

Sandhills Community College
MLT Program

Student Handbook

2020-2021 Academic Year

This handbook is a supplement to the Sandhills Community College Student Handbook

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Medical Laboratory Technology Program: COVID-19 Policies

Due to the COVID-19 outbreak, this program may not be delivered exactly as described or in the time frame indicated on the SCC website and printed program information.

SCC Communicable Disease Policy

According to the Sandhills Community College General Catalog's (2019-2020) Student Services Communicable Disease policy:

Any individual who knows or has a reasonable basis for believing that he or she is infected with a communicable disease (including but not limited to chickenpox, hepatitis, measles, Acquired Immune Deficiency Syndrome [AIDS], meningitis, mononucleosis, and whooping cough) has an obligation to protect himself or herself and others from the ramifications of the disease. Specifically, such individuals should report this information to the appropriate person (see below). Every effort will be made to try to keep the matter confidential. Only persons with a need to know will be informed and only with prior direct knowledge of the individual who is or believes he or she may be infected.

Curriculum students should report a communicable disease condition to the Vice President of Student Services. Continuing Education students should report such conditions to the Vice President for Continuing Education and Workforce Development. The Director of Moore County Health Department will be immediately notified. At the Hoke Center, communicable disease conditions should be reported to the Dean of the Hoke Center who will then report them to the Vice President of Student Services and to the Hoke County Health Department.

The appropriate Vice President will take necessary steps to ensure the medical safety of the student and the college community; if deemed necessary for the good of all, the student may be asked to remove himself or herself from the campus until a necessary evaluation of the condition is completed and the President of the College issues a final ruling concerning the enrollment status of the student.

As such, the Vice President of Student Services will notify the Moore County Health Department if a student or faculty member has been diagnosed with COVID-19. Upon notification, the health department will require an authorized representative of the college to communicate the diagnosis to any member of our college community, including those at our clinical affiliate sites, who may have been exposed to the infected individual. Due to HIPAA regulations, the college representative will not release the infected individual's name, but he/she will notify parties of interest of potential exposure.

Didactic procedures

Course lectures are being conducted in an on-line format. A student is required to check their SCC email daily and their Moodle courses at least three times per week for messages and updates. Attendance will be tracked through Moodle activity.

Course practical laboratories are planned to meet face-to-face on campus. The college has approved meeting of small groups for lab activities and testing on campus, as long as social distancing is still maintained. For lab activities and exams, students must attend all sessions, wear a mask, practice good hand hygiene, and maintain six feet of distance between each other at all times. Students will also be screened for fever before being allowed to enter the MLT lab, classroom, or computer labs. Hand sanitizer will be provided, and handwashing encouraged. If a student is febrile, he/she will be asked to leave, and the lab or exam will be made up at a later date. Missed lab activities will be determined on a case by case basis.

If a student becomes infected with COVID-19, he/she may still attend course lecture sessions remotely, but he/she is not to come to campus for any reason. Exams and labs missed will be made up after he/she recovers from his/her illness. Documentation from a physician or other medical provider will be required as proof that absences are excused. If a faculty member becomes infected with COVID-19, another faculty member will step in to proctor exams and/or lead lab activities to ensure the continuity of student education during faculty illness.

Program faculty have made SCC Physical Plant employees aware of our scheduled on campus activities, so as to ensure that facilities used by MLT faculty and students are cleaned and disinfected. Additionally, SCC MLT Faculty will wipe down equipment, tables, chairs, etc. with disinfectant wipes between groups of students. Students will be encouraged to limit the contact between themselves, their personal items, and shared work areas. Students will be discouraged from sharing any items. Per SCC policy, students are also discouraged from loitering in common areas, and congregating in small groups that do not maintain social distance.

All students will review and return a signed copy of the MLT Program Guidelines for On Campus Students prior to engaging in on-campus laboratory or testing activities. Students who do not agree to the guidelines will not be permitted to engage in on-campus activities.

