

STUDENT HANDBOOK

MEDICAL LABORATORY TECHNOLOGY



Wesson Campus

2025-2026



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COPIAH-LINCOLN COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM

STUDENT HANDBOOK OVERVIEW STATEMENT

The Medical Laboratory Technology (MLT) Student Handbook is intended to provide students enrolled and potential students in the MLT program with basic information and policies used in the classroom, laboratories and the clinical setting. Please read the MLT Student Handbook carefully and ask your instructor for clarification of any policies or procedures that are unclear. The Medical Laboratory Technology Program reserves the right to alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

The Copiah-Lincoln Community College (Co-Lin) Catalog, Co-Lin website, and Co-Lin Student Handbook contain additional information on all services available at Copiah-Lincoln Community College and should be used by students to obtain full knowledge of all Co-Lin policies and procedures. The college reserves the right to alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

All enrolled students must read the entire MLT Handbook, sign the acknowledgement form and turn it in to the instructor.



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Welcome/Accreditation

WELCOME

The administration, faculty, and staff welcome you to the Medical Laboratory Technology (MLT) program. This student handbook will familiarize you with information relevant to your participation and ultimate success in the MLT program. You are responsible for reading the contents of this handbook. If you need any clarification, do not hesitate to ask. Your success in this program will depend on the mutual commitment of you, the student, and the campus and clinical instructors.

This handbook does not replace any policies stated in the "Copiah-Lincoln Community College Catalog or Student Handbook."

Program Vision

The Medical Laboratory Technology (MLT) Program at CO-LIN will provide a well-rounded curriculum in medical laboratory technology with the best available training and equipment. Learners will be provided with accessible, affordable, high-quality education by keeping their needs at the center of decision making in partnership with the dynamic multicultural community.

Program Philosophy

The Medical Laboratory Technology program at Copiah-Lincoln Community College is a creative health discipline based on the social and natural sciences. Practitioners provide a personal service to people of all ages and in all degrees of health and illness. Graduates should be prepared for entry level positions in a variety of clinical service areas. They must also have the academic foundation to enter into advanced educational programs, and to assume responsibilities for their own continued professional growth. The program was developed with the philosophy that clinical training and theory are of equal importance in clinical laboratory education. The curriculum reflects a balance of courses which provide each student the opportunity to develop their potential cognitive, effective and psychomotor abilities. Every effort is made, through clinical affiliates and other contacts, to assure timely employment of graduates. This is an ongoing responsibility of the program.

Program Values

As members of the CO-LIN community of learners, we are expected to act with respect, honesty, responsibility and accountability. Each of us is expected to be aware of the impact our behaviors have on the community. The CO-LIN MLT program wishes each learner to commit to the following actions:

- Become an active and engaged learner
- Celebrate the richness of our diversity
- Respect the campus and its code of conduct
- Practice empathy and compassion
- Promote the empowerment of others

NON-DISCRIMINATION STATEMENT

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Copiah-Lincoln Community College Career and Technical Education department does not discriminate in enrollment or access to any of the programs available including business and computer, construction and manufacturing, engineering, health sciences, human sciences and transportation pathways. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Copiah-Lincoln Community College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Employees, students, applicants for admission or employment, or other participants in Copiah-Lincoln Community College programs or activities who believe they have questions, complaints, or requests regarding Title IX and discrimination are entitled to seek relief through the Compliance Officer, at 601-643-8411. Written inquiries may be e-mailed to: compliance@colin.edu or mailed to: Compliance Office, P.O. Box 649, 1001 Co-Lin Lane, Wesson, MS 39191.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Rae Brown, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8424; or Natchez Section 504 Coordinator, Rukiya Abston, Redd-Watkins Career Technical Building or Tom-Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1225; or Simpson Section 504 Coordinator, Lauren Miller, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0121

Accreditation

Copiah-Lincoln Community College

Copiah-Lincoln Community College is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Copiah-Lincoln Community College is also an active member of the American Association of Community Colleges, the Mississippi Association of Community and Junior Colleges, and the Mississippi Association of Colleges & Employers.

Medical Laboratory Technology Program

Copiah-Lincoln Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Science.

National Accrediting Agency for Clinical Laboratory Science
5600 N. River Road Suit 720
Rosemont, IL 60018
(773) 714-8880
www.naaccls.org



Mission and Goals

PROGRAM MISSION STATEMENT

The mission of the Medical Laboratory Technology Program at Copiah-Lincoln Community College is designed to instruct students in the theoretical and practical skills required for the entry level practice of clinical laboratory science. The Medical Laboratory Technician is responsible for assuring reliable and accurate laboratory test results to meet the needs of the community and the medical profession.

PROGRAM GOALS/OUTCOMES & COMPETENCIES

The educational experiences in the Copiah-Lincoln Community College Medical Laboratory Technology Program are designed to ensure that students are well prepared to enter the profession at entry level as a Medical Laboratory Technician and have the ability to continue their learning throughout their professional career.

At the completion of the Co-Lin MLT Program, the student will be able to function as a medical laboratory technician who is competent in the following major program competencies and goals:

1. Understanding and correctly performing laboratory testing in hematology, chemistry, microbiology, urinalysis, serology/immunology, coagulation, immunohematology, and laboratory operations including pre-analytical, analytical, and post-analytical processes.
2. Using critical thinking and problem-solving skills to recognize abnormal and erroneous results and take appropriate actions.
3. Correlating laboratory findings with common disease processes.
4. Attaining an academic foundation for passage of national certification and eligibility for advanced educational programs.
5. Developing professionalism with an understanding of continued professional development and ethical behavior.
6. Demonstrating effective professional and interpersonal communication with patients, laboratory personnel, other health care providers, and the public.
7. Complying with safety procedures and privacy standards.
8. Having graduated from a nationally accredited program through the National Accrediting Agency for Clinical Laboratory Science in order to serve the clinical laboratories in our area.



Medical Laboratory Profession

PROGRAM DESCRIPTION

The Medical Laboratory Technology program at Copiah-Lincoln Community College is a two-year program which consists of four semesters of academic work on the campus and 22 consecutive weeks of clinical experience in an affiliated hospital. A "C" average or better is required for entrance into the clinical experience phase of the program. Clinical laboratory personnel are responsible for assuring reliable and accurate laboratory test results that contribute to the diagnosis, treatment, prognosis, and prevention of physiological and pathological conditions.

A student entering the MLT program may integrate the following academic courses with the MLT courses: College Algebra, General Microbiology lecture and lab, General Chemistry I lecture and lab, Fine Arts Elective and a Social Science Elective. Fundamentals of MLT/Phlebotomy and Pathogenic Microbiology I; are to be taken during the fall semester.

The spring semester of the freshman year is integrated with Hematology I, and Immunology. Clinical Chemistry and Urinalysis/Body Fluids will be taken by the students who have successfully completed General Chemistry I lecture and lab with a minimum of a "C" average.

The first semester of the sophomore year is integrated with Immunohematology, Pathogenic Microbiology II, and Hematology II. The last two semesters (22 consecutive weeks) of the sophomore year are spent in clinical rotation. Students are accepted into the program in both August and January. This affects the sequencing of courses. Students must complete General Chemistry I lecture and lab with a "C" average before taking Clinical Chemistry and must complete General Microbiology lecture and lab with a "C" average before taking Pathogenic Microbiology II.

Students are required to complete 64 hours of approved courses to obtain an Associate in Applied Science Degree in Medical Laboratory Technology. This consists of 17 credit hours of academic and 29 credit hours of technical work on campus and twenty-four weeks (18 credit hours) of clinical experience in a clinical affiliate (totaling 64 credit hours).

All academic and MLT courses must be passed with a minimum of a "C" average or 80% competency. An overall 2.0 grade point average must be maintained for graduation.

Each technical course culminates in the development of basic skills, understanding principles and mastering the procedures involved. Each technical course has a companion lab with procedures progressing to the level consistent with entry into the profession.

The Clinical Affiliates are:

- King's Daughters Medical Center, Brookhaven, MS
- Magee General Hospital, Magee MS
- Southwest Mississippi Regional Medical Center, McComb, MS

- Merit Health Natchez and Natchez Pathology Laboratory, Natchez, MS
- Copiah County Medical Center, Hazlehurst, MS

Clinical students in Natchez will rotate through both Merit Health Natchez and Natchez Path Lab. Pathogenic microbiology rotation for Magee General Hospital and Copiah County Medical Center will be performed at KDMC or SMRMC.

Students are assigned to one clinical facility for their clinical experience. The clinical experience at each affiliate is equivalent with the same learning objectives and the same competency check-sheets being used at each.

The purpose of the clinical experience is to focus on the application of principles and to broaden and refine clinical skills to the point of producing competent, productive employees. The clinical instructors give no formal lectures during the practicum.

Students successfully completing the program earn an Associate of Applied Science degree. Students are then eligible to take the American Society of Clinical Pathologists Board of Certification Examination for Medical Laboratory Technicians. Mississippi does not require a state license, though a number of states do. Completion of the MLT Program is not contingent upon passage of any external certification examination.

MEDICAL LABORATORY TECHNOLOGY PHILOSOPHY

The Medical Laboratory Technology program at Copiah-Lincoln Community College is a creative health discipline based on the social and natural sciences. Practitioners provide a personal service to people of all ages and in all degrees of health and illness. Graduates should be prepared for entry level positions in a variety of clinical service areas. They must also have the academic foundation to enter into advanced educational programs, and to assume responsibilities for their own continued professional growth. The program was developed with the philosophy that clinical training and theory are of equal importance in clinical laboratory education. The curriculum reflects a balance of courses which provide each student the opportunity to develop their potential cognitive, affective and psychomotor abilities. Every effort is made, through clinical affiliates and other contacts, to assure timely employment of graduates. This is an ongoing responsibility of the program.

ASCLS CODE OF ETHICS

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patients needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

Duty to Society

As practitioners of an autonomous profession, medical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society.

Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources

Medical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

Placing patients' welfare above my own needs and desires.

- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.

- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

ESSENTIAL FUNCTIONS FOR MEDICAL LABORATORY TECHNOLOGY

The following Essential Functions provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Medical Laboratory Technology Program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Essential Functions for Admission and Progression.

In order to successfully complete the Medical Laboratory Technology Program, an applicant/student must be able to do the following:

Essential Observation Functions

The MLT student must be able to:

- Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products. Employ a clinical grade binocular microscope to discriminate among the structural and color (hue, shading, and intensity) differences of microscopic specimens. (Visual acuity to discern colors.)
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Essential Movement Functions

The MLT student must be able to:

- Move freely and safely about a laboratory.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Essential Communication Functions

The MLT student must be able to:

- Read and comprehend technical and professional materials.
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.

- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

Essential Intellectual Functions

The MLT student must be able to:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- To exercise sufficient judgment to recognize and correct performance.

Essential Behavioral Functions

The MLT student must:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment.
- Be flexible and creative and adapt to professional and technical changes.
- 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.
- Realize that promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- Be honest, compassionate, ethical and responsible.
- Be forthright about errors or uncertainty.
- Be able to critically evaluate his/her own performance, **accept constructive criticism**, and look for ways to improve.
- Be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Be able to show respect for individuals of different ages, ethnic background, religion, and/or sexual orientation.
- Be able to exercise independent judgment and accept responsibility for own work.

In addition, the student must follow all established policies and procedures of the program and clinical affiliate sites.

I understand the Essential Functions and feel that I can achieve the Essential Functions described above for the Medical Laboratory Technology Program.

PLEASE CHECK:

_____ I do not require special accommodations for the above Essential Functions Requirements.

_____ I will need the following accommodations to meet the above Essential Functions.

Please list: _____

Signature _____ Date _____



Program Policies

Admission Requirements

Applications to both Co-Lin and the MLT Program may be obtained from the Co-Lin website.

1. If you are not currently a Copiah-Lincoln Community College student, you must complete the college application and return it to the College Admissions Office by November 1 for the spring semester and June 1 for the fall semester.

Admission requirements to Copiah-Lincoln Community College include:

- a. Application on the official form furnished by the college.
 - b. Receipt of transcript from accredited high school showing graduation or satisfactory scores on the GED test, or receipt of transcript from previous college attendance.
 - c. Scores on the American College Test (ACT).
2. Complete the on-line Medical Laboratory Technology Application. Print, complete, and return the Essential Functions Form, Criminal Background Information Signature Form, and two reference letter forms by November 1 for the spring semester and June 1 for the fall semester. The application and forms can be found on-line at www.colin.edu/MLT.
 3. Must be 18 years of age upon entrance into the program or turn 18 during their first semester in the program.
 4. Request your ACT score be sent to the Medical Laboratory Technology Program. An **ACT of 18** is recommended. (15 if ACT taken before October 28, 1989)
 5. Developmental courses must be successfully completed prior to entrance into the program.
 6. Request transcripts of all your college work (including Co-Lin transcripts) be sent to the Medical Laboratory Technology Program. If no previous college work:

Request your high school transcript be sent to the Co-Lin Office of Enrollment Services and the Medical Laboratory Technology Program.

7. Have two persons complete Reference Letter forms for you and indicate relationship. These must be sent directly to the program director by the person completing the form. Each reference should be placed in a sealed envelope with signature of the evaluator across the back flap of the envelope if mailed or hand delivered. References may also be emailed to the program director from the person completing the form. These should be completed by a teacher, employer, or someone who can speak for your work ethic. Letters of recommendation completed by a family member or friend/acquaintance will not be accepted. Reference Letter Forms are available on the MLT webpage listed in step 2.

NOTE: All records from the above items must be received by November 1 for the spring semester and June 1 for the fall semester. Students are encouraged to submit all parts of the application well in advance of the deadline.

Incomplete applications and required forms will not be reviewed for admission.

8. Successful completion of Health Examination and CPR for health care workers **prior to admission but after acceptance into the MLT program.**
9. File review and acceptance by the Medical Laboratory Technology Selection Committee.
10. Selection for acceptance into the MLT Program will be based on a completed MLT Application Packet, ACT score, GPA, and a file review by the selection committee. No applicant will be considered unless the minimum admission requirements are met. Meeting the minimum requirements does not guarantee admission into the program. Admission to the program is on a competitive basis. The number of applicants accepted is limited to the number of available clinical rotation positions available.
11. If accepted into the MLT Program, each applicant must submit a signed, notarized Healthcare Criminal History Background Affidavit. Note section below: Criminal Background Checks.
12. If accepted into the MLT Program, each applicant must agree to participate in drug and alcohol testing at their expense.
13. Applicants are notified by letter of acceptance, conditional acceptance or non-acceptance into the program. Applicants who are conditionally accepted must comply with all requirements in order to preserve a place in the program for the specified semester. Academic and career counseling is available for applicants who are not accepted into the MLT Program.

COPIAH-LINCOLN COMMUNITY COLLEGE
MLT PROGRAM
CRIMINAL BACKGROUND INFORMATION

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment in a health care agency if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Students are asked to submit a signed, notarized Healthcare Criminal History Background Affidavit as part of the admission requirement. If a student is unable to sign the affidavit and would like to continue with the application into the MLT Program, an appointment should be made with the MLT Program Director to discuss the circumstances of the felony. Failure to notify the MLT Program Director of any current or past criminal history records will result in withdrawal from the MLT Program. This includes any criminal charges that the student believes have been expunged from their record. In such cases, the student must provide proof of expungement and will need to have a criminal background check performed as this may affect their ability to complete the clinical portion of the MLT program with the program's clinical affiliates.

Once accepted into the program, it is the student's responsibility to immediately notify the MLT Program Director in writing of any subsequent changes in criminal history that occur after the Affidavit has been notarized or after the Criminal Background Check has been completed. Failure to do so may result in immediate withdrawal from the program.

Students admitted to the MLT Program may be required to complete additional paperwork and pay additional fees related to the background check requirement.

Students assigned to certain clinical affiliates may also be required to have additional background checks to comply with specific clinical affiliation guidelines which may include criminal record check, credit check, driving history check and license check.

Students must be able to attend clinical affiliation sites in order to meet the requirements of the MLT Program. If a student is found to be ineligible for clinical placement any time during the program, the student will be unable to meet clinical learning objectives and will be withdrawn from the MLT Program.

I have been informed of the above information regarding the MS State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health.

I hereby give permission for Copiah-Lincoln Community College to conduct background checks with the Mississippi Department of Public Safety, Federal Bureau of Investigation, and any other persons to determine my suitability in working in Health Occupations.

**COPIAH-LINCOLN COMMUNITY COLLEGE
HEALTHCARE CRIMINAL HISTORY
BACKGROUND AFFIDAVIT**

STUDENT ACCEPTANCE

State of Mississippi, County of _____

Before me, a Notary Public in and for the County and State aforesaid, personally appeared the undersigned _____, who, after being by me duly sworn did state upon his/her oath as follows:

That the affiant is currently making application or enrolled in a nursing or other health-related field at Copiah-Lincoln Community College who will be performing a clinical practice and/or learning experience at a facility/entity licensed by the Mississippi State Department of Health.

- A. That the affiant has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult.
- B. That the affiant has not been convicted of or pleaded guilty or nolo contendere to other crimes which any such licensed facility/entity has informed Copiah-Lincoln Community College that it (1) has determined to be of a nature and/or frequency as to be disqualifying for doing clinical practice; (2) has adopted such as part of its written policies; and (3) has fully disclosed such requirement to the affiant prior to his/her clinical practice, in addition to this affidavit.
- C. Further, the affiant sayeth not.

Name of Affiant (Printed)

Signature of Affiant

Student ID number

SWORN TO AND SUBSCRIBED BEFORE ME, this the _____ day of _____, 20_____

Signature of Notary Public

My Commission Expires

*Completed form turned in with your MLT Program acceptance.

SELECTION PROCESS

1. Applications will be screened to determine eligibility. Acceptance will be based on interview score, ACT score, and GPA of prerequisite courses in MLT curriculum or high school work if applicable. Upon acceptance into the program the student will be given their date for tentative clinical rotation.
2. Students are selected based on the following criteria:
 - A) GPA: $\text{GPA}/4 \times 33.3$
 - B) ACT: $\text{ACT}/36 \times 33.3$
 - C) Bonus Points: Bonus points are added for academic courses in the MLT curriculum completed with grades of "A" or "B". Two (2) points are added for each of these courses completed with a grade of "A". One (1) point is added for each of these courses completed with a grade of "B". No bonus points are added for courses completed with "C" or below. (Maximum bonus points 14).
 - D) Interview: Students must have an ACT of 16 (recommended 18) and have completed the application process to be interviewed. Each member of the committee rates each applicant using a standard rating sheet with a maximum score of twenty-eight (28) points. These ratings are averaged for each applicant and used in the selection process according to the following formula.

$$\frac{\text{Average Interview Score} \times 28}{28}$$
 - E) The number of students accepted into the program is based upon the available clinical rotation sites. Students are selected for the program twice a year (fall & spring). A maximum of six students will be accepted for the fall class. A minimum of three and a maximum of six students may be accepted for the spring class. The maximum number accepted will depend on the number of students accepted for the fall class and the number of clinical rotation sites available. The students with the highest ratings will be accepted into the program with the next four recommended as alternates, if vacancy occurs. Alternate status is good for only one semester.
3. Applicants are notified by letter of acceptance, conditional acceptance, or non-acceptance. If more students are admitted to the program than available clinical sites, the student will be asked to sign a waiver. The student will be placed on an alternate list for clinical. The alternate number will be based on the date of their acceptance into the program. If the acceptance date is the same, then the computer rating from their GPA, ACT, and file review will be used to prioritize alternate status. If the clinical rotation remains full, the student will be given priority for the next clinical rotation.
4. Applicants who are conditionally accepted must comply with all terms outlined in the conditional acceptance letter within the time frames stated.
5. Students who deviate from the student Program Plan will advance to the next clinical rotation. If the clinical rotation has no available sites, the student will be placed on an alternate list. Preference to progress to the clinical assignments will be given to students who progress through the program on schedule and maintain passing GPA's or were on the alternate list upon admission.
6. The student selection committee may consist of Co-Lin MLT faculty, Clinical Affiliate Representatives, Advisory/Craft Committee and MLT Medical Director, if available. The Career-Technical Education Advisor/Counselor and Student Services Coordinator may also participate in student selection when available.

CREDIT BY EXAMINATION

It is the policy of Copiah-Lincoln Community College Medical Laboratory Technology program to offer credit by examination to specially qualified applicants. A student may request a challenge exam to receive credit for an MLT course based on formal laboratory science training to include one or more of the following:

The requirements for credit by examination are:

1. Five years of acceptable full-time military laboratory experience within the last five years.
2. Meeting criteria for acceptance by the Medical Laboratory Technology Selection Committee.

Persons meeting these requirements can challenge the didactic MLT courses with 80% proficiency. The student must provide a letter of request outlining the subject area being challenged and the reason and justification for eligibility for the challenge exam. This letter of request must be presented to the MLT Program Director at least four weeks prior to the proposed test date.

To successfully complete the challenge, the student must pass a written exam covering fundamental concepts and demonstrate all competencies required by the course including a lab practical to prove acquisition of essential laboratory skills. Course credit for that MLT course will be determined by the written examination grade and the laboratory grade. Minimum scores of 80% are required for both the written and practical exams. No credit by examination will be given for clinical training. It is the responsibility of the Admissions and Records Office to determine a person's eligibility to receive such credit.

POLICY ON ACCEPTANCE OF TRANSFER STUDENTS FROM ANOTHER MLT PROGRAM

The acceptance of transfer students into the MLT Program is based upon the following:

1. Completion of MLT Application and Co-Lin Application by November 1 for the spring semester and June 1 for the fall semester.
2. Space available in MLT Program/
3. Evaluation of the applicant's college transcript and course material description including:
 - Appropriate grades (C or better) in all course work being considered for transfer.
 - Comparable content and semester hours in courses being considered for transfer.
 - Courses transferred must have a grade of "C" or above. Prerequisite science courses must have been taken within the past 5 years or at the Program Director's discretion (Chemistry and Micro).
 - ACT of 18 recommended.
4. MLT transfer courses must have been completed no more than 1 year prior to acceptance into the Co-Lin MLT program or at the discretion of the Program Director on an individual basis.
5. At least a "C" in prerequisite academic and MLT courses.
6. All applicants must participate in the selection process and score as any incoming applicant.
7. Letter documenting good standing from program director of the transferring program.
8. Ability to meet all Co-Lin requirements for graduation.

