Dear Prospective Clinical Laboratory Technician Student:

This packet contains the following information for your review:

1. Read the Health Sciences (HS) Applicant Information Packet for Degree Programs at this link: [http://www.sinclair.edu/www/assets/File/Hom-Aca-AcaDiv-HS/HSApplicantPacket.pdf](http://www.sinclair.edu/www/assets/File/Hom-Aca-AcaDiv-HS/HSApplicantPacket.pdf)
2. CLT Program Mission Statement
3. Welcome letter from Allied Health Instruction Chairperson
4. Program Mission Statement
5. Program Information
6. Process for entry into the Limited Enrollment/Restricted Courses
7. Estimated Cost of the Program
8. Clinical Laboratory Technician Course Curriculum
9. Essential Functions of Clinical Laboratory Technology
10. Immunization Guidelines for Students and the Student Health Certificate form
11. Background Check Guidelines for Students and Background Check form
12. Current Clinical Affiliates
13. Policy for service work and practicum experience
CLT PROGRAM MISSION STATEMENT

To prepare competent clinical laboratory technicians in theory, skills and procedures necessary to work in the clinical laboratory setting.

- To provide a key pathway to a bachelor’s degree in Clinical Laboratory Science
- To achieve 100% pass rate on the national credentialing exam of program graduates.
- To achieve 100% positive placement of program graduates.
Dear Prospective Clinical Laboratory Technology Applicant:

Thank you for your interest in Sinclair Community College and the Clinical Laboratory Technology (CLT) Associate Degree Program. This program is offered at the main Dayton, Ohio campus. To become a CLT student, you must declare the program of study on your Sinclair admission application or, if you are already enrolled, contact an academic advisor to request CLT be added to your official record as your program of study. In either case, you will need to meet with an advisor to obtain your individualized “MAP” (My Academic Plan) which is a course schedule outline to get you aligned with completing the coursework within the CLT curriculum.

The CLT curriculum consists of “open” and “limited enrollment” courses. Open and limited enrollment courses are noted on the curriculum sheet within this packet. Any student may register for “open” courses any term offered as long as the required prerequisites for those courses have been met. In order to register for “limited enrollment” courses, you must complete the prerequisite courses for cohort eligibility.

The CLT Program must be completed within two years of beginning the limited enrollment courses. Students attending on a part-time basis should complete their support courses (those without a CLT prefix) prior to starting the limited enrollment courses.

The program’s technical courses with limited enrollment begin once a year in the fall term. Due to limited clinical capacity, a competitive selection process will be employed. Cohort is limited to 20 students. Annually after the deadline date (May 15), each student will have their transcripts reviewed using a rubric (Transcript Review Form). The total points scored from the rubric will be based on GPA and grades achieved for the required prerequisite courses.

If you have any additional questions regarding the admission requirements or the program, please contact the ALH office at (937) 512-3285.

Sincerely,

Shayesteh Lyons

Shayesteh Lyons, Ph.D., MS., MT (ASCP)
CLT Program Director
Step 1 _____ Read the Health Sciences (HS) Applicant Information Packet for Degree Programs at this link: [http://www.sinclair.edu/www/assets/File/Hom-Aca-AcaDiv-HS/HSApplicantPacket.pdf](http://www.sinclair.edu/www/assets/File/Hom-Aca-AcaDiv-HS/HSApplicantPacket.pdf)

Step 2 _____ Complete developmental courses, if any, resulting from Placement Test Scores: DEV 0012 (reading), 0032 or 0044 (writing), 0024 (math); note: 0026 (math) is only required if student elects to take MAT 1270 in lieu of MAT 1130. For questions regarding test results or DEV classes, please refer to an academic advisor.

Step 3 _____ Complete prerequisite course requirements and testing for cohort eligibility (required to become eligible to register for limited-enrollment courses, see curriculum sheet):

- BIO 1121: Human Anatomy and Physiology I (3 credit hours)
- OR
- BIO 1141 Principles of Anatomy & Physiology I (5 credit hours) Note: Students who plan to transfer to Wright State University after Sinclair graduation should take this biology course

- ALH 1101: Introduction to Healthcare Delivery (2 credit hours)

- TEAS Test: Applicants must take the TEAS Test (Test of Essential Academic Skills) to be considered for the CLT Program. This test is a basic aptitude test designed to identify student’s abilities for the program. There is no cut-off score for this test. Scheduling for this test can be found at the following link [http://www.sinclair.edu/enroll/new-student-center/testing/teas-testing/](http://www.sinclair.edu/enroll/new-student-center/testing/teas-testing/).

Step 4 _____ Program specific information:

- A ten (10) year expiration rule applies to the Psychology requirement, PSY 1100, if taken prior to acceptance into program.

- If taken prior to acceptance into CLT program, a five (5) year expiration rule applies to:
  - MAT 1450
  - BIO 1121
  - BIO 1222
  - BIO 2205
  - BIO 1141
  - BIO 1171
  - BIO 1272
  - CHE 1211
  - CHE 2111
  - CHE 2121/2161

Step 5 _____ A minimum Grade Point Average (GPA) of 2.7 is required in order to take the first restricted/limited enrollment course.
Once students begin taking their first restricted/limited enrollment course, he/she must maintain a minimum of 2.0 cumulative GPA to continue.

