



WESTERN CONNECTICUT HEALTH NETWORK

# DANBURY HOSPITAL

**DEPARTMENT OF PATHOLOGY  
AND LABORATORY MEDICINE**

**SCHOOL OF MEDICAL TECHNOLOGY**

**STUDENT MANUAL OF  
POLICIES AND PROCEDURES**

**Danbury Hospital School of Medical Technology**  
**Policies and Procedures**  
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**DANBURY HOSPITAL SCHOOL OF MEDICAL TECHNOLOGY  
24 HOSPITAL AVENUE  
DANBURY, CONNECTICUT 06810**

**Mission Statement**

The mission of the Danbury Hospital School of Medical Technology is to prepare our students to become outstanding clinical laboratory science professionals.

**Program Goals:**

- a. Provide students with an environment and atmosphere that embodies the values of academic excellence, integrity, freedom, cooperation, and responsibility
- b. Prepare students to successfully pass a national certification exam
- c. Set standards of excellence required for the profession of Medical Technology and Clinical Laboratory Science
- d. Educate students to be clinical laboratory professionals who have the knowledge, skills, and values to provide competent and ethical practice in clinical laboratory science
- e. Maintain accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

**Entry levels of the Medical Technology Profession**

The following refer to skills and abilities expected on a Medical Technologist at career entry, not those that may be acquired with subsequent experience. As described by the American Society of Clinical Pathology (ASCP).

**Knowledge**

The technologist has an understanding of the underlying scientific principles of laboratory testing as well as the technical, procedural, and problem-solving aspects. The technologist has a general comprehension of the many factors that affect health and disease, and recognizes the importance of proper test selection, the numerous causes of discrepant test results (patient and laboratory), deviations of test results, and ethics including result confidentiality. The technologist correlates abnormal laboratory data with pathologic states, determines validity of test results, and need for additional tests.

The technologist understands and enforces regulatory requirements, safety regulations, uses statistical methods and applies business and economic data in decision making. The technologist has an appreciation of the roles and

interrelationships of paramedical and other health related fields and follows the ethical code of conduct for the profession.

**Technical Skills**

- *Performs full range of chemical, microbiologic, immunologic, hematologic, and immunohematologic laboratory procedures.*
- *Participates in the evaluation of new techniques and procedures in the laboratory.*

The technologist is capable of performing and interpreting standard, complex, and specialized tests. The technologist has an understanding of quality assurance sufficient to implement and monitor quality control programs. The technologist is able to participate in the introduction, investigation and implementation of new procedures and in the evaluation of new instruments. The technologist evaluates computer-generated data and troubleshoots problems. The technologist understands and uses troubleshooting, validation, statistical, computer, and preventive maintenance techniques to insure proper laboratory operation.

**Problem Solving and Analytical Decision Making**

- *Evaluates and solves problems related to collection and processing of biological specimens for analysis.*
- *Differentiates and resolves technical, instrument, physiologic causes of problems or unexpected test results.*

The technologist has the ability to exercise initiative and independent judgment in dealing with the broad scope of procedural and technical problems. The technologist is able to participate in, and may be delegated, the responsibility of decisions involving: quality control/quality assurance programs, instrument and methodology selection, preventive maintenance, safety procedures, reagent purchases, test selection/utilization, research procedures, and computer/statistical data.

**Communication**

- *Provides administrative and technical consulting services on laboratory testing.*

The technologist communicates technical information such as answering inquiries regarding test results, methodology, test specificity and sensitivity and specific factors that can influence test results to other health professionals and consumers. The technologist develops acceptable criteria, laboratory procedure manuals, reports, guidelines, and research protocols.

**Teaching and Training Responsibilities**

- *Incorporates principles of educational methodology in the instruction of laboratory personnel, other health care professionals and consumers.*

The technologist provides instruction in theory, technical skills, safety protocols, and application of laboratory test procedures. The technologist provides continuing education for laboratory personnel and maintains technical competence. The technologist may participate in the evaluation of the effectiveness of educational programs.

**Supervision and Management**

- *Gives direction and guidance to technical and support personnel.*

The technologist has an understanding of management theory, economic impact and management functions. The technologist participates in and takes responsibility for establishing technical and administrative procedures, quality control/quality assurance, standards of practice, safety and waste management procedures, information management and cost effective measures. The technologist supervises laboratory personnel.

**Description of the Clinical Facility**

Danbury Hospital is one of two hospitals in the Western Connecticut Health Network (New Milford Hospital is the other partner hospital). A 371-bed regional medical center not-for-profit community and university teaching hospital associated with Yale University School of Medicine, the University of Connecticut School of Medicine, and the University of Vermont College of Medicine. It serves approximately 360,000 residents of western Connecticut and southeastern New York. Its specialized facilities include a Level II Trauma Center and the J. Benton Egee, MD, Emergency Department, The Praxair Cancer Center, a Family Birth Center and Level II neonatal intensive care unit, the Western Connecticut Cardiac Center, Jack and Richard Lawrence Cardiac Catheterization Laboratory and the Marcus Cardiac Rehabilitation Center, the Nelson Gelfman, MD, Dialysis Unit, the Duracell Center for Ambulatory Surgery, an accredited sleep disorders center, advanced radiologic and oncology care via two linear accelerators, MRI, CAT, PET Scan and interventional radiology, Main Street Physical Rehabilitation Center, a pediatric pulmonary/asthma management program and the Seifert & Ford Family Community Health Center.

