

**Southwestern Community College**

**Medical Laboratory Technology**

**Student Policy Manual  
2016-18**

Medical Laboratory Technology  
Student Manual

Table of Contents

Introduction	1
Philosophy	1
Professional Demeanor	1
Goals and Objectives	1-2
Program Faculty and Medical Advisor	2
Web and E-mail addresses	2
Accrediting Agency for the MLT program	2
Type of Program	3
Degree Granted	3
Length of Program	3
Purpose	3
Philosophy of Medical Laboratory Technology Program	3
Responsibilities of the Medical Laboratory Technician	4-5
Outside Employment	6
Attendance Requirements for On-campus Labs	6
Clinical Education	6-7
-Local	
-Distant sites	
-Conduct	
Clinical Assignments	8
Credit for Phlebotomy Clinical Rotation	8
Service Work	8
Clinical Facilities	9
Clinical Attendance	10-11
Alternative Clinical or Classroom Activities	12

Seminar Leave Request Form	12
Dress Code	13
Grooming	13
Accessories	13
Identification	14
Confidential Information	14
SCC Medical Forms and Standards Form	14
Financial Aid/Student Employment	14
Transportation	14
Pregnancy Policy	14-15
Reporting of Illness and Communicable Disease	15
Grading	15
Progression Policy for Medical Laboratory Technology	15-16
Curriculum by Semester	17
Course Descriptions	18-20
Cheating	20
Miscellaneous Policies	20
Termination from the Program	20
Student Grievance Procedure	21
Insurance / Medical Liability / Accident	21
Infectious Disease Guidelines	22-23
Student Informed Refusal Form	24
Estimated Costs for MLT program/Textbook List	25-26
Program Outcomes Measures	27
Student Signature Page	28

## Introduction

Students enrolled in Southwestern Community College's Medical Laboratory Technology program will be responsible for observing all rules as stated in the College catalog. Additional rules of behavior are outlined in this manual and will be adhered to at all times. These rules are also in effect at all clinical sites. All clinical sites are considered part of the College while students are present. The rules and regulations stated in this manual represent a contractual agreement between SCC and the Medical Laboratory Technology student from the time of first class attendance. Failure to comply with the rules and regulations in this handbook will affect student evaluations and can result in dismissal from the Medical Laboratory Technology program.

This handbook is designed to be used by you as a quick reference concerning your responsibilities as a Medical Laboratory Technology student.

You are encouraged to study this book and be completely familiar with all its parts. Hopefully, this handbook will assist you with questions you may have concerning the policies of this program over the next two years.

## Philosophy

In keeping with the collegiate principle, the philosophy of the Medical Laboratory Technology program is to serve the needs of the students and to help them develop their full potential as technicians and as human beings. In doing this, it is the purpose and aim of this program to provide the student with the finest training ground possible so that he may develop his academic capacity, his technical skills, and his professional image. He should be concerned with a belief in his own worth; he must be flexible, responsible, and intelligent. He must develop an ability to work alone and with others for the common good of the patient. He must learn self-discipline and have an unselfish pride in his work.

## Professional Demeanor

It is recognized that when individuals are spending an extended amount of time together, conflicts may arise. The MLT program is intense. Students and faculty will, at times, experience stress and other negative emotions. Since this program prepares the student for a successful work experience, it is required that interactions in the classroom and at clinic be professionally appropriate, as they would be expected to be in the workplace. It is anticipated that students will be courteous to each other, the instructor, and all others. Conflict resolution should be handled appropriately, if necessary with the help of the instructor. Work submitted should be timely and properly presented. The student must not distract classmates from the focus of the class, and will participate in class projects and discussions. Students are expected to display interest and enthusiasm for the field of Medical Laboratory Technology and go the "extra mile" in participating in the program.

Students failing to adhere to this policy will be asked to meet with the Program Coordinator or Instructor or both, and may be disciplined in accordance with the guidelines in this policy manual and the college student handbook.

## Goals and Objectives

The Medical Laboratory Technology program strives to provide an excellent academic and technical background as well as varied clinical experiences. If the student achieves a sense of meaning and purpose as well as skill in his profession, then the purpose and aims of this program will have been accomplished.

The Medical Laboratory Technology program strives to meet these goals by the following objectives:

- Structuring a curriculum and instructional delivery system that will allow the student to make satisfactory scores on the National Registry Examination.
- To integrate the didactic portion of the program with the clinical component. A high level of proficiency in the clinical setting is expected.
- For the students to be able to get and keep a job in the field of Medical Laboratory Technology.
- To encourage professional status and development.

Program Coordinator/Instructor

Andrea Kennedy, M.B.A., MT (ASCP)

Clinical Coordinator/Instructor

Ernest Dale Hall, M.A.Ed., MT (ASCP)

Other Program Officials

Medical Advisor:

Dr. Michael Rohlring, Pathologist  
Angel Community Hospital  
Murphy Medical Center

Web Page addresses:

College: <http://www.southwesterncc.edu>

MLT home page: <https://www.southwesterncc.edu/program/medical-laboratory-technology-aas>

E-mail addresses:

Andrea L. Kennedy: [andrea@southwesterncc.edu](mailto:andrea@southwesterncc.edu)

Dale Hall: [daleh@southwesterncc.edu](mailto:daleh@southwesterncc.edu)

Accrediting Agency for the MLT program:

NAACLS (National Accrediting Agency for Clinical Laboratory Sciences)  
5600 N. River Road, Suite 720, Rosemont, IL 60018-5119  
Phone #: 773-714-8880

### Type of Program

A two-year specialized college program which includes online coursework, hands-on lab experience, and clinical rotations at cooperating hospitals. The labs and clinical rotations may be completed in your geographical area. The MLT program is accredited by NAACLS - National Accrediting Agency for Clinical Laboratory Science.

### Degree Granted

Associate of Applied Science in Medical Laboratory Technology. The issuing of the degree is NOT contingent upon the student passing any type of external certification exam or licensure exam.

### Length of Program

A five semester program integrating both didactic and clinical experience. Note: alteration of course sequence may result in delayed graduation. Students who choose to complete the program on a part-time basis must complete the program within a four-year period. The program may not be extended beyond four years.

### Purpose

To prepare selected students to qualify as contributing members of the allied health team, who will care for patients under the supervision of qualified physicians. The training program combines adequate didactic instruction with clinical experience to create a sound foundation for a professional career.

Upon successful completion of the internet studies, laboratory skills assessment and clinical experience of the program, the student will be eligible to take a external exam (e.g., ASCP BOR) leading to certification as a registered medical laboratory technician.

The profession of Medical Laboratory Technology is dedicated to the conservation of life and health and to the prevention and treatment of disease. The well-qualified technician has the knowledge and skill to perform all related technical duties and the ability to provide quality care.

### Philosophy of Medical Laboratory Technology Program

Medical Laboratory Technology is an allied health profession specially employed with medical direction in the performance of clinical laboratory procedures in chemistry, hematology, parasitology, serology, microbiology, immunohematology, and body fluid analysis in order to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatment.