Note: all courses listed in the CLT curriculum must be completed with a grade of “C” or better in order to continue in the program and receive their diploma.

**ACCREDITATION**

Sinclair Community College Clinical Laboratory Technology (CLT) associate degree program is accredited by the National Accrediting Agency for the Clinical Laboratory Science (NAACLS). Thus Sinclair’s CLT graduates can sit for the certification exam of the American Society of Clinical Pathology (ASCP).

NAACLS is a nonprofit organization that independently accredits clinical laboratory technician (CLT)/medical laboratory technician (MLT) educational programs. NAACLS is recognized by the Council for Higher Education Accreditation (CHEA). At Sinclair Community College (SCC), the Clinical Laboratory Technology program was developed to align with all standards and guidelines set by NAACLS.

Below is NAACLS contact information:

**NAACLS**  
5600 N. River Road, Suite 720  
Rosemont, IL 60018  
P: 773.714.8880  
F: 773.714.8886
Process for entry into the Limited Enrollment/Restricted Courses

All new degree and certificate seeking students must take a placement test in writing, reading, and mathematics. In addition, the following students must take the placement test: transfer students who do not have transfer credits in English or math from their previous school(s), transient students who want to take English or math, or any student who has not tested in the past two years or transferred college level courses.

Limited Enrollment/Restricted Courses

1. Beginning May 15, any student who has the CLT program designated as their area of focus, has completed the program prerequisites to qualify for limited enrollment/restricted courses, has a minimum GPA of 2.7, and has completed the TEAS, will be reviewed using the Transcript Review Form.
2. Qualified students will be sorted by total points achieved. Those students with the most points will be offered a seat in the limited enrollment/restricted courses to start in the Fall term.
3. In order of total points (highest to lowest) until the class is filled.
   a. Students not accepted due to total points on the Transcript Review form will be put back into the pool of students eligible for limited enrollment/restricted courses and be reviewed during the next annual selection process.
   b. No carryover of student Transcript Review points or sorting from the previous year will be used.
4. Students will be notified of an offer of a seat in the CLT limited enrollment/restricted courses by telephone.
   a. Students must respond to the CLT program phone call within three business days.
   b. Please keep contact information up-to-date through Registration and Student Records.
   c. If a student is contacted via email or phone using information listed in the college database, and contact information is incorrect, no further attempt will be made to contact the student.

Once accepted into the program:

1. **Student Orientation**: CLT Students will be required to attend a mandatory orientation prior to the start of the CLT program. The orientation will cover CLT schedule, estimated cost of program, books and other important information necessary to be successful in the program.
2. **Health Certificate and Immunization**: CLT Students will be required to complete a Health Certificate and immunizations prior to start of CLT2810 – CLT Practicum. Details will be covered in the mandatory orientation and practicum orientation.
3. **Health Insurance**: CLT students must provide proof of personal health insurance prior to the start of CLT 2810 – CLT Practicum. Details will be covered in the mandatory orientation and practicum orientation.
4. **Background Check**: CLT Students will be required to complete a background check prior to the start of CLT2810 – CLT Practicum. Details will be covered in the mandatory orientation and practicum orientation.
**Transcript Review Form**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>TARTAN ID:</th>
<th>DATE</th>
</tr>
</thead>
</table>

**Section I:** GPA (SCC cumulative GPA must be minimum of 2.7 for review)

NOTE: Students must have sent all official transcripts from ALL previous colleges/universities to SCC, Registration & Student Records, 444 W. Third St., Dayton, OH 45402-1460

SCC cumulative GPA as of closing date following Spring term x 10

**Section I Points:**

**Section II:** CLT Program Prerequisites, must be completed to qualify for Transcript Review*

NOTE: If a student fails or withdraws (or combination of three occur) three times from the same prerequisite course for entry to limited enrollment courses, they will no longer be considered. W, D, or F counts as an attempt.

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 20 points</td>
<td>C = 10 points</td>
<td>A = 15 points</td>
</tr>
<tr>
<td>B = 15 points</td>
<td>D/F = 0 points</td>
<td>B = 10 points</td>
</tr>
<tr>
<td>= 0 points</td>
<td></td>
<td>Course Waived/Transferred = 15 points</td>
</tr>
</tbody>
</table>

ALH1101 – Introduction to Healthcare Delivery
BIO1121 – Human Anatomy & Physiology I
TEAS Test completed – 10 points
If student has taken ALH1113 and ALH1115 will have 5 additional points added to the points earned for Section II.

**Section II Points:**

**Section III:** General Education courses in curriculum (same point system as in Section II).

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH2220 – Pathophysiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO1171 – Principles of Biology I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1222 – Human Anatomy &amp; Physiology II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE1311 – College Chemistry I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE1321 – College Chemistry II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT1450 – Introductory Statistics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section III Points:**

**Section IV:** General Education courses in curriculum = 1 point each with a “C” or better (multiple attempts allowed).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM2206 – Interpersonal Communications (COM206)</td>
<td></td>
</tr>
<tr>
<td>ENG1101 – English Composition I (ENG111 &amp; ENG112)</td>
<td></td>
</tr>
<tr>
<td>PSY1100 – General Psychology (PSY119)</td>
<td></td>
</tr>
</tbody>
</table>

**Section IV Points:**

**Section V:** Prior Academic Degree (from colleges recognized by Sinclair) – Points for the highest degree only. Applicants must notify the department that he/she has a prior degree with GPA of 2.5 or higher.