Clinical procedures

Students are required to complete all additional COVID-19 training modules as required by clinical affiliate sites. These modules include additional training in hand hygiene, donning and doffing PPE, and infection control practices. Students are required to undergo the same screening process that all

clinical site visitors and employees are prior to entering the facility. Students are urged to wear their personal face masks when entering or exiting the facility and before a face mask is provided by the clinical site. Clinical site representatives have the right to refuse entry to any student who does not successfully pass their screening criteria. Additionally, students are encouraged to self-monitor their temperatures and/or general wellness for any changes after resuming clinical education experiences. While in the clinical affiliate site, students will practice social distancing and wear the face mask provided at all times. The only exception for the face mask is during the student's lunch break, when the mask may be removed for eating and drinking. However, during the lunch break, students should still adhere to social distancing recommendations to protect others in the clinical facility.

During the clinical rotation, schedules may be modified should any lab, college, state, or federal directives mandate changes in the ability of the clinical affiliate to provide student training.

If a student or SCC faculty member tests positive for COVID-19, he/she will be quarantined for at least 14 days following the positive test result. After the 14-day quarantine, if he/she has been asymptomatic for at least 72 hours (no fever without the use of fever-reducing medications and resolution of respiratory symptoms) then he/she may return to the clinical setting. If a student or SCC faculty member has direct contact with a family member or someone in their household tests positive for COVID-19, he/she will quarantine for at least 14 days (including isolation from the infected person). If the student or faculty member develops symptoms, then he/she should be tested. If he/she tests positive, then he/she should quarantine as outlined above. Should any student or faculty member who has been present on the clinical affiliate campus test positive for COVID-19, the Clinical Coordinator will notify the Vice President of Student Services and provide contact information for the clinical site point of contact. After notifying the health department, a college representative will notify the clinical site point of contact of any potential exposure to COVID-19.

By arriving at their assigned clinical sites, students are agreeing to the following:

1. He/she does not have: a sore throat; new or worsening cough; runny nose or congestion; shortness of breath or difficulty breathing; the absence of a sense of smell or taste; nausea, vomiting, diarrhea, and/or abdominal pain; body aches or headaches; fatigue; and/or a fever or chills.
2. He/she: will wear a face mask at all times and maintain an appropriate social distance; has successfully completed the COVID-19 training modules; will comply with health screening and temperature checks at the facility; will report any suspected exposure to COVID-19; and will report any symptoms related to COVID-19 and self-quarantine as outlined above.

Questions related to the MLT Program's COVID-19 Policy and Procedures should be directed to Christy Forrest, SCC Medical Laboratory Technology Program Coordinator, at forrestc@sandhills.edu

MLT PROGRAM MISSION STATEMENT

The MLT Program provides sufficient didactic material and laboratory practice to students so they can reasonably expect to meet the career entry skills for a MLT and to pass the national certification examinations. The MLT Program graduate earns an Associate of Applied Science (AAS) who has achieved the professional attitudes and laboratory skills and require only the usual routine new employee orientation to become an asset to their place of employment.

THE GOAL OF THE MLT PROGRAM AT SANDHILLS COMMUNITY COLLEGE IS TO:

Provide students with a course of study which incorporates theoretical knowledge of sufficient depth and breadth, provides opportunity for technical skill development, and emphasizes the interpersonal and the ethical behaviors expected of clinical laboratorians.

The education experiences:

- A. Will prepare the student to graduate with an Associate in Applied Science (AAS) degree,
- B. Provide sufficient learning experiences for students to acquire the competencies required for entry level position in a medical laboratory,
- C. Provide students with quality education to pass certification examinations,
- D. Meet the needs of local employers,
- E. Provide an educational background such that graduates will pursue further education, both informal and formal.