Danbury Hospital has 10 clinical departments and a medical and dental staff of more than 750 physicians. Danbury Hospital is the area's largest employer with close to 4,000 employees and 57 resident physicians.

The Hospital has a long history as a teaching institution and currently maintains 95 agreements with numerous colleges and universities to train medical, nursing and allied health students. The Hospital sponsors four residencies: Internal Medicine, Obstetrics/Gynecology, Pathology and Dentistry. Residents from affiliated institutions rotate through the Departments of Anesthesia, Psychiatry, General Surgery and Nuclear Medicine.

Western Connecticut Health Network and its components are committed to advancing the health and well being of people by:

1. Providing an integrated high quality and cost effective network of health care services and education centered around a teaching hospital, consistent with current medical standards for the prevention, diagnosis, treatment, and rehabilitation of illness;
2. Anticipating and responding to new developments in the health care system; and
3. Integrating the services of its systems with those of other medical and social service organizations in the region (e.g., home health care agencies, long term facilities, physical, mental, alcohol and drug rehabilitation) so as to optimize the availability of such services within the region in a cost effective manner.

The Danbury Hospital Laboratory is under the direction of Paul Fiedler, MD, Chairman; Laura Ovittore, MT (ASCP) and Cassandra Guidess, MT (ASCP), Laboratory Managers. In our fully computerized laboratory, we employ over 140 full and part time clerical and technical staff members and we perform over 1.5 million laboratory tests each year.

### **Accreditation**

Our School of Medical Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences Laboratory Sciences (NAACLS).

5600 N. River Rd

Suite 720

Rosemont, IL 60018-5119

Telephone: 773-714-8880

[www.naacls.org](http://www.naacls.org)

Danbury Hospital is accredited by:

- The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

Member organizations:

- American College of Physicians
- American College of Surgeons
- American Hospital Association
- American Dental Association
- American Medical Association
- American Association of Blood Banks
- College of American Pathologists (Laboratory)
- The Connecticut State Medical Society for Continuing Medical Education
- Accreditation Council for Graduate Medical Education
- American Dental Association for Graduate Education in Dentistry

Licensed by:

- State of Connecticut, Department of Health
- Nuclear Regulatory Commission for use of radioactive isotopes in Nuclear Medicine and Brachytherapy in Radiation Oncology
- State of New York Department of Health (Laboratory)

Approved by:

- Commission on Cancer of American College of Surgeons
- Council on Medical Education of the Medical Association and the American Society of Clinical Pathologists, for the School of Medical Technology
- Food and Drug Administration (Blood Bank)

Member of:

- American Hospital Association
- Council of the Association of American Medical Colleges of Teaching Hospitals
- Connecticut Hospital Association

University Affiliations with:

- Yale University School of Medicine
- University of Connecticut
- New York Medical College

**Danbury Hospital School of Medical Technology**  
**Administrative/Faculty Members**

Danbury Hospital pursues excellence in teaching and learning and promotes clinical education without regard to race, religion, ethnic or national origin, gender, sexual orientation, marital status, age, disability or Vietnam-era veteran status; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the Program. The faculty of our School of Medical Technology offers a coordinated program of laboratory training, which is intellectually and professionally sound. Our facility includes MD/PhD staff, pathology residents, managers, supervisors, and staff. These individuals have been selected to teach on the basis of their educational background, clinical expertise, certification, professional affiliations, and their participation in continuing education activities within their respective disciplines. The effectiveness of teaching is continuously reviewed by the Program Directors who monitor student performance, test scores, certification exam scores and student evaluations of all instructors.

**School Administrative Officials:**

Medical Director	Paul Fiedler, MD
Program Co-Director	Carol Repko, MED MT(ASCP) SH
Program Co-Director	Ana H Vicente, MHA MT(ASCP)
Education Director	Salvador F. Sena, PhD DABCC

**Laboratory Management Officials**

Laboratory Manager	Cassandra Guidess, MT(ASCP)
Laboratory Manager	Laura Ovittore, MS MT(ASCP)

**Laboratory Faculty**

Laboratory Section

**Blood Bank**

Technical Specialist	Theresa Pierce, MT(ACSP)
Lecture/lab Coordinator	Kathleen Koschel, MT(ASCP)

**CORE LAB: Clinical Chemistry, Hematology/Coagulation, Immunology/  
Serology, Molecular**

**Technical Specialists**

Leslie Albrecht, MS, MT(ASCP)
Nancy Critelli, MT(ASCP)

**Clinical Chemistry**

Lecture/ Lab Coordinator Chemistry	Ana H Vicente, MHA, MT(ASCP)
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**Hematology/Coagulation**

Lecture/Lab Coordinator

Joe Kulikowsli, MT(ASCP)

**Immunology/ Serology/Molecular**

Lecture/Lab Coordinator

Steve Majoros, MT(ASCP)

**Clinical Microbiology/Urinalysis**

Technical Specialist

Laura Ross, MS MT(ASCP)

Lecture Coordinator

Joanne Gabryzewski, MT(ASCP)

Laboratory Coordinator

Maria Somoza, MT(ASCP)

**Cytogenetics**

Medical Director

Rina Siddiqui, M.D.