## Responsibilities of the Medical Laboratory Technician

Medical Laboratory Technicians are proficient in:

1. Collecting and processing biological specimens for analysis.
2. Performing analytical tests on body fluids, cells and products.
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
4. Monitoring quality control within predetermined limits.
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs.
6. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals, and with the public.
7. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
8. Applying basic scientific principles in learning new techniques and procedures.
9. Relating laboratory findings to common disease processes.
10. Recognizing then acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Upon graduation and initial employment, the Medical Laboratory Technician should be able to demonstrate entry level competencies in the above areas of professional practice.

### Your responsibilities as a Student Technician

#### To the Physician

1. The student technician should never discuss or criticize a physician. The student technician should never express to the patient a preference for the services of any physician.
2. The student technician will never interpret laboratory tests or express an opinion of diagnosis or treatment to the patient.
3. The student technician should always accord to a physician the proper amount of respect and consideration due to his higher professional position.

#### To the Patient

1. The student technician should be deeply conscious of the responsibility of his or her position, and in no case should the student technician be guilty of carelessness or neglect any duty that technical skill, attention, or fidelity upon his or her part should bestow.

## To Other Technologists and Technicians

1. The relationship of one student technician to another (student and medical technologists, or medical laboratory technicians), when cooperation in the laboratory examination of patients must be built upon an appreciative understanding of the contributions and responsibilities of each other and upon the assumption that cooperative medical lab technology extends beyond routine or specifically required demands. This implies that the student technician:
  - a. Be generous in his or her recognition and appreciation of the technical assets or contributions of his or her fellow technician and technologists.
  - b. Be understanding of his or her co-workers limitations and inadequacies when these are present and do all in his or her power to guide and assist such individuals.
  - c. Resist from adverse criticism of other technicians and technologists except if appropriate to those who have an official responsibility in relation to such critical judgments.
2. The unity and dignity of medical lab technology demands that members of one school cultivate a courteous recognition of all other schools in good standing, of their work and their graduates.

## To Their Profession and to Themselves

1. The student technician has an obligation to uphold the dignity and honor of their profession through their personal and professional life and to demonstrate to those standards which will enhance and promote the status of both to the end that an optimum contribution to society will result. This implies that the student technician:
  - a. Practice medical lab technology in accordance with recognized and accepted criteria of the American Society of Clinical Pathologists.
  - b. Support and cooperate with local, state and national societies which strive to advance the quality of medical lab technology and to increase the sphere of usefulness of the profession and of themselves by broadening their understanding of medical laboratory technology and of its developments and by cooperating in programs of research which aim to improve the art and science of clinical laboratory medicine.
  - c. Do all they can to embody in themselves that state of physical and emotional health which will make possible their maximum proficiency and their own personal, professional, social and economic security.
  - d. Respect the dignity and individuality of every human being regardless of race, creed, nationality, color, economic or other status and be willing to serve and cooperate with all as needs demand.
  - e. Interpret, whenever appropriate, the art and science of clinical laboratory medicine, its role and functions to individuals and to the public so that a better understanding of medical laboratory technology may be secured and greater interest may lead to a steady flow of qualified individuals into the profession.

## To Your Instructor

1. You must at all times, treat your instructors with respect. Disrespectful behavior is consistent with unethical conduct in our profession. Discourteous comments or conduct inside or outside the classroom will not be tolerated. Continuation of this unethical behavior will result in dismissal from the program immediately!
2. Students must follow the chain of command at all times concerning problems or issues with the instructors with whom you have concern. Failure to comply with the chain of command will result in disciplinary action.

### Outside Employment

1. The faculty realizes that it is necessary for some students to work part-time while attending school. This should not be done at the expense of the medical laboratory technology program. It is the student's responsibility to fulfill all school obligations.
2. If a student appears too fatigued to perform safely in the clinical setting, classroom, or laboratory, the instructor will dismiss the student from the clinical area.

### Attendance Requirements for Labs

1. All students are expected to be present and regular in attendance for scheduled classes, labs and clinical rotations.
2. Promptness (be on time) is expected for any class/lab/clinical session and being tardy is not acceptable. Refer to course syllabus for penalties associated with tardiness.
3. Labs are difficult to make-up and attendance is expected for all lab sessions. Refer to course syllabus for penalties associated with missed labs. Exceptions may be made at the discretion of the instructor.
4. In the event of sickness or other incidents requiring an absence from lab, the instructor should be informed as soon as possible before the course or assignment begins. If it is not possible to give prior notification (e.g. emergency) then contact should be made as soon as it is possible.
5. If a lab session is missed, it is the responsibility of the student to obtain the material he or she missed.
6. Extenuating circumstances due to situations such as surgery, deaths, etc., will be handled on an individual basis and the final decision will rest with the Program Coordinator.

### Clinical Education

As a part of the Health Sciences curriculums, students are required to enroll in clinical education. Clinical education centers are off-campus and vary in location. Students are responsible for housing, if necessary, and transportation to attend the clinical education centers. The college has the final decision as to a student's clinical education site assignment.

### **All students are required to complete a criminal background check and drug screen. Results will be provided directly to the clinical facility prior to beginning clinical rotations at the designated affiliate.**

Information on completing the criminal background check and drug screen will be given to the student before the start of the program. Clinical sites have the right to require a criminal background check and drug screen before allowing a student to attend clinical education at their facility. Each clinical site has its own set of requirements concerning background checks, drug screens and immunizations. If a student assigned to a designated clinical site is denied placement for any reason, which could include the results of a background screening and/or drug screen, the student will not be able to complete the clinical course, will be unable to progress in their course work, and will be dismissed from the program. Clinical sites have the right to require students to submit to random drug screens if that is a facility policy. If a student fails a drug screening they will be dismissed from the clinical course, will receive an F for the class and will be dismissed from the program.

### Local Clinical Placement:

Due to the limited number of local clinical sites, the program is limited on the number of students that can participate in clinical practice. If there are more students ready to enter clinic than there are clinical slots, then selection will be based on the highest ranked cumulative GPA's of currently enrolled full time students. Students who are continuously enrolled in the MLT program will be given placement priority over recycling, part-time and/or transfer credit students. Every effort will be given to place the other students as soon as there is an available clinical site. It may be necessary to put two students at one site. Their rotation through clinic would be scheduled so that they would be in separate rotations.

### Distant Clinical Placement:

Students who do not live in Western North Carolina will be responsible for finding an appropriate clinical

site. Acceptance of the clinical site will be determined by the MLT Program Coordinator. **Note: Students must successfully complete didactic course work prior to the clinical rotation. For example, in order to do a Microbiology clinical rotation the student must have completed all didactic Microbiology course work on campus and obtained a grade of "C" or better.**

While on duty as a student medical laboratory technician, your behavior must be circumspect. Your appearance, your attitude, your technical skills...must be professional.