GENERAL STUDENT COMPETENCIES IN THE MLT PROGRAM

The graduate of the MLT Program will:

1. Be able to perform routine clinical laboratory tests (hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, urinalysis, and phlebotomy) as the primary analyst.
2. Be able to make specimen oriented decisions based on predetermined criteria, including a working knowledge of critical values.
3. Will be able to work independently and collaboratively, being responsible for own actions.
4. Have an understanding of laboratory analysis ranging from waived and point of care testing to complex testing encompassing all the major areas of the clinical laboratory and be able to function at all phases of the analytic process, which includes the pre-analytic, analytic, and post-analytic phases.
5. Have requisite knowledge and skills to educate or train other laboratory professionals, health care professionals, and others in laboratory practice as well as the general public.
6. Be able to relate to people and have sufficient communication skills allowing for frequent interactions with members of healthcare team, coworkers, the public, patients and their families. Communications are verbal, written, and electronic, as in laboratory information systems.
7. Understand the regulatory agencies impacting health care and the laboratory.
8. Monitor quality control and participate in quality assurance programs.
9. Demonstrate commitment to the patient and professional by displaying ethical and moral attitudes required for interacting with patient, professional associates, and the community.
10. Have the capacity for calm and reasoned judgment.

DESCRIPTION OF THE TECHNICIAN LEVEL AS DEFINED BY THE ASCP BOC (American Society for Clinical Pathology - Board of Certification)

KNOWLEDGE

The technician has a working comprehension of the technical and procedural aspects of laboratory tests. The technician maintains awareness and complies with regulatory requirements, safety regulations, and ethical standards of practice. The technician correlates laboratory test to disease processes and understands basic physiology recognizing appropriate test selection and abnormal test results.

TECHNICAL SKILLS

Follows established procedures for collecting and processing biological specimens for analysis.

Performs chemical, microbiologic, immunologic, hematologic, and immunohematologic laboratory procedures that require limited independent judgment.

The technician comprehends and follows procedural guidelines to perform laboratory tests to include

- specimen collection and processing
- instrument operation and troubleshooting
- result reporting and record documentation
- quality control monitoring
- computer applications
- safety requirements

PROBLEM SOLVING AND DECISION MAKING

- Recognizes unexpected results and instrument malfunction and takes appropriate action.
- The technician recognizes the existence of procedural and technical problems and takes corrective action according to predetermined criteria or refers the problem to the appropriate supervisor.
- The technician prioritizes test requests to maintain standard patient care and maximal efficiency.

COMMUNICATION

- Provides laboratory information to authorized sources
- The technician communicates specimen requirements, reference ranges, and test results, and prepares drafts of procedures for laboratory tests according to a standard format

TEACHING AND TRAINING RESPONSIBILITIES

- Demonstrates laboratory technical skills to other laboratory personnel.

MEDICAL LABORATORY TECHNICIAN – COMPETENCIES

For the laboratory areas of Body Fluids, Blood Bank, Chemistry, Hematology, Immunology and Microbiology, and in accordance with established procedures, the following competencies are tested.

A. APPLIES KNOWLEDGE OF

1. Theory and principles related to:
 - i. Anatomy (Body Fluids)
 - ii. Biochemistry (Chemistry and Hematology)
 - iii. Growth characteristics/diagnostic and infective forms (Microbiology)
 - iv. Immunology (Blood Bank and Immunology)
 - v. Physiology (Body Fluids, Chemistry, Hematology, Immunology)
 - vi. Laboratory information systems

B. SELECTS APPROPRIATE

1. Controls for test performed
2. Course of action
3. Instruments to perform requested test
4. Quality control procedures
5. Reagents/media/blood products
6. Routine/special procedures to verify test results
7. Type of sample and method for test required

C. PREPARES/PROCESSES

1. Controls
2. Equipment and instruments
3. Reagents/media/blood products

4. Specimens

D. CALCULATES RESULTS

E. ASSESSES TEST RESULTS BY CORRELATING LABORATORY DATA WITH

1. Clinical or other laboratory data
2. Physiologic processes to validate test results and procedures
3. Quality control data
4. Results obtained by alternate methodologies