Technical Specialist

Julia Delayo, CLSp(CG)

**Phlebotomy**

Technical Specialist

Patricia Palmer

Lecture/ Instructor

Sandra Smith, Pb(ASCP)

**Histology**

Technical Specialist

Damin Peng M.D.

Lecture/lab Coordinator

**Cytology**

Technical Specialist

Lynn O'Donnell CT(ASCP)

Lecture/lab Coordinator

**Laboratory Information Systems**

Senior System Analyst

Laura Desjardins, MT(ASCP)

Senior System Analyst

Joanne Farley, MT(ASCP)

LIS System Analyst

Mary Mattor

Laboratory Medical and PhD Staff:

Paul Fiedler, M.D. Chairman

Jeffrey West, MD

Leonel Edwards, M.D. Vice-Chairman

Chacho, Mary, M.D.

Salvador Sena, PhD

El-Fanek, Hani, M.D.

Dodge, Jessica, M.D.

Sieber, Steven, M.D. Vice-Chairman

Siddiqui, Rina, M.D.

Vidhun, Ramapriya, M.D.

Pathology Residents – Academic Year

TBA

### **Course Description (30 credits)**

**Phlebotomy:** The study of the collection and handling of blood specimens including venipuncture and microtechniques.

**Safety:** Basic principles of biomedical waste management, tuberculosis education, blood-borne pathogens, chemical safety, fire safety, emergency preparedness, equipment management, electrical safety and life safety.

**Clinical Microscopy (1 credit):** Principles of the diagnostic procedures for spinal fluid, feces, pleural/peritoneal/synovial fluid, and all other body fluids.

**Hematology (5 credits):** Comprehensive study of the principles, procedures, special techniques and disease states of the cellular components of the blood. Includes hemostasis.

**Blood Bank/Immunohematology (3 credits):** Study of the human blood groups, compatibility testing, component therapy and their relation to transfusion. Emphasis on problem solving.

**Immunology/Serology (3 credits):** Study of the immune response in health and disease and the use of current techniques for the determination of antigen-antibody reaction.

**Molecular Biology:** Principles of the diagnostic procedures to detect and evaluate specific DNA or RNA sequences in human, bacterial or viral genomes.

**Flow Cytometry:** Principles and applications of cell analysis using a flow cytometer.

**Clinical Chemistry/Toxicology (8 credits):** The analysis of electrolytes, minerals, metabolites, carbohydrates, proteins, enzymes, lipids, hormones, therapeutic drugs, abused drugs and other toxins in blood, urine and body fluids and the clinical significance of test results.

**Microbiology (8 credits):** Includes the isolation and identification and clinically significant bacteria from all types of clinical specimens. Correlation of laboratory findings to disease states is emphasized.

**Parasitology/Mycology/Virology:** The study of the medically significant parasites, viruses and fungi including their identification, isolation techniques, and their role in pathogenic disease.

**Management/Supervision:** Basic principles of management, staffing, ordering, identification and resolution of technical problems related to clinical

laboratory methodologies. Workload organization and tally, communication, evaluations and problem alternatives are discussed.

**Education**: Basic principles of educational methodologies including domains of behavior, rationale for using learning objectives and test construction are discussed.

**Computer Applications**: Includes the general use of a laboratory information system in a clinical setting. Topics include workload tally and quality control. Also, basic data entry, investigation of previous results, patient encounters and report printing are explained.

**Independent Study (2 credits)**: Investigation of a special topic in laboratory medicine. Subject is researched (library and laboratory) and presented in a formal written paper and oral presentation.

**Cytogenetics**: Cytogenetic testing including but not limited to specimen preparation, specimen processing, harvest, slide making and staining, reagent preparation, instrumentation and quality control. Introduction to fluorescent *in situ* hybridization testing.

**Histology**: Introduction to histology and histochemical staining techniques.

**Cytology** : Basic principles in the microscopic interpretation of cells to detect cancer and other abnormalities. This includes the examination of samples collected from the uterine cervix (Pap test), lung, gastrointestinal tract or body cavities.

### **School Hours**

School hours are Mondays, Wednesdays and Fridays, 7:00 AM-3:30 PM, and Tuesdays and Thursdays 8:30 AM-4:30 PM.

*Promptness is essential.* Weekly time cards will be provided to monitor student's attendance.

It is mandatory for each student to punch their own time card using the time clock located in the classroom, at the beginning and at the end of every school day. Students may only punch their own card. Handwritten documentation of attendance is not acceptable. If student forgets to punch, she/he must have program director initial manual time entry. If time cards not available or time clock not functioning, contact one of Program Directors.

Students are not to leave the laboratory early unless they have checked with the Program Directors and their assigned section supervisor. Students will be docked personal time unless the department has dismissed the student early.

### **Student Service Work**

Students never replace regular staff. After a student is proficient in a particular area, he/she may perform tests but only under the direct supervision of staff technologist or section supervisor. Students may elect to work part-time or per diem if hours are available, but service is noncompulsory, paid supervised and subject to employee regulation.

