at www.wallacestate.edu under Student Services Forms. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chairperson of that instructor's division,

department, or Program Director. The student shall appeal to the Chairperson by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the Instructor issuing the grade is the Chairperson of the respective division, department, or program, the student may appeal directly to the Division Dean.) The Chairperson will review the student's grade issue. The Chairperson shall have the authority to call in the Instructor or to ask for the assistance of another WSCC Instructor or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student shall be given the opportunity to take the appeal to the appropriate Dean. The faculty member shall also have the right to appeal a decision of the Chairperson to the Vice President for Students. Appeal information must be submitted in writing along with the Grade Appeal Form to the respective Dean. Material submitted must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the Instructor.
3. The term, day(s) of the week, and time of day that the course was taken.
4. A concise description of the student's complaint and narrative explanation of why it is felt that the grade was unfair, inaccurate, or both.
5. The date that the student first took the appeal to the Instructor.
6. A summary of the result of the student's appeal to the Instructor.
7. The date that the student took the appeal to the Division Chairperson or Program Director.
8. A summary of the result of the student's appeal to the Division Chairperson or Program Director.

In addition to the above information, the student and/or instructor should include a photocopy of any and all documents that the student and/or the instructor believe would assist the Dean in reviewing the grade appeal. The Dean shall review the appeal, schedule a meeting with the student if needed, and the Instructor and render a written report within fourteen calendar days after the receipt of all of the appeal information. The Dean shall have the authority to consult with the instructor, the Division Chairperson or Program Director, or other persons who have expertise in the subject area. Once the Dean has completed the review of the grade appeal, a written report describing his or her findings and conclusions will be provided to the student, instructor, and Division Chairperson or Program Director. In the event that the Dean determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the President of WSCC, which has been delegated to the Dean, to render final rulings on grade appeals. Therefore, the decision of the Dean will be final and not subject to further appeal.

NOTE: *The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the Vice President for Students will provide a memorandum of the findings, conclusions, recommendations, and/or directives regarding the matter under appeal, to the student, instructor, Division Chairperson or Program Director, and Division Dean.*

(from 2024-2025 WSCC College Catalog). Forms Available Online at https://www.wallacestate.edu/current-students/forms.html

Artificial Intelligence Policy

Artificial Intelligence (AI) tools and technologies must be used responsibly and ethically, aligning with the college's core mission and values. As such, students and faculty must ensure AI usage adheres to the college's standards for honesty and originality in coursework. Students are responsible for understanding and adhering to departmental and course-specific policies on AI usage and the penalties that may be imposed for the misuse of AI within those policies. Any violation of policies for AI usage may result in disciplinary action, including but not limited to failure, suspension, or disciplinary expulsion (see: "Disciplinary Action").

Background Check Policy for Health Science Division

Education of Health Science Division students at Wallace State Community College requires collaboration between the college and clinical affiliates. Education of these students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible from harm. The college wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Student enrolled in health care educational program must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. It is therefore the policy of Wallace State Community College Health Science Division that students enrolling in health profession programs submit to background checks.

Guidelines for Background Check on Health Profession Students

I. Persons to be Tested

Any student who is accepted into any Health Program at Wallace State Community College will be required to undergo a background check.

II. Types of Background Checks

Students shall receive notification of the requirement for the background check prior to admission and upon admission to a health care program.

The background check may include, but is not limited, to searches, histories, and verifications as indicated below:

- **Positive Identification**
- **Maiden/AKA Name Search**
- **Social Security Number Trace** which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- **Residency History**
- **Education Verification**
- **Employment Verification** which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
- **Healthcare Employment Verification Network Search**
- **Nurse Aide Registry**
- **Professional License/Certification Verification**
- **Personal References/Interviews**
- **Seven Year Criminal Search** reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may

also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.

- **Most Wanted List**
- **National Criminal Database Searches**, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- **Adult and Child Abuse/Neglect Registries**
- **National Sex Offender/Predator Registry Search** which includes a search of the state or county repository for known sexual offenders.
- **Misconduct Registry Search**
- **Office of the Inspector General (OIG) List of Excluded Individuals/Entities** which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
- **General Services Administration (GSA) Excluded Parties List Service** identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
- **Executive Order 13224 Terrorism Sanctions Regulations**
- **Government Suspect /Watch List**
- **Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN)** which includes individuals associated with terrorism and Narcotics Trafficking.
- **FACIS Database Searches includes OIG, GSA, OFAC and other sources.**
- **National Healthcare Data Bank Search and Sanction Report** may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- **Fingerprinting and the National Criminal Information Center** which may reveal National Wants and Warrants information
- **International Criminal**
- **Applicable State Exclusion List**
- **Any Other Public Record**

III. Consent

Students must sign the appropriate consent(s) for a background check at the time of admission to a health care program. A copy of the signed consent(s) will be maintained in the permanent student record. The student will provide applicable consent(s) to the vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student.

IV. Background Check Procedure

The background checks will be conducted by a college-designated vendor according to program specific deadlines. Background checks or Background check Updates performed by any other vendor or agency will not be accepted. Students reinstated to a program after an absence from program coursework of one semester or more, will have to repeat background testing.
Students with completed background checks transferring to or starting another healthcare program with uninterrupted time may be allowed to conduct a background check update.

Students enrolled in programs which last longer than one calendar year must have a background check update beginning the fall semester of the second year.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the healthcare program director who will determine if the student will be allowed to proceed without the background check. No student will be allowed to attend the clinical experience until the full background check process is completed.

Some clinical affiliates may require an additional background check to fulfill requirements above those required by this procedure. If required, the expense of additional background checks will be the responsibility of the student.

V. Results

Results of the background check are available to the health care program director. Designees at the clinical affiliate will be provided with a copy, if requested, of negative results for students assigned to that agency.