<table>
<thead>
<tr>
<th>Degree(s):</th>
<th>College(s) attended:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS/AA = 5 points</td>
<td>AAS = 10 points</td>
</tr>
<tr>
<td>BA = 10 points</td>
<td>BS = 15 points</td>
</tr>
<tr>
<td>Graduate = 15 points</td>
<td></td>
</tr>
</tbody>
</table>

**Section V Points:**

**Section VI:** SCC Short-term technical certificates or credentials in Clinical Phlebotomy and/or Specimen Processing: 5 points will be added if either or both are completed.

**Section VI Points:**

### Section Points

<table>
<thead>
<tr>
<th>Section Points</th>
<th>Section I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section II</td>
<td>Section III</td>
</tr>
<tr>
<td>Section IV</td>
<td>Section V</td>
</tr>
<tr>
<td>Section VI</td>
<td>Total Points:</td>
</tr>
</tbody>
</table>

7
ESTIMATED COST OF THE PROGRAM

For Montgomery County, Ohio residents:

- Registration fee (one-time fee applied to 1st registration) $20.00
- Tuition: 60 credit hours x $121.03/per credit hour** 7,261.80*
- Fees: 306.00
- Books: 3,000.00
- Test of Essential Academic Skills (TEAS) 65.00
- Physical/Immunizations: (Required for practicum/clinical rotations) 200.00
- Uniforms/equipment: 100.00
- Background check: 65.00
- Travel: (Required for practicum/clinical rotations) 150.00

**Total: $11,167.80

For outside Montgomery County and inside Ohio:

- Registration fee (one-time fee applied to 1st registration) $20.00
- Tuition: 60 credit hours x $168.28/per credit hour** 10,096.80*
- Fees: 306.00
- Books: 3,000.00
- Test of Essential Academic Skills (TEAS) 65.00
- Physical/Immunizations: (Required for practicum/clinical rotations) 200.00
- Uniforms/equipment: 100.00
- Background check: 65.00
- Travel: (Required for practicum/clinical rotations) 150.00

**Total: $14,002.80

For outside of Ohio residents:

- Registration fee (one-time fee applied to 1st registration) $20.00
- Tuition: 60 credit hours x $314.40/per credit hour** 18,864.00*
- Fees: 306.00
- Books: 3,000.00
- Test of Essential Academic Skills (TEAS) 65.00
- Physical/Immunizations: (Required for practicum/clinical rotations) 200.00
- Uniforms/equipment: 100.00
- Background check: 65.00
- Travel: (Required for practicum/clinical rotations) 150.00

**Total: $22,770.00

* Tuition based on Spring 2020 rates
** There is an additional $7.50 per credit hour fee for online class
## CLINICAL LABORATORY TECHNOLOGY PROGRAM CURRICULUM (CLT.S.AAS)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FIRST SEMESTER (12) Fall</th>
<th>CREDIT</th>
<th>LEC</th>
<th>LAB</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 1200/1203</td>
<td>Introduction to Clinical Laboratory</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>ALH1101; ALH1113; BIO1107 or BIO1121 or BIO1141</td>
</tr>
<tr>
<td>BIO 1222</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>BIO121</td>
</tr>
<tr>
<td>CHE 1311/1351</td>
<td>College Chemistry I</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>DEV 0025 OR DEV 0075</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>English Composition I</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>DEV0032 OR DEV0044</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SECOND SEMESTER (13) Spring</th>
<th>CREDIT</th>
<th>LEC</th>
<th>LAB</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 2110/2113</td>
<td>Urine &amp; Body Fluid Analysis</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>Restricted to Majors; CLT1200; BIO1222</td>
</tr>
<tr>
<td>CLT 2410/2413</td>
<td>Clinical Microbiology &amp; Parasitology</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Restricted to Majors; CLT1200; BIO1222</td>
</tr>
<tr>
<td>ALH 2220</td>
<td>Pathophysiology</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>BIO1107 or BIO1121 or BIO1141</td>
</tr>
<tr>
<td>CHE 1321/1361</td>
<td>College Chemistry II</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>CHE 1311</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>THIRD SEMESTER (5) Summer</th>
<th>CREDIT</th>
<th>LEC</th>
<th>LAB</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1171</td>
<td>Principles of Biology I</td>
<td>5</td>
<td>3</td>
<td>6</td>
<td>DEV 0015 AND DEV 0028 OR DEV 0078</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>5</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FOURTH SEMESTER (13) Fall</th>
<th>CREDIT</th>
<th>LEC</th>
<th>LAB</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 2210/2213</td>
<td>Hematology</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Restricted to Majors; BIO1171; ALH2220</td>
</tr>
<tr>
<td>CLT 2310/2313</td>
<td>Clinical Chemistry</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>Restricted to Majors; BIO1171; ALH2220</td>
</tr>
<tr>
<td>CLT 2510/2513</td>
<td>Immunology/Serology/Immunohematology</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>Restricted to Majors; ALH 2220; CHE 1321</td>
</tr>
<tr>
<td>PSY 1100</td>
<td>General Psychology</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>DEV 0012</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FIFTH SEMESTER (12) Spring</th>
<th>CREDIT</th>
<th>LEC</th>
<th>LAB</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 2206</td>
<td>Interpersonal Communications</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>DEV0035</td>
</tr>
<tr>
<td>CLT 2810</td>
<td>CLT Practicum</td>
<td>6</td>
<td>1</td>
<td>32</td>
<td>CLT2110; CLT2210; CLT2310; CLT2410</td>
</tr>
<tr>
<td>MAT 1450</td>
<td>Introductory Statistics</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>MAT1365 or MAT1370</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 60