F. EVALUATES

1. Appropriate actions and methods
2. Corrective actions
3. Patient-related requirements
4. Possible sources of error or inconsistencies
5. Quality control procedures
6. Specimen-related requirements

G. EVALUATES LABORATORY DATA TO

1. Assure personnel safety
2. Check for common procedural/technical problems
3. Recognize and report abnormal test results and/or the need for additional testing
4. Recognize possible inconsistent results/sources of error
5. Recognize related disease states
6. Take corrective action according to predetermined criteria
7. Verify test results for reporting

MEDICAL LABORATORY TECHNICIAN MLT (ASCP) EXAMINATION CONTENT GUIDELINE

THE EXAMINATION MODEL

The Board of Certification criterion-referenced examination model consists of three interrelated components:

1. **COMPTECY STATEMENTS** – describe the skills and tasks that Medical Laboratory Technicians should be able to perform.
2. **CONTENT OUTLINE** – delineates general categories or subtest areas of the examination.
3. **TAXONOMY** – levels describe the cognitive skills required to answer the question.

Level 1 – Recall: Ability to recall or recognize previously learned (memorized) knowledge ranging from specific facts to complete theories.

Level 2 – Interpretive Skills: Ability to utilize recalled knowledge to interpret or apply verbal, numeric or visual data.

Level 3 – Problem Solving: Ability to utilize recalled knowledge and the interpretation/application of distinct criteria to resolve a problem or situation and/or make an appropriate decision.

EXAMINATION REPORTING MECHANISMS

After the examination administration, preliminary test results (pass or fail) will appear on the computer screen. An official examination performance report will be mailed to the examinee within 10 business days of the examination administration, provided all official documents have been received.

The examinee Performance Report provides the scaled score on the total examination and pass/fail status for all candidates. In addition, failing candidates receive scaled scores for each subtest (see content outline for subtests). This information may help the examinee identify areas of strengths and weaknesses in order to develop a study plan for future examinations. A total scaled score of 400 is required to pass the examination.

SUBTEST	MLT
Blood Bank (BBNK)	20%
Chemistry (CHEM)	20%
Hematology (HEMA)	20%
Immunology (IMMU)	7%
Laboratory Operations (LO)	6%
Microbiology (MICR)	19%
Urinalysis and Other Body Fluids (UA)	8%

CONTENT OUTLINE

MEDICAL LABORATORY TECHNICIAN

Refer to the MLT Competency Statements for the competencies tested in each subtest.

BLOOD BANK (20% OF TOTAL EXAM)

ABO and Rh

Antibody Screen and Identification

Antibody Screen

Antibody Identification

Duffy

I

Kell

Kidd

Lewis

MNS

P

Rh

Multiple antibodies

Crossmatch and Special Tests

Crossmatch

Special Tests

DAT

Phenotyping and genotyping

- Elution/absorption
- Antibody titer
- Pre-warm technique
- Rosette

Blood Donation, Transfusion therapy, Transfusion Reactions and Hemolytic Disease of the Fetus and Newborn (HDFN)

- Blood Donation
 - Donor Requirements
- Transfusion Therapy
 - RBC
 - PLT
 - FFP
 - Cryoprecipitated AHF
 - RhIG
- Transfusion Reactions
- HDFN

URINALYSIS & OTHER BODY FLUIDS (8% OF TOTAL EXAM)

Urinalysis

- Pre-Analytical
- Physical
 - Color and clarity
 - Specific gravity/osmolality
- Chemical
 - Reagent strip
 - Confirmatory tests
- Microscopic Urinalysis
 - Cells
 - Casts
 - Crystals
 - Contaminants/artifacts/microorganisms
- Complete Urinalysis (includes physical, chemical and microscopic)
- Physiology