FAST TRACK

A student who enters the MLT Program in August and has completed all of the required academic courses, MLT 112 Fundamentals of Phlebotomy/MLT, and MLT 252 Pathogenic Microbiology I with a C or better prior to the Spring semester, qualifies to complete the MLT Program one semester earlier than the traditional track. This will be a very intensive and rigorous curriculum requiring much dedication.

MLT READMISSION

- I. MLT readmission policy
 - A. To be considered for readmission the student must inform the program director in writing. The written request must include the MLT Assessment Tool for Readmission found in the MLT Student Handbook. The request must also include reason for withdrawal and reason for readmission.
 - B. A student is eligible for readmission only **ONE** time. Readmission will be reviewed by the MLT program. Readmission may include review by the MLT Student Selection Committee comprised of a counselor, one or more impartial instructors, Career-Tech Education Support Staff, and/or clinical affiliate (if applicable).
 - C. Each student will be considered for readmission into the MLT program on an individual basis. Space must be available in the class. No precedent will be set by the decision of the committee.
 - D. Readmission will be denied based on objective data regarding the individual application.
 - E. Students who have been absent from the program for one semester or longer will be required to repeat all previous MLT courses. The exception will be Fundamentals MLT 1112/1110 and Pathogenic Microbiology I 2522/2520 which will be evaluated on an individual basis depending upon course grade/s (minimum of C), the changing of content, and length of time since the course was taken (must be less than 1 year). The length of time since the course was taken will not exceed three years. If a student qualifies for the exception in either Fundamentals or Pathogenic Microbiology I, students must retake the final lab practical and final exam in each course and pass with a score of 80% or higher on each test. They must also complete any software testing and MediaLab assignments deemed necessary with a score of 80% or higher by the given due date.
 - F. Graduation requirements (excluding clinical) must be met within three years of initial program entrance.
 - G. All academic courses must be taken in sequence and prior to clinical rotation.
 - H. Clinical rotation must be completed within twelve months of completion of all academic and MLT core courses.
 - I. Students who have never been enrolled or withdrawn are given priority for admission and progression.
- II. Students accepted for readmission must follow graduation requirements at the time of reentry.
- III. Students who are unsuccessful or withdraw during their second admission are ineligible for readmission.
- IV. If a student is dismissed from their first admission to the program for any of the following reasons, they will not be allowed to re-apply to the MLT program at any time:
 - A. Academic dishonesty
 - B. Falsification of forms or records
 - C. Use of alcohol/illegal drugs or taking prescription drugs, whether obtained by prescription or otherwise, other than in the manner or for the reasons or time period prescribed, or by a person for whom the drug was not prescribed.
 - D. Undisclosed criminal background history

FAILURE OR WITHDRAWAL FROM MLT PROGRAM

- I. Failure of one MLT course or withdrawal from one MLT course due to grades, financial, personal or health reasons:
 - A. The student will be allowed to continue the program taking classes according to the altered program plan. Students who have never been enrolled or withdrawn are given priority.
 - B. The student will be required to repeat all MLT courses in the semester of withdrawal or failure according to program plan.
 - C. Due to clinical and certification proficiencies the student must take Immunohematology, Pathogenic Microbiology II, and Hematology II in the same semester.
 - D. A student who withdraws from the MLT program is to submit a letter to the program director stating the reason for withdrawal. This letter will be filed in the student's file for future reference. (Any student that fails to do so will not be allowed to reapply to the program.)
 - E. Exception: Students who fail MLT 1112 Fundamental of MLT or withdraws due to poor grades (documented upon withdrawal) will be withdrawn from the MLT program. If this is their first time in the program, they will be eligible to re-apply following the guidelines in the re-admission policy. If a student withdraws from MLT 1112 Fundamentals of MLT during the fall semester due to reasons other than failing/poor grades, they may re-take the course during the spring semester but will be ineligible for the fast-track option. If withdrawal is during the spring semester, the student will re-take the course during the fall semester but will only be able to take Pathogenic Microbiology I along with Fundamentals. This will prolong their progression in the program. They may opt for the fast-track option in the spring.
- II. Failure of two or more MLT courses or withdrawal from two or more MLT courses due to grades, financial, personal or health reasons or a combination of failure and withdrawal of two or more MLT courses:
 - A. Results in dismissal from the program. Student must re-apply for admission to the MLT program and be competitively scored as any in-coming applicant. Student must remain out of the MLT program for a minimum of one complete fall or spring semester after dismissal. MLT and Co-Lin readmission policy must be followed. (Assessment Tool for Readmission) Students who have never been enrolled or withdrawn are given priority for admission and progression.
 - B. Exception: Students enrolled in Fast Track taking Hematology I, Immunology, Clinical Chemistry and Urinalysis. The Fast Track student may be allowed to withdraw from Clinical Chemistry and Urinalysis while continuing in the program enrolled in Hematology I and Immunology. Withdrawal from Clinical Chemistry and Urinalysis must occur by the end of the third week of Urinalysis. If the student does not withdraw and fails Urinalysis or Clinical Chemistry, they must retake both classes the following Spring semester. If a student who has chosen the Fast Tracking option fails Urinalysis & Body Fluids, and this is their second failure/withdrawal, they may include that current spring semester as one of the two semesters that they must sit out of the program before re-applying.
 - C. If a student fails or withdraws from the course Immunology/Serology during the Spring semester, they must continue and take the course Hematology I or otherwise they will withdraw from Hematology I and be dismissed from the program due to withdrawing from two courses. If the student takes Hematology I and passes, they will sit out during the Fall semester and re-take both Immunology/Serology and Hematology I the following Spring semester. This will alter the students program plan and completion date. The student may opt for the fast-track option the following Spring in order to complete the program in a timely manner.

- D. Upon reentry, all MLT courses must be retaken except Fundamentals of MLT 1112 (if initially passed with a C average or better) and Pathogenic Microbiology I 2522/2520 which will be evaluated on an individual basis depending upon length of time (three years maximum) since the course was taken, course grade (minimum C average) and the changing of content. Review work may be required for both courses if not required to repeat.

III. Failure or withdrawal for MLT Clinical Practicum courses:

- A. Refer to the Clinical portion of the Handbook for detailed guidelines.
- B. The clinical affiliate has the right to refuse acceptance of any student previously discharged by a clinical affiliate for any reason that would make acceptance of the student unsuitable.
- C. Clinical students will be allowed to repeat only one clinical rotation if less than a "C" average is made. Non-repeating clinical students will have preference over repeating clinical students. Repeat of only one clinical rotation will be allowed.

Didactic MLT courses must be taken in sequence according to Program Plan.

Clinical must be **completed** within twelve (12) months of completed technical classes.

Graduation requirements (excluding clinical) must be met within three years of initial program entrance.

MILITARY DEPLOYMENT

If a student in the MLT program becomes deployed for military service before completion of the program, the student may re-enter the MLT program once their deployment is complete. The student will not have to re-apply for re-entrance into the program. The student may have to remediate courses previously completed if their deployment is no greater than one year. If the student's deployment is greater than one year and they are in the first half of the program, the student will be required to repeat the program without having to re-apply. If the student's deployment is greater than one year and they are in the second half of the program, the student may continue in the program with remediation. The second half of the program is the last semester of didactic courses followed by Clinical Practice I, II, and III. All other semesters in the program are considered the first half of the program and are dependent upon semester of entrance into the program and the fast-track option. Remediation of courses will be determined by MLT faculty and may consist of any combination of the following: Repeating and passing final lecture and laboratory examinations, MediaLab CEU's, software examinations, MediaLab exam simulators, and MediaLab lab simulators.

TEACH-OUT PLAN

In the event that the Copiah-Lincoln Community College Medical Laboratory Technology program is closed, the college will follow the guidelines set forth by their accrediting institution, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In compliance with these guidelines, the Program Director will work with the Dean of Career & Technical Education to develop the best possible plan to ensure students currently in the program finish their education and receive a degree. The possible options for a teach-out plan include but are not limited to:

1. Allow students currently in the program to complete the program at Copiah-Lincoln Community College.
2. Contact NAACLS accredited MLT programs within close proximity to Copiah-Lincoln Community College to develop a teach-out agreement in compliance with their program and institution.
3. Allow students the opportunity to change to another program of study in Health Sciences at Copiah-Lincoln Community College while maintaining compliance with that program's acceptance criteria.
4. Allow students to change to a Career-Technical program not associated with Health Sciences or to an academic major of their choice.

Upon approval by administration, the teach-out plan will be instituted. All measures will be taken to ensure each student is given options that allow them a reasonable opportunity to receive an education in a major of their choosing with minimal inconvenience allowed.

Copiah-Lincoln Community College**Medical Laboratory Technology Program****Assessment Tool for Readmission of Students**

Student

Semester (Fall/Spring)

Date

Present Course Load

- I. Average in Program at time of departure. _____
- II. Directions: Evaluate **your** past performance in the program as satisfactory or unsatisfactory. If unsatisfactory, please explain why under comments. Answer the attached questions.

	S	U
Attendance/Punctuality		
Assignments turned in on time		
Appearance		
Adherence to MLT policies/notification/etc.		
Attitude at time of departure		
Need for additional courses		
Problems in other areas- Courses		
Instructors		
College		
Campus class participation/preparedness		
Campus Lab practice/participation/preparedness		
Rotation/Clinical participation (NA, if not in clinical)		
Responsibility/accountability		
Ability to apply knowledge		
Acceptance of constructive criticism		

Comments:

Briefly discuss the following:

1. Date of withdrawal from program.
2. Specific reason for unsuccessful program completion.
3. Actions taken to correct item identified in #2.
4. Activities since withdrawal (educational, vocational, professional).
5. Interpersonal and financial status.
6. Plans for problem prevention if readmitted.
7. Attitude toward readmission or plans if not readmitted.

MLT PROGRAM COST ESTIMATE

1st SEMESTER

TUITION (includes student services fee and CTE fee)	\$2,200.00
PARKING DECAL	30.00
UNIFORMS/SHOES	150.00
2 LAB COATS	35.00
MLT NAME BADGE	8.00
BOOKS	600.00
TECHNOLOGY FEE	175.00
PRINTING (200 copies provided: \$0.10/copy over 200 in \$5.00 increments)	
LIABILITY INSURANCE	50.00
SOFTWARE	75.00
DRUG TESTING	28.00
TOTAL	\$3,351.00

*Refund policy and dorm fees are stated in the Co-Lin Catalog and the Co-Lin Student Handbook. Tuition and fees are subject to change without notice.

2nd SEMESTER

TUITION (includes student services fee and CTE fee)	\$2,200.00
ASCLS STUDENT PROFESSIONAL DUES	30.00
BOOKS	600.00
TECHNOLOGY FEE	175.00
PRINTING (200 copies provided: \$0.10/copy over 200 in \$5.00 increments)	
DRUG TESTING	28.00
TOTAL	\$3033.00

3rd SEMESTER

TUITION (includes student services fee and CTE fee)	\$2,200.00
PARKING DECAL	30.00
FINGERPRINTING/BACKGROUND CHECK	50.00
BOOKS	600.00
TECHNOLOGY FEE	175.00
PRINTING (200 copies provided: \$0.10/copy over 200 in \$5.00 increments)	
LIABILITY INSURANCE	50.00
DRUG TESTING	28.00
TOTAL	\$3133.00

4th SEMESTER

TUITION (includes student services fee and CTE fee)	\$2,200.00
ASCLS STUDENT PROFESSIONAL DUES	30.00
CPR CERTIFICATION	30.00
CONVENTION/STUDENT FORUM EXPENSES	200.00
TB SKIN TEST...(2-step)	40.00
VACCINATIONS...>19/\$91 (Varicella); MMR \$10	101.00
BOOKS	600.00
TECHNOLOGY FEE	175.00
PRINTING (200 copies provided: \$0.10/copy over 200 in \$5.00 increments)	
DRUG TESTING	28.00
TOTAL	\$3,404.00

5th SEMESTER

TUITION (includes student services fee and CTE fee)	\$2,200.00
BOOKS	600.00
BOARD OF CERTIFICATIONS STUDY GUIDE	90.00
ONLINE PRACTICE TEST	69.00
BOARD OF CERTIFICATION	215.00
GRADUATION FEE	40.00
TECHNOLOGY FEE	175.00
PRINTING (200 copies provided: \$0.10/copy over 200 in \$5.00 increments)	
LIABILITY INSURANCE	50.00
DRUG TESTING	28.00
TOTAL	\$3,467.00

TOTAL TRAINING COST ESTIMATE **\$16,388.00**

Textbooks required each semester are dependent upon enrolled MLT courses.

MEDICAL LABORATORY TECHNOLOGY PROGRAM CURRICULUM

Freshman Year

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
MLT 1112 Fund. of MLT/Phlebotomy	2	MLT 1212 Urinalysis/Body Fluids	2
MLT 2522 Pathogenic Microbiology I	2	MLT 1313 Hematology I	3
CHE 1213 General Chemistry I	3	MLT 1515 Clinical Chemistry	5
CHE 1211 General Chemistry I Lab	1	MLT 1413 Immunology/Serology	3
MAT 1313/1314 College Algebra	3/4	BIO 2923 General Microbiology I	3
Approved Soc./Behav. Science Elective	<u>3</u>	BIO 2921 General Microbiology Lab	<u>1</u>
			17
	14/15		

Sophomore Year

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
MLT 1324 Hematology II	4	MLT 2916 Clinical Practice I	6
MLT 2424 Immunohematology	4	MLT 2925 Clinical Practice II	5
MLT 2614 Pathogenic Microbiology II	4	MLT 2711 MLT Seminar	<u>1</u>
Approved Humanities/Fine Arts Elective	<u>3</u>		12
	15		

Summer Term

MLT 2936 Clinical Practice III	<u>6</u>
	6

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Clinical Laboratory Sciences (NAACLS), 5600 N.
River RD, Suite 720, Rosemont, IL 60018
(773) 714-8880/www.naacls.org

MEDICAL LABORATORY TECHNOLOGY FAST TRACK CURRICULUM

FAST TRACK

A student who enters the MLT Program in August and has completed all of the required academic courses, MLT 112 Fundamental of Phlebotomy/MLT, and MLT 252 Pathogenic Microbiology I with a C or better prior to entering the program, qualifies to complete the MLT Program one semester earlier than the traditional track. This will be a very intensive and rigorous curriculum requiring much dedication.

The student must have completed General Chemistry I with a "C" average or better to take Clinical Chemistry (MLT 1515) in Spring semester.

Freshman Year

<i>1st Semester</i>	<i>Sem. Hrs.</i>	<i>2nd Semester.</i>	<i>Sem. Hrs.</i>
MLT 1112 Fund. of MLT/Phlebotomy	2	MLT 1515 Clinical Chemistry	5
MLT 2522 Pathogenic Microbiology I	<u>2</u>	MLT 1212 Urinalysis/Body Fluids	2
	4	MLT 1313 Hematology	3
		MLT 1413 Immunology/Serology	<u>3</u>
			13

Sophomore Year

<i>1st Semester</i>	<i>Sem. Hrs.</i>	<i>2nd Semester.</i>	<i>Sem. Hrs.</i>
MLT 1324 Hematology II	4	MLT 2916 Clinical Practice I	6
MLT 2424 Immunohematology	4	MLT 2925 Clinical Practice II	5
MLT 2614 Pathogenic Microbiology II	<u>4</u>	MLT 2711 MLT Seminar	<u>1</u>
	12		12

Summer Term

MLT 2936 Clinical Practice III	<u>6</u>
	6

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River RD, Suite 720, Rosemont, IL 60018

(773) 714-8880/www.naacls.org

MEDICAL LABORATORY TECHNOLOGY DEGREE PLAN
(For New Students Beginning Fall _____)

Student's Name _____ Address _____ ACT _____

SS# _____ Date of Birth _____ Phone _____

E-Mail _____

FRESHMAN YEAR

Date: _____

Course No.	Course Name	Sem Hrs.	Semester	Grade	Date & Reason for Withdrawal or Drop
MLT 1112	Fundamentals of MLT/Phlebotomy	2			
MLT 2522	Pathogenic Microbiology I	2			
CHE 1211	General Chemistry Lab	1			
CHE 1213	General Chemistry I	3			
MAT 1313 or 1314	College Algebra	3/4			
	*Social/Behavioral Science Elect.	3			

1st Semester

14/15

Semester Credit Total/GPA _____

Course No.	Course Name	Sem Hrs.	Semester	Grade	Date & Reason for Withdrawal or Drop
MLT 1212	Urinalysis/Body Fluids	2			
MLT 1313	Hematology I	3			
MLT 1413	Immunology/Serology	3			
MLT 1515	Clinical Chemistry	5			
BIO 2921	General Microbiology Lab	1			
BIO 2923	General Microbiology	3			

2nd Semester

17

Semester Credit Total/GPA ____/____

SOPHOMORE YEAR

Date: _____

Course No.	Course Name	Sem Hrs.	Semester	Grade	Date & Reason for Withdrawal or Drop
MLT 1324	Hematology II	4			
MLT 2424	Immunohematology	4			
MLT 2614	Pathogenic Microbiology II	4			
	Approved Hum/Fine Arts Elective	3			

1st Semester

15

Semester Credit Total/GPA ____/____

Course No.	Course Name	Sem Hrs.	Semester	Grade	Date & Reason for Withdrawal or Drop
MLT 2916	Clinical Practice I	6			
MLT 2925	Clinical Practice II	5			
MLT 2711	MLT Seminar	1			

2nd Semester

12

Semester Credit Total/GPA ____/____

Course No.	Course Name	Sem Hrs.	Semester	Grade	Date & Reason for Withdrawal or Drop
MLT 2936	Clinical Practice III	6	Summer		
Total Credits for Degree		64			

Semester Credit Total/GPA ____/____

I understand if I do not take courses in the sequence suggested by my advisor that I might not graduate on time.

1st Semester – Freshman Year

Student Signature _____ Date _____
Advisor _____

2nd Semester – Freshman Year

Student Signature _____ Date _____
Advisor _____

Summer Term

Student Signature _____ Date _____
Advisor _____

1st Semester Sophomore Year

Student Signature _____ Date _____
Advisor _____

2nd Semester Sophomore Year

Student Signature _____ Date _____
Advisor _____

Summer Term

Student Signature _____ Date _____
Advisor _____

ADDITIONAL COURSES NEEDED FOR: _____

Course No.	Course Name	Sem. Hrs.	Semester

TECHNICAL RELATED STUDIES AS NEEDED:

Course No.	Course Name	Sem. Hrs.	Semester

Employer _____ **Employer's Phone No.** _____

Supervisor's Name _____

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Suite 720, Rosemont, IL 60018 (773) 714-8880/www.naacls.org

DEGREE PLAN

A current degree plan with course descriptions can be found on the Co-Lin Community College website or online at the Medical Laboratory Technology home page www.colin.edu/mlt

STUDENT PROGRAM ADVISEMENT

Once a student is accepted into the MLT program, they are advised initially and each semester thereafter by an MLT faculty member. Students are advised individually and privately by MLT faculty in order to keep student information confidential. The advisor assists the student by preparing a Program Plan, helping plan a schedule, providing career information, and encouraging them in their academic endeavors. The Program Plan outlines the sequencing of each MLT and academic course including the clinical practice schedule. The student signs the Program Plan for documentation that the student is aware of this sequencing.

Student advisement takes place during the semester prior to the opening date for pre-registration. Student course advisement is based on their Degree and Program Plan progress and course curriculum. At the end of each semester during the student's final grade consultation, the Degree Plan progress and current grades are reviewed, dated, and signed by the MLT faculty advisor and student. Degree and Program Plan progression is based on the student's ability to pass each course with a minimum grade of "C" or 80% competency as stated in the "Program Description" and "Academic Courses" sections of the MLT Student Handbook. Students and their grades are evaluated during each course as stated in the "Student Evaluation" and "Didactic Course Evaluation" sections of the MLT Student Handbook. This allows each student the opportunity to receive any needed assistance for the course.

PROGRAM LENGTH/TIME COMMITMENT

The Medical Laboratory Technology Program at Copiah-Lincoln Community College is a full-time two-year (five semesters) degree program which culminates in an Associate of Applied Science (AAS) degree.

During the second year of the program students should prepare themselves as well as their family members to make the commitment for the length of the program. Each student should be expected to be in class and/or clinical Monday through Friday. Additional time will be required outside of class time to complete lab assignments and additional assignments.

Each student's level of preparedness will determine the amount of time required to complete the program.

The same commitment or more will be required of a student on the Fast Track. The student will have a very intense first semester which begins in January with the summer off, continuing that fall, spring and completed the end of June.

Note: A general rule of thumb for MLT classes is that you should expect to study about 2 to 3 hours outside of class time for each class meeting.

MEDICAL LABORATORY TECHNOLOGY (MLT)

COURSE DESCRIPTIONS

MLT 1112-Fundamentals of Medical Laboratory Technology/Phlebotomy - Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. One hour lecture and two hours laboratory each week. Two semester hours credit.

MLT 1212-Urinalysis/Body Fluids - Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine test, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states. One hour lecture and two hours laboratory each week. Two semester hours credit.

MLT 1313-Hematology I - A study of the function of blood, morphology, and maturation of normal cells, blood collection and handling. Two hours lecture and two hours laboratory each week. Three semester hours credit.

MLT 1324-Hematology II - The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Two hours lecture and four hours laboratory each week. Four semester hours credit. Prerequisite: Hematology I (MLT 1313).

MLT 1413-Immunology/Serology - Basic principles of serology/immunology, theory and performance of routine serology tests. Two hours lecture and two hours laboratory each week. Three semester hours credit.

MLT 1515-Clinical Chemistry - Study of human biochemistry as an aid in the diagnosis of disease process. Three hours lecture and four hours laboratory. Five semester hours credit. Prerequisites: Four semester hours of approved chemistry electives with a minimum of "C" average or special permission by instructor.