### **Allowance for Time Off**

Student time off includes two vacations, one week in the winter (between Christmas and New Year's Day) and one week in the spring (March), plus the holidays listed below:

Labor Day  
Thanksgiving (including Friday after)  
Christmas Day  
New Year's Day  
President's Day  
Independence Day

### **Student Sick/Personal Time**

Students are allowed up to five days (40 hrs.) of sick/personal time during their clinical year of training. Any sick time in excess of 40 hours must be made up at discretion of the Program Directors. As a general rule, students may make up time during vacation time or holidays with the permission of the program directors. All make up sessions should be scheduled and/or approved by the Program Directors.

If a student is out sick for the day he/she must call the MT School's office to 203-739-7804 (Leave message on voice mail). An e-mail to Program Directors is also acceptable.

### **Student Dress Code**

All students should understand that personal appearance is conducive to a professional work environment and positive customer relations. Students are required to adhere strictly to the following:

- ID badges must be worn at all times.
- All clothing and uniforms (wearing scrubs is optional) should be neat, clean and professionally appropriate.
- Attire to ensure universal precautions will be detailed during orientation.
- Footwear should be clean and conform to dress and safety requirements (open-toed shoes or sandals are unacceptable).
- All shirts/blouses/dresses must have shoulders covered; necklines that are not low cut and not be of sheer or see-through material.
- Midriffs will be covered at all times.
- Blue jeans are unacceptable.
- Facial hair should be trim and neat.
- Hairstyles should be neat, clean and professional. Long hair must be tied back.

For special events, Hospital Policy may designate different attire. For further clarification the Danbury Hospital Laboratory dress code will be review during orientation.

## **MT CLASSROOM RULES**

### **Room Scheduling**

- MT Classroom is assigned for MT School lectures/instruction on Tuesdays and Thursdays from 8:30 am until 4:30 pm.
- On laboratory days (Mondays, Wednesdays and Fridays) students are allowed to use MT Classroom for required readings and studying for exams when no other event has been scheduled at it.

### **Housekeeping**

MT Classroom is to be maintained clean at all times.

During laboratory days, no personal items: (backpacks, books, notebooks, clothing) are to be left on table. It is encouraged to use the assigned lockers to put your belongings.

- When not in use, all books should be returned to the shelves.
- One lab white coat/person at any time. Please, return all dirty lab coats to laundry bin.
- At the end of the day classroom lights should be turned off and classroom door should be locked.

### **Eating and Drinking**

- Eating and drinking is allowed in classroom only when complying with the following:

No food, drinks or cafeteria trays are to be left in classroom. Use outside garbage container to dispose left over food, cups, and other items.

Please, dispose plastic/aluminum containers accordingly.

### **Computer**

- Classroom computers use is limited for **educational purpose only**. No food or drink can be placed by the computer monitors.

## **Tuition/Fees**

A tuition fee of \$5,000 is currently charged by the hospital. A non-refundable deposit in the amount of \$1,000 due upon acceptance of the offer of admission is required. This deposit will be applied toward the tuition fee. Full payment of the balance due of \$4,000 is payable no later than the first day of the program. (Checks made payable to Danbury Hospital).

If a student withdraws from the School of Medical Technology during the first 30 days of the program, 4,000.00 (tuition minus the nonrefundable deposit) will be refunded. After the first 30 days, there is no refund.

Tuition **does not** include:

- Books and supplies (approx. \$600.00)
- Personal living expenses (room and board, food, utilities)
- Transportation costs (to and from campus)

Students who have not received a baccalaureate degree may be required to pay their degree-awarding institution an administrative fee and/or a full or partial tuition fee. Please contact your college/university Medical Technology advisor for specific fee information that may apply.

### **Pass/Fail Policy**

A minimum passing score of 70% must be achieved in each discipline and a passing score of 65% on a comprehensive exam given at the end of the program are needed to successfully complete the program.

Students will meet quarterly with the Program Director to review performance to date or sooner if needed. Written warnings will be issued to the students if their grade point average for a particular course is falling below the required 70%. Ample warning will be given to the student to allow them enough time to improve their academic grade average.

A Certificate of Completion for the program will not awarded if a student does not meet overall grade of 70% in every discipline (blood bank, hematology, chemistry, immunology, molecular diagnostics, microbiology, research, phlebotomy, management...) .Also students must attain a minimum 65% on a final comprehensive exam.

## Grading Policy

Final grades in each subject area will be computed from all aspects of the learning domains, as outlined below:

1. **COGNITIVE DOMAIN:** 50% of final grade  
Consists of all written tests and quizzes from lecture and clinical rotations, as well as written homework assignments.
  
2. **PSYCHOMOTOR DOMAIN:** 30% of final grade  
Consists of grades from lab practical exams, unknown analysis from clinical rotations (where applicable) and grades from clinical departmental checklists. These evaluations assess technical and manipulative skills as well as neuromuscular function.
  
3. **AFFECTIVE DOMAIN:** 20% of final grade  
Consists of evaluations completed by supervisors at the end of each clinical rotation. These evaluations emphasize professionalism, attitudes, values and motivational skills.

<b>Letter Grade<sup>2</sup></b>	<b>Number Range</b>
A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D	60 - 69
F	Below 60

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<sup>2</sup> Grade ranges were established by the Connecticut Association of Medical Laboratory Educators (CAMLE) and will be used throughout the state of Connecticut in all hospital based clinical programs unless the affiliate college/university provides a specific letter grade range (2/20/87).