The student with a positive background check will be informed of the results by the healthcare program designee and/or background check vendor. The student can access a copy of the background check results through the background check vendor website.

Students with a positive background check will be denied assignment to a clinical facility pending resolution of the background check finding. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure implications upon graduation from a health program.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by a program advisor as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be securely filed in the office of the health program. The healthcare program designee will have access to the results of the background check.

Results of any student’s background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Any offenses resulting in an arrest which occurs after an initial background check must be reported to the program director within 72 hours of the arrest and a background check update will be necessary for continuation in a health program.

(revised 04/2025)

Background Check Acknowledgment, Consent and Release Form

I have received and carefully read the Background Check policy and fully understand its contents. I understand that the healthcare program to which I am admitted requires a background check to comply with clinical affiliate contracts. By signing this document, I am indicating that I have read and understand Wallace State Community College's policy and procedure for background checks. I voluntarily and freely agree to the requirement to submit to a Background Check and to provide a negative Background Check prior to participation in clinical learning experiences. I further understand that my continued participation in the healthcare program is conditioned upon satisfaction of the requirement of the Background Check with the vendor designated by the College.

I understand that if I have a positive Background Check and I am denied access to clinical learning experiences at the clinical affiliates(s), that I will be dismissed from the program. A grade of "F" will be recorded for the course(s) if I do not officially withdraw.

I further understand that any offense resulting in an arrest occurring after my admission into a healthcare program must be reported to the program director within 72 hours of the arrest or I will be subject to dismissal from the program.

A copy of this signed and dated document will constitute my consent for release of the original results of my Background Check to the College. I direct that the vendor hereby release the results to the College. A copy of this signed and dated document will constitute my consent for the College to release the results of my background check to the clinical affiliate(s)' specifically designated person(s). I direct the College to hereby release the results to the respective clinical affiliate(s).

I agree to hold harmless the College and its officers, agents, and employees from and against any harm, claim, suit, or cause of action, which may occur as a direct or indirect result of the background check or release of the results to the College and/or the clinical affiliates.

I understand that should any legal action be taken as a result of the Background Check, that confidentiality can no longer be maintained.

I agree to abide by the aforementioned policy. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone. I hereby authorize the College's contracted agents to procure a background check on me. I further understand this signed consent hereby authorizes the College's contracted agents to conduct necessary and/or periodic background checks as required by clinical affiliates.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Campus Photo Release

Office of Communications and Marketing

I (we), the undersigned, do hereby grant to Wallace State Community College, its employees and/or representatives, my (our) unqualified permission to copyright and/or publish and/or sell photographs/video/testimonials of me (us) and/or my child in which I (we) and/or my child may be included in whole or in part, for art, advertising, trade, or any other lawful purpose whatsoever.

I (we) hereby waive any right that I (we) may have to inspect and/or approve the finished product, or the advertising copy that may be used in connection therewith, or the use to which it may be applied.

I (we) hereby release, discharge, and agree to save Wallace State Community College from any liability by virtue of any editing, blurring, distortions, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the making of said photographs/video/testimonials, or in any processing tending toward the completion of the finished product.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Clinical Policy for Health Science Division

The following policies are applicable to all Health Division programs at Wallace State Community College. Any breach of these policies may lead to failure of the course in which the student is registered; dismissal from the program; dismissal and/or expulsion from the Health Division or college based on the severity of the breach.

1. All Health Division students are held to the professional, legal, and ethical parameters of the Health Information Privacy and Accountability Act (HIPAA). Breaches of confidentiality of patient information of any kind will not be tolerated (conversation with unauthorized others about a patient, photocopy of chart or protected documentation, taking pictures with a camera of any kind, sharing information with another clinical facility).
2. Falsification of any documentation by a Health Division student (i.e. application, submission of transcripts, drug testing results, physical exam findings, background check, CPR certification, other) will not be tolerated.
3. Falsification of any patient documentation by a Health Division student (ex: charts, flow sheets, medication administration records, others) will not be tolerated.
4. Thievery from the patient or family, the agency, professional colleagues, fellow students by a Health Division student will not be tolerated.
5. Students who are deemed clinically incompetent will be removed from the clinical area. Repercussions are dependent on review of the allegations, demonstration by the student of the skills at the expected level of performance, and evaluation of the student's progress in the program. Repercussions are at the discretion of the reviewer(s).
6. All Health Division students are expected to behave professionally and ethically. Disruptive behavior or language toward patients/family, professional staff or other students (profanity, sexually explicit language or innuendoes, threats to physical or mental safety) will not be condoned.
7. Students must be aware that the clinical agency has the contractual right to prohibit a Health Division student from being placed at the agency. If the program is unable to place the student for completion of course or program requirements, the student will be required to withdraw (or will be administratively withdrawn) from the course/program.
8. Students are required to reveal any personal issues which would prohibit their placement at a particular agency. These issues may include but are not limited to previous dismissal from employment at the specific agency, legal issues involving the student or his/her significant others which are outstanding against an agency or practitioner of the agency, or monetary issues involving the agency (garnishments, lawsuits, etc.).
9. Students are prohibited from attending clinical unless or until medical clearance required by the program has been submitted. This includes but may not be limited to physical exam, drug testing, and validation of immunity by acceptable documentation of immunization or titer levels, and hepatitis B immunization or waiver. Clinical agencies have the right to deny access to the facility based on refusal of immunization by the student.
10. All Health Division students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ WSCC policy he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other Health Division program.
11. All Health Division students must have submitted the initial background and yearly (if required) background check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the program director, course coordinator or Dean of Health Sciences in the absence of the instructor or program director.
12. All Health Division students must be CPR certified at the Health Provider level and must maintain such certification while enrolled in the program. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
13. All Health Division students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.
14. All students are required to have a photo identification badge to utilize clinical agencies. Photo IDs will be scheduled by the faculty during the first program course. The student may be responsible for the cost of the photo ID and any replacement. Students may be dismissed for the day from the clinical

experience l if he/she does not have the ID badge in full sight while in the clinical agency.