MLT 2424-Immunochemistry - Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, and identification. Investigation of hemolytic disease of the newborn. Two hours lecture and four hours laboratory each week. Four semester hours credit. Prerequisite: Immunology/Serology (MLT 1413).

MLT 2522-Pathogenic Microbiology I - Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical importance are emphasized in this course. This course covers the morphology, physiology life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included. One hour lecture and two hours laboratory each week. Two semester hours credit.

MLT 2614-Pathogenic Microbiology II - Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotics and other drugs. Two hours lecture and four hours laboratory each week. Four semester hours credit. Prerequisites: Four semester hours of approved microbiology electives with a minimum of "C" average.

MLT 2711 Medical Laboratory Seminar- This course represents a synthesis of previous didactic, laboratory, and clinical experiences. It is designed to facilitate activities incorporated in student and professional organizations and to allow students to select and present a case study. Credit, one semester hour.

MLT 2916, MLT 2925, MLT 2936-Clinical Practice I, II, III - Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. Eighteen hours clinical per week for MLT 2916 and MLT 2936, Fifteen hours clinical per week for MLT 2925. Six semester hours credit for MLT 2916 and MLT 2936, Five semester hours for MLT 2925.

CAREER ENTRY COMPETENCIES EXPECTED OF GRADUATES

The objective of the MLT Program at Copiah-Lincoln Community College is to produce competent employees for the laboratory employers in the surrounding area. In accordance with this objective, the entry level competencies as stated in the 2018 Standards of Accredited Education Programs for the Medical Laboratory Technician serves as a statement of general entry-level competencies.

DESCRIPTION OF ENTRY LEVEL COMPETENCIES OF THE CLINICAL LABORATORY TECHNICIAN/MEDICAL LABORATORY TECHNICIAN (NAACLS)

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

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

Upon graduation and initial employment, the MLT should be able to demonstrate entry level competencies in the areas of general professional practice including problem solving and troubleshooting techniques as listed below:

1. Collects and prepares samples for analysis. Stores and transports samples using appropriate preservation method. Specimens may include blood, urine, feces, sputum, exudates, secretions, and other body fluids.
2. Following prescribed procedures, performs high volume, less difficult analytical tests in chemistry, hematology, coagulation, immunohematology, and microbiology.
3. Calculates the results of tests performed if necessary.
4. Operates equipment or instruments necessary to perform high volume, less difficult analytical tests. Recognizes instrument malfunction and makes simple corrections using preset strategies or notifies a Medical Technologist or his/her supervisor.
5. Prepares reagents and media according to prescribed procedures.

6. Performs and records all quality control procedures required for the test assayed. Recognizes unacceptable quality control results. Corrects problems according to preset strategies or notifies an MT or the supervisor.
7. Recognizes abnormal or unusual test results and notifies a Medical Technologist, the supervisor, or follows the written policies of that particular laboratory.
8. Reports results in writing, orally or by computer according to the policy of the laboratory.
9. Performs and records routine instrument checks and maintenance procedures.
10. Takes an inventory according to an established list.
11. Observes established safety practices including Standard Precautions and OSHA regulations.
12. Maintains work area in clean, orderly, well-organized condition.
13. Participates in continuing education recognizing it as a function of growth and maintenance of professional competence.
14. Participates in quality assurance/control procedures.
15. Demonstrates technical processes sufficient to orient new employees.
16. Demonstrate professional conduct, communication, and interpersonal relations with laboratory personnel, patients, other health care professionals, and the public.
17. Correlates laboratory test results with clinical conditions, diagnosis, and treatment of the patient.

DIDACTIC AFFECTIVE OBJECTIVES

The Student will demonstrate the development of behaviors and attitudes consistent with those of the profession during the MLT course of study. The student will satisfactorily exhibit the following behaviors:

1. Endeavor to work cooperatively with fellow students and instructors.
2. Endeavor to work with individuals of different cultural and ethnic backgrounds to achieve a common goal.
3. Endeavor to work independently and make decisions based on information provided and/or discovered during the performance of a procedure.
4. Organize a work assignment in an efficient manner.
5. Follow established safety protocols.
6. Care for equipment and follow through with necessary maintenance or report of malfunctions to the appropriate individual.

7. Demonstrate punctuality by arriving for lectures and lab sessions at the designated times and turning in assigned work on time.
8. Display preparedness.
9. Consider others working within the laboratory making sure that reagents and equipment are replaced to their designated areas, keeping the work area clean and uncluttered.
10. Follow established protocols for reporting of work, taking care to accurately report actual results obtained in the prescribed manner.
11. Seek help from the appropriate persons when recognizing limitations.
12. Display integrity and honesty.

In order to give students, the opportunity to develop these attributes, labs are typically set up in such a manner that students are placed in different work groups or assigned different partners for certain exercises or case studies, as well as given opportunities to work independently to achieve appropriate results. Students are also given the opportunity to demonstrate that they can work independently and follow instructions and safety protocols during laboratory practical's when they must perform unfamiliar procedures or resolve problems with a procedure they have performed.

Students are evaluated on the development of these behaviors as part of their laboratory assignment and participation grades and when appropriate as part of their practical exam grades. Students will receive affective evaluations and work ethic evaluations as part of their daily grade.

LAB SKILL COMPETENCIES

The laboratory portion of each MLT didactic course contains a minimum of one laboratory skill competency. These competencies are basic laboratory skills that students should be able to perform during their clinical practice displaying a basic knowledge and skill level to allow them to master that skill before completion of their clinical practice. The lab skill competencies have been developed with feedback from clinical instructors and are subject to updates, additions, or deletions depending on the current workforce lab skill needs. Most lab skill competencies may be repeated but some may not be due to the nature of their set-up and time constraints. Scores for lab skill competencies may be incorporated with a lab practical or be a stand-alone grade in that course. If a student fails a lab skill competency, they may continue in the program. The failed skill will be noted in the student's final course evaluation. Upon beginning clinical practice, the clinical affiliate will be notified of the failed lab skill competency, and the student will receive extra practice and instruction during their clinical rotation. The student's lab skill assessment will then be followed and noted in the clinical evaluations for that clinical rotation. Exceptions to this policy are Dermal, Vacutainer Venipuncture, and/or Syringe Venipuncture Phlebotomy lab skill competencies. Failure of one or more Phlebotomy lab skills after the allowed number of repeated attempts will result in dismissal from the MLT program due to potential liability issues during clinical practice. Students will also be dismissed from the MLT program if they fail to pass 50% or more of the lab skill competencies (not including the Dermal and Venipuncture Phlebotomy lab skill competencies).



General Policies

Students enrolled in the MLT Program are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the Co-Lin Student Handbook.

ACADEMIC DISHONESTY/CHEATING

Academic integrity is an essential component of professional behavior in the medical field. Any documented incidences of academic dishonesty (cheating) may result in an academic penalty up to withdrawal from the specific program.

The MLT Program follows the college's general policies on academic integrity as set forth in the Copiah-Lincoln Community College Student Handbook. A copy of the student handbook is available in Student Services or may be downloaded from the Co-Lin website at: <http://www.colin.edu>.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or electronic devices for calculation, approved calculators allowed), talking to another student during the test, or looking at another student's test during the examination, removal of privacy screen on computer.
 - Plagiarizing - when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner
 - Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
 - Unauthorized entry into test banks or examinations
 - Assisting others in academic dishonesty
 - Sharing the details of an examination/competency check-off with other students.
 - Having a copy of the examination outside the time and place of test administration or review.
-
- As an MLT student you are placed on the honor system. Each student in the classroom or in clinical is on the honor system and is responsible for their own actions as well as **OTHERS**.
 - Any student aware of another student cheating must inform the instructor immediately.
 - Any student who is accused of cheating will be referred to the Dean of Career & Technical Education for disciplinary action. The MLT department will recommend dismissal from the program.
 - **REMEMBER THAT YOUR ACTIONS REFLECT NOT ONLY ON YOU BUT YOUR SCHOOL, CLASSMATES, AND THE HEALTH CARE FACILITY YOU REPRESENT.**

TESTING AND LABORATORY POLICY

The following guidelines are for tests and laboratory sessions administered by the Medical Laboratory Technology Program at Copiah-Lincoln Community College:

1. Unit tests are allotted 50 minutes unless otherwise designated. If a student has not completed the test in this time frame, the test will be taken up as if student has completed the test.
2. Unit tests taken in the assessment center will be given a completion date and time. If a student has not completed the test by the designated date and time, the test will be taken up as if student has completed the test. If the student has not taken the test by the designated date and time, a zero will be recorded in the gradebook for that unit test, unless other arrangements have been approved by the instructor.
3. If a student is absent the day of a scheduled test, you must see Mrs. Paula Yarborough or Mrs. Shanna Clark to make arrangements. The student must be prepared to take the test the first day of returning to lecture/lab.
4. Lab Practical's are allotted one hour unless otherwise designated. If a student has not completed the test in this time frame, the test will be taken up as if student has completed the test.
5. If the student is absent the day of a scheduled lab practical, the lab practical will not be made up. Note: Labs and lab reports will not be made up when the student is absent.
6. Laboratory sessions are scheduled for a 2-hour period unless otherwise indicated by the instructor. Students will be given an extra 15 minutes to complete the laboratory tasks before lab reports must be submitted for grading.

ASSESSMENT CENTER TEST TAKING GUIDELINES

1. Student must present Co-Lin ID to take a test.
2. Testing times are set by the instructor. Students should be aware of the testing time set by the instructor, as well as, the testing hours of the assessment center and be sure they have sufficient time to take the test before starting said test.
3. Once the test is given to the student the test must be completed. No bathroom or other breaks will be allowed. Exception: If the instructor has made arrangements prior to the test with the assessment center staff.
4. Backpacks, purses, all listening devices (cell phones, Bluetooth, ear phones), all electronic devices, heavy jackets, hats, hoods, drink bottles, other food item, notebooks, and class notes may not be taken to the testing area. If they are brought in the assessment center, they must be placed at the designated area directed by staff. Only the test and a required writing device (pencil) will be taken to the testing area. Exception: Calculator or scratch paper when approved by the instructor – prior to the beginning of the test. Students will be assigned seating in the testing area. Once the student enters the area, there shall be no talking or any non-verbal form of communication with others.
5. Test may be taken up by assessment center staff for suspicious behavior. Suspicious behavior includes but is not limited to having unauthorized items in the testing area, unnecessary body movements that signal sharing of information, or playing with clothing.

6. When completed, the student should notify assessment center staff. The student should wait until the staff has completely checked to see that everything is in order, and then ask for any personal items they have left at the desk.
7. If assessment center staff member has removed a test from a student due to suspicious behavior these procedures will be followed:
 - a. The instructor will be informed via telephone or e-mail. Should the instructor not be readily available the following persons will be notified:
Dr. Sharolyn Magee, Dean of Career & Technical Education
Dr. Jackie Martin, Vice President of Wesson Campus
 - b. Assessment center staff member will file a written document with the instructor explaining the behavior.
 - c. Further action will be taken by the Instructor and the appropriate college official.

If a student has a disability that qualifies under the *Americans with Disabilities Act* (ADA) and requires accommodations, the student should contact the Office of Disability Support Services at (601) 643-8342 or contact Amber Bowman in the Counseling Center.

CLASSROOM GUIDELINES

- A. All class and lab assignments are due when called for. **No credit will be issued for late assignments.**
- B. Lab reports due the day of an absence must be turned in the first day the student returns to lab/lecture to receive credit.
- C. All class and lab assignments must be in **black ink** unless otherwise stated.
- D. Lecture make-up tests or examinations will be given at the discretion of the instructor. **The student must be prepared to take the test the first day of returning to school. Students are also responsible for notifying the instructor of the desire to make up a test.** Test must be made up within **one week** or the student will receive a zero (0) for that test.
- E. Lab sessions and lab practicals will **NOT** be made up. This is due to set up time and availability of specimens. The student will receive a zero (0) for any missed **lab practical** and **lab session**. The student will be responsible for all information covered during the lab session.
- F. Students will be trained in safety upon entering the program and each semester. The student will take a safety test and must make 80% or retrain until that grade is obtained. The student's initial safety test is kept in the student's records.
- G. Students will not have visitors during class or lab. Students will inform family and friends not to interrupt class or lab unless it is an emergency. The student will be held responsible for these interruptions.

STUDENT EVALUATION

The MLT Program is a competency based program. Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. Student progress is evaluated by examinations, written assignments and laboratory performance evaluations. Due to the score required to pass the ASCP Board of Certification Exam and the critical nature of lab work, high standards will be expected. The student must maintain a "C" average in both academic and clinical aspects of the program at all times to progress in the program.

A student will be allowed to withdraw from one MLT course or fail one MLT course and continue in the program taking courses according to the altered Program Plan. Failure and/or withdrawal of two or more MLT courses will result in dismissal from the program.

To be considered for readmission the student must inform the program director in writing of his/her desires to be readmitted into the MLT program. Students seeking readmission to the program are considered on an individual basis according to the readmission policies.

DIDACTIC COURSE EVALUATION

Grading systems and the objectives to be used in each MLT course are included on the course syllabus provided to students at the first meeting for each course. A copy of the syllabus and course objectives will be located on Canvas for future reference. Exams, lab practicals, study questions, or any other criteria to be used in grading are marked and returned to the students promptly. Examinations are the property of the MLT program and will NOT be returned to the students to keep.

The didactic courses (courses taught on campus) include at least four unit tests, assignments, laboratory practicals, daily/pop tests, and a final examination. No separate grade is given for the laboratory component of didactic courses. The student laboratory is available for student use outside of regularly scheduled laboratory time to assist with mastery of laboratory skills. It is the student's responsibility to seek additional help and availability of the lab.

If a student has less than a "C" in any course at mid-term, a conference with the Career-Technical Education Student Services Coordinator is advised. Student grades are available to the student on Canvas. The Medical Laboratory Technology program instructors will hold midterm progress conferences. During this conference, the student's grades, affective evaluations, and ethics grades are reviewed and documented. However, at any time, if a pattern of deficient class, laboratory or clinical practicum performance is noted, a conference between the student and the MLT faculty will be scheduled. If any questions or concerns arise pertaining to your grade, do not hesitate to ask the instructor or program director. A final grade consultation is held at the end of each course. Final grades, affective evaluations, ethics grades, and lab assistant grades are reviewed and documented.

Canvas can be accessed through the main Co-Lin web page (www.colin.edu). Once in Canvas, log-on using your ID and password (same as on-line registering). Choose the course in which you wish to view your progress. Using course navigator (left hand side) choose "Grades"; view your grades. Canvas will also be utilized to post "Handouts" including but not limited to: power point, lecture objectives, lecture outlines, and study guides.

MLT On-Campus (Didactic) Courses: The student will be assigned a letter grade based on the following standards:

A	94 - 100
B	86 - 93
C	80 - 85
F	Below 80

Grades are calculated as follows:

1.

Scheduled tests	50%
Laboratory & Daily Grades	25%
Final Exam	25%

2. The students will also be graded on the following:
 - A. The correct spelling of terms.
 - B. Correct use of terminology.
 - C. Proper corrections on all papers. Corrections must be made according to medical legal requirements i.e. drawing one line through incorrect term, initial, date, and write corrected term. **Liquid paper cannot be used.**
 - D. Following written and verbal instructions. This is mandatory in the medical profession.
 - E. All lab reports must be completed in BLACK ink.
 - F. All lab reports must be documented with student's initials, date, and time report is completed.

Students will apply for graduation in the last semester of the program (May or December).

Medical Laboratory Technology

Work Ethic Grade

A major goal of this program is to teach students how to conduct themselves in a work environment and to ensure a successful transition from school to work.

At the end of the semester, every student receives a Work Ethic grade on his/her work ethic demonstrated for that particular semester. For each class of each semester the students are given 100 points on the first day of class. Points are only deducted if the student demonstrates unfavorable behaviors. See the listing below for these behaviors and deductions for each.

Behavior (2 point deduction for each instance)

- A. Tardy (<10 min.)
- B. Absent (2 points for each class or lab) (>10 min.)
- C. Leaving class or lab early

Behavior (5 point deduction for each instance)

- D. Incomplete work in class or lab assignments
- E. Leaving work area messy in lab or classroom
- F. Discussing unrelated subject matter/talking during lab or lecture
- G. Not prepared for work (no pencil, pen, book, calculator, etc.)
- H. Not being a team player
- I. Failure to wear your lab coat to lab
- J. Inappropriate attire (open toe shoes, etc.)(adhering to dress code)

Severe Infractions (10 point deduction)

- K. Failure to notify program of absence from class/failure to adhere to MLT Program policies (cell phone)
- L. Sharing class/lab work with others or other forms of cheating
- M. Demonstrating disrespect for authority in or out of the classroom
- N. Sleeping during class or lab

Students can have points deducted throughout the class period each day of the week. Each student's deductions will be subtracted from 100 and recorded as a daily grade at the end of the semester. Grades will be reviewed at midterm and final consultations. This grade could be a negative number.

My instructor has explained the Work Ethics grade procedure, and I have read and understand this grading procedure.

Student Signature

Date

LAB ASSISTANT DUTIES

Each semester students are paired up to perform the below lab assistant duties at least twice during a semester. This helps to foster and teach communication skills that are necessary in the workforce. Lab assistant duties are checked and graded weekly. Each student receives a Lab Assistant grade for each course. Lab assistant duties are as follows:

1. Prepare 10% bleach solution DAILY and label bottles with date and your initials.
2. Read and record temperatures DAILY and report out of range temperatures to Instructors.
3. Check sharps biohazard containers and biohazard garbage containers that may be shared in the lab. Discard if full and replace with new container/liner. **NOTE: Each student is responsible for replacing the tabletop sharps and biohazard garbage at their individual stations.*
4. Autoclave as needed and document on posted form. *NOTE: Autoclaving will be done between 11:00-12:00 Monday-Thursday or after Fundamentals on Fridays unless your instructor designates alternate times.*
5. Activated emergency shower WEEKLY and clean/activate eyewash station bowl in Mrs. Yarborough's lab WEEKLY. Document on appropriate posted form.
6. Clean/activate eyewash station in Mrs. Clark's lab WEEKLY. Document on appropriate posted form.
7. Clean desktops in classroom and dry erase boards with non-bleach disinfectant WEEKLY. Use the spray bottle of non-bleach disinfectant. It should be prepared as needed and left in the classroom.
8. Assist in special lab tasks like restocking supplies (including venipuncture tray), special setup or cleanup of lab sessions as needed or requested by instructor.
9. Clean the refrigerator in the classroom as needed.
10. Clean microwave in classroom as needed.
11. Assist instructor in unpacking shipments or donated supplies when needed.
12. Communication is essential to perform lab assistant duties! If you are unable to perform your duties, you must communicate with your partner or another MLT student to cover duties. Lab duties are a group activity, and every student is expected to assist on their assigned weeks!

Each duty is graded on the following scale:

GRADING SCALE:

8-10 Acceptable (A): All tasks were consistently performed by student

5-7 Needs Improvement (NI): Not all tasks were consistently performed by student

1-4 Not Acceptable (NA): Tasks were not performed by student

ACADEMIC COURSES

The student must achieve a minimum of "C" in all academic course work required in the degree plan. The letter grade assigned in each academic course is based on the grading policy of each individual instructor. All coursework, both academic and MLT, must meet the requirements established by the college for the Associate in Applied Science (AAS) degree.

DISCIPLINARY ACTION

Disciplinary action: If a student fails to adhere to the rules and regulations as stated in these policies, he/she will be disciplined according to the General Policies & Regulations of the Copiah-Lincoln

Community College Student Handbook. Records of disciplinary action will be kept in the student's folder. Some actions could result in immediate dismissal from the program due to the seriousness of MLT responsibilities.

The MLT Handbook abides by the policies and procedures of the Copiah-Lincoln Community College Student Handbook.

COUNSELING/PROBATION/DISMISSAL

The Copiah-Lincoln Community College Medical Laboratory Technology program recognizes that a wide range of problems not directly associated with one's school function can have an effect on performance. In most instances, the student will overcome personal problems independently. In other instances, normal counseling will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level.

Failure to maintain satisfactory grades will result in dismissal from the program. Re-tests will not be administered on written tests or laboratory practicals. MLT courses are only offered one time per year; therefore, any failure of these would result in the student waiting a year to repeat a course.

In some cases, neither the efforts of the student nor Career-Tech Student Support Services counseling staff have the desired effect of resolving the student's problems. The student's grades do not reach a satisfactory level despite warnings or probation; therefore, it is in the interest of the student and the program, to recommend that the student withdraw from the course before the drop date and concentrate on improving the grade in other courses.

The student will be counseled at midterm and advised of progress in the program. The student may be counseled any time during the semester depending on performance in the course and/or program. Depending on the situation, the student may be given a warning, placed on probation, or dismissed from the program. Students are required to maintain a "C" average in both academic and clinical aspects of the program at all times to progress in the program.

PROGRESSIVE DISCIPLINE POLICY

The MLT faculty is committed to assisting students to be successful in the program. MLT students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

▪ Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes other recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from Co-Lin counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference conducted.

▪ Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written MLT Program Anecdotal Evaluation Record will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, will be formulated.

This plan will be used to assist the student to correct the deficit, remain in the program, and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the class/program.

▪ **Step 3: Probation**

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory didactic and clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to meet terms outlined in a conference report
- Failure to pass MLT course

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the MLT Program Director, MLT instructor, and Dean of Career & Technical Education. A Co-Lin counselor may be asked to assist in representing the student. The student and faculty will complete a MLT Program Anecdotal Evaluation Record explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F".)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety.
- Unprofessional behavior that seriously jeopardizes clinical affiliations.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F".