### **Evaluation Procedures**

Students will be evaluated throughout the entire clinical year. Written tests, quizzes and homework assignments will be administered throughout the program. Didactic tests on each area given approximately every two to three weeks. Quizzes and homework assignments vary with discipline.

Written tests, quizzes and homework assignments are also administered throughout all clinical rotations and will vary by department. Hands on lab practical exams and unknown analysis are also evaluated during each student's clinical rotation as well as student's technical performance. An affective domain evaluation (attitudes, motivation, values, etc.) is also completed on every student at the end of each clinical rotation. The section coordinator will discuss the evaluation with the student who will date and sign the evaluation.

The Program Director will review training checklists and an evaluation forms with the students during Orientation weeks. Checklists and evaluations forms are updated as necessary.

Students are also given the opportunity to evaluate all teaching faculty at the end of each didactic course. The information and feedback that we receive from the students is used to make future decisions about course presentation and content. It also helps instructors identify areas where they can improve including organization, clarity breadth of knowledge and format.

Faculty meets monthly to evaluate the program and the students' progress. The students evaluate the program at the end of their clinical internship. They will so be given the opportunity to make suggestions for improving the overall structure of the Program.

### **Evaluation Guidelines**

Student academic performance, values, and professional behavior are continuously monitored throughout the clinical year. Guidelines have been established for all faculty members to follow when completing any student evaluation:

1. All students are to be treated equally.
2. Evaluations must be documented with detailed records and students will be given notice of the evaluations while they are in that clinical rotation. This should eliminate the possibility of a student's deficiency in an area during the clinical rotation going unmonitored until the student has already left that rotation. Students will be given ample time to correct any deficiencies.
3. The Program will afford the student an opportunity to discuss the evaluation with the evaluator(s).
4. The Program Director and/or Education Director will schedule formal periodic meetings with the students to discuss their overall progress in all clinical areas.

### **Graduation**

For "3+1" students accepted from an affiliated college or university, a baccalaureate degree is granted by the affiliated academic university/college upon successful completion of the hospital program. A Certificate in Medical Technology is awarded by the hospital to all students successfully completing the Program. Granting of the academic degree and Certificate in Medical Technology is not contingent upon the student passing any external certification or licensure examination.

### **Dismissal Policy**

A student who fails to maintain an average grade of more than 70% in **each** subject area may be dismissed after consultation with the Medical Director, Education Director, Program Director and the appropriate hospital and college/university faculty.

Non-academic reasons for dismissal includes: insubordination, dishonesty, intoxication, chronic tardiness, chronic absenteeism (more than 10 days), an incident involving non-professional or unsafe behavior, breach of ethics or immoral conduct.

All dismissals will be reviewed by the hospital's Medical Director, Program Directors and when appropriate, the college/university coordinator or dean.

### **Academic Dishonesty**

Students will be required to review and sign the following academic honesty contract during orientation.

**DANBURY HOSPITAL  
DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE  
SCHOOL OF MEDICAL TECHNOLOGY  
HONOR CODE POLICY**

Honesty and integrity are essential qualities of a Medical Technologist. Accordingly, one of the most respected tenants of the School of Medical Technology is every student's pledge of academic honesty. All students are expected to perform their own work and to neither give nor receive unauthorized assistance on examinations, laboratory exercises, papers, projects and other assignments unless an activity is specifically designated as a group activity by the instructor.

Academic dishonesty will not be tolerated. All alleged or suspected incidences of cheating, plagiarism (submitting someone else's work, ideas, or data as one's own by not explicitly and properly acknowledging the source of the work), or any other form of academic dishonesty by a student will be reviewed by the program directors and, if substantiated, will be grounds for automatic and immediate dismissal from the school. Any student who observes an incident of academic dishonesty is obligated to report it immediately to the program directors.

The following are some specific ground rules for examinations:

- 1) All exams (lecture or laboratory) are "closed book" unless explicitly designated as otherwise by the instructor and must be completed without the use of textbooks, class notes, or other printed or electronic materials, which must be removed from the examination area.
- 2) Electronic devices:
  - a) Use of programmable calculators, personal digital assistants (PDAs), Blackberries, I-Phones, hand-held computers, laptop computers, cell phones, or other electronic storage devices during examinations is prohibited. These devices must be removed from the test area/room during the exam.
  - b) Only simple, non-programmable calculators that perform basic math functions (addition, subtraction, multiplication, division, square root, etc.) are allowed during the exam.
  - c) Sharing of calculators during an exam is not allowed.
- 3) When examinations are not proctored, students are on their honor not to use unauthorized materials or discuss the examination with other students. All questions regarding the exam must be directed to the person responsible for administering the exam.
- 4) Obtaining copies of exams given in prior years is considered academic dishonesty unless the instructor has explicitly made these exams available to all students for study purposes.
- 5) The phrase "I pledge my honor..." written on any exam or other work done for credit is an abbreviation of the statement "I pledge my honor that I have neither given nor received aid on this paper". This phrase must be written and signed by all students on all work submitted for credit. Any student not signing the pledge to his or her paper will be notified by the teacher correcting the paper, and then, if unable to sign the pledge, he or she shall be reported to the program directors for investigation.