15. Wearing the WSCC program uniform or badge is prohibited except for assigned clinical experiences in assigned clinical agencies. Breaches such as wearing the uniform for employment or any nefarious, illegal or unethical purpose will not be condoned.
16. Students are assigned to clinical agencies by the program director, clinical coordinator or designee. Students are not permitted to make individual contacts with agencies for clinical arrangements unless expressly directed to do so by the program director, et. al.
17. In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury or surgery the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery. Failure to do so may result in withdrawal from the clinical area.
18. The program director reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate.
19. Health care agencies may require students to have medical insurance in order to affiliate with the agency. Students must submit proof of health insurance prior to beginning clinical rotations. Students are required to notify the program or clinical coordinator of any changes in insurance status. Students who do not have the appropriate insurance coverage will be required to withdraw or be administratively withdrawn from the course.
20. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student. The required school accident insurance policy WILL NOT cover all of this expense. Students are responsible for any costs not covered by this policy.
21. No alcoholic beverages or drugs which may cause cognitive impairment will be consumed during clinical rotations or up to 12 hours prior to rotations. Any evidence of alcohol or drug use while on rotations or evidence of impairment due to drugs/alcohol prior to starting the clinical assignment will result in sending the student for a drug test for cause and if positive, immediate suspension from the rotation site. The impaired student will only be allowed to leave with a designated driver.
22. The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, or preceptor during rotations.
23. The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately retire from the conflict and notify the Clinical Coordinator or Clinical Instructor as soon as possible or no later than at the completion of the shift.
24. Students will practice universal precautions during all patient care and handling of patient care equipment regardless of the situation.
25. Cell phones and any other electronic devices must not be utilized or visible while in the clinical facility. The clinical supervisor (instructor, preceptor) or the clinical contact identified by the program director is the emergency contact for the student's family or significant other. Breach of this policy will result in the student being dismissed from the site for the rest of the clinical day and the student will be considered absent under the program absence policy.
26. Students should be cognizant of potential danger associated with clinical sites in urban or remote locations and exercise caution when transitioning at the facility. (Revised 04/2016)

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Clinical Responsibility and Confidentiality Statement

In discharging my Program responsibilities at the Healthcare Facility, I, the undersigned, agree as follows:

1. To abide by the Policies, Procedures, By-Laws, Rules and Regulations of the Facility and Medical Staff and that I will not disrupt, interfere with or adversely affect the operation and services of the Facility:
2. To comply with all applicable federal, state and local statues and all regulations and guidelines of applicable accrediting bodies in connection with the performance of Program activities:
3. To comply with my responsibility under applicable Federal law and this Agreement to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of the Facility, except as required by law of as authorized by the Facility:
4. To obtain prior written approval from the Facility and School before publishing any materials relating to the Program:
5. To be certified in Cardio-Pulmonary Resuscitation (CPR) and provide the Facility with evidence of same if in clinical area:
6. That for and in consideration of the benefits provided me in the Agreement in the form of experience in evaluation and treatment of patients of the Facility, I and my heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by me while participating in Program operated by School at the Facility unless such injury or loss arises solely out of the Facility's gross negligence or willful misconduct:
7. That I am to be treated as a trainee who has no expectation of receiving compensation or future employment from the Facility or School.
8. To abide by the Policies, Procedures, By-Laws, Rules and Regulations of the Facility and Medical staff and that will not disrupt, interfere with or adversely affect the operation and services of the Facility:
9. To comply with all applicable federal, state and local statues and all regulations and guidelines of applicable accrediting bodies in connection with the performance of Program activities:
10. To comply with my responsibility under applicable Federal law and this Agreement to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of the Facility, except as required by law of as authorized by the Facility.
11. To obtain prior written approval from the Facility and School before publishing any materials relating to the Program:
12. To be certified in Cardio-Pulmonary Resuscitation ("CPR") and provide the Facility with evidence of same if in clinical area.
13. That for and in consideration of the benefits provided me in the Agreement in the form of experience in evaluation and treatment of patients of the Facility, I and my heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by me while participating in Program operated by School at the Facility unless such injury or loss arises solely out of the Facility's gross negligence or willful misconduct:
14. That I am to be treated as a trainee who has no expectation of receiving compensation or future employment from the Facility or School

(revised 02/2003)

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Clinical Rotation Contract

I understand that the primary objective of Wallace State Community College is to prepare program graduates to perform competently, safely, and professionally.

In order to achieve this objective, it is necessary that each student complete experience in a clinical agency. Such experience is educational in nature and is designed to develop each student's professional skills in order that each student may demonstrate specific entry-level competencies upon program completion. Program objectives and entry-level competencies are stated in the college catalog.

My signature on this form is to certify that I understand and agree that:

1. Clinical assignments are made based on the availability of clinical sites and the needs of students. Clinical site attendance may require an extended drive. All expenses incurred while enrolled in clinical (gasoline, parking, etc.) are the students' responsibility.

2. Clinical contracts between the clinical facility and the college prohibit students from filing suit against the clinical facility.

3. I am a student in the health science division at Wallace State Community College. My enrollment in a clinical course requires that I be present at all assigned clinical facilities. I am aware that during the time spent at the clinical agency to achieve course objectives I will NOT be considered an employee of the clinical facility or of Wallace State Community College.

4. As a student, I do not expect and will not receive compensation for time spent achieving the objectives of my clinical course from either the college or the clinical facility.