### Conduct

1. Report to the clinical assignment in an alert condition.
  2. Report to the clinical assignment in the proper complete uniform.
  3. Not be in possession of drugs or liquor, nor engage in their use while on clinical assignment.
  4. Not sleep on clinical assignment.
  5. Not engage in theft of any articles from the clinical affiliation.
  6. Not engage in immoral conduct.
  7. Not engage in habitual or excessive tardiness and/or absenteeism from clinical assignment.
  8. Adhere to guidelines for initiation of grievances concerning any aspect of clinical coursework. This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.
  9. Not smoke in areas where it is prohibited while on clinical assignment.
  10. Not excessively chew gum while on clinical assignments (unless on lunch or coffee break) in front of patients, doctors, etc.
  11. Not eat in areas not specifically designated for that purpose.
  12. Not leave the clinical assignment for meals or clock in early or late for meals (unless given permission by the chief technologist).
  13. Not use the clinical affiliation telephone for personal use. Pay phones are available in close proximity for use during breaks and meals.
  14. Not loiter in the Medical Lab department of the clinical affiliation at times not specified for clinical assignment.
  15. Not refuse to accept assignments by the clinical supervisor commensurate with their capabilities, or to take directions from an individual designated by the clinical supervisor.
  16. Not leave their assigned area with the medical lab department without notifying tech/supervisor in the area.
  17. Not punch in or otherwise fill in the attendance record of another student. Every student must punch in on an official hospital time card if available.
  18. Not make any entry on their own time cards if they forget to punch in or out, or if the time clock is not working. Students will have the clinical supervisor make the appropriate entry and initial the time card in any of these situations.
  19. Not accept any type of gratuity or "tip" from a patient or a patient's family.
  20. Not leave the hospital during clinical without permission from the director, clinical instructor of that hospital.
  21. Not violate hospital, departmental policies, rules and regulations.
  22. At any time you are unsure of a procedure or having difficulty in completing an exam, ask for help. Also, if you have a difficult patient and need help, ask for it.
  23. Not engage in unprofessional or unethical conduct!
- \* Infractions involving the above may lead to lowering of clinical grade and/or dismissal from the program.
- \*\* If a student's conduct is in question, the clinical coordinator should be consulted as soon as possible. A written report will be kept in the student's record after review and personal meeting with the student by the clinical coordinator.

## Clinical Assignments

1. Your start times for clinical education may vary between hospitals. Your starting times may also vary during a given semester. If your starting time is 8:00 a.m., that means you are in your assigned work area at 8:00 a.m. and not in the parking lot. Not a minute after or a tardy will be given.
2. During your clinical training, you may be assigned evening rotation and a weekend rotation to make your clinical experience well rounded. These assignments will be posted in advance.
3. No adjustment of a schedule can be made without prior approval from the clinical coordinator.
4. Any posted roster or schedule containing errors should be reported to the clinical coordinator.
5. No student will be required to work more than forty (40) hours per week as part of the program (8 hours per day). This includes classroom and clinical time combined.
6. ALL curriculum courses must be taken in sequential order.

## Credit for Phlebotomy Clinical Rotation:

Credit towards the Phlebotomy clinical rotation may be issued on a case by case basis for MLT students who are certified by a nationally recognized body (e.g. ASCP) in Phlebotomy.

## Service Work:

Students may perform service work if employed by an outside institution. This is noncompulsory. Community college students will be considered only high school graduates for CLIA purposes. Service work hours are not credited toward clinical rotation requirements.

## Southwestern Community College – MLT Clinical Affiliates

### Angel Medical Center

P. O. Box 1209  
Franklin, N. C. 28734  
phone-828-369-4228 (lab)  
Fax: 828-369-4170  
Mr. Tim Gordon 369-4288  
[t.gordon@msj.org](mailto:t.gordon@msj.org)  
Ms. Patti Harrell, 828-369-4167  
[Patti.harrell@msj.org](mailto:Patti.harrell@msj.org)

### Blue Ridge Hospital Systems

DBA Spruce Pine Hospital  
P.O. Box 9 or 125 Hospital Drive  
Spruce Pine, N. C. 28777  
phone-828-765-4201, ext. 252  
Ms. Kim Smith  
[Kim.smith@msj.org](mailto:Kim.smith@msj.org)

### Chatuge Regional Hospital

PO Box 509  
Hiawasee, GA 30546  
Phone: 706-896-2222 ext. 156  
Ms. Penny Lloyd  
[pennylloyd@uniongeneral.org](mailto:pennylloyd@uniongeneral.org)

### Cherokee Indian Hospital

Caller Box C-268  
Cherokee, N. C. 28719  
phone-828-497-9163 ext. 6445 (lab)  
Fax: 828-497-6247  
Mr. Chad Cooper (ext. 6447)  
[Chad.cooper@cherokeehospital.org](mailto:Chad.cooper@cherokeehospital.org)

### Duke Life Point – Harris Regional Hospital

Laboratory Services  
68 Hospital Road  
Sylva, N. C. 28779  
Ms. Kim Saunooke 586-7132  
[Kim\\_saunooke@westcare.org](mailto:Kim_saunooke@westcare.org)  
Lab: 828-586-7130  
fax 828-586-7643

### Duke Life Point - Harris Outpatient Lab

98 Doctors Drive  
Sylva, NC 28779  
828-631-8722

### Duke Life Point - Harris Family Care - Franklin

55 Holly Springs Park Drive  
Franklin, NC 28734  
828-349-5006

### Duke Life Point – Haywood Regional Medical Center

262 Leroy George Drive  
Clyde, N. C. 28721  
Hospital: 828-456-7311  
Lab: 800-834-1729, ext. 119

### Duke Life Point – Swain Community Hospital

45 Plateau Street  
Bryson City, NC 28713  
Lab: 828-488-4008  
Primary Contact:  
Ms. Kim Saunooke (@ Harris Regional Hospital)  
828-586-7132  
[Kim\\_saunooke@westcare.org](mailto:Kim_saunooke@westcare.org)

### Highlands Cashiers Hospital

P.O. Box 190  
Highlands, NC 28741  
828-526-1430  
Ms. Frank Leslie  
[fleslie@hchospital.org](mailto:fleslie@hchospital.org)

### Southwestern Health System

Murphy Medical Center  
3990 East US Highway 64 Alternate  
Murphy, NC 28906-8707  
phone-828-837-8161 (hospital)  
Lab: 828-835-7530  
Fax: 828-835-7529  
Ms. Mary Hughes (828-835-7532)  
[mhughes@murphymedical.org](mailto:mhughes@murphymedical.org)

### Transylvania Community Hospital

P. O. Box 1116  
Brevard, N. C. 28712  
phone-828-884-9111  
Ms. Melissa Elliott  
[Melissa.elliott@msj.org](mailto:Melissa.elliott@msj.org)

### Jackson County Health Department

538 Scotts Creek Road, Suite 100  
Sylva, NC 28779  
828-586-8994  
Lab: 828-587-8236  
Ms. Julie Creason (direct line) 828-587-8277  
[juliecreason@jacksonnc.org](mailto:juliecreason@jacksonnc.org)

### Macon County Health Department

1830 Lakeside Drive  
Franklin, NC 28734  
Phone: 828-349-2447

### Waynesville Family Practice

1272 East St.  
Waynesville, NC 28786  
phone-828-456-3511  
Ms. Anette Smith

### WCU Student Health Center

1 Bird Lane  
Cullowhee, NC 28723  
Phone: 828-227-3474  
Ms. Tina Fisher  
[tafisher@email.wcu.edu](mailto:tafisher@email.wcu.edu)

Clinical Attendance (observe policies of course syllabus as well)

Policy:

- a. Promptness and attendance at all clinical rotations are expected. Please refer to course syllabus for the clinical rotation to assess policy and penalty for missed sessions and tardiness. Tardy is defined as arriving any time after your assigned start time.
- b. Two (2) tardies equal one absence
- c. Less than 80% of class attended/day equals one absence
- d. Time sheets must accurately reflect the time spent at clinic. If a student leaves the clinical assignment they must clock out and then clock in when they return (i.e. lunch breaks, appointments, etc.... **If the time sheet does NOT accurately reflect the time spent in clinic it will be considered academic dishonesty** and the student may be dismissed from the program and/or suffer a reduction in their final grade reduction for each occurrence. Any clinical time missed as a result of falsified timesheets may also be required to be made up. **LUNCH TIME IS NOT INCLUDED AS A PART OF CLINICAL HOURS.** For example, if the student must complete 8 hours of clinical that day and takes a 30 minute lunch, then the student is required to be at clinic from 7 a.m. to 3:30 p.m. (8.5 hours).