I have read and understand the Honor Code Policy described above. I agree to abide by the Honor Code and understand the consequences of not following this Code.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### **Student Grievance Procedure**

The purpose of the student grievance procedure is to promote understanding and resolution of problems, which are encountered by students in the daily performance of their studies and duties.

The Danbury Hospital School of Medical Technology seeks to identify and correct the causes of student dissatisfaction and ensure that all students receive fair treatment. It should be recognized that it is the individual responsibility of the Program Directors to attempt to settle on an informal basis most of the grievances that come to his/her attention. The following formal procedure is intended for use when resolution cannot be accomplished on an informal basis:

- STEP 1:** A student having a problem during the school year may present the problem initially to the Program Director and, if desired, subsequently to the Medical Director. The problem will promptly be investigated by the Program Director who will answer the grievance in writing within a one-week period.
- STEP 2:** If the answer in STEP 1 fails, a conference will be held between the college Medical Technology Advisor, the student, the hospital Program Directors, the hospital Medical Director, and any other appropriate hospital or college faculty. In the event that the problem cannot be resolved to the mutual satisfaction of the parties involved, the Dean of the College and the hospital Executive Vice President will assume the responsibility for the intervention and resolution of the problem.

### **Telephone Numbers**

Blood Bank	7205
Central Processing	7306
Clinical Chemistry	7337
Clinical Microscopy	7333
Coffee Shop (lobby)	7350
Cytogenetics	7688
<b>EMERGENCY</b>	<b>55</b>
Histology	7341
Horblitt Health Sciences Library	7279
Immunology/Serology	7390
Laboratory FAX	739-8900
Microbiology	7305
Human Resources	7330
Phlebotomy	7487
Student Classroom	739-7000, ext. 3698
Security	7999
School of Medical Technology (Directors)	739-7804

### **Emergency Codes**

Your Emergency phone number is “55”. Use it when immediate Medical, Fire or Security assistance is needed. The following Hospital Codes are announced by the operators through the overhead paging system:

Code 10	<u>Bomb Threat has been received.</u> Activates site search protocol.
Code Orange	<u>Hazardous Material Spill.</u> Chemical spills have occurred. Activates hazard material response protocol
Code Blue	<u>Cardiac Arrest “STAT”.</u> Response by select Medical Staff.
Code Grey	<u>Security “STAT”.</u> Response by Security staff.
Code Green	When non-patient has accident/ill in non-patient area.
Code Red	<u>Fire Alarm activated within Hospital.</u> Fire alarm has been received. Fire Department, Security and Facilities respond.
<u>Name of Event</u>	
All Clear	Event Terminated
Plan D	<u>Internal or External Disaster.</u> A sudden, severe catastrophic incident, that causes injury or death to a number of persons
Trauma Alert	<u>Trauma Alert is for identified trauma patients.</u> Patients admitted through the Emergency Department. Response by select Medical Staff.
Code 33	Induced Hypothermia –Team response

## **Security Department**

The Hospital's Safety and Security Services Department provides a multiple of service functions to the hospital community including

1. Crime prevention
2. Valuables and employee/student e
3. Employee/student Identification
4. Fire prevention and control
5. Lost and found
6. Patient care assistance
7. Access control
8. Incident investigation
9. Parking and traffic control
10. Emergency transportation
11. Key control
12. Inservice education/safety Orientation

## **Safety Policy**

Danbury Hospital sets the highest priority on providing a safe environment for patients, visitors and employees/students. It is the responsibility of every employee, medical staff and volunteer to be safety conscious and comply with hospital health and safety standards.

The overall coordinating authority for the hospital's safety program is the multidisciplinary Hospital Safety Committee. Separate committees have responsibility for the areas of radiation safety and infection control. The Safety Committee has the responsibility for determining and establishing general safety policies and procedures that apply to all departments. They also have the responsibility for reviewing the safety protocol for each department and making periodic inspection. Each department maintains a Safety Policy and Procedures Manual, which contain hospital-wide and department-specific policies and procedures. Each department head has the responsibility for establishing and instituting specific safety procedures that are pertinent to their own department. They have further responsibility for teaching and enforcing all applicable safety and health standards and regulations. In these efforts, they will be aided and assisted by the Hospital Safety Committee.

### **Student Safety Training**

Each student is responsible for learning the safety rules and regulations pertinent to his/her job, the safety devices and equipment required for the job and effectively use these in his/her daily routine. All new students will be oriented to the safety management program and will participate in continuing safety education and training.

General safety orientation will take place during the student orientation and will include general safety, lab safety, fire safety, infection control, chemical safety, Universal Precautions, OSHA's Rules on Blood borne Pathogens, hazardous/medical waste disposal, and back and lifting safety. Ongoing education will take place throughout the entire year, including changes in department/service safety. Students' attendance and participation in the Laboratory Safety Committee meetings is expected.

### **Photo identification Badges**

It is the policy of Danbury Hospital to provide all students and employees with photo identification badges. All personnel issued photo ID cards are expected to wear them while on duty. Identification cards will be issued by Security Department during the first day of the program.

The purpose of these ID badges is for identification of all personnel assigned to duty within the hospital. To assure patient safety, it is important that all hospital employees/students be easily and readily recognized as hospital staff. Students should return ID badges to program director at the end of the school year.