Other Body Fluids

- CSF
- Amniotic
- Gastric
- Synovial Fluids

Serous Body Fluids

Semen

Feces

CHEMISTRY (20% OF TOTAL EXAM)

Carbohydrates, Acid Base and Electrolytes

Carbohydrates

Glucose

Glycosylated hemoglobin

Other carbohydrates (e.g. lactate)

Acid Base

pH

PCO₂

PO₂

Osmolality

Base excess

Electrolytes

Sodium

Potassium

Chloride

Bicarbonate

Anion gap

Calcium

Magnesium

Phosphorus

Proteins and Other Nitrogen-Containing Compounds

Total protein, albumin

Globulins (alpha 1, alpha 2, beta, gamma)

Ferritin, transferrin

Iron, TIBC

Ammonia

Creatinine, BUN

Uric acid

Troponin

Other

Heme Derivatives

Hemoglobin (S, Fetal A₂, plasma)

Bilirubin, urobilinogen

Other

Enzymes, Lipids and Lipoproteins

Enzymes

Amylase, lipase

AST, ALT

CK, LD

Lipids and Lipoproteins

Cholesterol (total, HDL, LDL)

Triglycerides

Phospholipids

Other lipids and lipoproteins

Special Chemistry (Endocrinology, Tumor Markers, TDM, Toxicology)

Endocrinology and Tumor Markers

T₃, T₄, TBG, TSH

hCG, FSH, LH, estriol, estradiol

other hormones (e.g. cortisol)

Tumor markers (alpha fetoprotein, CEA, hCG, PSA)

TDM and Toxicology

Therapeutic drug monitoring

Drugs of abuse

Other toxicology (e.g. lead)

HEMATOLOGY (20% OF TOTAL EXAM)

Erythrocytes and Leukocytes

Red Blood Cells and Indices

RBC count

Hemoglobin, hematocrit and indices

White Blood Cell Count

CBC (includes count, morphology and/or differential)

Other Tests

Reticulocyte count and Other RBC Inclusions

ESR

Tests for Hemoglobin Defects (e.g. sickle cell tests)

Other

Morphology and Differentials

Red Blood Cell Morphology

White Blood Cell Morphology

Differential

Platelet Morphology

Platelets and Hemostasis

Platelets

Platelet count

Bleeding time

Hemostasis

PT, aPTT, TT

Fibrinogen, FDP, D-dimer

Factor assays, antithrombin III

Circulation anticoagulants

Mixing studies

Anticoagulant therapy

Other

IMMUNOLOGY (7% OF TOTAL EXAM)

Immunity

Autoimmunity

ANA, anti-DNA

Thyroid antibodies

Pre-Analytical, Test Principles

Infectious Diseases

Viral

EBV/infectious mononucleosis

Hepatitis

HIV/HTLV/CMV

Rubella/measles

Other viruses

Microbial

Cold agglutinins

Syphilis

Other microorganisms

MICROBIOLOGY (19% OF TOTAL EXAM)

General Bacteriology and Aerobic Gram-Positive Cocci

General bacteriology (e.g. pre-analytical, biochemical and susceptibility testing)

Aerobic Gram-Positive Cocci: Staphylococcus, Streptococcus, Enterococcus,

Other (e.g. Micrococcus, leuconostoc)

Gram-negative Bacilli

Enterobacteriaceae: Citrobacter, Escherichia, Enterobacter, Klebsiella, Morganella, Proteus, Providencia, Salmonella, Serratia, Shigella, Yersinia
Other Gram-Negative Bacilli: Acinetobacter, Aeromonas, Bordetella, Brucella, Campylobacter, Eikenella, Francisella, Haemophilus, Heliobacter, Legionella, Pasteurella, Plesiomonas, Pseudomonas, Burkholderia, Chryselbacterium, HACEK, Stenotrophomonas, Vibrio