5. I have NOT been promised and am NOT expecting to be offered a job at the clinical agency as a result of my participation in the clinical course.

6. Failure to sign and submit this agreement to the program director will prohibit the college's ability to place me at a clinical facility and will therefore be grounds for dismissal from the program.

7. I will not be paid for any clinical hours.

(revised 04/2025)

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Disclosure Statement

I understand that Wallace State Community College is committed to a safe and drug-free workplace. Education of health profession students at the college requires collaboration between the college and clinical agencies to provide a quality clinical education component. The college shares an obligation with the clinical agency to protect the agency's patients to the extent reasonably possible from harm.

I am aware that any student who is accepted into any Health program at Wallace State Community College will be required to submit to drug testing prior to entering the first clinical rotation. I am also aware that public lists of excluded and sanctioned persons will be searched for all students prior to beginning the first clinical rotation. I understand that any health care facility or community agency at which I participate in clinical education may require additional background checks and/or drug testing. Failure to comply with the request can severely limit the college's ability to find clinical placement and may result in the student's inability to achieve the course and/or program objectives.

As a precursor to doing any clinical rotation, I understand that it is a requirement for health science students at Wallace State Community College to provide a true and accurate, signed statement regarding chemical substance use, administrative action or legal convictions pertaining to the use or misuse of any chemical substance; the abuse/misuse of alcohol or any other chemical substance; and prior legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions. In compliance with this requirement, I hereby verify under penalty of perjury.

Student Initials	
	I am not using any chemical substance for any reason other than its intended proper use.
	I am not personally misusing any legally controlled substances or personally using any normally legal chemical substance (e.g. alcohol) in a manner that produces significant impairment or that produces the likelihood of the development of an impairment.
	I have not been convicted of a crime pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances or pertaining to or related to the abuse of alcohol or any other chemical substance.
	I have not been convicted of a misdemeanor crime within the last seven years.
	I have not been convicted of a felony.
	I have not been convicted of a sexual offender crime.
	I have not been sanctioned by the Office of the Inspector General (OIG).
	I have not been excluded from the Governmental Services Agency (GSA).

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Drug and Alcohol Testing Policy for Students Enrolled in Health Professional Program

Wallace State Community College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution possession or use of a controlled substance on any property owned, leased or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of Wallace State Community College. The college prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action including program dismissal.

Education of Health Professional students at Wallace State Community College requires collaboration between the college and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect the agency's patient to the extent reasonably possible from harm due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Wallace State Community College-Hanceville that students enrolling in health profession programs submit to drug testing. This testing can be announced or unannounced and will occur upon admission and annually thereafter, for cause or at random intervals. This policy authorizes drug testing of students who voluntarily choose to enroll in health professional programs at the college. Any student enrolling in a health professional program will be required to submit to such testing.

Guidelines for Drug Testing of Health Profession Students

I. Persons to be Tested

Any student who is accepted into any Health Program at Wallace State College- Hanceville will be required to submit to annual drug testing.

II. Types of Tests to be Performed

a. Drug testing will occur prior to clinical placement and annually thereafter. Only drug tests conducted by college authorized agencies will be accepted. Cost of drug testing will be paid from student fees collected each semester.

b. In addition to annual drug testing, further testing may be required of the student for reasonable suspicion or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the college or the clinical agency. Cost of drug testing will be paid from student fees collected each semester. For the safety and protection of patients, faculty, staff, and students, the Health Science Program may require a student to submit to a screening for drugs and alcohol, which will be conducted at the school's expense when there is reasonable suspicion to believe that a student is abusing substances. Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college or clinical site of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Conduct inconsistent with the student's normal behavior or erratic behavior, absenteeism, tardiness, dishonesty or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has

been independently corroborated.

- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol or drug related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation, or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs and alcohol.

If a clinical agency staff member, student, or faculty member observes such behavior, it should be immediately reported to the Department Chair/Program Director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty, or staff member. Upon such immediate verification, the student shall be informed of and instructed to leave the educational or clinical setting immediately. Such measures will be taken in such a manner as to ensure the privacy of both the reporting individual and the effected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The Program Director, Dean of Health Sciences, Vice President of Students, or designee of the President will then make an immediate determination if there is reasonable suspicion to screen the student. If the decision is made to screen the student, the Dean of Health Sciences or a designee of the President will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected. A student's failure to consent to the screening will result in immediate termination from the Health Science Program.

III. Drugs to be Tested

All students will be tested for alcohol and the following ten (10) drugs: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone metabolites, oxycodone, opiates, methamphetamines, and propoxyphene. Testing for additional substances may occur based on clinical affiliation agreement requirements.

IV. Consent to Drug Testing

a. The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director of the health program.
b. The signed consent form will be maintained in the student permanent record. A copy of the consent form will be maintained with the program director.
c. Students have the right to refuse to consent to drug testing. However, students who decline will be refused access to clinical education facilities and will be unable to achieve the required clinical experiences and objectives of the program. Refusal to submit to drug testing will result in dismissal from the health program with no readmission to any program in the Health Science Division offered at Wallace State Community College.

V. Specimen Collection

a. The collector shall be a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a college employee.
b. The designated collection site and specimen collection procedures must be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
c. When the student arrives at the collection site, the collector shall ensure that the student is positively identified as the individual selected for testing. This identification will be done

through the presentation of photo identification (ex: driver's license with picture). If the student's identity cannot be established, the collector shall not proceed with the collection until such identification can be made.

d. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.
e. If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed into the clinical setting until negative results are received by the program director.
f. Students absent from announced or unannounced drug testing will be excused under only the most extreme circumstances (e.g. illness, family emergency). The student will be required to provide written verification for such absences. Approval of a verifiable absence is the responsibility of the program director. Students will have to complete the drug testing process within 48 hours of the originally scheduled time. Failure to complete the drug screening as required by Wallace State Community College will prohibit the student from continuing in the program in which they are enrolled or be readmitted to any other program in the Health Science Division at Wallace State Community College. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until the next program admission cycle which must exceed one full semester minimally. Requests should be directed to the Vice President of Students Office.