\*Absences will be considered justified and excusable only in extenuating circumstances such as emergencies, serious illness, or death in the immediate family. This will be left to the discretion of the clinical coordinator. It is the responsibility of the student to **notify and provide documentation** to  
to  
SCC's clinical coordinator concerning these extenuating circumstances.

Special Notes:

1. **If SCC's MLT program officials are asked to remove a student or if the student is dismissed from a clinical site for a documented deficiency or deficiencies, the student may be dismissed from the MLT program. It is the responsibility of the student to keep the clinical facility they are assigned. It is NOT the responsibility of the college to obtain another clinical placement for the student when they did not successfully perform in their original clinical placement.**
2. Appointments such as medical, dental, etc., should be scheduled in the late afternoon, if possible, so as not to conflict with clinical course work. If scheduled appointments conflict with clinical education, then it is the student's responsibility to make prior arrangements to exchange clinical education hours for an alternative time. Notification of the appropriate hospital personnel and SCC's Clinical Coordinator should be done ASAP or at least 72 hours prior to your conflicting appointment.
3. Attendance is mandatory. If any clinical hours are missed, they must be made up completely. This time must be made up prior to the end of the clinical rotation in which the time was missed or an "I" (incomplete) will be given as the student's grade and this can prevent continuation in the program. If the time is not completed, the "I" grade will turn to a grade of "F" for that clinical rotation.
4. When a student cannot report for clinical, notification, by phone, to **both** the SCC clinical coordinator and the clinical instructor at the clinical education center is required. This notification must be prior to the start of the missed shift, not after it has started. In notifying the clinical instructor, the student must speak directly with the clinical instructor or the assistant chief technologist. You should not leave messages with other departmental personnel (e.g., secretaries).

5. Failure to notify SCC's clinical coordinator or Program Coordinator **and** the hospital's clinical instructor in the event of an absence from clinic will result in a warning with written documentation. A second failure will constitute a policy violation and the student will be dismissed from the program. If a student does not have ready access to a phone, the student must submit a plan to the clinical coordinator as how this information will be communicated to the appropriate individuals. Disciplinary action will be left to the discretion of the Program Coordinator and clinical coordinator.
6. If you schedule a make-up day and are unable to report to clinical, you are still responsible for notification as stated above in #4. The same penalty as stated in #5 above applies.
7. Make-up days:
  - A. Absences should be made up within a two week period after the absence occurs unless there is a special situation. The absence must be made up prior to the end of the clinical rotation in which the time was missed.
  - B. Make-up days must be scheduled with the clinical instructor or the senior technologist in his/her absence (absence will be defined as vacation, extended absences, etc., not out to lunch).
  - C. Make-up days should be scheduled in advance as far as possible.
  - D. The time frame missed should be made up in that same block of time, if possible. If you miss an eight (8) hour shift, you must make up an eight (8) hour time to equate for an eight (8) hour day. This may be altered at the discretion of your clinical instructor or the clinical coordinator.
  - E. All time missed must be documented on the time sheets. **Any day that is a makeup day must be indicated as such on the time sheet.**
8. Clinical attendance in the event of inclement weather. If the college has called classes off, you are not required to attend clinical education. All clinical time missed for snow must be made up. If classes have returned to their regular schedules and you feel you cannot make it to your clinical site due to the road conditions, it will be treated with the same procedure as an absence and must be made up. If a day is missed due to inclement weather, other assignments may result to make up for the missed clinical time. These assignments are at the discretion of the clinical coordinator. Absences due to inclement weather will not cause grade reductions.
9. If a student elects not to take a lunch break, they can NOT use this time to leave clinical before the set time.
10. Students will attend clinic at times according to schedules. If, because of an emergency situation, a student remains at a clinical site longer than assigned, compensatory time will be allowed to be taken at a later assigned schedule and arranged with the medical laboratory department on an even time basis. Students may not accumulated time at their option to facilitate days off, etc.
11. Clinical schedules may not necessarily coincide with the school calendar. Students will be given any changes to the schedule prior to the beginning of clinical education.

Alternative Clinical Activities

Students may apply for attendance to ASCLS meetings, seminars, workshops, and lectures to acquire clinical pass time. Approval of application will depend upon the student’s academic standing. Each function will be evaluated independently as to its educational value in terms of how much time will be awarded.

The following procedure must be followed:

1. The student must fill out a "Seminar Leave Request" form and attach pamphlets, brochures, or other appropriate information to the request at least two weeks prior to the requested leave.
2. The student may not be paid by an employer to attend the seminar and use clinic leave time.
3. The student must submit a written summary of the seminar within one week upon returning. Additional assignments may be given.
4. If specialty rotations are missed due to seminar leave time, it is the student's responsibility to reschedule the rotation.
5. Clinical assignments must be completed regardless of seminar leave time.
6. Clinical objectives for the missed rotation must be completed. It is the student's responsibility to do so.

**Seminar Leave Request**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

List the course(s)/rotation that you are requesting leave time:

	Course/Rotation	Date	Instructor	Hours
1.				
2.				
3.				
4.				
5.				

Date(s) of Activity you wish to attend

Location of Activity

\_\_\_\_\_

\_\_\_\_\_

Description of Activity (attach information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Program Faculty Signature    Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Hours of Leave Approved

## Dress Code

All medical laboratory technology students are required to adhere to the proper dress code whenever attending a clinical education center. If a clinical site provides scrubs, that will be the proper dress for a student at that site. Students will also wear assigned dress code to all student labs.

Uniforms can be ordered through various facilities. Discounts are often available to students.

1. \*Uniforms - must be clean and neatly pressed at all times.
  - a. pants: color - royal blue scrubs, minimum number: 3
  - b. top: color - royal blue scrubs, minimum number: 3
  - c. Lab Coats: white or black. Must have long sleeves with elastic around wrist area and they must button to the crew neck collar. Minimum: 2
  - d. All leather shoes: white or black, closed heel and toe and soft-soled. Shoe and shoelaces must be kept clean and polished at all times. These shoes must be reserved for clinic use only.
  - e. student must wear assigned name tag at all times. Nametag will be a picture I.D. and provided for a cost by SCC.
  - f. One water-resistant watch with second hand
  - g. Your student ID will be clipped on to your lab coat for clinical name tag.

\*Failure to adhere to this dress code can result in the student being removed from clinical education until the dress is rectified. If this is the case, then time missed as a result of the time away will be made up.

\*\* Exceptions may be made dependent on clinical site requirements.