### **Parking**

Danbury Hospital provides free parking for all students, employees and medical staff. As a matter of policy, the hospital will not assume any responsibility for the theft or damage to vehicles or their contents, which may arise from the use of these parking lots. All employee vehicles parked on the hospital premises or designated off site lots must display a DH parking sticker affixed to the left side of the front windshield, over the emissions sticker. A sticker is required for each employee/student vehicle parked on the hospital premises. Employees who desire a security escort should call ext. 7999.

#### Employee/Student Parking Areas

- A. Blue Lot: First shift employees (Monday through Friday) can park on Levels 2 and 3 of the Blue Garage, and the ramps between levels.
- B. Red Lot: First shift employees can park on the third and fourth levels of the garage, and the ramp between these two levels.

Please refer to the hospital map, which is enclosed at the end of this handbook for the exact location of the specific parking lots available to employees/students. .

### **Lost and Found**

Danbury Hospital is not responsible for lost property unless it can be proven that such a loss was the result of negligence on the part of the Hospital staff. All reports of lost or found property should be reported to Security at 7999. Every effort will be made to locate the owner of the lost property.

### **Smoking Policy**

Smoking is prohibited anywhere within in Danbury Hospital and is allowed only in specifically designated areas outside the Hospital.

### **Hospital Cafeteria/Coffee Shops**

Cafeteria (3South) hours:	Breakfast: 7:15 AM-10:00 AM Lunch: 11:30 AM-1:30 PM Supper: 5:00 PM - 7:00PM
Lobby/Coffee shop hours 5 Tower / 1 Stroock	Mon. - Fri. 24 hours

### **Locker Facilities**

Students will be assigned a locker during the first week of the program. Individuals are asked to keep their personal belongings in their lockers. Lockers **must** be emptied before graduation.

### **Books**

Students are responsible for purchasing their own textbooks. A list of required textbooks used by the Program will be mailed to you approximately six weeks prior to the start of the Program. The approximate cost of books will be included on the letter.

Students are expected to read all assigned sufficient material in advance of each lecture. All material cannot be covered in a lecture, so supplemental and collateral reading is essential. The Horblit Health Sciences Library, located on 5 North, has abundance of current material and students are welcomed and urged to take advantage of this resource.

## **HORBLIT HEALTH SCIENCES LIBRARY AND MULTIMEDIA SERVICES**

The Horblit Health Sciences Library supports all the knowledge-based patient care, business, and educational information needs of the health system. The Library provides current and authoritative information to Danbury Health Systems staff members in a cost-effective and efficient manner. The Library accomplishes this goal by employing systems and designing procedures to provide information resources and services to DHS physicians, nurses, allied health professionals, business leaders, students and the community. The Library is staffed Monday through Friday from 7:30 – 5 PM.

Three professional librarians, a Multimedia Coordinator and a Multimedia Assistant, staff the Library and Multimedia Services Department.

The Library provides one-on-one and group training on information retrieval to DHS staff members, residents, students, and community members. Library staff performs mediated literature searches and provides information to support patient care within one business day, often within hours.

The Library uses online and print tools to locate requested information and is active in multiple consortiums to acquire materials not held by the Library. The Library purchases and provides access to multiple databases, over 270 electronic journals and over 120 electronic texts.

### **Background Check**

This Hospital will request background check (free of charge) on you. An evidence of a previous charge or conviction of a felony/misdemeanor on your record may affect your admission into this program.

Also if during your time as a student or as a graduate of the program those issues could arise:

1. This Hospital or other health care institutions could refuse to allow you access for a clinical experience.
2. Upon graduation, a state licensing agency could refuse to grant you a license.
3. As a licensed professional, certain health care institutions could refuse to grant you privileges.
4. There could be other, unforeseen, impacts of this incident on your ability to practice as a medical technologist professional.

### **New Students Physicals**

A physical examination will be conducted on all prospective employees and students of Danbury Hospital before they can start their clinical internship. Final acceptance is contingent upon the results of a pre-entrance physical examination. Employee Health Services will conduct physical examinations on all new students. Students will schedule their physical within one month prior to the start of the Program.

### **Hospitalizations**

It is recommended that students carry insurance to cover hospitalization, otherwise costs must be borne by the individual. Students are not covered by the regular employee's hospitalization, medical and dental plans. Information about an affordable health insurance plan through an independent broker is given to students who are not covered and wish to purchase insurance. Specifics will be detailed during Orientation period.

### **Employee Health Services**

Employee Health Services are available for students for vaccinations and work related injuries only. Their hours are Monday through Friday, 7:30 – 12:00 noon. In any situation of an immediate/emergency nature, the employee/student should avail themselves of the Emergency Department facilities.

### **Mail**

US postal mail can be mailed directly from the laboratory. The Laboratory has a postal basket that is picked up during the day. There is also a US Mailbox located outside the fifth floor Main Lobby with regular pickups Monday through Saturday. Stamps may be purchased from the fifth floor Gift Shop. Incoming mail will be delivered to the Program's mail box slot located on the laboratory. Students housed at the hospital may use the following address:

*Your Name - Danbury Hospital Laboratory - 24 Hospital Avenue –  
Danbury, CT 06810*

### **Pastoral Care**

The Hospital has a chapel and a full-time chaplain to serve patients, visitors and staff. The Hospital provides this service to address one's spiritual needs as well as medical needs. The Chapel located on the 5<sup>th</sup> floor of the Tower building, also provides quarterly, interfaith, ecumenical memorial services.