DISMISSAL FROM PROGRAM

The Copiah-Lincoln Community College MLT Program reserves the right to recommend the dismissal of a student at any time for any of the following reasons:

- A. Failure and/or withdrawal of two MLT courses will result in dismissal from the program.
- B. A student will be allowed to withdraw and retake only one MLT course. Dismissal from the program will result if a student withdraws from more than one MLT course with the exception of the Fast Track course.
- C. MLT students who receive an attendance "Warning" in four MLT courses due to excessive absences will be terminated from the MLT Program.
- D. MLT students who are dismissed from two or more classes due to excessive absences will be terminated from the MLT Program.
- E. Withdrawal from all MLT courses will require reapplying to the program. See withdrawal policy in Co-Lin catalog and Co-Lin Student Handbook. (See MLT Readmission Policy)
- F. Use of alcohol/illegal drugs or taking prescription drugs, whether obtained by prescription or otherwise, other than in the manner or for the reasons or time period prescribed, or by a person for whom the drug was not prescribed; or failure to notify instructor of prescription medications by personal physician. (See Alcohol and Drug Policy)
- G. Poor health, physical or mental.
- H. Inability to function in the health occupation, e.g. unacceptable clinical performance.
- I. Performance not suitable to the affiliation facility, such as breaking their policies and procedures.
- J. Falsification of any part of application to the school or program.
- K. Excessive absences. (See Attendance Policy)
- L. Any pre-existing conditions that limits ability to function.
- M. Failure to report any errors, mistakes, or incidents while in clinical.
- N. Neglect or abuse of any patient while in the clinical area.
- O. Breach of program or school policies: All breaches will be recorded on the anecdotal notes of the student's record; the student will read this, make any comment desired and then sign. Student will be referred to the Dean of Career & Technical Education for disciplinary action. (See Co-Lin Student Handbook: Governing Regulations.)
- P. Failure to maintain confidentiality/HIPAA. (See Confidentiality Policy)
- Q. Insubordination: Failure to comply with the instructor and/or clinical supervisor's request.
- R. Any student participating in giving or receiving information will be guilty of academic dishonesty (cheating). It will be the recommendation of the program to the Dean that the student be terminated from the program.
- S. Falsification of any didactic or clinical forms and records. This includes asking anyone with clearance at a clinical facility to change evaluation results and/or comments.
- T. Inability to comply with the immunization policy at all clinical affiliates. (See Statement on Immunizations policy pp. 55-56)
- U. Grade of 80% or less on one Final Clinical Performance Evaluation due to deductions for tardies and absences.
- V. Failure of the course Fundamentals of MLT/Phlebotomy.
- W. Failure to pass the dermal, vacutainer venipuncture, and/or syringe venipuncture phlebotomy competencies by the allowed number of attempts.
- X. Failure of $\geq 50\%$ if the lab skill competencies not including the dermal & venipuncture competencies.

The program reserves the right to request the withdrawal of any student whose health, work, or conduct is determined to be detrimental to the health and safety of the student themselves, other students, or patients.

I, _____, have read the above policy regarding grounds for dismissal and understand my responsibilities as a student. I understand that not following these policies may lead to my removal from the MLT Program.

Signature: _____

Date: _____

APPEALS AND COMPLAINTS

The administration and faculty of Copiah-Lincoln Community College recognizes the right of each student to appeal a decision or make an official complaint. To ensure the protection and rights of every student the following policy of the college will be used.

STUDENT COMPLAINTS

Any student who wishes to make a formal complaint to the college regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, should express the nature of the complaint and pertinent information in writing to the appropriate person and in the **sequence** listed below:

1. Medical Laboratory Technology Program Director
2. Dean of Career & Technical Education
3. Vice President of the Wesson Campus
4. President of the College

The formal complaint should include the nature of the complaint and pertinent information in writing.

The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. Students have a right to due process for any grievance. The due process procedures are listed and explained in the Copiah-Lincoln Community College Student Handbook, which is given to every entering student and may be found on the website.

All student complaints will be handled and final determination will be made by college personnel who are not directly involved in the alleged problem. A written response will be provided to the student within (3) three working days of receipt of the written complaint. No adverse action will be taken against the complaining student by college personnel as a result of the complaint.

STUDENT APPEALS FOR DISCIPLINARY ACTION – CLASSROOM

Appeals of disciplinary action taken as a result of classroom misconduct shall be submitted in writing to the appropriate person and in the sequence as listed below:

1. From action by Instructor to the Program Director
2. From the Program Director to the Dean of Career & Technical Education
3. From the Dean of Career & Technical Education to the Vice President of Wesson Campus
4. From the Vice President to the President

A written response will be provided to the student within three (3) working days of receipt of the appeal.

STUDENT RECORDS

Academic and health information pertinent to each MLT student is maintained by the MLT faculty in the MLT Department. The student records are maintained for a minimum of three years post-graduation in the Program Director's office or the file room (Room 104) in a file cabinet which are both locked. These records include the admission packet, student competency profile, and clinical evaluations. Conference forms, records of correspondence to and from the student, Criminal Background Check, and CPR certification are also maintained in these records.

Permanent student record management is maintained in the Office of Admissions and Records. Transcripts are released only at the request of the student, and in compliance with the Privacy Act of 1974, or in compliance with Court order.

ATTENDANCE

The mission of the Copiah-Lincoln Community College Career-Technical Division is to prepare students for the work force by teaching technical skills and employability skills. In view of this goal, the following attendance policy has been adopted to aid the student in developing appropriate and professional employability skills in the area of attendance.

Class Attendance: Regular class attendance is necessary to program success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. Students are responsible for the knowledge of all work missed due to absences. A penalty will be assessed for work not made up at the discretion of the instructor for the class missed.

The MLT program has special attendance requirements which will be explained to students at the beginning of the semester. It is the student's responsibility to keep up with their number of absences.

Absences: The cut out point in career or technical courses is as follows:

Number of Class Meetings Per Week	Cut Out Point
One	2
Two	2
Three	3
Four	4
Five	5
Six	6
Seven	7
Eight	8

A class meeting is defined as time scheduled on the official semester class schedule. A class may have more than one (1) meeting scheduled per day. If a class meets (two) 2 times on one day, that results in two (2) absences. In the event a course must be transitioned from on-campus to on-line, all measures will be taken to keep any testing, meetings, or group activities scheduled during the on-campus class times. If a student misses an on-line test, meeting, or group activity without an acceptable excuse, it will be counted as an absence. If there is more than one on-line activity in a day and a student misses one and completes others, it will count as a tardy.

Cut-Outs: When a student has reached the above cut out point, the instructor will electronically complete and submit a cut out form. (Note: A separate cut out form will need to be submitted for each class the student cuts out of.) The cut out form will be sent to the student and the Appeals Officer and a copy will be sent to the submitting teacher via e-mail. **The student will not be allowed to return to class without authorization from the Appeals Officer.** If a student has not appealed within 48 hours of the notification, the Appeals Officer will process the cut out form electronically to the Admissions Office. An electronic copy will be sent to the student and the instructor notifying each of the results of the appeal.

Appeals Process: The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences. When a student has been removed from class for excessive absences, that student will have the right to appeal his/her removal from the class to the appropriate Appeals Officer. No absence is considered free; therefore, students will be responsible for providing a

justifiable reason for each absence to the Appeals Officer. Documentation should be provided to the Appeals Officer in written form where possible (doctor's excuse, obituary, legal documents, etc.). When considering appeals, the Appeals Officer will consider the following:

- Total number of absences
- Documentation for absences
- Whether the student has requested counseling or other assistance in finding a solution to class attendance problems
- Recommendations by instructors

All appeals must be made within 48 hours of the notification of removal from class for excessive absences. The Appeals Officer will have the authority to reinstate the student in the class for what he/she considers to be justifiable cause. The decision of the Appeals Officer will be final. The instructor will receive a notice of action taken.

In the event that an appeal is denied or a student fails to appeal, a grade of "W" will be recorded for courses in which excessive absences are reported prior to the week of that course's final exam, and the student will be dismissed by the Appeals Office. Being administratively withdrawn from a class may change a student's enrollment status and thereby affect, among other things, that student's scholarships and financial aid.

Official Absences: Those absences caused by a student representing the college for an approved function are official absences. The number of these allowable absences will not count against total "allowable" absences; however, the number of official absences will be limited for each class.

When students are to miss classes for approved field trips, a list of names of students and drivers must be submitted to the Dean of Student Services at least one week prior to the trip/function. A copy should also be sent to the Dean of Career & Technical Education.

Absences in Special Admissions Programs: Certain Career-Technical programs have special attendance requirements due to the nature of the subject matter taught, clinical component and/or state/national accreditation. In these programs, attendance requirements will be communicated through course syllabi and/or program policies. These programs are: Automotive Technology, Commercial Truck Driving, Computer Information Systems Technology, Cosmetology, Health Care Assistant, **Medical Laboratory Technology**, Medical Radiograph Technology, Practical Nursing and Respiratory Care Practitioner.

Tardies (Career-Technical): A tardy will be defined as missing up to 10 minutes of a class. Two tardies will constitute one absence. A student is counted absent if the student misses more than 10 minutes of class. Career-technical students who are absent or tardy more than 10 minutes from a daily lab period will be counted absent for that lab period. **A student who is tardy must notify the instructor of their presence in class at the end of the class.** Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over.

Dropping a Course: Students taking twelve (12) hours will be classified as full-time students. Changes in schedule may be made only with approval from the counselor and advisor. This includes adding or dropping courses. Any course(s) properly dropped prior to the week of that course's final exam will constitute a "W". The grade "W" is not used in computing grade point average.

Withdrawal from College: For an official withdrawal during a semester, the student must obtain a formal WITHDRAWAL PERMIT from an advisor and have it signed by appropriate college personnel and presented to the Admissions Office by the twelfth week of the semester. It is the STUDENT'S responsibility to

complete the withdrawal process in the Admissions Office. Students failing to complete the withdrawal process as stated above will forfeit their right to any refund from the business office.

Leaving before Class Conclusion: Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over. If a student leaves class or lab more than 10 minutes before the end of class, it will be counted as an absence. Compelling personal needs may force students to leave the room during class. Whenever possible, students should inform instructors prior to the start of class of any personal difficulties that might lead them to leave the room during class. Students who leave the room should make every effort to leave and return with as little disruption as possible. Habitual and unexcused movement during class sessions may be prohibited by the instructor.

MLT students who are dismissed from two or more classes due to excessive absences will be terminated from the MLT program.

It is the responsibility of the MLT student to **notify the instructor** of his/her absence before the first MLT class of the day. Points will be deducted from the Ethics Grade if the instructor is not notified before class. Message can be left at the following phone numbers: MLT Office 601-643-8391 (Yarborough) or 601-643-8395 (Clark). If no answer, call the Career & Technical Education Office at 601-643-8328 and leave a message.

The student may notify the instructor utilizing email or Canvas. Note: Time is documented on these two sources of communication.

PHONE CALLS

- A. Students are NOT to ask to use phone in the instructor's office.
- B. Business phones are not to be used for personal calls on campus or in clinical.
- C. If a family member, day care center, or employer needs to reach a student, they should be instructed to call Student Services at 601-643-8465.

CAMPUS ATTIRE

Professional Image Guidelines will be provided upon entering the MLT Program.

- Street clothes are allowed for on campus adhering to the Professional Image Guide of Co-Lin Community College.
- Lab sessions require closed toed shoes and knee length disposable lab coats. The disposable lab coats are available in the Co-Lin Bookstore. Galaxy blue or royal blue scrub suits may be worn during on campus lab sessions.
- Baseball caps or hats are not allowed in the laboratory or classroom. Nothing shall be worn on the head unless it is of a required religious nature.
- Capri pants and leggings are not acceptable for lab as they leave skin exposed. Students should cover any exposed skin before entering the lab.

PROFESSIONAL APPEARANCE

Hospitals and their employees are expected to set examples of cleanliness and appearance. As a student you are expected to meet or exceed the standards listed below:

HYGIENE

- The student is expected to practice good personal hygiene in such a way as to avoid body odor and halitosis.
- Bathing and use of deodorant is a daily necessity.
- Oral hygiene should be a part of the student's daily health routine.
- The student's hands and nails must be kept clean.
- Nails are to be trimmed to a minimal length and colors should be conservative, not loud or eccentric.
- ARTIFICIAL NAILS ARE NOT PERMITTED IN PATIENT CARE AREAS.

COSMETICS AND JEWELRY

- The use of cosmetics, jewelry must be kept conservative and used in moderation.
- Use of perfumes and other products with strong scent are prohibited. These odors may be offensive to others and aggravate medical issues.
- **Body or facial jewelry** is not acceptable. Visible body piercing other than earrings should be covered or removed during class/laboratory/clinical periods. (Including nose and tongue piercing)
- Tongue rings, piercings are not allowed and must be removed.
- Students are allowed to wear one pair of stud earrings in the lobes of the ears.

TATTOOS

- No visible tattoos are allowed in the clinical setting.
- Tattoos must be covered by clothing or bandage.

HAIR

- The student is expected to keep his/her hair and beard clean and neatly styled.
- Facial hair should be trimmed and neat.
- Hair should be clean and well groomed (brushed or combed.)

DRESS

- Pants, shorts and skirts should be worn with beltline at the waist unless designed otherwise.
- Pants should not extend lower than the top of the heel.
- Belts should be worn and should not hang loose beyond 2 inches.
- Shorts and skirts should fall lower than mid-thigh.
- Profane/sexually suggestive/controversial writing, drawing, or pictures on clothing should not be worn.
- Pants, shorts, skirts, blouses, and shirts with holes should not be worn.
- See through pants, shorts, skirts, blouses, and shirts should not be worn.
- Shirts and blouses should be long enough to reach the top of pants, shorts or skirt. No bare midriffs or backless tops.
- Cleavage should not be shown.
- House shoes or slippers should not be worn.
- Consult instructor in choosing safe, comfortable and professional looking shoes.

IDENTIFICATION

- The student is required to wear his/her Co-Lin "I.D." badge at all times when on campus.

OTHER

- Dark glasses are not to be worn in the classroom unless medically or occupationally required.
- Hats, caps or other head wear are not to be worn in the classroom unless directed by the instructor.
- Safety glasses are a must in situations specified by instructors.

BLOOD DRIVE

Mississippi Blood Services will conduct a blood drive on campus during the Fall semester. The MLT Club sponsors this blood drive as a community service. We strongly encourage each student to donate.

INSTRUCTOR OFFICE HOURS

MLT Instructor office hours will be posted on the office door each semester.

NAME BADGES

MLT name badges will be ordered the beginning of each semester. Name badges are to be worn during each lab session and at any off-campus or recruitment activities. The badges will cost \$7.00. This amount is due upon placing the order during the first week of class.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

- A. Students should deactivate signals from cell phones and all other electronic devices that can be heard by others during class. Students may keep cell phones and all other electronic devices on silent mode. Cell phone use (including text messaging, games, emails and use of P.D.A.'s) in the classroom while class is in session is strictly prohibited. Copiah-Lincoln understands, however, that in certain situations it is imperative that the student be accessible through his cell phone or electronic device (emergences, volunteer firefighter, etc.) Students must receive permission from the instructor to leave audible signals active or ethics grade will be affected.
- B. Electronic devices may be used in class to view PowerPoint, Canvas and slide review with instructor approval.
- C. Recording of lectures is allowed with prior authorization from the instructor.

Students found in violation of this policy will be notified by the instructor (written or verbal). The instructor will then turn in to the Dean of Students the student's name and ID# by e-mail. The Student will receive a \$25 fine. Multiple offenses will result in increased fine amounts.

GROUP CHATS/INTERNET/SOCIAL MEDIA

Group chats among students are to be conducted through "Chat" also called "Course Chat" on Canvas. Any course chats or outside social media/internet use pertaining to MLT courses or the program must follow the Co-Lin student handbook social media policy and code of student conduct. Students found in violation of these policies will be subject to disciplinary action in compliance with the Co-Lin Student Handbook.



Student Services

LIBRARY

Copiah-Lincoln Community College promotes educational excellence by providing library resources to the students, faculty, and staff. The Evelyn W. Oswalt Library houses a carefully selected variety of materials that supports the curriculum of the college.

There are many reference books available for your use both in the classroom and campus library. Classroom books may be checked out with instructor's permission.

- A. Books lost must be replaced by the student.
- B. Tests may be administered by the library staff. Any sign of cheating will be reported to the MLT department and the Dean of Career & Technical Education. The MLT department's recommendation will be dismissal from the program.
- C. Various technological media may be assigned. These may be utilized through the campus Library. Assignment requirements are according to courses taken and assigned date of the instructor.

CLINICAL RESOURCES

Some area hospitals have resources available during the clinical rotation; students must contact appropriate personnel to take advantage of these materials.

COUNSELING AND GUIDANCE

Services of trained counselors and guidance personnel are available to all students. If you need this service, consult your instructor who will make an appointment for you.

Instructors and student advisors will be available to meet with students during regularly scheduled office hours and by appointment.

Office hours for each faculty member are posted outside their respective offices in the space provided. Students should refer to these postings to determine when a faculty member is available. When an instructor is engaged in a telephone conversation or in a conference with another student or instructor, the student should exercise patience and courtesy.

STUDENT E-MAIL

Each student at Co-Lin has an e-mail account. A typical student e-mail address would be the first letter of your first name, entire last name, and last 4 digits of your ID# followed by @st.colin.edu (example: jdoe6789@st.colin.edu). It is important that you use your campus account for official communications with your instructors. Please do not provide Hotmail or Yahoo, etc., accounts to your instructors if you are engaged in an online class or a traditional class where assignments are submitted via e-mail. Information on campus technology and network issues may be found on the student helpdesk website located at www.colin.edu. Click on Students, Technology, and Student Helpdesk link where you will sign in.

ELECTRONIC USE AND SOCIAL MEDIA POLICY

Refer to the electronic use policy in the Co-Lin Community College Student Handbook.

CANVAS

Canvas can be accessed through the main Copiah-Lincoln Community College web page (www.colin.edu). Once in Canvas, log-on using your ID and password (same as on-line registering). Choose course you wish to view. This web site will also be utilized to post "Handouts" including but not limited to: power point, lecture objectives, lecture outlines, and study guides.



Health and Safety Information

HEALTH and SAFETY

The school is interested in not only your health when you are first enrolled, but also in your continued good health. Prior to admission you completed a student health form. The MLT program makes every effort to protect students by maintaining a safe working environment on campus and at clinical affiliates. You will be taught and expected to practice good patient contact procedures. Due to the nature of the medical laboratory profession, you will come in contact with potentially infectious patient specimens. The Occupational Safety and Health Administration (OSHA) issued a standard that is designed to substantially reduce the risk of contracting a blood borne disease. You will be taught the correct methods of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease for you or for your fellow workers. Habitual disregard for safety will result in the recommendation of dismissal.

The student is to report any illness, communicable diseases or changes in their health condition to the program director and clinical instructor immediately. Students will not be allowed to remain in the clinical setting if these conditions might adversely affect his/her well-being or the health and well-being of other students, patients or staff. In cases of serious illness or injury a doctor's release will be required prior to the returning to the clinical setting. You must remember that laboratory personnel handle infectious materials. You may be exposed to hepatitis, HIV, herpes, fungal, and mycobacterial cultures and other opportunistic organisms. Arrangements will be made for the student to make up clinical time missed because of illness or injury on an individual basis.

Students diagnosed as having a compromised immune system, HIV positive, or having Acquired Immune Deficiency Syndrome, or AIDS - Related Complex (ARC); will be allowed to carry out their normal school functions. Exceptions to this would be individuals who have skin eruptions or weeping lesions that cannot be covered and therefore are at risk of giving or getting an infection; any other unusual factors that would affect school performance; or individuals who are too ill to assume their usual student responsibilities. The student's physician in conjunction with the appropriate College officials will help to determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

Any knowledge on the part of Copiah-Lincoln Community College regarding a student's compromised immune system will be kept as confidential as reasonable under the circumstances. Knowledge of diagnosis or health status should not be shared with persons or entities except as necessary and as provided for in state and/or federal statutory law or by court order.

As with any other prolonged or special medical condition, a student with a compromised immune system is expected to inform his/her teacher if his/her health status will prevent regular and reliable work attendance or performance. Existing absentee policies and procedures will govern these circumstances. It is hoped that a student with any medical condition will inform the teacher in a timely manner and can feel secure in the college's assurance of confidentiality.

Since there is no evidence of casual transmission of AIDS, requests for transfer to avoid a student, teacher or staff member with AIDS or ARC should not be granted except when special circumstances exist.

Students will receive instruction and be tested on safety and biohazardous materials during the course Fundamental of Medical Laboratory Technology. They will review this material again in the course Hematology II. Documentation of safety instruction and review will be maintained in the Program Director's office.

After instruction in safety precautions, the student assumes the risk for infection due to his own actions in the laboratory or to the inherent risk involved due to the nature of the profession.

It is recommended that students purchase personal health insurance that covers emergency care during student laboratory on campus and the clinical practicum at the affiliated hospitals. Students are required to attend an orientation at the hospital in which safety will be discussed. Personal protective equipment will be provided for students by Co-Lin and the clinical affiliates. Students are expected to purchase disposable Lab Coats from the Co-Lin Bookstore for on campus student labs. Students are expected to abide by all hospital safety regulations.

PREGNANCY:

It is the option of the student to notify the instructor that she is pregnant for her own safety.

The pregnant student will be expected to meet all assignments and perform all duties required. No exceptions will be made due to pregnancy.

DISABILITY:

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Co-Lin Community College endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for those students who are disabled. If you are disabled, you should discuss this with the faculty at the beginning of the semester. Campus resources are available for all students with special needs. If no disability is declared, the student will be expected to perform at the standard expected of all students in the program.

Disability Statement:

If you are a student that has a disability which qualifies under the *Americans with Disabilities Act (ADA)* and requires accommodations, you should contact the Office of Disability Support Services.

Disability Support Services contacts on all campuses:

Wesson Campus – Amber Bowman
Phone: 601-643-8342
Email: Amber.Bowman@colin.edu

Natchez Campus – Rukiya Abston
Phone: (601) 446-1225
Email: Rukiya.Abston@colin.edu

Simpson County Center – Lauren Miller
Phone: (601) 849-0121
Email: Lauren.Miller@colin.edu

STATEMENT ON IMMUNIZATIONS FORMS AND VACCINES

Clinical experiences are a significant part of the educational process of those in the MLT program. In order to successfully progress through programmatic curriculum, the timely completion of clinical rotations is critical. To start a clinical rotation, all students are required to sign and date the "Statement on Immunizations Form", demonstrating agreement to the stipulations outlined. Once this form is completed, it is to be submitted to the Program Director for verification prior to going to the assigned clinical environment.