Gram-Negative Cocci, Gram-Positive Bacilli and Anaerobes

Aerobic Gram-Negative Cocci: Neisseria, Moraxella

Aerobic or Facultative Gram-Positive Bacilli: Bacillus, Corynebacterium, Erysipelothrix, Gardnerella, Lactobacillus, Listeria, Norcardia, Streptomyces, Anaerobes

Gram-positive: Bifidobacterium, Actinomyces, Clostridium, Eubacterium, Peptostreptococcus, Propionibacterium

Gram-negative: Bacteriodes, Fusobacterium, Porphyromonas, Prevotella, Veillonella

Fungus, Viruses, Mycobacteria and Parasites

Fungi

Yeast (e.g. Candida, Cryptococcus, Geotrichum)

Dimorphic fungi (e.g. Blastomyces, Coccidioides, Histoplasma, Sporothrix)

Dermatophytes (e.g. Epidermophyton, Microsporum, Trichophyton)

Zygomycetes (e.g. Absidia, Mucor, Rhizopus)

Opportunistic molds/septate hyaline molds (e.g. Aspergillus, Penicillium)

Mycobacteria

Mycobacterium tuberculosis complex (e.g. M. tuberculosis)

Other Mycobacteria (e.g. M. avium, M. avium-intracellulare, M. fortuitum, M. gordonae, M. kansasii, M. leprae, M. marinum, M. scrofulaceum)

Viruses and Other Microorganisms

Viruses (e.g. Cytomegalovirus, Herpes simplex, Influenza, Varicella-zoster)

Other Microorganisms (e.g. Chlamydia and Mycoplasma)

Parasites

Blood and tissue protozoa (e.g. Plasmodium, Pneumocystis, Trypanosoma)

Intestinal and urogenital protozoa (e.g. Cryptosporidium, Entamoeba, Giardia, and Trichomonas)

Intestinal and tissue helminthes (e.g. Ascaris, Enterobius, hookworm, Schistosoma, Taenia, Trichinella, Trichuris)

LABORATORY OPERATIONS (6% OF TOTAL EXAM)

Quality Assessment

- a. Pre-analytical
- b. Quality control
- c. Compliance
- d. Regulation

Safety

Instrumentation

Laboratory Mathematics

Laboratory Information Systems

All Board of Certification examinations use conventional units for results and reference ranges

PROFESSIONAL ORGANIZATIONS FOR LABORATORIANS

ASCP, <http://www.ascp.org>

AMT, <http://www.americanmedtech.org>

ASCLS, <http://www.ascls.org>

NAACLS, <http://www.naacls.org/>

CERTIFICATION AND LICENSURE

CERTIFICATION – SEVERAL AGENCIES OFFER CERTIFICATION EXAMS FOR LABORATORY PERSONNEL.

ASCP, American Society of Clinical Pathology is the best known in this region. Their website is: www.ascp.org

AMT, American Medical Technologist is another agency. Their website is: www.amt1.com

LICENSURE – CURRENTLY THE STATE OF NORTH CAROLINA DOES NOT REQUIRE MLTS TO BE LICENSED TO PRACTICE. OTHER STATES IN THE NATION HAVE ADOPTED LICENSURE LAWS CONCERNING LABORATORY PERSONNEL.

The following link regarding Personnel Licensure is published on the ASCLS website. Here is the link: <https://www.ascls.org/advocacy-issues/licensure>

Please refer to this link for the most up-date curriculum requirements for students planning to move to another state upon graduation.

As of the printing of this handbook (July 2020), here is the most up-to-date licensure information per the website: <https://www.ascls.org/advocacy-issues/licensure>

By definition, to license is to authorize by a legal permit or to give formal permission from a constituted authority. Licensure is a governmental activity taken on behalf of the public to protect that public from potential harm. Licensure of personnel is often contrasted with certification, which is a private sector activity. A major difference involves the consequences of engaging in practice without each credential. If a license is required to practice a profession in a state, it is unlawful to engage in the work without one and the consequences of doing so are very serious. Not being certified may make it more difficult to get a job, but it is not unlawful to work without it.