### **Confidentiality**

Students are governed by Danbury Hospital policies regarding confidentiality. Professional information is to be guarded scrupulously. Never, under any circumstances, may information be given to friends or family or any unauthorized person. Discussion of a patient's condition is not to be carried on outside of the laboratory. Never talk over "cases" in the cafeteria, elevators or in any public place. *A comprehensive HIPPA training is to be completed during orientation period.*

### **Gratuities**

No student shall accept gifts or gratuities for services performed as a student.

### **Insubordination**

No student shall refuse to perform the tasks of his/her assignment as directed by his/her supervisor or instructor

### **Statement to the Press**

No student shall make unauthorized statements to the press or other media, which may involve the hospital, hospital patients or hospital policy.

### **Falsification of Records**

No student shall knowingly record false information on any hospital documents, laboratory reports, employment applications or payroll sheets.

### **Telephone Use**

No student shall use hospital telephones to make personal telephone calls. In case of emergency, you can be reached in the laboratory during the day by calling the Management Secretary's office at (203) 737-7807. Cellular phones are prohibited in designated areas and the elevators. All cellular phones should be turned off during school hours. More details will be given during the orientation period.

### **Telephone Courtesy**

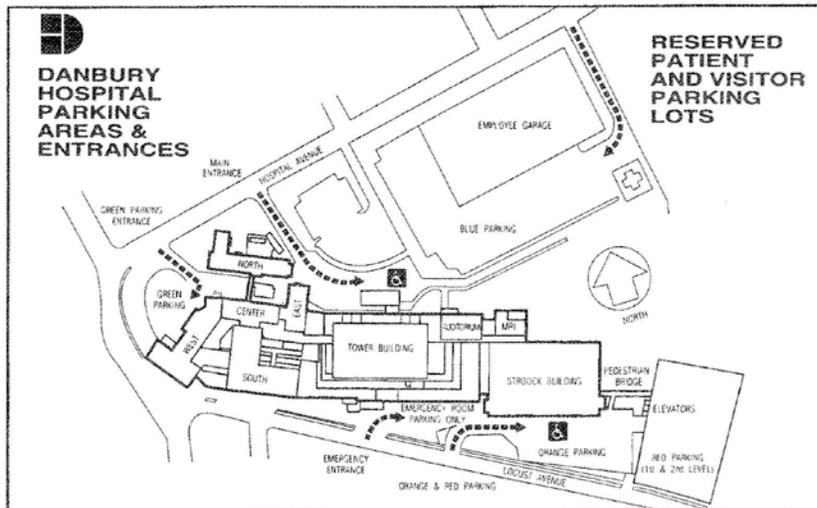
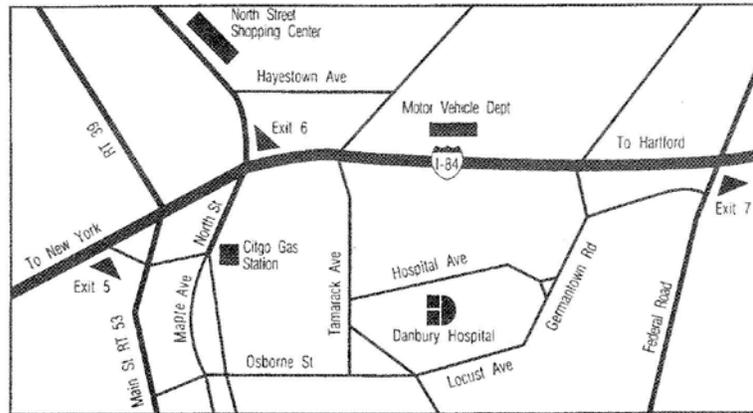
When answering the telephone, identify your location and name. For example: “Chemistry, Jane Doe speaking”.

### **Theft**

No student shall have unauthorized possession of any hospital property, any student’s, employee’s, patient’s or visitor’s property. This includes but not limited to equipment, office supplies and/or medical supplies, food or personal valuables. All hospital property regardless of its value, must be covered by passes if removed from the premises by a student for any reason. The laboratory manager must approve passes.

### **Violation of the Law**

No student shall violate any established local, state or federal law during working hours. This includes, but not limited to fighting, destruction of property, or theft.



### Directions to Danbury Hospital

#### Traveling East on I-84

Take Exit 5  
 Go straight ahead at exit ramp light to North Street  
 Turn right off North Street to Maple Avenue  
 Go on Maple Avenue to Osborne Street  
 Turn left on Osborne Street  
 Follow Hospital Avenue to BLUE visitor parking lot on right

#### Traveling West on I-84

Take Exit 6  
 Turn right at exit ramp light at North Street  
 Turn right on Hayestown Avenue  
 Turn right on Tamarack Avenue  
 Follow Tamarack Avenue uphill to traffic light  
 Turn left at this light onto Hospital Avenue  
 Follow Hospital Avenue to BLUE visitor parking lot on right

Please sign and return to the Program Director following Orientation.

I have read and fully understand the rules and regulations outlined in the Danbury Hospital School of Medical Technology Student Handbook. Any questions that I had have been clarified by the Program Director.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name