While Co-Lin does not require that all students are vaccinated in order to be admitted into a restricted admissions health program, vaccinations may be required by our clinical facility affiliates in order for our students to enter and participate at these facilities. Students enrolled in the MLT program and progressing to Clinical Practice I, II, & III at a clinical affiliate will need to provide proof of vaccination to the affiliate prior to attending clinical rotations.

COPIAH-LINCOLN COMMUNITY COLLEGE MLT PROGRAM STATEMENT ON IMMUNIZATIONS

Copiah-Lincoln Community College ("Co-Lin") recognizes the individual rights to self-determination and decision making for all individuals with regard to public health vaccination recommendations. Co-Lin strongly supports immunizations to protect the public from highly communicable and deadly diseases such as measles, mumps, diphtheria, pertussis, influenza and the coronavirus (COVID 19) for its students and employees. Effective protection of the public health mandates that all individuals receive immunizations against vaccine-preventable diseases according to the best and most current evidence outlined by the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). All medical laboratory technology program students should be vaccinated according to current recommendations for immunization by the CDC and Association for Professionals in Infection Control and Epidemiology (APIC).

While Co-Lin does not require that all medical laboratory technology students are vaccinated in order to be admitted into a restricted admissions health program, vaccinations may be required by our clinical facility affiliates in order for our students to enter and participate at these facilities. A clinical facility's decision to mandate vaccinations is independent of Co-Lin. Co-Lin faculty and students must comply with the vaccination policies required by our partner clinical agencies. If a student refuses to comply with a facility's vaccination requirement, Co-Lin will attempt, but cannot guarantee, to place a student into an alternate facility that is currently engaged in an affiliation agreement with the MLT program at Co-Lin. A student will only be placed in the alternate affiliate if there is availability for student placement, and the clinical affiliate agrees to accept the student. Refusal to comply with a facility's vaccination requirement by a student in our MLT program may impede your progress in the program, including the delay of or prevention of program completion, or your ability to remain in the program (dismissal).

Your signature on this document acknowledges that you have read and understand that by coming into this program you may be required to complete the clinical experiences in facilities that mandate vaccination. If you choose to not receive vaccinations required by the clinical facilities, the following could occur:

- You may be able to be placed at another clinical affiliate currently engaged in an affiliation agreement with the MLT program at Co-Lin; or
- You may not be able to be placed at another facility because there is no other option for this specific educational requirement or availability at alternate clinical sites (this may result in delays to your program completion); or
- If there is not another clinical option, due to the facility requirements and the inability to route you to another facility, you will be unable to continue in the program and will be dismissed.

NAME: _____

SIGNATURE: _____ DATE: _____

Communicable Disease

Since exposure to disease is inherent to performance of laboratory testing, it is required that students strictly adhere to established safety practices. Before handling laboratory specimens, it is recommended students begin the series of vaccinations against Hepatitis B virus. A signed statement of declination or agreement to receive is required upon acceptance to the MLT Program.

In the event that a student leaves the program due to exposure to a communicable disease, his/her position within the program will not be jeopardized. At what point the student will resume his/her education will be determined by the health status of the student, doctor's recommendation, program director's recommendation, and based in part on the month he/she leaves the program.

ACCIDENTS

On-Campus Accident

If injury occurs in the classroom or student laboratory, the accident must be reported **immediately** to the instructor and an incident report completed. The incident report will be kept in the student's record. Minor accidents will be treated with customary first aid procedures. If additional attention is needed and the college officials decide a medical emergency exists, the Dean of Student Services is contacted and an ambulance may be called to transport sick or injured persons to a medical facility. The policies published in the Copiah-Lincoln Community College Handbook under "Medical Emergencies" will be followed. Help may be obtained by calling the Dean of Student Services Office, calling 911, or Campus Police. The student is financially responsible for any emergency care provided by a physician or healthcare facility.

In case of a needle stick the students (phlebotomist and patient) are to be sent to the Health Department, Emergency Room or physician of choice and follow the protocol for a needle stick including blood test on both parties involved including HIV, Hepatitis B Surface Antibody, Hepatitis C, and RPR. The student will be responsible for the charges. It is recommended that the student adhere to these recommendations.

INSURANCE

- A. The student is required to purchase professional liability insurance. Information will be distributed by the program director.
- B. Neither Copiah-Lincoln nor the clinical affiliate will be responsible for medical expenses incurred by the student as a result of illness or injury while on clinical assignment or on campus. It is strongly recommended that the student carry hospitalization insurance.

INFORMED CONSENT

In the MLT Program, the possibility of exposure to blood or other body fluids exists. Accepted safety practices for the profession must be followed.

During the year you will be participating in classroom, laboratory, or clinical activities in which learning requires student subjects as part of the training procedures, demonstrations/and or experiments. As part of your learning activities you will be asked to perform specific skills or be asked to be the subject of specific skills practiced by other students.

In addition, laboratory samples are sometimes obtained from hospitalized patients. Though specimens that present a known health hazard (e.g., Hepatitis or HIV positive) will not be acquired for campus

laboratory use, specimens have not been tested for disease and should always be handled using "standard precautions". Students in MLT 2614 and MLT 2916, 2925, 2936 will be required to work with live cultures that have the potential to cause infections under certain circumstances.

Learning activities that use student subjects or otherwise use infectious materials will be conducted under the supervision of the instructor who has been assigned to teach the course.

Benefits:

The experiences listed below have been selected because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and, therefore, would result in less effective learning.

Risks/Discomforts of Invasive Procedures:

Participation may create some anxiety for you. Some of the procedures may create minor physical discomfort. Specific risks/discomforts are listed.

Your Rights:

During the MLT orientation you were informed of the venipuncture procedure and the fact that you would be expected to participate as patient and as phlebotomist. You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent and do not participate in either the planned activity, you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear.

Learning activities	Specific Benefits	Specific Risks/Discomforts
1. Venipuncture using both syringe and vacutainer	Student gains experience prior to performing actual procedure on patients in clinical setting.	Possibility of hematoma with venipuncture, slight temporary pain with puncture
2. Capillary puncture using finger	Student gains experience prior to performing actual procedure on patients in clinical setting.	Minimal possibility of infection when area is kept clean, slight temporary pain with puncture
3. Laboratory test procedures on specimens from patients	Student performs test procedures that cannot otherwise be simulated	Usual risk of infection associated with Bloodborne pathogens
4. Throat Swab	Student gains experience prior to performing actual procedure on patients in clinical setting	Minimal discomfort
5. Culture and susceptibility tests on live microorganisms	Student performs test procedures that cannot otherwise be simulated	Usual risk of infection associated with live pathogens

I have read the entire Informed Consent document and understand the risks/discomforts and benefits described. My questions have been answered.

I HEREBY CONSENT to perform, and allow fellow classmates to perform on me, capillary puncture and/or venipuncture to meet the needs of the courses in the MLT curriculum. In all laboratory courses, I will utilize "standard blood and body fluid precautions" as though all specimens were capable of transmitting disease. In MLT 2614 and MLT 2916, 2925, 2936 I consent to work with cultures of live microorganisms in a safe manner as set forth in accepted practices for the profession.

In addition, I HEREBY RELEASE Copiah-Lincoln Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting there from.

Check One:

- ☐ I agree to participate in **all** the learning experiences listed above.
- ☐ I agree to participate only in the following activity/activities. * List specific activities by name:

- ☐ I do NOT agree to participate in the above listed learning activities involving student subjects. *

*Students not agreeing to participate in a listed activity involving student subjects must contact the course instructor immediately to discuss not being able to successfully complete the course.

I, _____, have read the above policy and understand my responsibilities as a student. I understand that not following these policies may lead to my removal from the MLT Program.

Signature: _____

Date: _____

SUBSTANCE ABUSE POLICY

Copiah-Lincoln Community College is committed to providing and maintaining a safe, healthy, and professional environment for its students, employees, and the communities we serve. The use of alcohol, illegal drugs, or other behavior-altering substances is strictly prohibited, as such use compromises judgment, academic performance, and the safety of patients, clients, and colleagues.

The College affirms that a drug-free environment supports academic achievement, promotes professional responsibility, and ensures the highest standards of patient care. Students enrolled in health-related programs are expected to comply with all College policies regarding drug and alcohol use as a condition of participation in classroom, laboratory, and clinical experiences.

A. Preadmission Drug Screening Policy

1. Requirement for Admission

Preadmission drug screening may be required as part of the Health Occupations Examination Form for students admitted to the Medical Laboratory Technology (MLT) Program. If a preadmission drug screen is required as part of the Health Occupations Examination Form for applicants to the Medical Laboratory Technology (MLT) Program, the results must be satisfactory for admission. The cost of the drug screen is the responsibility of the student.

2. Testing Procedures

All drug screenings will be conducted in a manner that ensures verification of an accurate specimen. If any discrepancies arise with a specimen, the student may be required to undergo retesting.

3. Falsification of Specimen

Any student found falsifying a urine specimen, or in possession of a falsified urine specimen, will be immediately retested and may be subject to disciplinary action by the College.

4. Prescription Medications

All prescription medications, whether taken regularly or as needed, must be listed on the student's medical form. Students must notify the Program Director if they are taking prescription drugs that could affect behavior.

5. Confidentiality of Results

Laboratory results will be submitted directly to the MLT Program Director. All results are confidential and will be placed in the student's file.

B. Drug and Alcohol Screening Procedures

1. All didactic students will undergo random drug screening each semester at their expense.
2. Clinical student drug screening will be conducted in accordance with the policy of each clinical site.
3. A student may also be required to undergo random alcohol or drug screening during the didactic or clinical experience based upon reasonable suspicion. Testing may be conducted without prior notification.
4. Refusal by a student to participate in a required drug screening is a violation of this policy and will result in dismissal from the program.
5. All positive drug screen samples will be sent by the facility performing the test to a reference laboratory for chain-of-custody confirmation testing.

C. Positive Test Results

If a student or prospective student tests positive on an alcohol and/or drug test, the following steps will be taken:

1. The results of the test will be reported to:
Dean of Career and Technical Education, Vice President of the Wesson Campus,
and the College President
2. The Dean of Career and Technical Education, or his/her designee, will meet with the student to discuss the test results. At that time, the student will be dismissed from, or denied admission to, the Medical Laboratory Technology (MLT) Program, as applicable. Students who are dismissed will not be eligible to reapply to the MLT Program

**COPIAH-LINCOLN COMMUNITY COLLEGE
MLT PROGRAM
SUBSTANCE USE POLICY**

I, _____, have read and understand the substance use policy of Copiah-Lincoln Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Copiah-Lincoln Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

Student Signature

Date

Witness

Date

*Completed form turned in with your application information.
This only grants permission to be tested.

**COPIAH-LINCOLN COMMUNITY COLLEGE
MLT PROGRAM
CONFIDENTIALITY GUIDELINES**

HIPAA

In compliance with the Health Insurance Portability and Accountability Act (HIPAA) information will be provided to students on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers. Each student will view a HIPAA Guide video and/or perform a HIPAA compliance course assignment.

All patient medical and financial records and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Under HIPAA regulations, you can only discuss patient information if it is directly related to treatment, and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by these guidelines.

Confidentiality Guidelines

- A. The student will not use tape recorders or cameras in the classroom during case study presentations or clinical areas in order to protect patient privacy. Any and all information regarding a patient, his condition, and his family will be kept confidential.
- B. Any discussion will be limited to the classroom and student conferences for learning experience only.
- C. Any written reports, such as case studies, will not utilize the patient's name, the name of his family nor any other information that may be used to identify the patient.
- D. Any student guilty of discussing a patient, his condition, or his family will be terminated from the program. **Any breach of confidentiality is grounds for suit by the patient.**
- E. Any negative feelings or comments by the student regarding an affiliating facility or its staff will be kept to him/her-self or discussed with the instructor(s) only. Any student guilty of making derogatory comments about an affiliating facility or its staff will be written up as stated in Breach of Program Policies.

Armed Intruder

In the case of an armed intruder/active shooter the siren will sound an alert with an alternating high to low alert signal. This signals an immediate campus lock-down. Move indoors, lock doors and move away from any windows to stay out of sight. Follow all directions given by personnel in charge. Remain inside until Campus Police or an Administrator gives you clearance to exit the room you are in.

Sexual Harassment Policy

It is the policy of the Copiah-Lincoln Community College to maintain a learning and working environment that is free from sexual harassment. No employee or student of the college district shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Co-Lin staff to harass another staff member or student through conduct or communications of a sexual nature as defined in this policy. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in this policy. Violations of this policy or procedure will be cause for disciplinary action.

Wolf Alert

The Wolf Alert is the college's emergency alert and notification system. Wolf Alert delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. Each student, faculty and staff member will receive an email with a user identification, password, and step-by-step instructions on how to register.

Refer to Co-Lin Student Handbook for further policies and regulations.

Continuity of Operations

In the event of an emergency whether natural or non-natural, the Medical Laboratory Technology Program at Copiah-Lincoln Community College will follow the CO-LIN Policy/Procedure #741 Emergency Procedures/Continuity of Operations available in the CO-LIN Policies and Procedures Manual. In the policy section entitled "Campus-Wide/Employee Emergencies", the following statement is given:

"In addition, off-site operation locations have been selected for all three campus locations for a continuity of operations plan that will suffice for 30 days of operation with extensions being approved by the board of trustees."

Off-site options available for use by the MLT program include CO-LIN campuses located in Natchez and Magee, district high schools, clinical affiliate hospitals, and community colleges within close proximity to CO-LIN. Choice of location will be contingent upon location and extent of damage, availability, convenience, and length of use of the facility. All efforts will be made to ensure completion of courses in an acceptable time frame.

**COPIAH-LINCOLN COMMUNITY COLLEGE
MLT PROGRAM
SAFETY POLICY AND AGREEMENT FORM**

Despite certain safety hazards the clinical laboratory can be a safe work environment. Each laboratory worker must be responsible, use safe work habits, and observe all safety rules posted or not posted which are required by the instructor or employer. No set of safety rules can cover every situation that might arise. Also, nothing can replace the use of good common sense when working with laboratory equipment and chemicals. However, several general rules listed below should always be observed:

1. Refrain from horseplay.
2. Do not eat, drink, smoke, chew gum or apply cosmetics or lip balm in the work area.
3. Wear a long sleeve, knee length disposable buttoned laboratory coat and closed-toed shoes.
4. Pin long hair up to prevent contact with chemicals, equipment, or flames.
5. Do not wear chains, bracelets, rings, or other loose hanging jewelry.
6. Use gloves AT ALL TIMES when handling blood and other body fluids, biological specimens, and hazardous chemicals or reagents.
7. Use standard precautions in handling patients and biological specimens, including human blood and diagnostic products made from human blood.
8. Clean and disinfect work area with 10% bleach solution before and after laboratory procedures and at any other time necessary.
9. Wash hands BEFORE and AFTER any laboratory procedures, after removing gloves, and any other time as appropriate.
10. Discard all contaminated materials into an appropriate, labeled biohazard container. (A rigid, puncture-proof container must be used for disposal of sharp objects such as needles and lancets.)
11. Wear safety glasses, goggles or face shields or use a countertop acrylic shield when working with strong chemicals and whenever splashes are possible.
12. Wipe up spills promptly using the appropriate procedure for the type of spill.
13. Use an appropriate mask or respirator when working with chemicals or other materials that give off dust or fumes.
14. Follow the manufacturers' instructions for operating all equipment.
15. Handle all equipment with care and store properly.
16. Report any broken or frayed electrical cords, exposed electrical wires, or damage to equipment.

17. Do not use bare hands to pick up broken glass. Use a broom or brush and a dustpan. Discard into specimen containers for broken glass.
18. Do not allow visitors into the work area of the laboratory unless they are properly attired and have been instructed in patient confidentiality issues and safety precautions.
19. Report any accident immediately to the supervisor or instructor.
20. Absolutely NO PIPETTING by mouth.
21. Use and store microscopes carefully. Use only LENS paper when cleaning glass lens, objectives, condenser lens, etc. Be sure and clean all oil off of the oil immersion lens before storing and return the revolving nosepiece to the low power objective.
22. Plainly label all lab bottles, slides, glassware, etc. When reagents have been used, return them to the proper storage place.
23. Cover all centrifuges when operating. DO NOT OPEN centrifuges before they have stopped.
24. Locate and be able to use first aid and safety equipment in the lab.

SAFETY AGREEMENT FORM

Please initial the items listed below:

INITIAL

- _____ I agree to follow all set rules and regulations as required by the instructor or supervisor, including those listed above.
- _____ I understand that biological specimens and blood or blood products are potentially infectious for hepatitis viruses and the AIDS virus.
- _____ I understand that even though diagnostic products and reagents are screened for HIV antibodies and hepatitis B surface antigen (HBsAg), no known test can offer 100% assurance that products derived from human blood will not transmit disease.
- _____ I have been informed about and received training concerning the OSHA Bloodborne Pathogens Standard and Standard Precautions.
- _____ I have been informed of the location of the Safety Data Sheets (SDS) folder.

I, _____, have read the above safety policy's and understand my responsibilities as a student. I understand that not following these policies may lead to my removal from the MLT Program.

Student Name (please print) _____

Student Signature _____

Date _____

Parent Signature (if student under 18) _____

Date _____



Student Clubs/Graduation/ Certification

STUDENT CLUBS / ACTIVITIES MLT CLUB AND STATE CONVENTION

Each MLT student is strongly encouraged to become a student member of the American Society for Clinical Laboratory Science (ASCLS). ASCLS is a national organization which contributes to the development of professional leadership and organizational skills. ASCLS is the preeminent organization for clinical laboratory science practitioners, provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care.

ASCLS serves as the voice of all clinical laboratory professionals, creating a vision for the advancement of the clinical laboratory practice field, and advocating the value and the role of the profession ensuring safe, effective, efficient, equitable, and patient centered health care.

ASCLS recognizes that students have an integral role in shaping the profession's future. Students provide a reservoir of new talent, fresh ideas and energy. ASCLS is dedicated to create, direct and provide programs and guidance that will be of benefit to its student members.

Student members receive all of the membership services offered to full ASCLS Professional members. Student members receive reduced fees at Society sponsored continuing education programs and scholarship opportunities through ASCLS's Education and Research Fund. Students will benefit from networking opportunities and professional contact with leaders / active members of the profession. These networking contacts often result in employment for the student following their graduation. ASCLS offers discussions forums on the internet so students can communicate to each other about the profession, school, and other interests. The website section for New Graduates offers resources to recent graduates in the clinical laboratory science programs.

The Co-Lin Student Society for MLT (MLT Club) provides appropriate student organization activities including leadership development and critical thinking skills. Leadership and critical thinking skills are important and encouraged by the clinical affiliates, Mississippi Community College Board, NAACLS and Copiah-Lincoln Community College. Selected Work-Based Learning meetings will be attended to enhance these skills.

Each MLT student is expected to participate in the MLT Club activities. The club will raise money each year to be used for ASCLS dues and the State Convention/Student Bowl expenses in the spring. Each club member is expected to help with the fundraisers.

FUNDRAISER POLICY

Each year an estimate will be made for the cost of ASCLS dues and ASCLS Bi-State Convention based off of the previous years' cost. Students will be allowed to earn the money to cover these costs through fundraising activities. If the student does not earn enough money to cover the estimated expenses, the difference in the amount of money earned through fundraising by the student and the estimated cost of dues/convention will be paid by the student in order for them to attend the convention. If a student has earned in excess of the cost, they may roll it over to the next year, designate their extra earnings to a fellow student, receive money up to but not exceeding \$100 for other expenditures, leave in the MLT club

fund for future use by the MLT Club, or a combination of the aforementioned. If a student chooses not to participate in fundraising and will be attending the convention, they will be responsible for paying the entire estimated cost of dues/convention in order to attend. The student may charge the full amount, or the difference owed to their student account with a fee sheet if the last day for charging to student accounts has not passed. All money owed must be paid before the convention or the student will not be allowed to attend the convention. However, the student will still be responsible for paying any non-refundable fees already paid even if they do not attend. Those expected or required to attend convention are listed in the Convention Attendance section.

CONVENTION ATTENDANCE

Sophomore students taking and/or having completed at least 13 hours of MLT courses will be expected to attend the State Convention along with Student Bowl members and MLT Club officers. Students attending the State Convention must have **passing grades in all MLT courses**.

It will be the responsibility of each MLT student attending the convention to become a student member of the American Society for Clinical Laboratory Science.

A student who does not attend the convention or does not have passing grades after the fees have been paid will be responsible for **reimbursing** the MLT club the amount of the fees. This includes illness of the student, withdrawal from MLT classes, or any other reason for not attending. Reimbursement will not be necessary if the student raised enough money through fundraising to cover the cost of convention/dues. If the student has already paid the difference not covered by fundraising for registration and dues, they will not be reimbursed.

Clinical students will be dismissed from clinical to attend and participate in State Convention. **Convention attendance is not optional.**

Students attending the convention will be required to attend educational sessions during the convention. The number of sessions or required session hours will be determined by MLT faculty each year. After the convention, students will record PACE credit codes in the ASCLS website and a certificate of the PACE credit hours will be turned in to MLT faculty for proof of attendance and any possible course assignment credits.

GRADUATION

Each MLT student is strongly urged to participate in the Copiah-Lincoln graduation ceremonies. Graduation is held in both December and May. Completion of the MLT Program is not contingent upon passage of any external certification examination.

BOARD OF CERTIFICATION

Upon completion of the MLT Program and College requirements for the Associate of Applied Science Degree in Medical Laboratory Technology, the graduate is eligible to take the Board of Certification. Passing of a national certification exam is not required for awarding the AAS degree in Medical Laboratory Technology. The MLT Department strongly advises each student to take the Board of Certification as soon as he/she finishes clinical rotation. **Students are better prepared at this time.** Most facilities require passage of the Board of Certification for employment.