*ALH 1113 (2) and ALH 1115 (2) may be substituted for CLT 1200/1203
Health certificate, immunizations and background check must be completed prior to start of CLT 2810
Essential functions are the physical, intellectual and behavioral requirements of the program that a student must be able to master in order to successfully participate in the Clinical Laboratory Technology (CLT) program and become employable. The ability to participate collaboratively and flexibly as a professional team member is essential. Students in the CLT program taking a limited-enrollment course MUST pass all competencies and the course (theory and lab) with an 80% in order to continue in the program. In compliance with the National Accrediting Agency for Clinical Laboratory Science (NAACLS), the Sinclair Community College (SCC) CLT program makes these essential functions available to prospective students and the public. Prospective students who are not sure that they will be able to perform these essential functions should consult with the CLT Program director for further information and to discuss individual situations.

Visual & Observation Skills
The CLT student must be able to:
- characterize the color, odor, clarity, and viscosity of biologicals samples, reagents, or chemical reaction products
- observe visual laboratory presentations of any biologicals being tested for their biochemical, immunological, hematological, and microbiological components
- read calibration lines on pipettes and laboratory instruments that are one millimeter apart
- distinguish between solutions that are clear, opaque or particulate in test tubes and on glass slides
- identify stained and unstained cellular components in the range of one micrometer using bright-field microscope
- differentiate color reactions
- read and comprehend text, numbers, and graphs displayed in print and on a video monitor
- recognize alarms

Psychomotor Skills
The CLT student must be able to:
- move freely and safely around a laboratory
- travel to different clinical sites for practical training
- perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours
- perform laboratory testing adhering to laboratory safety standards
- grasp, hold, transport and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing
- obtain patient specimens in a timely, safe, and professional manner (e.g. perform phlebotomy)
- use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines
- use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information
- troubleshoot and correct basic equipment malfunctions
- reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture

Communication
The CLT student must be able to:
- read and understand technical and professional materials
- follow oral and written instructions independently
- clearly instruct patients regarding specimen collection
• demonstrate sensitivity, confidentiality and respect when speaking with patients
• communicate clearly, accurately and politely with faculty members, student colleagues, staff, orally and in a recorded format (writing, typing, graphics, or telecommunications)

**Intellectual & Cognitive Abilities**
A CLT student must possess a range of intellectual skills that allows him or her to:
• master the broad and complex body of knowledge that constitutes a clinical laboratory science education
• memorize, perform scientific measurements and calculations
• analyze and synthesize information from a wide variety of sources

**Behavioral & Social Attributes**
A CLT student must be of sufficient emotional health to:
• fully use his or her intellectual ability
• exercise good judgment
• complete clinical responsibilities promptly
• relate to patients, instructors, and colleagues with courtesy, and respect
• organize work and perform multiple tasks within given time constraints
• complete professional and technical tasks within realistic constraints
• adhere to ethical standards in all matters related to medical information and patient care
• recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals
• adapt to working with unpleasant biologicals
• support and promote the activities of fellow students and of health care professionals
• provide a team approach to learning, task completion, problem solving, and patient care
• be honest, compassionate, ethical, and responsible
• be able to critically evaluate her or his own performance, accept and act on constructive criticism, and look for ways to improve
• show respect for individuals of different age, ethnic background, religion, and/or sexual orientation
• demonstrate the psychological health required to respond to supervisors, coworkers and others in a collegial manner
• recognize emergency situations and respond with appropriate actions
• maintain a high level of competence in a stressful and distracting environment

**Academic Performance**
A CLT student must also be able to:
• obtain relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicums and independent study assignments
• use computers based examinations to assess and improve educational outcomes of the program
• sit for examinations, both written and oral, complete written assignments, deliver presentations
• perform required laboratory practice with and without supervision

*Reasonable accommodations for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. There will be no discrimination in the selection of program participants based on race, creed, color, gender, age, marital status, national origin, or physical or mental disability, providing mandatory standards can be met.*
CLT IMMUNIZATION GUIDELINES FOR STUDENTS

I. The following immunizations must be current and documented on the Student Health Certificate before May 15th prior to the Fall Semester of the second year of the program.