VI. Drug Testing Laboratory

Drug testing for Wallace State Community College Health Science Division students can only be conducted by the college approved vendor. Only laboratories certified by the U.S. Department of Health and Human Services (HHS) can be used to perform drug testing analysis.

Students enrolled in programs offered totally online or through other distance modalities and who live more than 75 miles from the college campus will contact their respective program director to identify approved alternate drug testing laboratories. Alternate drug testing laboratories will be required to meet the standards set forth in the college's guidelines. Costs of testing at alternate sites above the college's fee structure will be the responsibility of the student. Approval of any alternate drug testing sites must be received prior to testing. Failure to receive approval will result in having to submit to additional testing at an approved site. Student fees will only be used for payment to approved testing sites.

VII. Medical Review of Positive Drug Test Results

a. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. Any positive test result will be reviewed by the Medical Review Officer.
b. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall examine alternate medical explanations for any positive test results. The MRO or designee shall contact the student directly to discuss the test results.

VIII. Reporting of Drug Test Results

a. Written notification indicating either a positive or negative drug screen shall be provided to the Dean of Health Sciences or health program director. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy, and confidentiality of the information. Wallace State College may refuse to accept any test result that does not meet the requirements of the policy and guidelines.
b. Whenever possible, report of drug screening to clinical affiliates will be handled by aggregate data reporting. The clinical agency will be notified of individual student drug screening results or provided with copies of drug screening results only when required by clinical affiliation agreement.

c. Negative test results must be kept on file for one year after the student's last date of attendance at the college. Positive test results must be maintained on file for five years after the student's last date of attendance at the college.

IX. Penalties for a Confirmed Positive Drug Test or Refusal to be Tested

a. Positive Test

A student with a positive drug test will be dismissed from the health program. A grade of "F" will be recorded if the student does not officially withdraw. The appeal process is outlined in the college catalog in the health science programs of study section. The College reserves the right but has no duty to lift the prohibition against re-enrollment upon consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until the next program admission cycle which must exceed one full semester minimally after dismissal. Requests should be directed to the Program Director and the Vice President of Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College. A readmitted student will be subject to random drug screens via the College approved vendor at the student's expense.

b. Refusal to be Tested

A student's refusal at any point to be tested for drugs will result in dismissal from the health program and forfeiture of any health scholarship. A grade of "F" will be recorded if the student does not officially withdraw. The program director shall be notified of any refusal to be tested. The College reserves the right but has no duty to lift the prohibition against re-enrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until the next program admission cycle which most exceed one full semester minimally. Requests for readmission should be directed to the program director and to the Vice President for Students, who will submit the request to the admissions appeal committee for review. The committee will make the final recommendation based on the student's compliance with policy requirements and the readiness to return to a Health Science program. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

X. Publication of Policy

The college shall include the policy and procedure for Drug Testing of Health Profession Students in the college catalog, on the college's website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution. As stated in the disclaimer in the Wallace State Catalog, college policies are subject to change.

(revised 04/2025)

Acknowledgment of Receipt of Drug and Alcohol Testing Policy

I certify that I have received a copy of Wallace State Community College's Drug Testing Policy and Guidelines. I have read and understand the requirements of the policy and guidelines. I understand that both new and existing students will be required to meet the standards of drug screening prior to attending their clinical rotations.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Consent to Alcohol and Drug Testing

I have received and carefully read the drug testing policy and fully understand its contents. I understand that by enrolling in a health professional program, I will be required to submit to mandatory drug testing. I voluntarily agree to submit to specimen collection for analysis for alcohol and drug use. I understand that my continued participation in the healthcare program is conditioned upon satisfaction of the drug testing requirement through the college designated vendor.

I further understand that if I have a positive drug screen or if I refuse to consent to mandatory testing, both announced and unannounced, that I will be dismissed from the health program. A grade of "F" will be recorded for the course(s) if I do not officially withdraw.

The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least the next program admission cycle which must exceed one full semester minimally after dismissal. Requests should be directed to the Vice President of Students Office. The appeal process is outlined in the college catalog in the Health Science Programs of Study section.

I further agree and consent to the disclosure of results of drug testing and their release to the Dean of Health Sciences, program director and appropriate clinical representative(s) in order that my eligibility to participate in the required clinical activities can be determined.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Exposure Policy

Purpose: The purpose of this policy is to delineate the procedure to be followed when a student or faculty member in any Health Division Program sponsored by Wallace State Community College has an accidental exposure to tuberculosis, blood borne pathogens (including but not limited to HIV and HBV), or other harmful agents including but not limited to chemicals, infectious agents, or radiation. These policies are not intended to supersede the student/faculty's responsibility to use standard precautions and/or appropriate safety measures or equipment while on campus or in clinical lab.

Protocol

1. Determine the type of exposure (tuberculosis, blood borne, other).
2. Initiate the appropriate immediate/emergent exposure protocol.
3. Complete concurrent protocol for follow-up care.
4. Complete post-exposure checklist.
5. Forward all appropriate documentation to program director or Dean of the Health Division.

**It is the responsibility of the program director to ensure that the policy is followed, that the Dean for the Health Division is notified and that appropriate documentation is completed.