Pass/Fail Results are received immediately and numerical scores are received within 1-3 weeks. You may be employed as "registry eligible" before taking the examination or receiving scores. Most facilities require passage of the Board of Certification for employment within a specified time frame.

Mississippi does not require a state license, though a number of states do. In most states requiring a license, national certification exams are accepted as proof of competency and no other testing is required.

HEPATITIS B POLICY

Copiah-Lincoln Community College seeks to provide protection of students and instructors in all situations. The Hepatitis B policy was adopted to help ensure the safety of all involved in health occupations.

The MLT student is strongly urged to begin the Hepatitis B vaccination series upon acceptance into the MLT program.

Three Hepatitis vaccine shots will need to be taken before clinical.

Documentation of Hepatitis B vaccination must be provided to the MLT Department at Co-Lin and to the clinical affiliate prior to the beginning of clinical rotation.

DISABILITY STATEMENT

If a student has a disability that qualifies under the *Americans with Disabilities Act (ADA)* and requires accommodations, the student should contact the Office of Disability Support Services at (601) 643-8342 or contact Amber Bowman in the Counseling Center.

RELEASE OF INFORMATION

I _____ hereby give permission to Copiah-Lincoln Community College and the Medical Laboratory Technology Department to release a copy of my transcript to any affiliated hospital in which I am being considered for clinical assignment. I understand that in the Agreement of Affiliation between the College and the Hospital, the Hospital has the right to request this information.

A copy of my transcript may also be released to Program Instructors for inclusion in applications for examinations as required by agencies administering Laboratory Personnel Certification Examinations (ASCP, AMT, etc.)

I _____ hereby give permission to the Medical Laboratory Technology Department to give my name and address to hospitals and other health care facilities for purposes of recruiting. This means that I will be contacted only for employment possibilities; I am in no way obligated to the contacting agency.

In the event that I withdraw from the program, I understand that my name will no longer be made available.

Student Signature

Date

This sheet is to be signed, dated, and submitted to the MLT Program faculty. The agreement will be placed in the Student File.



Clinical Policies

CLINICAL GUIDELINES

Clinical course work allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to real life experience in a clinical laboratory. Training students is very time consuming due to the nature of the training required at the bench. Training students slows down the work process in the department during the days that a student is on-site. Students should consider clinical training experiences to be a privilege.

Each MLT student who has successfully completed all previous curriculum courses will qualify for assignment to an affiliate laboratory for clinical experience. In order to gain practical experience required to perform the duties of a Medical Laboratory Technician, it is necessary for you to spend a certain amount of time in the actual work environment where the type of work you will do takes place. To provide this experience, Co-Lin has affiliated with five excellent hospitals and a pathology lab in this area. The MLT affiliate laboratories are valuable partners in health care education. All are acute care hospitals providing surgical, pediatric, maternity, and emergency services. Each laboratory offers a wide menu of laboratory testing utilizing up to date instrumentation. Experienced technologists teach clinical students how to organize a workload, assess quality, operate and maintain instrumentation, and validate test results. Although no two sites are identical, each provides a high-quality clinical experience. A maximum of two clinical students can be placed in Merit Health Natchez/Natchez Pathology Laboratory, Natchez, MS; Southwest Mississippi Regional Medical Center, McComb, MS; King's Daughter Medical Center, Brookhaven, MS; and Magee General Hospital, Magee, MS; a maximum of one clinical student can be placed in Copiah County Medical Center, Hazlehurst, MS. The clinical schedule will be Monday thru Friday 7am-3pm (time will vary between clinical sites). Some clinical sites include weekends and nights in their rotation. This allows the student to experience different rotational shifts available in the medical profession. Clinical instructors will evaluate students daily for competency. If competency has not been met additional time will be assigned.

Students will be held to the highest level of work ethics. Excellent attendance, reviewing of lecture notes, laboratory procedures, textbooks and attentiveness to instruction provided are high among the expectations. The ultimate goal of each rotation is that the student is able to do the basic work at the bench with minimum supervision in most areas, regardless of the time or location of the rotation.

Personal relationships with clinical personnel are strictly forbidden.

ELIGIBILITY FOR CLINICAL ASSIGNMENT

Requirements for enrollment in MLT 2711 and MLT 2916, 2925, & 2636 Clinical Practice I, II, and III, respectively:

- Successful completion of all academic and core MLT courses prior to clinical rotation.
- Completed Health Form
 - TB (Two Step) Screen (Up to-date)
 - Hepatitis B (or waiver) (All three vaccinations are required)
 - 2 MMR/1Varicella (Document vaccine or titer)

- Background Check (\$50.00)
- Drug screen (According to clinical requirement)
- Flu vaccine

CLINICAL ASSIGNMENT

1. The student must have completed all academic and MLT courses before beginning their clinical rotation.
2. Clinical assignments will be made during the Final Semester prior to clinical training.
3. Final clinical assignments will be made according to healthcare facility requirements, program director requirements, and student preference. Clinical assignments will be made to each affiliate, unless extenuating circumstances exist. Students who are under scholarship from a particular hospital will perform their clinical at that facility.
4. Each student will submit a preference list to the program director. If more students want a clinical assignment than slots available, the decision will be based on the student's date of entry into the program. Clinical preference of student's entering the program at the same time will be based on grade point average of courses required for the MLT Program Plan.
5. Students will not be assigned to an affiliate, regardless of preference, where an immediate family member is employed in the laboratory or in an administrative position higher than the laboratory director. Immediate family includes spouse/partner, cohabitant, parent, stepparent, mother or father-in-law, grandparent, siblings, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle.
6. Clinical assignments are subject to change by the program director.
7. Students will be expected to work various shifts including nights, week-ends, and holidays. These shifts are decided by the affiliating facilities and the program director. These shifts are based on the work load for various departments in each clinical facility. This also allows the student to experience the various shifts and workloads.
8. Clinical students are under the direct supervision of the technologist assigned to each clinical rotation area.
9. During the clinical experience, the student is subject to all hospital policies including that concerning tardiness and absence.

The MLT affiliate laboratories are valuable partners in health care education. These laboratories donate employee time, supplies and patient specimens to help educate new members of the profession. In return, Co-Lin agrees to assign to the affiliates only those students who meet academic and ethical standards. Co-Lin MLT program agrees to dismiss any student from the affiliate hospital if the student is unacceptable to the hospital for reasons of health, performance, criminal record or other reasonable cause. Please remember that the primary responsibility of the clinical instructors is patient service and maintenance of quality laboratory results. You are expected to be of assistance in any way that you can. Even though there may be times when you feel the instructor is over-utilizing or neglecting you, please understand that you are there as a guest of the clinical laboratory and the instructors are being asked to assume an extra duty by instructing you. You are there to learn as much as possible in a very limited time. Please take advantage of this opportunity by being present all hours as scheduled.

In assigning students to a clinical affiliate the objectives of the course and the number of students in the area must be considered. Students may be changed from one clinical site to another if the faculty or clinical supervisor considers it necessary to ensure objective evaluation.

CLINICAL ASSIGNMENT/WAIVER /ALTERNATE STATUS

The Medical Laboratory Technology program at Copiah-Lincoln Community College is affiliated with the following hospitals:

King's Daughter Medical Center; Brookhaven, MS	2 students
Southwest Mississippi Regional Medical Center; McComb, MS	2 students
Magee General Hospital; Magee, MS	2 students
Merit Health Natchez/Natchez Path Lab/Natchez, MS	2 students
Copiah County Medical Center; Hazlehurst, MS	1 student

The clinical experience (22 weeks) is spent gaining experience in one of the hospital laboratories with which the MLT program is affiliated. It is the responsibility of the student to provide his own transportation to the assigned hospital.

Prior to the hospital assignment, the student will be asked to list preference for clinical training. The hospital will receive student files prior to the clinical rotation. These files will include a transcript and details of any disciplinary or probationary action taken against the student while at the college. The hospital may also require an interview or in-service training with prospective students. Though students will be asked their preference for clinical assignment, the final decision is at the discretion of the MLT Program and the hospital.

In the event that the number of students admitted to the program exceeds the number who can be accommodated in the affiliated clinical sites, the student will be advised and asked to sign a clinical waiver. The student will be placed on an alternate list for clinical. The alternate number will be based on the date of their acceptance into the program. If the acceptance date is the same, then their MLT Program computer rating from their GPA, ACT, and file review will be used to prioritize alternate status. The computer ranking is based upon their acceptance score upon entering the program. If the clinical rotation remains full, the student will be given priority for the next clinical rotation.

Students who deviate from the student Program Plan will advance to the next clinical rotation. If the clinical rotation has no available sites, the student will be placed on an alternate list. Preference to progress to the clinical assignments will be given to students who progress through the program on schedule and maintain passing GPA's or were on the alternate list upon admission.

Each clinical site is to have a student. If someone is unable to attend clinical due to grades, then students will be reassigned according to GPA.

I _____ have read and understand the policies relating to clinical assignment and agree to the policies of the MLT Program.

Student's Signature

Date

Prior to the semester before clinical rotation, the student will document Clinical Training Assignment and Clinical Training Agreement Form.

CLINICAL ATTENDANCE POLICIES

When at work in the hospital, the student assumes responsibilities toward their patients. As part of their clinical education, the student must learn to become a dependable hospital employee. Absenteeism of any nature is strongly discouraged

Semester Breaks and Holidays

During clinical rotation the clinical student will observe the clinical affiliate holiday schedule.

Inclement Weather

If **road conditions are dangerous (ice or snow) in the area where you must travel** you are not required to report to the hospital. If you are unable to report to the hospital due to poor road conditions, you must notify the clinical liaison or the clinical instructor. Listen to Wolf Alert, TV or radio announcement to determine if Co-Lin is having class. If so, you are expected to report. If Co-Lin is closed but you live close enough to the hospital to arrive there **safely**, it is **highly recommended** that you report for clinical. There may be laboratory staff that could not get in and your help will be **greatly** appreciated. If "snow days" must be made up by Co-Lin and you have taken the days off, you, too, must make the time up at the hospital.

If Co-Lin campus is closed for other reasons (i.e., local flooding, tornado, wind damage, power outage, etc.) you are expected to be at the hospital.

Use common sense concerning attendance during such conditions. If you can get to the hospital safely - GO.

Reporting Tardies and Absences

If unavoidable circumstances result in tardiness or absence, the student must call the clinical liaison or instructor as early as possible, but **no later than thirty minutes before their scheduled reporting time**. As soon as possible, the student must also notify the clinical liaison or instructor and the MLT Department by email through Trajecsyst for written proof of notification. The email must be sent within less than one hour from the phone notification. In the case of extended illness (3 days or more) the MLT Department must also be notified.

Tardies

It is important that the student report for clinical assignments promptly. If the student is late this will be recorded as a tardy. Any tardy will result in a **1-point deduction** when clinical was notified and a **2-point deduction** when clinical was not notified. Two tardies will constitute one absence which equals eight (8) hours. **Failure to phone instructor if more than 1 hour tardy will result in an unexcused absence** resulting in a **loss of 4 points on the Final Clinical Performance Evaluation in that rotation**. Repeated infractions could result in dismissal from the program. Tardiness refers not only to arrival in the morning but also return after breaks and lunch.

Absences

Clinical experience cannot be replaced by additional studies. A maximum of forty (40) hours of justified absences from Clinical Practice I, II and III (combined) may be made up. **Absence above 40 hours will result in dismissal from clinical**. All clinical time missed will be rescheduled by the clinical liaison or instructor.

Any absence will result in a **2 POINT deduction when department was notified and a 4 point deduction when department was not notified from the final departmental clinical rotation grade.** If a student has excessive absences for justifiable causes, he/she may appeal to the MLT Program Director. This appeal will be reviewed with the clinical liaison. The recommendation will be forwarded to the Dean of Career & Technical Education. The student will remain in clinical pending the appeal decision. Appeals of decisions may be made to the college Appeals Officer as stated in the Co-Lin Student Handbook.

Time Exception Verification Form

When a student is absent, forgets to clock-in or out in Trajecsyst, or is unable to use their phone/GPS to clock-in or out in Trajecsyst (uses computer), they must complete a "Time Exception Verification Form". This form must be turned into the MLT department at the next on-campus test date. All forms must correspond with the clinical student's time summary in Trajecsyst and emailed notifications. Failure to bring the forms at the specified time will result in a warning as part of the Progressive Discipline Policy (p.42).

Clocking-In & Out in Trajecsyst

Complete instructions for clocking-in and out in Trajecsyst will be provided in the Clinical Student Notebook. In general, students will use their cell phones with the GPS activated to clock-in and out at the clinical affiliate. Students must make sure that only their phone data service is active when clocking in or out. Local Wi-Fi networks are not to be used for clocking in or out. If a student is unable to use their phone, they may clock-in and out on a computer in the affiliate laboratory a maximum of four times during the entirety of clinicals. If a student forgets or can not use their phone/GPS to clock-in or out, they must do so as soon as possible and notify the MLT department via Canvas or Trajecsyst. They must then fill out the "Time Exception Verification Form" (see previous paragraph). Forgetting to clock-in or out will be allowed five times without consequence during the entirety of the 22 week clinical experience (Clinical Practice I, II, & III). Upon the sixth occurrence and each one after that, the student will be given a tardy. Two tardies will equal one absence. Points will be deducted from the Clinical Performance Evaluation. Two points will be deducted when the MLT department and clinical affiliate were notified of the clocking error and four points will be deducted when the MLT department and clinical affiliate are not notified of the clocking error.

Official Absence

Clinical experiences are a major part of the MLT program and cannot be replaced by additional studies. Therefore, "official absences" from clinical assignment are only those granted by the MLT Director for attending Medical Technology functions or field trips. The student will be required to make up all other time missed.

CLINICAL ATTENDANCE RECORDS

Clinical students will utilize the Trajecsyst system to record their time at clinicals. The student will enable their GPS function on their mobile device and clock-in and out of clinicals through the Trajecsyst program on their mobile device. If a student does not have a mobile device, they may clock-in and out on a computer located within the clinical affiliate laboratory. Computers not located in the clinical affiliate laboratory are not acceptable for use and will result in the student receiving a tardy. If a student forgets to clock-in, they will clock-in or out in Trajecsyst and then record the actual time-in or out on the Trajecsyst Time Verification Exception form. This form will also be filled out when the student's GPS location does not show in Trajecsyst. The form will be turned in to the MLT Department the next time the student returns to campus for testing. The student is allowed to use this form without penalty six times during the entirety of their clinical experience. Upon the seventh occurrence and each occurrence thereafter, the student will receive a tardy. The student must take all possible efforts to remember to clock-in and out and to make

sure that their GPS location is on and in service. The only exception will be for students who do not have access to a mobile device.

CLINICAL AFFILIATION TERMINATION AND CLINICAL COMPLETION PLAN

In the event that a clinical affiliate or the MLT Program decides to terminate an affiliation, sufficient notice must be given. This is stated in the affiliation agreement as follows: "The Agreement shall automatically renew itself for a period of one year unless either party desires to terminate the Agreement and gives the other party sufficient notice of its intentions to terminate. Sufficient notice to discontinue the affiliation agreement by either party requires that a written notice be given which is sufficient to assure that each student enrolled at this time will have the opportunity to complete the full program."

In the event a clinical affiliate must immediately terminate the agreement due to bankruptcy, change of ownership, or other circumstances, the MLT Program Director will arrange for any student(s) at the clinical affiliate to complete their clinical rotation at another clinical affiliate. Clinical reassignment will be initially determined by availability at other clinical affiliates. If all other clinical affiliates have the maximum number of students that they will accept, each affiliate will be asked for special circumstantial consideration to allow no more than one extra student the opportunity to complete the program at their facility as long as the instructor to student ratio does not exceed 1:1. Measures will be taken to ensure the student(s) complete their clinical rotation by their originally scheduled program completion date/semester.

DETERMINATION OF CLINICAL GRADES

Clinical Grading Policy

1. Clinical students will be evaluated and graded on course lecture material, reading assignments, review questions, results of laboratory practicals, technical skill development, and affective behavior.
2. Students will return to campus once a month on the assigned day. This will be a review and testing day.

Before entering clinical, the student will be given their clinical schedule including their schedule for review, software assignments, and clinical test dates. Notification of current grades will be made on this day and counseling with each student will be provided.

Clinical Competency Check-Sheets

A record of the clinical experience is to be managed **by the student**. When you begin rotation, you will be given a Clinical Student Notebook that includes:

- A. Rotation Schedule and test dates
- B. Scheduled Canvas Assignments
- C. Time Exception Verification Forms
- D. Phlebotomy Record Forms
- E. Clinical Review Schedule
- F. Evaluation Notification Forms
- G. Trajecs Instructions

You will have access to the current MLT Student Handbook and Clinical Practice I, II, & III objectives and syllabus through Canvas.

Once you have attained the entry-level competency, **you must have your instructor complete the rotation checklist for that department.** Since these records must be part of your permanent file and may be required as proof of your clinical experience, probation and dismissal may result from reluctance on your part to ensure that they are completed by the instructor **at the end of each rotation.** The clinical student is responsible for providing the clinical instructor with evaluation notification forms to allow them time to perform evaluations and complete checklists. They become a part of your permanent record so try to keep them as up-to-date and neat as possible. Your **final grades will not be submitted** to the Office of Admissions and Records or to any certification board (i.e., ASCP Board of Certification) until these sheets are on file with the Program Director.

Student Clinical Performance Evaluation

Performance is satisfactory when student meets expectations for knowledge, performance, and attitude appropriate to the typical MLT student at this level of preparation.

The student will be evaluated using an Initial and Intermediate Clinical Performance Evaluation. These evaluations are used to indicate to students any areas of strength and weakness before final evaluations are performed. These evaluations are graded as Acceptable, Needs Improvement, and Not Acceptable.

The individual responsible for practical experience in each department will assign the rotation grade. If several people were equally involved in instruction, all should be involved in evaluation. The clinical instructor is to complete the evaluation. The student will then review the evaluation and electronically sign the evaluation signifying that they have reviewed it.

The students will be counseled on their professional poise and attitude as demonstrated on the affective behavior part of the Clinical Evaluation Form by the clinical instructor.

The clinical student must maintain a 3.2 average (C/80) on the clinical evaluation. Students receiving multiple scores of 1, even if the 3.2 average is maintained, will receive verbal warning and possible probation. Refer to Student Clinical Performance Evaluation.

Performance is satisfactory when student meets expectations for knowledge, performance, and attitude appropriate to the typical MLT student at this level of preparation. Should the student demonstrate outstanding performance on one or more items, the instructor may give the student an Excellent (4) score. The student's clinical instructor should place a dated comment on the Initial, Intermediate, or Clinical Evaluation Form to briefly explain the reason student performance was considered outstanding.

Should the student demonstrate unsatisfactory performance on any item, the clinical instructor may give the student an Initial or Intermediate Evaluation of "Not Acceptable" or a Clinical Performance Evaluation of "1-Unacceptable". The clinical instructor should record a dated comment on the Initial, Intermediate, or Clinical Performance Evaluation Form to briefly explain the reason the student's performance was considered unsatisfactory. If unsatisfactory performance is noted the instructor will also document the lack of competency on the Clinical Performance Evaluation.

The student is to purchase the **ASCP Study Materials (Practice Test)**, www.ASCP.org. This is a 90-day online practice test purchased two months prior to completion of clinical rotations. Practice tests are to be performed and documented a minimum of once per week and documented by the clinical site. Documentation should be turned in at the final testing session or mailed in as soon as their clinicals are complete. The student will perform the MediaLab Board of Certification Exam Simulator for MLT at least twice a month along with the Exam Simulator Subject Area for that month's testing. These are averaged with other MediaLab assignments due for the month. Prior to the last month of testing, the student must take the Board of Certification Exam Simulator for MLT a minimum of four times.

They will perform clinical review testing for each subject area and comprehensive exams.

Departmental Clinical Rotation Evaluation

The clinical student will receive a grade at the end of each departmental rotation. The rotation grades will be calculated in the following way:

50% - Average of Clinical Review Test

Test Average = (Clinical Test + Software Test + Worksheet Average/3)

Worksheet Average = (MediaLab Average + Review Questions + Worksheets, if applicable/3)

50% - Clinical Performance Evaluation from clinical affiliate. The student is evaluated by the clinical affiliate on technical skill development and affective behavior. These student evaluations should reflect any testing done at the clinical level by the affiliate. These tests need to be kept on file by the affiliate until after student graduation.

Rotation Grade = Test Average + Rotation Evaluation/2

The student must maintain a "C" average or better in **each rotation** in order to graduate. This includes both the clinical test and clinical evaluation.

Final Clinical Evaluation

The clinical student will receive a final grade at the end of their clinical rotation. The clinical grade will be calculated in the following way:

50% - Average of all Student Clinical Performance Evaluations

(40% - Average of all Clinical Review Tests)

(10% - Comprehensive Average)

Comprehensive = (Yarborough - Comprehensive Exam + Clark - Comprehensive Exam + Final Review Average + possible 10 points on Case Study)/3

Final review Average = (General Laboratory Question Bank-review Mode + General Laboratory Question Bank Exam Mode + BOC Exam Simulator MLT + CLS Lab Operations Review Questions)/4

Grading Scale

The student will be assigned a letter grade on the following scale:

A 94 - 100

B 86 - 93

C 80 - 85

F Below 80

Remediation

Students will be allowed to repeat one department if less than a "C" average is made.

- A. The student is to have a minimum of 80 ("C") on the Clinical Test Average for each rotation. If this average is less than 80, the student will be remediated in this rotation. Remediation may include repeating one or more of the following: MediaLab assignments, MediaLab exams, review questions, software tests, and final exams. Repeated final exams may be similar to but not the

exact final exam originally taken in the subject area. Clinical Test Average remediation will be allowed in only two of the eight clinical rotations. If a student receives a Clinical Test Average of less than 80% in a third rotation, the student will be withdrawn from clinicals to perform didactic remedial coursework. Didactic remediation does not count as clinical hours and will prolong the students completion of the program.