## Grooming

1. Students are to be neat and well groomed at all times when in the clinical area. This includes proper personal hygiene habits and routinely cleaning your uniforms.
2. Hair must be neat, clean and not hanging in the face. Students with long hair styles must tie their hair back or pin it up so that it does not fall loosely over the shoulders and face. If an individual has a question about his/her hair, they should see the Program Coordinator for an official decision about the hair requirements. Do not make it necessary for program officials to remind you of this policy.
3. Fingernails must be short and clean. Women may wear fingernail polish if it is low key and conservative (i.e., clear nail polish), no blacks, purple, orange, etc. Also, no perfumes or colognes of any kind are to be worn.
4. Facial hair must be neatly trimmed.

## Accessories

Due to safety concerns and the need for professional appearance, jewelry of any kind will NOT be permitted. Tattoos of any kind are expected to be covered while performing clinical rotations.

\*Appearance is a vital element of being a professional. If at any time your appearance is not deemed appropriate, you will be counseled to correct this inadequacy. If at any time there is a question concerning dress, grooming, etc., this will be decided at the discretion of the Program Coordinator or clinical coordinator.

## Identification

Students will utilize their picture student ID as their name badge for all lab and clinical rotations. Distant students must email a photo ID to the college business office at [tholland@southwesterncc.edu](mailto:tholland@southwesterncc.edu) so that the photo may be incorporated into the student ID. Photos must be a 'head-shot' only, taken on a white/off-white background and sent as a .jpg file. Along with the photo, the student must include their name and college ID number in the email to the business office.

## Confidential Information

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the clinical supervisor or designate. Students are expected to maintain the confidentiality in a professional manner. Students who do not adhere to this premise will be subject to probation, suspension, or dismissal from the program.

## Medical Forms and Standards Form

Students must also submit the college's **medical forms which include immunization record, report of medical history, family and personal health history, and physical exam.** The immunization record and physical exam must be completed and signed by a physician. The Technical/Academic standards form must also be completed by the student prior to entering the program. All required forms and reports must be current (within the same year). For example, if the student is entering clinicals in the Fall (August ) of 2014, then the medical forms must be from 2014. **The completed forms MUST be returned to the Program Coordinator by the published deadline (see MLT page in current college catalog) before the student will be allowed to enter the clinical education center or perform on campus labs.**

**Note: PPD test must be done prior to fall semester each year of the program. Student malpractice and accident insurance is only effective for one year. Therefore, students must renew/purchase the malpractice and accident insurance annually (e.g. first year and second year of program). Students must also demonstrate hepatitis immunity (antibody titer) or demonstrate administration of all three hepatitis immunizations prior to entering clinic in the second year of the program.**

## Financial Aid/Student Employment

1. Students in this program will be assigned to various schedules and it would not be practical to work full-time. Students who need financial assistance should contact the financial aid officer at the college.
2. Any type of employment shall not interfere with clinical schedules and academic assignments.

## Transportation

Students will be responsible for providing their own transportation to attend clinical assignments.

## Pregnancy Policy

Purpose:

Due to the possibility of a female student becoming pregnant during the two-year span of time required to complete the curriculum in the medical laboratory technology program, a pregnancy policy is hereby established.

1. The student must notify the Program Coordinator and clinical supervisor as soon as possible.
2. Make up any time missed due to pregnancy.
3. Any aspects of clinical education that are not attainable, due to this circumstance, must be completed of a later date to meet competency levels.

4. Each individual situation will be dealt with on an individual basis. For example: if a pregnancy is discovered early in the program, it may be recommended to the student to complete the program over a period of three years.
5. The pregnancy policy may require that a student attend the program longer than the stated 21 months. The student is aware of this and agrees to this eventuality.
6. The specifics of each hospital's pregnancy policy will be observed once a pregnancy is identified (i.e., if a pregnancy occurs while attending clinical education at Swain County Hospital, then during the rotation, the specifics of their pregnancy policy would become in effect.)

#### Reporting of Illness and Communicable Disease

Due to the nature of the environment in which clinical education takes place, the following policy must be adhered to. The student must report to the clinical coordinator/clinical instructor any illness, communicable diseases, or other conditions which might affect the health of other students, patients, or staff. To re-enter clinical education, a doctor's signature indicating there is no longer a danger to others must be presented to the Program Coordinator. Any clinical hours missed must be made up completely. Scheduling of the make-up days will be in conjunction with the clinical coordinator and the clinical education center. If this illness requires that the student attend the program longer than the stated 5 semesters due to this illness, the student agrees to this eventuality.

#### Grading

The MLT program utilizes the following grading scale:

Grade	Definition	Quality Points per Semester Hour
A (93-100)	The student has, in a superior way, met the objectives established for the course.	4
B (85-92)	The student has more than adequately met the objectives established for the course.	3
C (77-84)	The student has adequately met the objectives established for the course.	2
D (70-76)	The student has minimally met the objectives established for the course.	1
F (Below 70)	The student failed to meet the objectives.	0

Due to the uniqueness of Medical Laboratory Technology and the importance of responsibilities of the medical laboratory technician, a high level of academic and technical competence is required of all students in the program. Therefore, the student must receive no less than a final grade of "C" to meet minimal academic standards in all medical laboratory technology curriculum courses.

#### Progression Policy for Medical Laboratory Technology

1. To remain in good standing, all students in the program are required to maintain a cumulative QPR/GPA of 2.8 and a semester GPA of 2.8.
2. Students must complete the program in four years or less or they will be required to start the program over.
3. If a GPA below 2.8 is obtained (by semester or cumulatively), the student will be placed on academic probation and will be required to bring the GPA at or above 2.8 in the following semester and maintain a cumulative GPA of 2.8. **If the GPA is not at or above 2.8 (cumulatively and per semester) the student will be dismissed from the program and will not be able to re-enter the program.**

4. Any student receiving a **grade below a "C"** in any MLT prefix course will **NOT be able to progress in the MLT program until the MLT course is repeated.** The course must be successfully completed with a grade of "C" or better. The student will be placed on academic probation and must meet with the Program Coordinator to develop and sign a progression plan/probation contract before any future course registrations occur. The Program Coordinator reserves the right to handle progression plans on a case by case basis.
5. A student receiving a grade below a "C" in any general education or related course may continue with MLT prefix courses but will not complete the program until the course(s) are repeated with a "C" or better. The student has within one year of completing the MLT course work to do so. If not completed within one year, the student must reapply to MLT and begin the program over.
6. The student must also meet college standards in regards to academic probation and suspension.
7. Clinical sites have the right to require a criminal background check and drug screen before allowing a student to attend clinical education at their facility. Each clinical site has its own set of requirements concerning background checks, drug screens and immunizations. If a student assigned to a designated clinical site is denied placement for any reason, which could include the results of a background screening and/or drug screen, the student will not be able to complete the clinical course, will be unable to progress in their course work, and will be dismissed from the program. Clinical sites have the right to require students to submit to random drug screens if that is a facility policy. If a student fails a drug screening they will be dismissed from the clinical course, will receive an F for the class and will be dismissed from the program.
8. **Students who do not complete the program and are eligible to re-enter the program must reapply to the college/program and complete all admission's and program requirements.**