Health Division Post-Exposure Management Protocol Glossary of Terms

1. HDSB a health division student currently enrolled in any of the health division programs at Wallace State Community College in which learning activities routinely include contact with patients and/or blood and other body fluids from these patients in a health care or laboratory setting.
2. PEP--post-exposure prophylaxis.
3. Blood borne pathogens pathogenic organisms that are present in blood and blood products and body fluids that may cause disease in humans. May include but is not limited to HBV or HIV.
4. HBV Hepatitis B virus.
5. HIV human immunodeficiency virus.
6. HCV Hepatitis C virus.
7. Exposure--any contact with a harmful agent that requires consideration of PEP.
    a. Percutaneous-needle stick or cut with a sharp object.
    b. Contact--with mucus membrane or non-intact skin (chapped, abraded or afflicted with dermatitis). Exposures are further categorized as to route of exposure, extent of exposure, and duration of exposure as defined below:
        i. Route – percutaneous
        ii. Route – contact
        iii. Route – percutaneous
        iv. Route - inhalation - exposure to an airborne, gas or aerosolized agent by breathing.
        v. Extent - less severe - small amounts of harmful substance involved with a small area of exposure with no penetration of the skin.
        vi. Extent - more severe - moderate amounts of harmful substance involved. Can include a penetrating injury if no injection of agent occurs.
        vii. Extent - extensive - large amounts of potentially harmful substance and/or an exposure over a wide area of the body surface or via a deep penetration of the skin.
        viii. Duration: short - exposure for less than one minute.
        ix. Duration: moderate - exposure for 1 - 4 minutes.
        x. Duration: prolonged - exposure for greater than five minutes.

8. Blood-human blood or components (i.e., platelets, packed red cells, etc.) or products made from blood.
9. Body fluids:
   a. semen or vaginal secretions, or any other body fluid contaminated with visible blood that have been implicated in the transmission of HIV.
   b. cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluid which have an undetermined risk for transmitting HIV.
10. Contaminated--the presence or reasonable anticipated presence of blood or other infectious material on an item or surface.
11. Contaminated material--any laundry, linens, dressings, breakage, paper, equipment or other items which have been or may have been exposed to infectious material and which require disposal according to hazardous waste guidelines.
12. Direct contact--contact with blood or body fluids during which barrier protection was either not used or was ineffective in protecting skin or mucus membranes.
13. Harmful agent--includes but is not limited to any chemical, infectious material, or radiation which has the potential to result in immediate and/or long-term harmful effects to the exposed individual.
14. Other potentially contaminated or infectious material--all human body fluids, especially saliva when oral trauma has or is suspected to have occurred, that is visibly contaminated with blood; all body fluids in situations where differentiation between body fluids is difficult or impossible.
15. Parenteral a route which allows organisms or substances to enter the bloodstream; includes but is not limited to pierced mucus membranes or skin which is no longer intact due to needle stick, human or animal bites, insect stings, cuts or abrasions.
16. Sharps--any object which can penetrate the skin including but not limited to needles, scalpels, broken glass, torn metal, weapons, exposed ends of wires, blades, or scissors.
17. Source individual--any individual whose blood or potentially infectious materials may be the source of exposure for the HDS.
18. Standard Precautions--the procedures which delineate the way the HDS/health care worker treats human blood, blood components, blood products, or body fluids as if they are known to be infectious.
19. Tuberculosis--a chronic infection, most often respiratory, generally transmitted by inhalation or ingestion of infected droplets.

Receipt of Exposure Policy and Control Plans for Students

I have received the Blood-Borne Pathogens & Tuberculosis Exposure Control Plan for Students, have been informed of the correct procedure for control of blood-born pathogens and tuberculosis exposure and understand my role in the exposure control plan. I understand that it is my responsibility to familiarize myself with the information contained in this handbook, as well as remain current regarding any changes. I agree to abide by the policies, procedures, and rules as written in the Blood-Born Pathogens & Tuberculosis Exposure Control Plan for Students of Wallace State Community College.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Post-Exposure Management Protocol for Bloodborne Pathogens

Purpose: The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member in any Health Division program at Wallace State Community College has an accidental exposure to a blood borne pathogen while participating in any college activity. At all times, it is the student/faculty's responsibility to use standard precautions.

Immediate/Emergent Procedures

1. Immediately cleanse the affected area with soap and water.
2. If the skin has been punctured, bleeding should be encouraged if not excessive.
3. If the mucus membrane has been splashed, irrigate copiously with water. **Do not use caustic agents such as bleach to flush the skin or mucus membranes.**
4. Provide applicable first aid.
5. Immediately report exposure to faculty and/or preceptor.
6. Faculty/preceptor will fill out the appropriate risk management report (clinical agency and college) and institute the agency procedure for exposure.
7. Refer the exposed individual to the agency emergency room, private physician, or local Public Health Department for PEP advisement **within 2 hours of exposure**.

***All expenses related to testing and PEP are the sole responsibility of the student.

Concurrent Procedures for Faculty/Preceptor

1. Document the exposure on the appropriate risk management forms for the agency and college.
2. Identify and document the source individual, unless not feasible or prohibited by state or local law.
3. Test the source blood after consent is obtained to ascertain HBV, HCV or HIV infectivity.
4. If consent is unobtainable, document that legally required consent cannot be obtained.
5. If consent is not needed, then test the source blood as soon as possible.
6. If source status for HBV, HCV and/or HIV is known to be positive, then source testing is not necessary. However, collect information about the source's stage of infection (e.g., asymptomatic or AIDS), CD4+, T- cell count, viral load testing, and current and previous antiretroviral therapy. Send information with the exposed individual for evaluation for PEP. If information is unavailable, **do not delay PEP. The regimen, if instituted, can be adjusted if information is available at a later time.**
7. Collect a blood sample for baseline testing from the exposed individual and send for testing if consent is obtained. If consent for HIV serologic testing is not obtained at this time, have the agency preserve the sample for 90 days.
8. Inform the exposed individual of the outcome of source testing.
9. Complete the post-exposure checklist

Post-Exposure Management Protocol for Harmful Agents

Purpose: The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member at Wallace State Community College has an accidental exposure to a harmful agent while participating in any college sponsored activity. At all times, it is the student/faculty's responsibility to use standard precautions, safety equipment for safety procedures.