1. **PPD SKIN TEST** (Mantoux Test: 1-step or 2-step is acceptable)
   A Tine Test is not acceptable. Positive PPD reactors should have a baseline chest x-ray and therefore be evaluated if symptoms develop. This must be completed annually and remain current during the entire Practicum (both semesters).

2. **RUBELLA VACCINE OR TITER**
   Susceptibility to rubella is determined by proof of immunization or laboratory confirmation of rubella antibodies. A history of the disease is NOT reliable.

   Pregnant students should not be immunized. Other female students should be advised that pregnancy should be prevented for at least three months after vaccination.

3. **TETANUS AND DIPHTHERIA ADULT VACCINE (Td)**
   a. The student should be able to give a reliable history of receiving a series of three Td (or DTP) immunizations. If history is vague, especially if born prior to 1945, she/he should receive a primary series of two doses of Td, with a month intervening, and the third dose one year after the first dose. Students in the second of being immunized may be admitted into the Medical Assisting program with the understanding that the student will complete the series as requested.
   
   b. **BOOSTER**
   The recommended dose (0.5 ml) of Td (adult) every 10 years. If a dose is administered sooner as part of wound management, the next booster is not needed for another 10 years. For persons whose immunizations are still incomplete following wound management, the remainder of recommended series should be given.

5. **HEPATITS B VACCINE**
   a. The Centers for Disease Control and Prevention (CDC) recommends that healthcare personnel who perform tasks that may involve exposure to blood or body fluids should receive a 3-dose series of hepatitis B vaccine. Although students may continue to finish the series of 3-doses while they are in the practicum experience, students should have received the first injection prior to starting the first semester of the Practicum.

   If the student does not want to receive the hepatitis vaccine, a “declination” form must be signed and will be placed in the student’s record in the CLT department.

6. **INFLUENZA VACCINE**
   Evidence of immunization for influenza. If the student is not eligible to receive a flu vaccine (i.e. allergies to eggs), the student MUST provide documentation from a physician regarding this exclusion.

II. The following immunizations are suggested, but are **not** required.

1. **VARICELLA (CHICKEN POX) TITER**
   Students with no known exposure (or in doubt) should be considered for titer.
Clinical Laboratory Technology students are required to have background checks completed in order to meet the requirements of the practice sites.

**NO EXCEPTIONS!**

Proof of background check performed MUST be given to the CLT Program Director. NO LATER THAN 5:00 pm, OF THE DUE DATE SET DURING THE 4th term OF THE PROGRAM BY THE CLT PROGRAM DIRECTOR. If this is not completed by the due date during the 4th term of the program, the student will not be allowed to attend the Clinical Laboratory Technology Practicums.

I. **Scope and Purpose of Policy**

This policy applies to all students enrolled at Sinclair Community College and to persons seeking reinstatement to a program, transfer students, and pre-program students who intend to seek admission into a program in which a background check is part of the program’s curriculum.

The purpose of the policy is to ensure the safety of patients, children, and the public during the student’s educational experience, to ensure that property, information, employees, and students of Sinclair Community College and its programs’ clinical or field affiliates are reasonably safe from theft, injury or other unprofessional behavior from clinical/practicum students, and to attempt to ensure that students will be eligible to complete clinical/practicum experiences and become licensed in their respective fields.

Ohio is one of many states which mandate criminal background checks for persons working in certain health care, early childhood, and related settings. Criminal records checks are required for persons working in positions of responsibility for the care, control or custody of children and in positions that involves care to a person age 60 and older. The law requires the record checks to be conducted by the Ohio Bureau of Criminal Identification and Investigation (BCI) and prohibits hiring applicant persons who has been convicted of certain offenses or who fails to provide the information necessary for a records check.

In addition, the Joint Commission (JC), which governs many of Sinclair’s clinical or field affiliates, includes in its Human Resources standards (HR.1.20) a requirement that agencies include clinical/practicum students in criminal background checks when required by state law, regulation, or hospital policy.

For questions and concerns regarding listed offenses, contact specific department to obtain professional organization or credentialing contact information.

II. **Background Check Procedure**

A. Check with specific department for any specific additional directions. For example, ECE students must complete a Non-Conviction Statement prior to completing their background checks (contact the Child and Family Education Department for more information).

B. Sinclair Community College is a provider of National WebCheck. National WebCheck is an electronic fingerprint collection and transmittal system designed by the Ohio Attorney General’s Office. It allows background checks to be done through the Ohio Bureau of Criminal Identification and Investigation (Ohio BCI&I) with results being mailed in less than one day. National WebCheck can interface with the FBI’s Automated Fingerprint Identification System (AFIS) for the background checks that require the FBI search.
Background Checks are not available to the general public at Sinclair Community College. Only Sinclair Community College students who are required to have the state and federal background checks done will be scheduled.

The cost for both State (BCI) AND Federal (FBI) (10-3445-44051-0507) will be $65.00 and is to be paid in person or online through the Sinclair Community College Bursar’s office by the student.