- B. The student is to have a minimum of 80 on each Final Clinical Performance Evaluation. If they do not raise their rotation grade average in that department to a "C" or better, or if they make below a "C" in a second department, they will be withdrawn from the clinical facility. Remedial college work will be required before re-entering clinical experience and will be handled on an individual basis. If one Final Clinical Performance Evaluation is less than 80 % due to deductions for absences and tardies, the student will be withdrawn from clinicals and dismissed from the MLT Program.

ACCIDENTS AT THE CLINICAL AFFILIATE

If the student is involved in any activity which results in injury or potential injury to a patient, hospital employee, himself or damage to equipment, report this to the clinical instructor and clinical liaison **IMMEDIATELY**.

If injured while on duty or exposed to a potential hazard, first report to your immediate clinical instructor. There will be an accident report filled out **NO MATTER HOW SMALL** it may seem. Immediate care must be rendered in the Emergency Room if the Clinical Instructor or Liaison feels it is necessary. Hospital policy will be followed, if further attention is required, you will be referred to a private physician. The student is responsible for all expenses incurred while at the hospital for clinical rotation.

Patient accidents must be reported immediately, no matter how minor, to the Clinical Instructor or Liaison. Accident reports must be completed before an out-patient leaves the department and they should be shown to the Pathologist or Hospital Safety Officer, if one is present in the hospital.

An incident report needs to be filled out and a copy of this report must be sent to the program director.

In case of a needle stick the student is to follow the protocol of a hospital employee. The student will be responsible for the charges.

Errors made in clinical must be reported immediately to your clinical liaison. The proper reports will be completed and kept on file both at the hospital and in your student file. The student will read, make any comment, and sign the incident report.

In case of injury the student may be given the option of using the emergency room or his family physician, at the student's expense.

MLT CANVAS TESTING

The Assessment Center contains computers for instructional support.

Clinical testing and clinical assignments will be administered through the Co-Lin Canvas. The following are the guidelines you will be expected to follow while in this program.

1. Canvas tests are scheduled in advanced, students will receive a schedule of test dates. If a test is missed or computer malfunction occurs, it is the student's responsibility to notify the assessment center staff who will then contact the MLT Program Instructor.

2. If a computer malfunction occurs a test may be reset by the instructor.
3. It is the student's responsibility to routinely check Canvas for assignments, due dates, and announcements.
4. Assignments submitted late will result in the deduction of points. The first late day will incur a deduction of 5 points. Each day the assignment is late will result in the deduction of 2 points per day. Extenuating circumstances will be evaluated on an individual basis by the instructor.

REQUEST FOR REMOVAL OF STUDENTS FROM THE CLINICAL PRACTICUM

The clinical site may request withdrawal of any student whose performance is unsatisfactory or whose conduct or disregard for hospital regulation compromises quality patient care or has detrimental effect on laboratory operation and/or personnel. A student may be changed from one clinical site to another if it is considered necessary to ensure objective evaluation.

When it becomes obvious that a student is not maintaining standards necessary for the training and, in the opinion of the College and the Hospital, cannot improve his/her status to satisfactory performance, the student can be dismissed from the program. This requires the mutual agreement of the College and the Hospital. The student will remain in attendance until a formal hearing is held.

Examples of cause for dismissal include (though not limited to) the following:

- * Inadequate academic and technical competency
- * Theft (regardless of amount) or dishonesty
- * Threatening, intimidating, or coercing patients or others
- * Unauthorized possession of weapons, firearms, or explosives on premises
- * Conviction of a felony
- * Willful damage of hospital equipment or property
- * Immoral or indecent conduct
- * Physical assault/battery on employees or patients during working hours or anywhere on Hospital premises
- * Deliberate omission or falsification of significant information on timesheets or hospital records
- * Possessing, consuming or being under the influence of intoxicants, narcotics, or non-prescribed medications on the premises
- * Excessive absence of scheduled clinical days in any department. (See attendance policy)
- * Willful acts or conduct detrimental to patient care or hospital operations that result in neglect or abuse of any patient
- * Insubordinate acts or statements, or failure to carry out orders
- * Altering or adjusting timesheets (individual's or other student's)
- * Unauthorized copying of hospital records, including patient medical charts or any violation of HIPAA
- * Violation of safety standards that could result in harm to patients/employees or major damage to equipment

The hospital has the right to refuse admission (or re-admission) to the clinical experience to any student on the basis of:

1. Academic record
2. Violation of hospital policy
3. Negligent, incompetent, or intentional actions that jeopardize patient care
4. Negligent or intentional violations of quality control practices
5. Failure to meet the Hospital's standards for safety, health, or ethical behavior

The student will be temporarily removed from the clinical site. The MLT Program Director will meet with the student, the clinical site, and others involved in the situation. Documentation will be reviewed, the situation assessed, and a recommendation made to the Dean of Career & Technical Education by the MLT Program Director for removal of the student from the program or placement in an alternate clinical site.

If the clinical rotation must be repeated, the student will be counseled and guidelines discussed. Refer to Progressive Discipline Policy in the MLT Program Student Handbook. It is preferred that the clinical rotation be repeated at a different affiliate. The Clinical Laboratory Director and clinical liaison will be informed of the reason the practicum must be repeated and may require an interview with the student. All of the student records pertaining to the prior clinical experience will be available to the Laboratory Director and liaison. Following consultation with the pathologist and clinical instructors, Copiah-Lincoln Community College assumes the responsibility for the final decision concerning acceptance or rejection of the student for repeat of the practicum.

The **Hospital** shall have sole discretion regarding acceptance of any student previously discharged by a clinical affiliate.

Students will be allowed to repeat the clinical rotation **only if clinical space is available** after non-repeating students are assigned clinical spots. Repeating students have **last priority** for clinical space. If a student fails or wishes to reapply for the program, he/she may appeal to the MLT Program Director. The student has the right to Appeal. Refer to the Appeal Process in Co-Lin Student Handbook.

TRANSPORTATION

All students are required to provide for their own transportation to and from the Clinical Affiliates. Students should be prepared to accommodate travel to any clinical facility of Copiah-Lincoln Community College. On occasion, students may be asked to participate at educational work-shops or to return to campus for scheduled activities. Transportation is the student's responsibility.

CONFIDENTIALITY/SOCIAL NETWORK/HIPAA

All persons involved in healthcare delivery, including students enrolled in the Medical Laboratory Technology Program, have a definite responsibility to protect the privacy of the patient at all times. Confidential information learned about a patient must be regarded as a sacred trust and **must never be divulged**. Through the professional relationship with the patient, students may learn many things about the patient's illness, treatment, and even their personal lives. This information should not be discussed inside or outside the hospital with, or within hearing distance of, **ANYONE** not professionally connected to the patient.

All persons involved in healthcare delivery, including students enrolled in the Medical Laboratory Technology Program, have a definite responsibility to protect the privacy of the patient at all times. Students are obligated not to discuss confidential information except as necessary in the performance of their duties. Confidential information is never discussed outside the hospital environment, or with

anyone not having a need to know. This includes Facebook, twitter, and other social networks. Inappropriate use of cell phones, and other electronic devices also falls into this category.

Any breach of this policy could result not only in dismissal, but legal action by the patient as well.

STUDENTS AS HOSPITAL EMPLOYEES

A clinical facility which employs a clinical student will schedule the student for work during non-instructional hours. These paid hours may not count as clinical time as the student is performing the duties of an employee not a student in training. The college has no authority to specify who qualifies for work, when they work, or who hires or supervises them. The student's work schedule needs to allow time to prepare for class and study time. All agreements concerning student employment are between the student and the hospital. The terms of the student's employment and compensation are the same as for any other employee, and are not in any way contingent on or related to his/her status as a student.

SERVICE WORK PERFORMED BY STUDENTS

Students will perform only that service-related work which is clearly defined by clinical objectives and only during the hours of clinical assignment. After demonstrating proficiency, students may be permitted to perform laboratory procedures with qualified supervision, if hospital regulations permit. All test results reported by students **must be verified and initialed by a staff technologist**.

Service work is work for pay. Students are not to be employed by the hospital during the time allocated for clinical rotations. Students may be hired by the clinical sites to perform service work at times outside of clinical rotations. Service work may not interfere with clinical training or experience and students performing service work will perform only those tasks described in the job description of "laboratory assistant." Liability for service work is the responsibility of the employer. MLT Program officials must be notified by the clinical affiliate of employment of a student, in order to monitor the student's progress in their clinical training. Service work may not be substituted for clinical training experience.

HEPATITIS VACCINATION

Three Hepatitis vaccine shots will need to be taken before clinical. (See Hepatitis B Policy)

TB SKIN TEST

Students will be required to have a current two-step TB skin test before entering clinical.

CRIMINAL BACKGROUND CHECK

All students scheduled to begin clinical in January or July will have a criminal background check performed as scheduled at the beginning of the school year. The cost will be \$50.00.

SOFTWARE

Preclinical Review Software

All students scheduled for clinical must complete the following software with 95% accuracy according to the following schedule:

Software Review Questions:

January

Basic Hematology
Urine Phys. Prop. & Formed Elements
Basic Chemistry
Body Fluids II
Basic Serology

July

Anisocytosis/Poikilocytosis
Immunohematology
Basic Microbiology
Parasites That Aren't Your Friends
Basic Serology

MediaLab:

All pre-clinical students will perform the following MediaLab assignments:

Erythrocyte Inclusions – Wright Stained Smears
Normal Peripheral Blood Cells
Reading Gram Stained Direct Smears
Reading Gram Stained Smears from Cultures
Red Cell Morphology
Variations in White Cell Morphology – Granulocytes
Blood Banding Review Question Bank-Review Mode (No CE)

Differential packets completed with 90% accuracy as assigned.

Clinical Rotation Software

All clinical rotation software assignments must be completed by assigned dates. If not completed by assigned date, the student will receive a zero (0) for that assignment.

Software Review Questions:

Basic Clinical Chemistry
Basic Microbiology
Advanced Hematology
Immunohematology
Advanced Immunology
Body Fluids I
Parasites That Aren't Your Friends

MediaLab:

As assigned

CLINICAL SUPERVISION POLICIES

1. Clinical Liaisons and Clinical Instructors

Each clinical affiliate has one or more persons designated as clinical instructor(s). The clinical liaison is/are responsible for coordination of clinical instruction and student evaluation. He/she is also a liaison between the college and the clinical affiliate. Both students and staff should feel free to communicate with clinical instructors and liaison on any aspect of clinical education. **Clinical instructors and liaison are employed by the clinical affiliate and do have departmental responsibilities. However, they must have release time from these departmental duties in order to carry out their educational responsibilities.** In matters concerning students, the clinical liaison reports directly to the MLT Program Director.

2. Duties and Responsibilities of Clinical Liaison and Instructors:

- a. Provide the clinical rotation areas and laboratory experiences according to the clinical schedule for the MLT students.
- b. Provide orientation and instruction to the assigned student including: HIPAA, Standard Precautions (Infection Control), confidentiality, and work ethics.
- c. Supervise the instruction and learning experience of the clinical student, and provide assistance or correction if necessary.
- d. Provide continual feedback of the student's performance by completing the initial and intermediate evaluation and verbal interview with the college faculty.
- e. Evaluate the student's performance by completing a Clinical Performance Evaluation form after the student has finished the clinical rotation.
- f. Review the student's Clinical Performance Evaluation with the student.
- g. **Notify the college faculty of any behavior that would result in a failing grade as soon as the instructor becomes aware of it.**
- h. Provide input to campus faculty on development of essential knowledge, skills, and attitude necessary to the student in the clinical setting.
- i. Serve as a member of the Advisory (Craft) Committee; including input into policies and procedures of the program; evaluating program effectiveness; and participating in student selection.

3. Direct Supervision

Direct Supervision involves the technologist being present and observing all student activities.

Students should only observe and assist technologists with procedures on which they have not yet successfully simulated.

The supervising technologist will observe the student performing the procedure and evaluate the student using the "Clinical Rotation Checklist". During each department rotation the student should be evaluated using the "Initial Performance Evaluation", the "Intermediate Performance Evaluation" and completing the rotation evaluation with the "Clinical Performance Evaluation". All procedures and their principles are outlined in course and clinical objectives.

Students are not allowed to replace paid staff. Clinical instructors may alter student assignments for educationally valid reasons only, after notification of the MLT program.

CLINICAL ROTATION GUIDELINES

Student Conduct in Clinical Assignment

1. Demonstrate professional behavior at all times. Treat patients with respect and kindness. Inspire patient confidence with professional attitude. Always introduce yourself and wear your name tag. Professional behavior is not limited to your contact with patients. It is reflected in attitude and in communication with physicians, supervisors and co-workers, and the public.
2. Maintain confidentiality of clinical information regarding a patient. This is a professional and legal requirement. Any breach of confidentiality is grounds for suit by the patient and dismissal from the program.
3. Exhibit a professional appearance by always being well-groomed. Wear a clean white lab coat over appropriate dress attire. Wear clean closed-toed shoes. The use of jewelry and colognes must be kept conservative. Heavy scents are offensive to sick patients and the use of too much jewelry and make-up may lead to patient distrust. Jewelry could scratch or otherwise harm a patient. Fingernails must be trimmed short and neatly groomed, so that the pads of the fingers will have contact with working surfaces. Hair must be neatly groomed. To ensure the student's safety, long hair must be pulled back while working in the lab. **The student must adhere to the grooming and dress codes of the clinical affiliate.**
4. Follow the rules and policies established by the laboratory department and the hospital.
5. Report to the assigned work area on time in an alert condition. Possession, use or being under the influence of alcohol or drugs while in clinical assignment is grounds for immediate dismissal from the program. The student may be required to undergo alcohol and drug testing without prior notification.
6. Follow the directions provided by supervising technologists and accept assignments commensurate with your capabilities. It is the technologist's responsibility to make decisions regarding the patient care.
7. In case of illness or absences which are beyond the student's control, notify the clinical instructor or clinical liaison as early as possible, but **no later than thirty minutes before the scheduled reporting time.**
8. Never leave the clinical affiliate during assigned hours without first getting permission from the clinical instructor or liaison.
9. Demonstrate interest and motivation as a medical laboratory technician, understanding your future role as a member of the hospital team.

Affective Domain Objectives for Clinical Students

The Clinical Students will exhibit the following behaviors:

1. Follow the hospital's dress code and always appears neat and clean with no offensive odors.
2. Demonstrate dependability by notifying clinical instructor of tardiness and/or absences prior to his scheduled starting hour.
3. Observe scheduled work hours and will initiate assigned tasks promptly.
4. Maintain a rigid attendance policy in which there are only excused absences or tardiness.
5. Reject a dubious result and will recheck result.
6. Maintain accuracy in labeling, recording, and reporting laboratory data.
7. Demonstrate the ability to organize workload.
8. Demonstrate the ability and composure to maintain workload under stress.
9. Maintain a clean, well-supplied, and orderly work area.
10. Accept constructive criticism as a learning process.
11. Demonstrate inquisitiveness by asking necessary questions concerning practical performance or theoretical application of laboratory procedures.
12. Respectfully maintain the laboratory hierarchy to prevent insubordinate behavior.
13. Display competency and independence in the correct performance of laboratory procedures.
14. Exhibit interest and enthusiasm when performing assigned tasks.
15. Seek additional tasks without being told.
16. Acknowledge what he/she is to do when given oral or written directions.
17. Demonstrate a work pace of peer groups with minimum procedural errors.
18. Exhibit a diplomatic, courteous, and friendly attitude when dealing with patients.
19. Demonstrate previous knowledge and common sense to solve an unfamiliar problem prior to seeking assistance.
20. Concentrate on what he/she is performing, answers questions where necessary, and minimally interrupts others during the performance of a laboratory procedure.
21. Observe Clinical affiliates policy on use of cell phones and other electronic devices.

PROFESSIONAL BEHAVIOR FOR CLINICAL ROTATION

1. When assigned to a department, the student is to work in that area only, unless assisting in a department in which the student has previously completed rotation. No loitering in unassigned areas unless the student has business concerning a patient.
2. If the clinical instructor to whom the student is assigned has no laboratory duties or reading assignments for the student, check with other departments to be of assistance.
3. If the student does not have assigned laboratory duties, he/she is expected to study for the next assigned test, read laboratory journals, replace laboratory supplies, or study the procedure manuals. The student **MAY NOT** work on non-related projects, read non-professional newspapers, books, or magazines.
4. Interpretation of laboratory tests and discussion of test results is the responsibility of the laboratory director, Pathologist, clinical liaison, or clinical instructor. Please refer any questions of this type to them.
5. **Absolutely no laboratory tests are to be performed without a written or verbal order from a physician.** If a patient, friend or relative asks the student to perform a test, refer the person to his physician.
6. The student will be instructed in the correct safety procedures for handling specimens, reagents, and equipment. Apply these at all times. Replacement and repair of equipment is costly and time consuming. Negligence will not be tolerated.
7. Follow quality control procedures explicitly. If QC results do not fall within accepted limits, notify the instructor immediately. **DO NOT REPORT ANY PATIENT RESULTS UNTIL THE CAUSE OF THE INCORRECT Q.C. RESULT IS DETERMINED AND CORRECTED.**
8. Results of all laboratory tests performed by students must be reviewed and initialed by a staff technologist before being reported.
9. Any intentional falsification of laboratory results on patient specimens or on quality control specimens will result in dismissal from the program.
10. **Please limit personal usage of departmental telephone lines.** All personal incoming callers will be asked to leave their name and number or a message, except in cases of emergency, so the call can be returned later. Please ask friends and relatives not to call at the hospital except for emergencies. Cell phone use is prohibited during clinical hours. Cell phones are **not** to be used in laboratory area.
11. If it is necessary to leave the laboratory for personal or business reasons, check with your clinical instructor or liaison **BEFORE LEAVING** and as far in advance as possible.
12. **Health and business appointments should be made during time off.** If it is necessary to miss school due to one of these, try to schedule the appointment late in the day. Time missed will be made up at the discretion of the teaching staff. Time missed is part of your maximum 40 hours and must be made up.

13. Leave the hospital at the end of assigned duty or school day. Return or remain only if permission has been granted by the clinical instructor.
14. Be prepared to stay or possibly be called back to assist at the hospital in times of emergency or disaster.
15. In order to maintain accurate records, report any address or telephone number changes immediately to the teaching staff. This is necessary in case of emergencies.
16. Gum chewing is not permitted.
17. Smoking is not permitted within the Hospital. Follow hospital policy.
18. One of the campus instructors will perform a clinical visit with each clinical student and the clinical liaison or instructor. The campus instructor will perform a minimum of two in-person visits during the 22-week clinical experience. More clinical visits may be performed depending upon the student's clinical situation. The clinical instructor will document the visit in a Business and Industry Report. .
19. The student is NOT to utilize clinical time for Canvas assignments unless instructed to do so by clinical. Clinical laboratory time is valuable. Do not ask the clinical instructor if you may study for your test when work remains.
20. In addition to these rules and policies, when applicable, the student is expected to follow the Personnel Policies of the hospital to which assigned. If in question as to what is applicable, check with the clinical instructor, clinical liaison, or the program instructors.

CLINICAL WORK ETHIC STATEMENT OF UNDERSTANDING FOR MEDICAL LABORATORY TECHNOLOGY

Clinical Work Ethic Grade

A major goal of this program is to teach students how to conduct themselves in a work environment and ensure a successful transition from school to work.

During clinical rotations, every student receives a Work Ethic grade on his/her work ethic demonstrated during clinicals. At the beginning of clinicals, students are given 100 points for their ethics grade. Points are only deducted if the student demonstrates unfavorable behavior. See the listing below for these behaviors and deductions for each.

Behavior (2-point deduction for each instance)

- A. Tardy (< 10 min.)
- B. Absent (2 points for each day of clinicals missed or tardy > 10 min.)
- C. Leaving clinicals early

Behavior (5-point deduction for each instance)

- A. Any incomplete or late work or assignments for MLT Seminar or Clinical Practice I, II, III.
- B. Not being a team player in clinicals, student bowl, fundraisers, or at MLT Club meetings.
- C. Failure to turn in Trajecsys Time Exception Verification form(s) at the next on-campus meeting following the exception.
- D. Any clothing or appearance that is a violation of the MLT Handbook policies on appropriate clothing and appearance.
- E. Rating of "Progress Inconsistent" and "Progress Unacceptable" on any portion of the affective evaluation in any department/rotation.

Severe Infractions (10-point deduction)

- A. Failure to notify clinical affiliate and program of tardy/absence from clinicals.
- B. Sharing course work with others or other forms of cheating (dismissal from program).
- C. Demonstrating disrespect for authority during clinicals, health fairs, or on-campus meetings.
- D. Sleeping during clinicals.
- E. Violation of any policies found in the MLT Handbook.

Students can have points deducted throughout the entirety of their clinical experience. Each student's deductions will be subtracted from 100 and recorded as a grade for course MLT 2711 Seminar. An ongoing and active account of the ethics grade with corresponding rubric is available to the students on Canvas. They may view any violations and point deduction(s) at any time. This grade could be a negative number.

My instructor has explained the Clinical Work Ethics grade procedure, and I have read and understand this grading procedure.

Student Signature

Date

CLINICAL DRESS CODE

Students must be properly and professionally attired when on duty. The way you appear to patients and hospital staff is a reflection on the Hospital, the Laboratory, and Co-Lin. The following are the guidelines you will be expected to follow while in this program. Students will be required to wear Galaxy or Royal blue scrub suits with fluid resistant white lab coats during their clinical rotation unless otherwise specified by the clinical affiliate. Students will be required to wear their MLT name badge unless otherwise specified by the clinical affiliate.