Immediate/Emergent

1. See immediate assistance from supervisory personnel.
2. Institute agent-specific first aid if appropriate (i.e., flushing copiously for chemical splashes, etc.).
3. Refer student/faculty **immediately** to the ER for follow-up care as indicated.

***All expenses related to transport and care are the sole responsibility of the student.

Concurrent Procedures for Faculty/Preceptor

1. Document exposure on the appropriate risk management forms for the agency and college.
2. Forward copy of agency risk management form and college form to appropriate faculty or program

director.

3. Faculty/program director will immediately institute appropriate follow-up if indicated such as notification of the Public Health Department.
4. Complete the post-exposure checklist.

Post-Exposure Management Protocol for Tuberculosis

Purpose: The purpose of this protocol is to delineate the procedures to be followed when a student or faculty member at Wallace State Community College has an accidental exposure to a tuberculosis while participating in any college sponsored activity. At all times, it is the student/faculty's responsibility to use standard precautions, safety equipment or safety procedures.

Emergent

1. Document the exposure per agency and college policy.
2. Upon notification or discovery of exposure to TB, the student/faculty member must report to the local Public Health Department. Reporting **must** be within **1 week** of notification or discovery.
3. Complete the initial post-exposure PPD per Public Health Department policy. **If the exposed individual has a positive baseline PPD, then Public Health Department policy must be followed.**
4. Return a copy of the initial PPD results to the appropriate program director.
5. Complete the post-exposure checklist.

Follow-up Protocol

1. Complete the follow-up PPD at **12 weeks** according to Public Health Department policy.
2. Return 12-week PPD results to appropriate program director.
3. Follow all recommendations of the Public Health Department for PEP.
4. Ensure that the program director is provided with the results of any and all testing and recommendations for PEP.

*The Public Health Department provides testing free of charge in exposure situations. Should the individual choose to be seen by any other health professional / agency, all expenses are the sole responsibility of the student.

HIPAA Policy

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 includes provisions that protect the security and confidentiality of health information.

Any information communicated by a patient to a healthcare provider is considered privileged communication, which means it is private. Any information obtained by a healthcare student/worker by any means, i.e. via electronic form, written form, observation, etc. is considered confidential.

A breach of confidentiality occurs when patient information is disclosed to others who do not have a right to access the information. Disclosure of private patient information to unauthorized individuals is a violation of the federal law – HIPAA.

It is a violation of HIPAA to access patient information outside your scope of work as a student.

You will be required to complete more in-depth HIPAA training as part of your clinical orientation. By signing below, you are acknowledging understanding of the basics of HIPAA confidentiality and agreeing to abide by HIPAA privacy rules by maintaining confidentiality in regard to patient information you have access to in on campus and clinical settings.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Licensure Direct Disclosure Acknowledgment

Wallace State Community College is required to provide public and direct disclosures on educational programs designed to meet educational requirements for a specific license or certification required for employment in an occupation. Wallace State cannot provide any guarantee that state licensure or certification entity will approve or deny a student's application. Individual determinations are made by state licensing boards.

Program of Study: _____

Do you plan to pursue licensure or certification after graduation? _____

Current state of residence: _____

Planned state of residence upon graduation: _____

You can select a degree program that leads to a professional licensure from the link below; then review if the program "meets" or "does not meet" the requirements necessary for licensure in each state:
https://www.wallacestate.edu/programs/health-division/licensuredisclosure.html

Wallace State Community College has made every effort to provide accurate information, however, state laws/regulations are subject to change at any time. Students are encouraged to contact the state licensing body where they plan to practice. Resources for students are listed below:

https://nc-sara.org/resources/professional-licensure
https://nc-sara.org/resource-directories-and-guides
https://wcetsan.wiche.edu/resources/professional-licensure
https://wcet.wiche.edu/frontiers/2019/11/04/final-fed-regs-for-state-auth-released/

(revised 04/2025)

I have reviewed the licensure/certifications required for the state in which I plan to seek employment using the information found on the Wallace State Health Science Division Licensure Disclosure Statement Webpage and have determined based on Wallace State's best judgment, whether or not my program of choice leads to licensure in the state in which I plan to seek employment (or, if they were unable to make the determination, they disclosed this information on their website). Furthermore, I have reviewed the contact information for the state in which I plan to seek employment and by using all the resources available to me, to include contacting the licensing body, I have determined that this program meets the licensure requirements for the state in which I intend to seek employment.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Professional Code of Conduct

This Health Science Division Student Code of Professional Conduct is supplementary to the "Student Code of Conduct" published in the Wallace State Catalog. The faculty members of the Health Science Division at Wallace State have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of healthcare. Acceptance as a Wallace State Student in the Health Science Division commits the individual to abide by the Code of Professional Conduct. Each student will:

- Attain personal mastery of knowledge and skill in their designated health area through honest effort;
- Relate to those who receive your services with compassion, truthfulness, and respect;
- Relate to peers, teachers, and other caregivers in a spirit of collaboration and mutual respect;
- Recognize and honor privileged information from both patients and colleagues;
- Conduct him/herself in accordance with program policy and Wallace State Community College Policies.

The Program Director along with the Health Division Dean may immediately suspend a student if it is concluded that the person's continued presence on the campus or clinical/fieldwork site presents a danger to themselves or endanger persons or property or threaten disruption of the academic process.