See: https://www.sinclair.edu/academics/divisions/bps/trainingacademy/national-webcheck-fingerprinting/

C. Background checks are only good for one year once they have been completed by Sinclair Community College. Please make sure your background check is current for clinical/practicum. Some programs may require the background check prior to beginning the program, again prior to entering the clinical/practicum environment and following graduation for application to the state or national credentialing agency.

D. Background Checks from Other Agencies

1. All programs with the exception of the Early Childhood Education (ECE) Program may accept a background check completed at another agency, institution or department provided it:
   a. was completed within one year from the start of the clinical/practicum; and
   b. is sent directly to the program from the agency that had requested the background check in the past.

2. The ECE program cannot accept a background check from any other agency, institution or department, per the requirements of the Ohio Department of Jobs and Family Services.

E. Background Check Results

Most background checks can be processed within two business days. However, due to the investigative nature of the check that involves searching nationwide court records OR if additional information is requested, extra time may be needed.

1. Report returned with “no criminal history on record”.
   a. Background Check Results Report will be sent directly to the party designated on the request form.
   b. Documentation will be placed in student file. Confidentiality of your records will be maintained.

2. Report returned with “May not meet qualifications for licensing or employment”.
   a. If Student wants to be considered further, a student must obtain a “rap” sheet by completing the FBI Request for Rapsheet form.
      i. The form can be obtained from the website www.ohioattorneygeneral.gov under Services and Background Checks, or by calling the toll free number 877-224-0043.
      ii. Completed form can be faxed to 740-845-2633 ATTN: FBI Records Release Desk or mailed to:
          BCI & I
          ATTN: FBI Records Release Desk
          1560 State Route 56 S.W.
          London, OH 43140
iii. After receiving a Rapsheet, Student must deliver it to the specific program office in its original sealed envelope.

iv. By law and via standard operating procedures at the clinical/practicum affiliates, conviction of certain criminal offenses (listed in the attached appendixes) disqualifies and/or denies the student access to most clinical/practicum environments.

3. The student will provide an explanation for all other misdemeanor or criminal charges and/or convictions. The student has one week from point of contact to provide explanation and/or additional supporting documentation.
   
a. If a student fails to provide an explanation within one week from point of contact, the student will be automatically disqualified to continue in the program and be advised to withdraw and seek career guidance via Academic Advising.
   
b. Department Chair/Program Director/Academic Clinical Coordinator/Fieldwork Coordinator for the specific program will contact the major clinical/practicum affiliates/sites to obtain an opinion on whether or not a student with a particular offense would be permitted to attend clinical rotations at that facility.
      
i. Student’s name is not disclosed, only the offense, including years since offense occurred and final conviction code(s).
      
ii. If the clinical/practicum affiliate would not hire an individual with this history as an employee delivering direct patient care, the student will be denied access to clinical/practicum.
      
iii. The student will automatically be disqualified to continue in the specific program and will be advised to withdraw and seek career guidance via Academic Advising.
      
iv. There is no appeal process once a major affiliate denies access if an alternate and equivalent (parallel) clinical instruction cannot be provided.
      
v. The specific program will not be required to attempt an alternative placement in a clinical/practicum environment if student is disqualified, due to requirements for experiencing a variety of patient/client populations in order to complete the curriculum.

4. Certain felonies are permissible in the Mental Health Technology (MHT) program. A student in this program may request that his/her criminal record be reviewed by a committee of practicum instructors to determine whether the student will be permitted to have access to the clinical/practicum environment.

5. For an ECE student, if a background check indicates a student has a prohibited offense, the prohibited offense does not necessarily disqualify the student if the student meets the conditions delineated by Ohio Department of Jobs and Family Services at ODFS 01206 Rehabilitation Criteria for Child Care. The determination of whether a student with a prohibited offense has met the requisite criteria is determined by a group/college review.

F. Criminal Convictions which have been Sealed

a. A criminal conviction which has been sealed may be included in a student’s criminal background check. It will be reviewed and considered to determine whether the student may be eligible to be placed at a clinical/practicum site.
   
b. A sealed conviction may also be considered by a state professional licensing agency considering an application for licensure.
SINCLAIR COMMUNITY COLLEGE

NATIONAL WEBCHECK® CRIMINAL HISTORY CHECKLIST

1. Complete the Webcheck® Request Form in its entirety
2. List the appropriate reason for the test (see below)
3. Mark BCI only or BCI & FBI (no FBI only tests)
4. Take to Bursar Office to make payment or make your payment online by following the steps on the next page

- MAKE SURE TO OBTAIN A RECEIPT – No test will be conducted without one.

5. The following MUST be with you at the time of the test:
   - Ohio Driver License or other government issued identification card with a photograph
   - Social Security Card
   - Paid Receipt from Sinclair Cashier/Bursar

National WebCheck is conducted in building 14, room 213.
Walk-in hours are currently:
Tuesday – Wednesday from 9 a.m. to 11 a.m. and 2 p.m. to 4 p.m.