Males and Females

1. **Students will follow the same dress code as the technologists employed at the hospital to which they are assigned.** Consult with the clinical as to acceptable and appropriate dress.
2. If the laboratory allows employees to wear "street clothes", the student may do so also, but they must be professional style. No jeans. Clothes and lab coats are to be kept clean and **pressed** each day.
3. Comfortable shoes will be needed for clinical. Consult with the clinical site as to shoes that are appropriate. Shoes that give adequate support and have soft (quiet) soles are recommended for everyone. Keep shoes clean. For safety reasons, **no canvas shoes, shoes with perforations, or sandals will be allowed.**
4. No body piercings, other than small inconspicuous earrings, may be visible. Consult with the clinical site for additional guidelines.
5. Hair should be clean and worn in a manner that is neat and will not create a health hazard for you or the patient. To ensure the student's safety, long hair must be pulled back while working in the lab. Extreme hairstyles and accessories are considered unprofessional. This is at the discretion of the teaching staff.
6. Fingernails must be trimmed short and neatly groomed, so the pads of the fingers will have contact with working surfaces.
7. It is necessary for all personnel to keep themselves in such a manner as not to be offensive to others. This includes good personal hygiene (daily baths, deodorant, oral hygiene, etc.). Choose very mild fragrances. The student will often be working quite close to the clinical instructor. Refer to section: Student Conduct in Clinical Assignment # 3.
8. Mustaches, beards, and sideburns should be clean and neatly trimmed.
9. Wear appropriate clothing when returning to the hospital when off duty, whether it be to complete assignments or to visit patients. No "cut-offs", halter tops, etc.
10. Tattoos **are not** to be visible. Consult with the clinical site for additional guidelines.
11. Rings may be worn, but they should be small enough so as not to puncture gloves. Keep in mind that your jewelry should not detract from a professional appearance.

******* Unacceptable Apparel *******

1. Underwear type T-shirts, tank tops, tops revealing the abdomen
2. Exceptionally tight or baggy pants or shirts; sweat pants or shirts
3. **Jeans or denim pants of any color**
4. Socks with lace, patterned hose
5. Visible long underwear
6. Sandals, perforated, or canvas shoes
7. Strong perfumes or aftershave
8. Caps, bandanas, or head covering of any type; large bows, barrettes, or other hair accessories
9. Pins or badges that may be construed as advocating any political, religious, or otherwise controversial belief.

The teaching staff reserves the right to make judgments regarding appropriate dress, good taste, and other grooming aspects. If at any time you are corrected about your dress, you are expected to correct this problem **at that time**, unless stated that it may be taken care of later. This may include going home to make the correction. Time needed for this will be made up **THAT DAY**.

ACCESSORIES

ID Tag	May be furnished by each hospital or otherwise wear Co-Lin student name badge. Wear these at all times. They are helpful to patients and other personnel. In times of disaster, the hospital badge will be required to gain admittance to the hospital.
Notebook	You should carry a small notebook in your pocket to note any special instructions given to you by your instructor.
Pens	Pens (black ball-point and felt markers) are required.

CLINICAL PHLEBOTOMY COMPETENCIES

Phlebotomy experience will occur as deemed necessary by the clinical instructor and timing may vary at each hospital and for each student. During orientation and phlebotomy rotation, each clinical student will begin to achieve entry level competency in phlebotomy. The clinical affiliate will designate the clinical rotation in which phlebotomy competency will be achieved. In the designated rotation department to complete achievement of phlebotomy competency, the student must obtain the following:

1. 30 successful venipunctures
2. 10 successful skin punctures
3. 2 successful critical care collections
4. 5 successful blood culture collections

Each successful collection must be documented on the phlebotomy log sheet. This log sheet must contain the date and time of phlebotomy and the type of collection. Once complete, information from the log sheet must be entered into the corresponding form in Trajecsyst. There are only ten spaces in the venipuncture collection log in Trajecsyst. This log will have to be completed and submitted three separate times.

Once entry level competency is achieved, phlebotomy will be limited to that amount of time needed to maintain skills.

CLINICAL STUDENT RESPONSIBILITIES

Before attending their clinical rotations, clinical students will sign the "Clinical Student Responsibilities" document. This is to verify that they understand that they are responsible for all assignments and tasks listed by their due date. Failure to comply will result in the disciplinary action listed for each assignment and task. The student and an instructor will sign and date the document. The original is kept in the student's file and a copy of the signed/dated form is given to the student for reference.

Clinical Student Responsibilities:

1. Contact the HR department at your assigned clinical affiliate at least one month prior to beginning clinicals in order to complete any HR requirements. (Progressive Discipline)
2. Contact the laboratory manager/liaison at your assigned clinical affiliate at least one month prior to beginning clinicals to confirm your clinical start date, attendance time, and any pre-clinical in-services (safety, HIPPA, etc.). (Progressive Discipline)
3. Complete the Pre-Clinical Software and Pre-Clinical MediaLab assignments by the due date listed on the Clinical Rotation Requirements form. (-10 pts from overall MediaLab Average for Phlebotomy, PMI, Imm/Sero, & UA) **Due:** _____
4. July clinical students must complete differential packets by the due date listed on the Clinical Rotation Requirements form. (-10 pts Hematology Review Questions) **Due:** _____
5. Obtain a flu vaccination and provide proof of the vaccination by the due date listed on the Clinical Rotation Requirements form. (Progressive Discipline)
6. Complete the Clinical Medialab Assignments for Phlebotomy, Pathogenic Micro I, UA/Body fluids, Immuno/Sero by the due date listed on the Clinical Rotation Requirements form. (Score of zero for each incomplete MediaLab for Phlebotomy, PMI, Imm/Sero, & UA) **Due:** _____
7. Complete the Clinical Worksheets/CLS Review Questions by the due date listed on the Clinical Rotation Requirements form. (Score of zero for each incomplete worksheet or CLS Review Questions) **Due:** _____
8. January students must complete the UA & Body Fluid Case Simulators (30 each) on MediaLab by the due date listed on the Clinical Rotation Requirements form. (-10 pts from overall UA MediaLab average) **Due:** _____
9. Complete two-step TB skin test by the date listed on the Clinical Rotation Requirements form. (Progressive Discipline)
10. Complete each set of assigned MediaLabs (CEU's & Exam Simulator subject area & ASCP BOC review mode) for each on-campus testing section (with the exception of the first set of tests in January/July) within six weeks and before three days prior to the test date. (Score of zero for each incomplete MediaLab CEU & ASCP BOC review mode)
11. Verify that all Initial, Intermediate, and Final Evaluations are complete within 5 days of notice. Any delays due to circumstances beyond your control should result in an email notification sent to the MLT program instructors. (Progressive Discipline)

12. Verify that all checklists are completed by the end of each rotation. Any delays due to circumstances beyond your control should result in an email notification sent to the MLT program instructors. (Progressive Discipline)
13. Notify your clinical affiliate of any tardies or absences beforehand by phone and email. (See MLT Handbook Clinical Attendance policy)
14. Notify the MLT Program of any tardies or absences beforehand by email. (See MLT Handbook Clinical Attendance policy)

I (clinical student) am signing below to signify that I understand the above responsibilities are to be completed or followed as listed and any failure to follow or complete these responsibilities will result in point deductions or progressive discipline as listed above.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

CERTIFICATION AND LICENSURE

Upon completion of the program, the student is eligible to sit for the national Board of Certification examination. Most students choose certification through the American Society of Clinical Pathology Board of Certification (ASCP). The application is found on-line through ASCP.org.

The MLT Department strongly advises each student to take the Board of Certification as soon as he/she finishes clinical rotation. **Students are better prepared at this time.**

Pass/Fail Results are received immediately and numerical scores are received within 1-3 weeks. You may be employed as "registry eligible" before taking the examination or receiving scores.

Mississippi does not require a state license, though a number of states do. In most states requiring a license, national certification exams are accepted as proof of competency and no other testing is required. Completion of the MLT Program is not contingent upon passage of any external certification examination.

Program Accredited by:

• National Accrediting Agency for Clinical Laboratory Science
5600 N. River Road Suit 720
Rosemont, IL 60018
(773) 714-8880/www.naacls.org

HEPATITIS B POLICY

Copiah-Lincoln Community College MLT PROGRAM Hepatitis B Vaccine Consent Form

Copiah-Lincoln Community College seeks to provide protection of students and instructors in all situations. The Hepatitis B policy was adopted to help ensure the safety of all involved in health occupations.

NAME _____ SSN _____

Hepatitis B is a viral illness that can cause serious illness and liver disease. The virus causing Hepatitis B is present in many people who are not aware of it. Those working in hospitals and other health care facilities frequently come into contact with blood products that can pass on the Hepatitis B virus to us. In an attempt to secure the well-being of our students and to avoid the spread of this disease, the school is recommending the Hepatitis B recombinant vaccine. Since the disease does cause a significant amount of severe illness, cirrhosis, potential liver cancer and occasionally even death, Co-Lin recommends that you take the vaccine.

The vaccine is made by recombinant gene technology and there is no risk of acquiring AIDS or any other infection from taking the vaccine. Minor reactions such as soreness at the injection site, can occur, but serious reactions are rare (less than 1 in 10,000 injections). Those who know they are allergic to yeast who have a hypersensitivity reaction to a previous Hepatitis B vaccination should not take the vaccine. If you are now pregnant or have active infection, you should delay vaccination unless an exposure occurs. If an exposure occurs, a decision will be made on an individual basis.

I will provide proof of vaccination to Copiah-Lincoln Community College with written evidence from the provider of the vaccine.

Below are three options that you are offered with respect to the Hepatitis B vaccine. You may elect not to take the vaccine; you may elect to take the vaccine as an intramuscular injection; or you may have already completed the series of three vaccinations.

Please select Option A, B, or C below.

- A. _____ I do not wish to take any vaccine to prevent me from getting Hepatitis B. I realize that Hepatitis B is a very serious illness causing severe liver damage and potential death. I also realize that the disease, if I get it, can potentially be passed on to my family and any unborn children. I understand that the vaccine has a very low risk of any kind of reaction and that the vaccine will not expose me to any risk of AIDS because it is not made from other human serum.

Signature

Date

- B. Intramuscular Injection:

_____ I wish to receive the vaccine through intramuscular injection reduce the likelihood of acquiring Hepatitis B. The injection is given in 1cc doses intramuscular on three separate occasions. I realize that I must get all three injections before I am considered immune. I also realize that it is possible to take all three injections and still not be immune. I understand that a blood test to tell if I have immunity is not routinely given or recommended after intramuscular vaccine, but I may obtain an immunity test through my own physician or resources. I agree to take the first injection and submit proof of this on the first day of class. I agree to pay all costs associated with the vaccine.

- C. _____ I have completed the series of three vaccinations.

Signature

Date



I have read and do fully understand the COPIAH-LINCOLN COMMUNITY COLLEGE MEDICAL LABORATORY TECHNOLOGY STUDENT CLINICAL HANDBOOK. I further agree to abide by all rules and regulations contained in this handbook as well as the rules and regulations of the clinical affiliate to which I am assigned while enrolled in the Medical Laboratory Technology Program. Failure to abide by the rules and regulations is grounds for dismissal from the program.

STUDENT'S SIGNATURE

DATE

Received By:

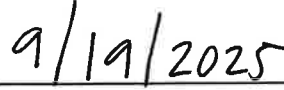
CO-LIN MEDICAL LABORATORY TECHNOLOGY STAFF

DATE

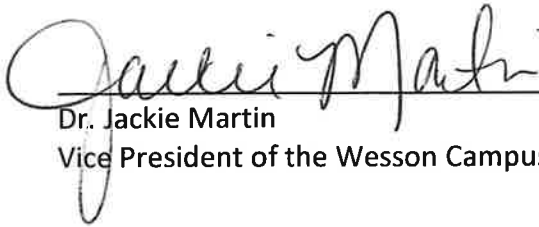
THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE MEDICAL LABORATORY TECHNOLOGY PROGRAM HAVE BEEN READ AND APPROVED BY:



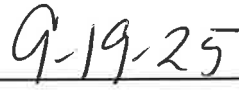
Dr. Sharolyn Magee
Dean of Career and Technical Education



Date



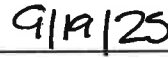
Dr. Jackie Martin
Vice President of the Wesson Campus



Date



Dr. Dewayne Middleton
President
Copiah-Lincoln Community College



Date

Medical Laboratory Technology Program Student Statement of Understanding

Please read each statement below. **Initial** each statement in the space indicated to signify your understanding and agreement to abide by the policies and procedures in this Handbook.

I have been given the opportunity to ask questions and clarify program policies and procedures in this handbook. I understand that failure to follow the policies documented in the handbook may result in my inability to complete the MLT Program. Date, sign, and print name in the spaces provided. Copiah-Lincoln Community College Medical Laboratory Technology Program policies include, but are not limited to, the following:

MLT Student Handbook - I have read and do fully understand the Copiah-Lincoln Community College Medical Laboratory Technology Student Handbook. (pp.6-96)	Initial _____
Essential Functions - I have read and understand the Essential Functions and feel that I can achieve the Essential Functions described for the Medical Laboratory Technology Program. (pp.12- 13) PLEASE CHECK: _____ I do not require special accommodations for the above Essential Functions Requirements. _____ I will need the following accommodations to meet the above Essential Functions. Please list: _____ _____ Signature _____ Date _____	Initial _____
Criminal Background Check - I agree to a Criminal Background Check at my expense and agree to immediately notify the MLT Program Director in writing of any subsequent changes in criminal history that occur after the Admission Background Affidavit has been notarized. I understand that criminal convictions or documented history of abuse may prevent my participation in clinical education experience. If I am unable to participate in clinical education, I will be unable to complete the MLT program. (p. 17)	Initial _____
Academic Progress - progression policies which include earning a C or above in all academic courses, including General Chemistry I, and General Microbiology; all MLT Program courses, successful completion of all courses prior to clinical rotation, and following procedures for change in MLT Program Plan status. I understand if I do not take courses in the sequence suggested by my advisor that I might not graduate on time. (p. 30)	Initial _____
Academic Standards/Testing Policy/Laboratory Policy - including scholastic requirements and grading scale, academic dishonesty, submission of late papers, test taking policies including test, quiz and lab makeup policies. I understand any student giving or receiving information or discussing test questions will be guilty of academic dishonesty. It will be the recommendation of the program to the Dean that the student be terminated from the program. (pp.36-38)	Initial _____
Student Rights and Responsibilities - including class/lab/clinical preparation and attendance, lab assistant duties, standards and rules of professional conduct, academic integrity, dress code, work ethic grade, and clinical policies and procedures. I have read and will abide by the policy noting the student complaints and appeals procedures. (pp. 40-44)	Initial _____

**Medical Laboratory Technology Program
Student Statement of Understanding**

Dismissal From Program - The MLT Program reserves the right to request the withdrawal of any student whose health, work, or conduct is determined to be detrimental to the health and safety of the student themselves, other students, or patients. (pp. 45)

I, _____, have read the above policy regarding grounds for dismissal and understand my responsibilities as a student. I understand that not following these policies may lead to my removal from the MLT Program.

Signature: _____

Date: _____

Initial

Statement on Immunizations - Your signature on this document acknowledges that you have read and understand that by coming into this program you may be required to complete the clinical experiences in facilities that mandate vaccination. If you choose to not receive vaccinations required by the clinical facilities, the following could occur:

- You may be able to be placed at another clinical affiliate currently engaged in an affiliation agreement with the MLT program at Co-Lin; or
- You may not be able to be placed at another facility because there is no other option for this specific educational requirement or availability at alternate clinical sites (this may result in delays to your program completion); or
- If there is not another clinical option, due to the facility requirements and the inability to route you to another facility, you will be unable to continue in the program and will be dismissed. (pp. 56)

SIGNATURE: _____

DATE: _____

Initial

Medical Laboratory Technology Program
Student Statement of Understanding

Informed Consent - I have read the entire Informed Consent document and understand the risks/discomforts and benefits described. My questions have been answered.

I HEREBY CONSENT to perform, and allow fellow classmates to **perform on me, throat swabs, capillary puncture, bleeding time, and/or venipuncture** to meet the needs of the courses in the MLT curriculum. In all laboratory courses, I will utilize "standard blood and body fluid precautions" as though all specimens were capable of transmitting disease. In MLT 2614 and MLT 2916, 2925, 2936 **I consent to work with cultures of live microorganisms in a safe manner as set forth in accepted practices for the profession.**

In addition, I HEREBY RELEASE Copiah-Lincoln Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting there from.
(pp. 57-59)

Check One:

- ☐ I agree to participate in **all** the learning experiences listed above.
- ☐ I agree to participate only in the following activity/activities. * List specific activities by name:
- _____
- _____
- _____
- ☐ I do NOT agree to participate in the above listed learning activities involving student subjects. *

*Students not agreeing to participate in a listed activity involving student subjects must contact the course instructor immediately to discuss not being able to successfully complete the course.

(Signature of Student)

(Date)

Initial

Medical Laboratory Technology Program

Student Statement of Understanding

Substance Abuse Policy - I have read and understand the substance use policy of Copiah-Lincoln Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Copiah-Lincoln Community College. I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile. (pp.60-62) _____ Student Signature _____ Witness Signature _____ Date _____ Date *Completed form turned in with your application information. This only grants permission to be tested.	Initial _____
Assessment Tool for Readmission - I have reviewed the assessment tool for readmission to the MLT Program and understand the readmission process and policies. (pp. 24-25)	Initial _____
Health - Providing accurate and current health status information, responding according to policy in the event of an injury/exposure incident, following Standard Precaution protocols and completing clinical orientation sessions. Annually review Bloodborne Pathogens protocol. (pp. 54-55)	Initial _____
Confidentiality - Following established policies for the protection of confidential client information, including HIPAA guidelines. Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action. (p. 63)	Initial _____
Clinical Assignment/Waiver/Alternate Status - I have read and understand the policies relating to clinical assignment and agree to the policies of the MLT Program. I have read and understand the clinical guidelines including clinical evaluation, clinical accidents, clinical attendance (maximum of 40 hours), clinical conduct, dress code, and clinical competencies. I have read and understand student employment, service work, and graduation guidelines not contingent upon certification. (p. 73-74) _____ Student's Signature _____ Date	Initial _____
Accountability - Sharing and resolving concerns in both a timely and professional manner and following the process for seeking exception to established policy. Keeping the College and MLT Program informed of changes in contact information, checking e-mail regularly (minimum of weekly). Student complaints/appeals process.	Initial _____

Medical Laboratory Technology Program

Student Statement of Understanding

Release of Information - I hereby give permission to Copiah-Lincoln Community College and the Medical Laboratory Technology Department to release a copy of my transcript to any affiliated hospital in which I am being considered for clinical assignment. I understand that in the Agreement of Affiliation between the College and the Hospital, the Hospital has the right to request this information. A copy of my transcript may also be released to Program Instructors for inclusion in applications for examinations as required by agencies administering Laboratory Personnel Certification Examinations (ASCP, AMT, etc.) I hereby give permission to the Medical Laboratory Technology Department to give my name and address to hospitals and other health care facilities for purposes of recruiting. This means that I will be contacted only for employment possibilities; I am in no way obligated to the contacting agency. In the event that I withdraw from the program, I understand that my name will no longer be made available. (p. 71) Student Signature: _____ Date: _____ This agreement will be placed in the Student File.	Initial _____
Safety Agreement - I understand that biological specimens and blood or blood products are potentially infectious for hepatitis viruses and the AIDS virus. I understand that although diagnostic products and reagents are screened for HIV antibodies and hepatitis B surface antigen (HBsAg), no known test can offer 100% assurance that products derived from human blood will not transmit disease. I have been informed and received training concerning the OSHA Bloodborne Pathogens Standard, Standard Precautions, and the location of the Safety Data Sheets. (p. 65-67) Please initial the items listed below: INITIAL _____ I agree to follow all set rules and regulations as required by the instructor or supervisor, including those listed on the Safety Policy. _____ I understand that biological specimens and blood or blood products are potentially infectious for hepatitis viruses and the AIDS virus. _____ I understand that even though diagnostic products and reagents are screened for HIV antibodies and hepatitis B surface antigen (HBsAg), no known test can offer 100% assurance that products derived from human blood will not transmit disease. _____ I have been informed about and received training concerning the OSHA Bloodborne Pathogens Standard and Standard Precautions. _____ I have been informed of the location of the Safety Data Sheets (SDS) folder. Student Name (please print) _____ Student Signature _____ Date _____ Parent Signature _____ Date _____ (if student under 18)	Initial _____
Release of Pre-Entrance Medical Records - I authorize program officials of Copiah-Lincoln Community College MLT Program to release my medical record information to my affiliated clinical site (s) and my employers upon their request. (Part of MLT Application: including Hepatitis vaccination, etc.)	Initial _____
Attendance Policy - I have read the attached Career-Technical Division Attendance Policy and agree to abide by it in order to prepare myself for today's workforce. (pp. 47-49)	Initial _____

Professional Image Guide - I have read the Professional Image Guidelines for the Career-Technical Division and agree to abide by them in order to prepare myself for today's workforce. (pp. 49-51)	Initial _____
Work Ethic Grade - My instructor has explained the Work Ethics grade procedure, and I have read and understand this grading procedure. (p. 41)	Initial _____
Clinical Practicum Assignments - I understand and agree that in the event that there are not enough clinical practicum sites arranged for MLT 2711 2916/2925/2936 (Clinical Practicum I, II, III), the placement of students at the various sites will be determined by the MLT Program Director according to the MLT Program guidelines. (pp. 72-73)	Initial _____
Policies - I understand that I am responsible for the information appearing in the College Catalog, the Co-Lin Community College Student Handbook, the Co-Lin Community College Medical Laboratory Technology Student Handbook, each class syllabus, and each class schedule. I understand I must adhere to the Medical Laboratory Technology Program policies and will seek clarification when unsure. Failure to read the policies and guidelines and other information will not be considered an excuse for noncompliance of policies and procedures of the MLT Program. Please initial the following statements, indicating you have read them and agree to follow them: _____ I have read and do fully understand the Copiah-Lincoln Community College Medical Laboratory Technology Student handbook. _____ I agree to follow all set rules and regulations as required by the instructor, including those listed in the Copiah-Lincoln Community College Medical Laboratory Technology Student Handbook. Failure to abide by all rules and regulations is grounds for dismissal from the MLT program. _____ I understand that I will receive a syllabus for each MLT course. This syllabus contains course goals and objectives that are the basis by which I will be evaluated. I accept responsibility for completion of course work.	Initial _____
Date: _____ Student's Signature: _____ Student ID Number: _____ Printed Name: _____	Initial _____

Received By:

Co-Lin Medical Laboratory Technology Staff_____
Date