## MLT Curriculum Outline

Prefix	Number	Title	Class	Lab	Clinic	Credit
<b>Fall Semester 1</b>						
ACA	111	College Student Success	1	0	0	1
BIO	111	General Biology I (May course sub BIO 110)	3	3	0	4
MLT	110	Introduction to MLT	2	3	0	3
MLT	111	Urinalysis & Body Fluids	1	3	0	2
MLT	118	Medical Lab Chemistry	3	0	0	3
MLT	253	MLT Practicum I (Phlebotomy clinic)	0	0	9	3
<b>Totals</b>			<b>10</b>	<b>9</b>	<b>9</b>	<b>16</b>
<b>Spring Semester 1</b>						
			Class	Lab	Clinic	Credit
MLT	116	Anatomy & Med Terminology	5	0	0	5
MLT	120	Hematology/Hemostasis I	3	3	0	4
MLT	126	Immunology & Serology	1	2	0	2
MLT	130	Clinical Chemistry	3	3	0	4
MLT	140	Introduction to Microbiology	2	3	0	3
<b>Totals</b>			<b>14</b>	<b>11</b>	<b>0</b>	<b>18</b>
<b>Note:</b> Students successfully completing MLT 110, MLT 116 and MLT 253 are eligible to take the ASCP national certification exam (route 2) for phlebotomy.						
<b>Summer Semester 1</b>						
			Class	Lab	Clinic	Credit
ENG	111	Expository Writing	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
PSY	150	General Psychology	3	0	0	3
<b>Totals</b>			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Fall Semester 2</b>						
			Class	Lab	Clinic	Credit
ENG	114	Prof Research and Reporting	3	0	0	3
MLT	127	Transfusion Medicine	2	3	0	3
MLT	220	Hematology/Hemostasis II	2	3	0	3
MLT	230	Clinical Chemistry II	2	3	0	3
MLT	240	Special Clinical Microbiology	2	3	0	3
<b>Totals</b>			<b>11</b>	<b>12</b>	<b>0</b>	<b>15</b>
<b>Spring Semester 2</b>						
			Class	Lab	Clinic	Credit
MLT	215	Professional Issues	1	0	0	1
MLT	263	MLT Practicum II (Hematology/Hemostasis clinic)	0	0	9	3
MLT	271	MLT Practicum III (Urinalysis clinic)	0	0	3	1
MLT	272	MLT Practicum III (Chemistry clinic)	0	0	6	2
MLT	273	MLT Practicum III(Immunohematology/Serology clinic)	0	0	9	3
MLT	274	MLT Practicum III (Microbiology Clinic)	0	0	12	4
<b>Totals</b>			<b>1</b>	<b>0</b>	<b>39</b>	<b>14</b>

Total Semester Hour Credits: 72

Award: Associate of Applied Science Degree

Medical Laboratory Technology  
Course Descriptions

- MLT 110 Intro to MLT 2-3-0-3  
This course is designed to introduce all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills. This course is the foundation for all of the MLT coursework and must be successfully completed as a pre- or co- requisite to the MLT courses.
- MLT 111 Urinalysis & Body Fluids 1-3-0-2  
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.
- MLT 116 Anatomy & Medical Terminology 5-0-0-5  
This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles, and application of terminology.
- MLT 118 Medical Lab Chemistry 3-0-0-3  
This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function.
- MLT 120 Hematology/Hemostasis I 3-3-0-4  
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.
- MLT 126 Immunology & Serology 1-2-0-2  
This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.
- MLT 127 Transfusion Medicine 2-3-0-3  
This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

- MLT 130 Clinical Chemistry 3-3-0-4  
 This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders. Prerequisite: Successful completion of MLT 118
- MLT 140 Intro to Microbiology 2-3-0-3  
 This course is designed to introduce basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.
- MLT 215 Professional Issues 1-0-0-1  
 This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination. Prerequisites: successful completion of all MLT coursework
- MLT 220 Hematology/Hemostasis II 2-3-0-3  
 This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis. Prerequisites: successful completion of MLT 120.
- MLT 230 Clinical Chemistry II 2-3-0-3  
 This course is designed to supplement the biochemical and physiologic theory presented in MLT 130. Emphasis is placed on special chemistry techniques and methodologies. Upon completion, students should be able to recognize and differentiate technical and physiological causes of unexpected test results. Prerequisites: successful completion of MLT 130.
- MLT 240 Special Clinical Microbiology 2-3-0-3  
 This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures. Prerequisite: successful completion of MLT 140.
- MLT 253 MLT Practicum I (Phlebotomy Clinic) 0-0-9-3  
 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence and final clinical evaluations. Prerequisite: Successful completion of MLT 110.
- MLT 263 MLT Practicum II (Hematology/Hemostasis Clinic) 0-0-9-3  
 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence and final clinical evaluations. Prerequisite: successful completion of MLT 120 & 220.
- MLT 271 MLT Practicum III (Urinalysis/Serology Clinic) 0-0-3-1  
 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence and final clinical evaluations. Prerequisite: successful completion of MLT 111 & 125.

MLT 272 MLT Practicum III ( Chemistry Clinic)

0-0-6-2

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence and final clinical evaluations. Prerequisite: successful completion of MLT 118 & 130.

MLT 273 MLT Practicum III (Immunohematology Clinic)

0-0-9-3

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence and final clinical evaluations. Prerequisite: successful completion of MLT 125.

MLT 274 MLT Practicum I (Microbiology Clinic)

0-0-12-4

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence and final clinical evaluations. Prerequisite: successful completion of MLT 140 & 240.

### Cheating

The Program Coordinator will initiate disciplinary proceedings against a student for scholastic dishonesty (cheating). Cheating on a test includes:

- copying from another student's test paper.
- using, during a test, materials not authorized by the person giving the test.
- collaborating with another student during a test without authority.
- knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered or administered test.
- bribing another person to obtain an unadministered or administered test.

If a student is caught cheating, they will be given an "F" for the course and turned over to the Vice President of Student and Institutional Development.

### Miscellaneous Policies

- No food, drink, or tobacco products are to be brought into the lab. This is necessary in order to keep the classrooms clean and for student safety.
- Children are not to be brought to classes. This is a college policy.
- You are to leave the classroom and lab in a condition that is neat and orderly.

### Termination from the Program

The rules and regulation stated in this manual represent a contractual agreement between SCC and the medical lab student. Failure to comply with the rules and regulations in this manual are grounds for probation, suspension, or dismissal from the program. **Students that are dismissed from the program will NOT be able to re-enter the program.**

It should be pointed out that a student can be suspended from the program at any time during their training for one of these violations.

- Exhibiting behavior that does not meet the standards of student conduct for SCC as printed in the college catalog.
- Exhibiting behavior that is not in accordance with hospital policies.
- Failure to comply with the rules and regulations in this policy manual.

**Students who do not complete the program and are eligible to re-enter the program must reapply to the college/program and complete all admission's and program requirements.**

## Student Grievance Procedure

### Didactic Portion:

The student chain for grievances in didactic portion of their medical laboratory education will be through the individual instructor then to the program coordinator. If unresolved problems still exist, students may present the problem (along with the Program Coordinator) to the Dean of Health Sciences Division. If the problem still exists, the next step is the Vice President for Instruction and Student Services. At no time will the student **NOT** follow this chain for grievances.