BCI Reason Codes
- Required for licensing or permit
- Responsible for the care, custody or control of a child
- Responsible for direct care of elderly

FBI Reason Codes
- Care, custody or control of children
- Child daycare center owner, licensee or administrator of type A daycare. Home owner and persons 18+
- Direct care of the elderly
- Employee of child daycare center. Type A family daycare, type B family daycare or certified in-home aide
- Medical (nurses, dialysis techs, students entering nursing education or dialysis
- Pre-school program
- Public school district or chartered non-public schools
- Head Start Agency
- Volunteer Children’s Act
STEPS FOR MAKING BACKGROUND CHECK FEE PAYMENTS ONLINE

1. Go to any of the following places:
   a. Web Advisor, under Financial Information, click on “Make Payment for Non-Tuition items”
   b. The Bursar Web page left column click on “Make Payment for Non-Tuition items”
   c. The my.sinclair page under Welcome Student section, again titled “Make a Payment for Non-Tuition items”

2. Under Payment types select Background Check fee from the drop down box

3. Enter your Full Name (students name), amount, address, 7 digit Sinclair ID number, description (Nurse Aide Training Program) and e-mail address

4. Click on Card Payment box – this will take you to the Payment information screen

5. Enter 16 digit Visa or Master Card number, expiration, and Card Identification number (the last three digits on the back of the card)

6. Enter Account holder Name, address, phone number, and e-mail address

7. Click “Continue”

8. On the payment verification page – click on the square that says “I agree to the Terms of Use”

9. Finally, click on “Make a Payment “ to submit payment

10. Print a copy of the Payment Confirmation e-mail and take with you to your fingerprinting appointment
Sinclair Community College
NATIONAL WEBCHECK® CRIMINAL HISTORY CHECK REQUEST FORM

Name: _______________________________________________________________
____________________________________________________________
____________________________________________________________
Last First Middle

Address ___
_________________________________________________________
_________________________________________________________
_________________________________________________________
City State Zip

SS #: _______________________
Birth Date: __________________________

Phone: _____________________ e-Mail: ___________________________

Have you been a resident of Ohio for the past 5 years? □ Yes □ No
Note: If you answered No, you will be required to complete both State (BCI) and Federal (FBI) checks.

I am requesting the following National WebCheck®:

□ State (BCI) Only (10-3445-44051-0507) $ 35.00
XX Both State (BCI) AND Federal (FBI) (10-3445-44051-0507) $ 65.00

Note: No “FBI Only” checks are permitted by WebCheck®

Purpose of Criminal History Check: Clinical Laboratory Technology Clinical/Practicum
(See Reverse for list)

My signature indicates that I request a National WebCheck® be conducted by the Sinclair Community College Police Department or its authorized agent. I grant permission to the Sinclair Community College Police Department or its authorized agent to obtain all criminal history information regarding my past from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and/or the Federal Bureau of Investigation (FBI).

I understand that the criminal background checks are conducted by the electronic imaging of my fingerprints and then electronically submitting my fingerprints and personal information to the National WebCheck® system, which is administered by the Ohio Attorney General’s Office.

By having my fingerprints scanned on a National WebCheck® scanner, I authorize the Ohio BCI&I to release any criminal history information obtained from their files regarding me, and/or the files held by the FBI, and hereby release the Ohio BCI&I and the Sinclair Community College Police Department from all liability in connection with the dissemination of any criminal history information obtained.

I request the results obtained by the National WebCheck® system be delivered:

By US Mail to: Allied Health Instruction Office

444 West Third Street RM 14-313A

Dayton, OH 45402

Signature: __________________________ Date __________________________

Operator Signature: __________________________ Trans # __________________________

WEBCHECK® is a registered trademark of the Ohio Attorney General’s Office.

Prices effective July 1, 2008
BACKGROUND CHECKS
FELONY OFFENSES PROHIBITED FOR HEALTHCARE PROFESSIONS

Source: Ohio Revised Code – 109.572 Criminal Records Check
Ohio Code Description

Offenses Related to Domestic Animals
959.13  Cruelty to Animals

Food
2716.11  Adulterated Food
3716.11  Placing harmful or hazardous objections in food or confection

Homicide/Assault
2903.01  Aggravated murder
2903.03  Voluntary manslaughter
2903.11  Felonious assault
2903.13  Assault
2903.16  Failing to provide for functionally impaired person
2903.22  Menacing
2903.02  Murder
2903.04  Involuntary manslaughter
2903.12  Aggravated assault
2903.15  Permitting child abuse
2903.21  Aggravated menacing
2903.211 Menacing by stalking
2903.34  Offenses against residents or patients of care facilities

Kidnapping/Extortion
2905.01  Kidnapping
2905.02  Abduction
2905.05  Criminal child enticement
2905.11  Extortion
2905.12  Coercion

Sexual Offenses
2907.02  Rape
2907.04  Unlawful sexual conduct
2907.07  Importuning
2907.09  Public indecency
2907.21  Compelling prostitution
2907.23  Procuring
2907.31  Disseminating matter harmful to juvenile
2907.322 Pandering sexually oriented material involving a minor
2907.323 Illegal use of a minor
2907.03  Sexual battery
2907.05  Gross sexual imposition
2907.06  Sexual imposition
2907.08  Voyeurism
2907.12  Felonious sexual penetration
2907.22  Promoting prostitution
2907.25  Prostitution
2907.32 Pandering obscenity
2907.321 Pandering obscenity involving minor