After suspension the student behavior/act will be investigated by Health Division Faculty and Health Division Dean. If the accusation of misconduct is found valid the student will be dismissed from their program of study. Students dismissed secondary to a violation of professional conduct will not be eligible for readmission to the program.

Examples of unprofessional or unethical conduct include, but are not limited to:

- Conduct as determined by the faculty to be unbecoming or unethical in a person training to practice in a health-related field or detrimental to the interests of the public, patients, students;
- Fraud or misrepresentation of themselves for obtaining medical information on persons outside their realm of clinical/fieldwork experience;
- Making false or misleading statements regarding one's level of skill or ability to treat persons;
- Use of any false, fraudulent or deceptive statement in any document connected with field of study;
- Engaging in inappropriate conduct with a patient;
- Impersonating another person licensed to practice in the health field;
- Use of substance(s) which impairs cognitive function and/or decision making;
- Conduct which is likely to deceive, and with potential to harm the public;
- Obtaining any payment for services by fraud or misrepresentation;
- Being found mentally incompetent or insane by a court of competent jurisdiction;
- Any offenses resulting in arrest which jeopardizes required cleared background check.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Release to Return to Clinical/Fieldwork/Lab Responsibilities

_____, a Wallace State student has been evaluated at this time and can safely return to direct patient care by_____. This includes participation in the clinical setting which may include working 8-12 hours and assisting with turning and/or lifting (up to 25 pounds) patients with assistance. Also, may be performing CPR and sterile procedures.

_____ _____

Signature MD or Nurse Practitioner Date

_____

Printed Name of MD or Nurse Practitioner

Name of office or facility with phone number where student was evaluated:

_____ _____

Name of Office or Facility Telephone Number

_____ _____

Student's Signature Date

_____ _____

Student Printed Name Student A Number

_____ _____

Parent/Legal Guardian Signature (if student under 18) Date

_____

Parent/Legal Guardian Printed Name (if student under 18)

Simulation Center Rules and Procedures

Wallace State Community College Simulation Center (WSCC SC) replicates a simulated clinical/laboratory experience. Therefore, all policies and procedures related to a clinical/laboratory setting will be implemented at the WSCC SC. Please note the following rules and regulations:

1. Participant performance in the Simulation Center may be considered part of the clinical experience and will be evaluated based on specific criteria as outlined by your instructor/facilitator.
2. Participants are to interact with simulators as if they are real clients.
3. Students are expected to follow departmental/institutional policies for clinical dress, preparation, and interaction with peers and clients.
4. The Simulation Center is classified as a clinical space, and all clinical policies and procedures apply.
5. All students are expected to come prepared to the simulated experience and be actively involved in the experience. This is to include any simulation prep assignments to be complete prior to the scheduled simulation. Students with incomplete or missing simulation prep assignments will not be allowed to participate in the simulation.
6. It is recommended to arrive 10 minutes prior to the scheduled simulation. Once a simulation session has begun, students will not be allowed to enter the simulation area and students will be considered absent. All simulation absences must be made up at the time designated by faculty to receive credit for the course. Simulation absences that have not been made up will result in an "I" in the course grade.
7. Only participants will be allowed into the Simulation Center. When entering and exiting WSCC SC, please do so quietly out of respect to others who may be actively participating in a simulation experience.
8. Cell phones are NOT allowed in the Simulation Center.
9. No food, drink, or gum is allowed in the simulation area.
10. Discussion of the simulated experiences will occur in the debriefing phase of the simulated experience. A debriefing session may occur at any time during the simulated experience. Confidentiality is to be maintained regardless of the methods used for communication (real time experience, video recording, and/or verbal communication). In order to maintain an optimal simulation experience for ALL learners, participants are to maintain strict confidentiality of ALL aspects of the simulation experience including but not limited to pre-briefing, in situ and debriefing phases. Breaches of the confidentiality may result in disciplinary action.
11. Still photography and continuous audiovisual (AV) digital recording will be utilized in the simulated patient environment of the WSCC SC. By signing this agreement, you are consenting to still photography (slides or print) and continuous AV digital recording while in the simulation center and/or skills labs. Photographs and/or recordings may be shown for educational, research, and/or administrative purposes. No commercial use of photographs or AV recordings will be made without written permission.

(revised 04/2025)

Simulation Center Rules and Procedures Acknowledgment

I have received and agree to abide by the above listed rules and procedures at the Wallace State Community College Simulation Center.

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)

Vaccine Notice for Clinicals

Please be advised that Wallace State Community College's third-party clinical affiliates may have different requirements than WSCC as it relates to the COVID-19 vaccine. Wallace State Community College strongly encourages all students to be vaccinated for COVID-19, but it is not mandatory for attendance. However, third-party health sciences affiliates who partner with WSCC (i.e., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of Wallace State's health science curriculum. WSCC has no control over policies mandated by these clinical affiliates. Wallace State is not requiring vaccination or proof of vaccination, but its third-party clinical affiliates might. Wallace State Community College wants to notify you that if you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses which require clinicals.

Acknowledgment of Handbook Policies

I have received and thoroughly read the student handbook for the program of study and the Health Science Division Handbook. I understand the policies and requirements contained therein and the responsibilities to be undertaken.

I understand that, with proper notice, the material in this handbook is subject to change or revision, at the Program Director's or the school's discretion. If such a change takes place, I will be made aware of the policy change in writing.

I understand failure to comply with the established policies and guidelines may result in probation or dismissal from the program of study.

I have read and agree to comply with these policies and guidelines.

(revised 04/2025)

Student Printed Name	Student Number	Student Signature
Date		Parent/Legal Guardian Signature (if student is a minor)