### Clinical Portion of Training:

In the hospital, the first step in a grievance should be to the clinical instructor, if SCC faculty is not present. The student should then discuss the grievance with the SCC clinical coordinator. If unresolved problems still exist, students may present the problem (along with the program coordinator and clinical coordinator) to the Dean of Health Sciences. If the problem still exists, the next step is the Vice President for Instruction and Student Services. The decision of the Vice President of Instruction and Student Services is final. At no time will the student **NOT** follow this chain for grievances.

## Insurance

### A. Medical Profession Liability Insurance

All Health Science students are required to purchase Malpractice/Liability Insurance. **The insurance must be purchased upon entering the program fall semester and again in the fall semester second year.** This insurance is purchased through the College Business Office (1st floor of the Technical Building) for a cost of \$17 per year. Failure to purchase this insurance will prevent you from performing on campus labs, attending clinical education and could prevent normal progression in the program.

This insurance is for your protection. The coverage that the policy provides is \$2,000,000 each medical incident and \$4,000,000 aggregate.

### B. Student Accident Insurance

The Health Science students are required to purchase the Student Accident Insurance Policy. **The insurance must be purchased upon entering the program fall semester and again in the fall semester second year.** This insurance is purchased through the College Business Office (1st floor of the Balsam Center) for a cost of \$15 per year. Failure to purchase this insurance will prevent you from attending clinical education and could prevent normal progression in the program.

This insurance covers only accidents while involved in college related functions. For illness or health problems, other than accident, you will be responsible for bearing any cost incurred for medical treatment.

Students may be exempted from purchasing the Accident Insurance if documentation is provided of personal insurance.

## Infectious Disease Guidelines

### A. Blood and Body Fluid Precautions

The body substance precautions developed by the Center for Disease Control will be followed in all clinical areas and campus laboratories. (Body substances include oral secretions, blood, urine and feces, wound or other drainage.) Blood and body substances should be considered infectious in all cases.

- Hand washing, using a biocidal agent, is the most important precaution to be taken routinely.
- Latex gloves (nonsterile) - to be worn to avoid direct contact with body substances, mucous membranes, or nonintact skin.
- Plastic gowns - to be worn when clothing is likely to be soiled by body substance.
- Masks - to be worn when likely to be splashed by body substances.
- Protective eyewear (glasses) - to be worn in situations where blood and body substances could be splattered or splashed.

### B. Care of Equipment/Specimens

- Needles and syringes - should be disposable and disposed of in a rigid, puncture-resistant container. To prevent accidental needle sticks, needles should not be recapped, purposely bent, broken, or cut.
- Blood and other specimens - should be obtained and handled in accordance with the procedure established for blood and body fluid precautions (Hepatitis B) within the institution. Contaminated specimen containers and specimen spills should be disinfected according to the CDC guidelines for Hepatitis B/AIDS precautions using current appropriate disinfectants for that setting.
- Soiled linens, laundry, and non-disposable articles - contaminated with blood or body fluids should be handled according to the procedure established for blood and body fluid precautions (Hepatitis B) within the institution.

### C. Needle stick/Mucous Membrane Exposure

If a student has a percutaneous (needle stick or cut) or mucous membrane (splash to eye, nasal mucosa or mouth), exposure to blood/body fluids or has a cutaneous exposure to blood/body fluids when the student's skin is chapped, abraded, or otherwise non-intact, the following protocol will be followed:

- The student must immediately report the exposure to the clinical supervisor of the health care facility and to the program faculty.
- A health care facility incident report must be completed as soon as possible. A copy of this report should be given to program officials.
- An accident report obtained from the college should be completed within 24 hours of the occurrence.
- Following the guidelines of the health care facility, the clinical instructor will seek the assistance of appropriate hospital (clinical) personnel to learn the status of the patient relative to possible infection.
- To the extent that the health care facility can learn about the patient's infection status, the student is advised to get treatment.

NOTE: If the student refuses treatment, the clinical instructor must make note of the fact.

## D. Acquired Immune Deficiency Syndrome (AIDS)

Various studies (Weiss, et.al., 1985; Hirsch, et.al.,1985, Soledad Romea, María E. Alkiza, Josep M. Ramon and Joaquín Oromí, *European Journal of Epidemiology*, Vol. 11, No. 2 (Apr., 1995), pp. 225-229) found that the risk of health care workers of occupational transmission of HIV is extremely low (McCray, 1986, p. 1131; Logan, 1988; Reis-Schmidt, 1988). When proper hygienic/isolation techniques are practiced, the chances of a health care worker becoming infected with the AIDS virus or any other infectious diseases in the workplace, is almost non-existent. It is the policy of most health care agencies to treat AIDS/Hepatitis B clients. There is no legal right for an employee to refuse to treat such patients. Therefore, it is the practice of the division of allied health to prepare students to practice as they will be required when employed within the health care delivery system.

## E. Hepatitis Information

Hepatitis is considered a very contagious / dangerous disease and hospital personnel are at risk to this disease. Therefore, it is in the best interest of the student that they have the Hepatitis B vaccine. All students in programs with clinical components will be required to have the vaccine. As a result, the following protocol has been developed:

- All students will be provided with information concerning Hepatitis B.
- Students will provide documentation of the vaccination, or....
- Students may elect not to have the Hepatitis B vaccine. However, should they choose not to have the vaccine, they must sign a waiver indicating this decision. A copy of this wavier is attached.
- In some clinical situations, the only way a wavier will be accepted is if the student secures a statement from a physician indicating that an existing medical condition precludes the student from having the vaccine. This situation would rarely if ever occur; however, if this were to occur, the Program Coordinator will have the list of clinical affiliates for whom this stipulation will apply.
- If the student has already had the vaccination, they must provide documentation indicating the location and date of the vaccination.
- If it has been more than seven (7) years since the student received the vaccine, it will be strongly recommended that they consult their physician to determine their immunity.
- Each Program Coordinator will maintain a file on each student which will indicate the status of each student's Hepatitis B vaccination.
- If a student leaves the program for any reason before the vaccination series is complete, they will assume all responsibility for completing the series.
- The student will be required to pay for the Hepatitis B vaccine. Following, you will find details on how you can secure the vaccine from your local health departments.

### Local Health Departments

Jackson County Health Department  
102 Scotts Creek Road  
Sylva, N. C. 28779  
Phone - 704-586-8994

Macon County Health Department  
5 West Main Street  
Franklin, N. C. 28734  
Phone - 704-369-9526

Swain County Health Department  
P. O. Box 546  
Bryson City, N. C. 28713  
Phone - 704-488-3198

Southwestern Community College  
Health & Human Services Division

Student Informed Refusal Form

I understand that due to my occupational exposure to blood and other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been made aware of risks related to Hepatitis B. I have the opportunity to be vaccinated with Hepatitis B vaccine; however, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can exercise my option to receive the vaccine.