Arson
2909.02  Aggravated arson
2909.22  Soliciting or providing support for act of terrorism
2909.03  Arson
2909.23  Making a terroristic threat
2909.24  Terrorism

Robbery/Burglary
2911.01  Aggravated robbery
2911.11  Aggravated burglary
2911.02  Robbery
2911.12  Burglary
2911.13  Breaking and entering

**Theft**
- 2913.02  Theft: aggravated theft
- 2913.04  Unauthorized use of property
- 2913.21  Misuse of credit cards
- 2913.40  Medical fraud
- 2913.47  Insurance fraud
- 2913.51  Receiving stolen property

**Unauthorized use of vehicle**
- 2913.03

**Theft: aggravated theft**
- 2913.11

**Forgery**
- 2913.31

**Unauthorized use of property**
- 2913.43  Securing writings by deception

**Unauthorized use of vehicle**
- 2913.49  Identify fraud

**Offenses Against the Public Peace**
- 2917.01  Inciting to violence
- 2917.02

**Offenses Against the Family**
- 2919.12  Unlawful abortion
- 2919.22  Endangering children
- 2919.23  Interference with custody
- 2919.24  Contributing to unruliness or delinquency of a child
- 2919.25  Domestic violence

**Public Administration**
- 2921.36  Conveyance of certain items onto grounds of detention, MRDD, or MH facility

**Weapons Offenses**
- 2923.12  Carrying concealed weapons
- 2923.13  Having weapons while under a disability
- 2923.161  Improperly discharging a firearm at or into a school or house

**Drug Offenses**
- 2925.02  Corrupting another with drugs
- 2925.04  Illegal manufacture of drugs
- 2925.11  Drug abuse
- 2925.22  Deception to obtain Dangerous drug

**Corrupting another with drugs**
- 2925.03  Trafficking offenses
- 2925.05  Funding, aggravated marijuana trafficking
- 2925.06  Illegal administration or distribution anabolic steroids
- 2925.13  Permitting drug abuse
- 2925.23  Illegal processing of drug documents

**Miscellaneous Offenses**
- 2927.12  Ethnic Intimidation
- 4511.19  Operating vehicle under the influence of alcohol or drugs or operation a vehicle underage consumption (two or more offenses committed within the three years immediately preceding the background check)
SERVICE WORK AND PRACTICUM EXPERIENCE

PURPOSE

The CLT Practicum experience is a period of non-paid clinical experience which consists of supervised experience in a medical laboratory facility.

The clinical practicum of the CLT student is required to expose the student to the environment of the clinical laboratory and hospital or independent lab. In this way, the student may practice skills learned in the classroom setting and gain experience in the use of laboratory equipment, procedures and practices. While in the clinical laboratory, the student’s work must always be supervised by a clinical instructor or technologist skilled in the performance of a test. During practical training in each assigned area the student will participate in the activities of the section while successfully performing tests on patient samples. This may be achieved by:

(a) Performing such tests in duplicate with the laboratory
(b) At the discretion of the technologist/instructor, performing the test under direct supervision of the instructor.

This should occur when the student has demonstrated appropriate efficiency in the test. If the student actually performs the test achieving a valid result used for the report, the report which is sent out must be signed by the technologist responsible for the results. The student must sign the logged results and the laboratory copy. A report may never be released with the student’s signature as the only name on the record. Student should not get paid for this activity, as it is only a learning experience, and part of CLT educational program.

LENGTH OF PRACTICUM

Each student is required to complete one non-paid practicum experience totaling 512 practicum hours during the last term of the program. Scheduling for practicum sites will begin prior to the spring term of the 2nd year. Assignments should be completed by the 1st week of the spring term of the 2nd year. In the event an assignment is not available by the 1st week of the term, alternative measures will be determined by the CLT program director and ALH Chairperson. The CLT program director will attempt to place the student within a 20 mile radius of his/her home if possible. Please note: Placement close to home is not guaranteed. Students must be prepared for the possibility of relocation for this sixteen-week period.
The Clinical practicum is comprised of rotations in each of the five primary disciplines of clinical laboratory science (chemistry, immunology, transfusion medicine, microbiology, and hematology). The student works under the supervision of a practicing medical laboratory scientist to apply the theoretical knowledge and laboratory skills learned in the academic setting to the clinical setting.

Clinical site assignments are made during fall of the second year of the program. Students are not guaranteed placement at local or commutable sites. Students must be prepared for the possibility of relocation for this 16-week period. Placement of students will be based on the student’s GPA and instructors’ recommendations. Student placement in an affiliated clinical site by faculty is final.

The program has several affiliations in place to provide placements for students each year. It is anticipated that some sites will decline hosting students from time to time. The number of students accepted into the CLT program each year will be based on available placements at clinical affiliate sites for Practical Training. If, for some reason, a site declines after the students have been notified of acceptance, then the program will check for other available placements with other affiliated sites, or the student may be asked to search for a comparable lab placement for himself/herself. Students released from a practicum clinical site during the semester due to unforeseen circumstances will be placed at another clinical affiliate site if available. If not immediately available, the student will be placed at an alternate clinical affiliate site the following semester without an adverse action for the student.