---

(Declining Student)

---

(Date)

## ESTIMATED COSTS FOR SCC's MLT PROGRAM

### MLT Textbook List by Course for 2016-17

<b>MLT 110 Introduction to MLT</b>						
<b>Author</b>	<b>Title</b>	<b>ISBN</b>	<b>Edition</b>	<b>Publisher</b>	<b>\$ Cost New*</b>	<b>\$ Cost Used*</b>
Garza	Phlebotomy Handbook	9780133144567	9 <sup>th</sup> Ed	Prentice Hall	90	68
Estridge	Basic Medical Laboratory Techniques	9781111138363	6 <sup>th</sup> Ed	Delmar Cengage Learning	127	77
Polansky	Quick Review Cards for Medical Lab Science	9780803629561	2 <sup>nd</sup> Ed	FA Davis	56	---
<b>MLT 111 Urinalysis &amp; Body Fluids (1<sup>st</sup> yr students only)</b>						
Strasinger	Urine and Body Fluid Analysis	9780803639201	6 <sup>th</sup>	F.A. Davis	65	---
<b>MLT 111 Urinalysis &amp; Body Fluids (2<sup>nd</sup> yr students only)</b>						
Brunzel	Fundamentals of Urine and Body Fluid Analysis	9781437709896	3 <sup>rd</sup>	Elsevier	72	---
<b>MLT 116 Anatomy &amp; Terminology</b>						
Ehrlich	Medical Terminology for Healthcare Professionals w/MindTap online	9781305634466	8 <sup>th</sup>	Cengage	119	---
<b>MLT 118 Medical Lab Chemistry &amp; MLT 130/230 Clinical Chemistry</b>						
Bishop	Clinical Chemistry: Principles, Techniques, and Correlations	9781451118698	7 <sup>th</sup>	LWW	114	---
<b>MLT 120 Hematology/Hemostasis I &amp; MLT 220 Hematology/Hemostasis II</b>						
Ciesla	Hematology in Practice – Bundled with Hematology Notes	9780803629066	2 <sup>nd</sup>	F.A. Davis	116	---
Rodak	Clinical Hematology Atlas	9780323322792	5 <sup>th</sup>	Elsevier	74	---
Polansky	Quick Review Cards for Medical Lab Science (for MLT 220 Fall 2016)	9780803629561	2 <sup>nd</sup> Ed	F.A. Davis	56	---
Harr	Medical Laboratory Science Review (for MLT 220 Fall 2016)	9780803628281	4 <sup>th</sup>	F.A. Davis	69	---
<b>MLT 126 Immunology &amp; Serology</b>						
Turgeon	Immunology and Serology	9780323085182	5 <sup>th</sup>	Mosby	85	64
<b>MLT 127 Transfusion Medicine</b>						
Blaney	Basic & Applied Concepts of Immunohematology	9780323086639	3 <sup>rd</sup>	Elsevier	89	67
<b>MLT 140 Introduction to Microbiology &amp; MLT 240 Special Clinical Microbiology</b>						
Tille	Bailey & Scott's Diagnostic Microbiology	9780323083300	13 <sup>th</sup>	Elsevier	132	99
Leboffe	Photographic Atlas (Microbiology Lab)	0895828723	4 <sup>th</sup>	Morton	52	---
<b>MLT 215 Professional Issues</b>						
Harr	Medical Laboratory Science Review (purchased with MLT 220 Fall 2016)	9780803628281	4 <sup>th</sup>	F.A. Davis	69	---
Polansky	Quick Review Cards for Medical Lab Science	9780803629561	2 <sup>nd</sup> Ed	F.A. Davis	56	---
All previous textbooks will be utilized in the MLT 215 course as this is a review course for MLT National Certification Exam.						
<b>MLT 253 Practicum I – Phlebotomy clinical rotation</b>						
Garza	Phlebotomy Handbook (this text was previously purchased for use in MLT 110)	9780133144567	9 <sup>th</sup> Ed	Prentice Hall	90	68
<b>MLT 262, 271, 272, 273, 274 – All Clinical Practicum Courses</b>						
All previous textbooks will be utilized in the MLT 215 course as this is a review course for MLT National Certification Exam.						
MediaLab	www.medialabinc.net				Purchased by SCC for student access online	

\*Textbook prices will vary.

\*\*Students in the MLT program should keep their textbooks throughout the program as all books will be used in the final semester in clinical and for preparation for the ASCP MLT National Certification Exam.

**Program Costs continued.....**

<b>Tuition:</b>	Please refer to current catalog.
<b>Accident Insurance</b>	\$15.00/academic year
<b>Malpractice/Liability Insurance</b>	\$30.00/year
<b>Criminal Background Check</b>	\$25.00 (estimated cost) Cost may vary depending on company utilized for search.
<b>Physical</b>	Refer to family physician for cost.
<b>Hepatitis Vaccine</b> (series of 3 shots over 6 month period)	Family Physician \$300 Health Department \$100 -cost can vary greatly
<b>Student Photo ID/Name Badge for Labs and Clinicals</b>	\$1.00 (Student ID used as name badge)
<b>Uniforms:</b> *3 Pants *3 Tops *1 Shoes *3 Pair Hose or white socks *1 Lab coat- *1 Water-resistant watch with a second hand  NOTE: * Minimum required. Uniforms are available through various healthcare/medical facilities. Ask for a student discount, sometimes they are available.	\$15-22 each \$20 each \$30-60/pair \$2-5/pair \$25-45 each \$25-50 each
<b>Travel to Clinical Site</b>	Cost will vary dependent upon location of clinical site, type of vehicle, etc.....
<b>Graduation Fee</b>	\$40 (includes cap/gown and diploma) Paid when student submits application for commencement in the final semester of program.
<b>ASCLS Membership</b>	\$30.00
<b>ASCP Certification Exam (taken after successful completion of program)</b> NOTE: All prices on this list are estimated and subject to change.	\$215.00

## Medical Laboratory Technology Program Outcome Measures

SCC MLT Program Graduation Rate <sup>1</sup>				
Class of:	2014	2015	2016	3- year Average
Graduation Rate: # of students who began the final half of program & graduated/# who began the final half of the program	7/7	7/8	5/6	19/21
Yearly Attrition Rate (students who began final half of program but left (voluntarily or involuntarily)/# who began the final half)	0/7 = 0%	1/8 = 12%	1/6 = 17%	2/21= 10%
NAACLS Graduation Rate Threshold for a 3 year period	---	---	---	70%
<b>SCC Graduation Rate</b>	100%	88%	83%	<b>90% - Goal Met</b>

<sup>1</sup>To meet NAACLS Standards, graduation rates are calculated based upon the number of students entering the final half of the MLT program. SCC has determined the entry point of the final half of the program to be the 2<sup>nd</sup> fall semester of the program.

SCC MLT Program Graduate Placement Rates <sup>3</sup>				
Class of:	2013	2014	2015	3- year Average
NAACLS Threshold for a 3 year period	---	---	---	70%
<b>SCC Placement Rates</b>	100%	100%	100%	<b>100% - Goal Met</b>

<sup>3</sup>Employment in field of study or a closely related field (for those who seek employment) or continuation of education within one year of graduation

SCC MLT Program Graduate Certification Rates <sup>2</sup>	
Class of:	2015
NAACLS Threshold for a 3 year period	75%
<b>SCC Certification Rates</b>	<b>75% - Goal Met</b>

<sup>2</sup>Certification rates of those taking the examination within the first year of graduation

**Southwestern Community College  
Medical Laboratory Technology Program  
2016-18**

I have read and understand the material within the student policy manual for the year I am entering the program as dated below. I will adhere to the rules and regulations stated within or accept the consequences.

---

---

**Student Name (please print)**

---

**Student Signature**

---

**Date**