There are currently 11 states with laboratory personnel licensure (California, Hawaii, Florida, New York, North Dakota, Tennessee, Louisiana, Nevada, West Virginia, Montana, Georgia). Puerto Rico also has licensure. The components of the law vary state-to-state, but usually includes an annual licensing fee (some are bi-annual), a provision for continuing education, a minimum education and professional competency requirements.

If a Medical Laboratory Scientist (MLS) or Medical Laboratory Technician (MLT) plans to locate in a state with licensure, that state should be contacted for specific information relative to that state's laboratory practice act. This contact should be made as early as possible after the location decision has been made. Most states (except California) require documentation of certification from an acceptable certification agency. Other things to expect are fingerprinting (Louisiana, possibly other states), documentation of certification,

and documentation of education, training, and competency. Some states require documentation of a defined number of contact hours prior to issuing a license. California does not recognize any certification or any other state license. Check with other states regarding reciprocity; most give reciprocity for another state license as stringent or more stringent than that state.

Check with the state regarding trainee licenses or other requirements for new graduates without a valid license in that state.

The following is a list of the states with laboratory personnel licensure and contact information:

California

California Department of Health Services
Laboratory Field Services Personnel Licensing Section
850 Marina Bay Pkwy Bldg P, 1st floor
Richmond, CA 94804
Phone: 510-620-3834
Fax: 510-620-3697

Must pass state examination; recognizes some national certification exams. However Certification does not equal licensure in California. In addition to passing the approved certification exam and the online quiz regarding California state law, the applicant must meet California education and training standards in order to be eligible for a California state license. The educational and training standards are described in the following link in sections 1261 and 1263. <http://www.cdph.ca.gov/programs/lfs/Pages/ClinicalLaboratoryPersonnel.aspx>

12 contact hours continuing education annually Fee: \$97 CLS, limited CLS, \$97 renewals including \$10 continuing education fee

Florida

Department of Health Division of Medical Quality Assurance Board of Clinical Laboratory Personnel 4052 Bald Cypress Way

Tallahassee, FL 32399-3257
Phone: 850/488-0595
Fax: 850-922-8876

<http://www.doh.state.fl.us/mqa>

National exams recognized

24 contact hours bi-annually

Fee: Initial-CLS/CLT/Supervisor \$100 (application fee and non-refundable) plus initial license Fee-\$105 (\$205 total); bi-annual renewal CLS/CLT \$136, Supervisor \$160

Includes Cytotechnologists (fees same as CLS/CLT)

Georgia

Georgia Department of Human Resources
Office of Regulatory Services
Diagnostic Services Unit
2 Peachtree Street, NW, Suite 33.250
Atlanta, GA 30303-3142
Phone: 404/657-5450
Fax: 404/657-8934

Facility Licensure Only-does require CLS/CLT national certification Education and experience requirements; does not cover POLs or state or federal government labs

Hawaii

Hawaii Department of Health State Laboratory Division
2725 Waimano Home Road
Pearl City, HI 96825
Phone: 808/453-6653
Fax: 808/453-6662

NCA and ASCP BOR certification exams recognized No continuing education required
Fee: \$10 initial, \$3 renewal Includes Cytotechnologists

Louisiana Clinical Laboratory Personnel Committee

Louisiana State Board of Medical Examiners
PO Box 30250
New Orleans, LA 70190-0250
504-524.6763 ext 261
504-568-6820

<http://www.lsbme.la.gov/licensure/clinical-laboratory-personnel>

National certification exams recognized; \$65 fee for CLS, CLT; \$40 for phlebotomist
12 contact hours continuing education required annually Includes Cytotechnologists

Montana

Montana Department of Commerce Board of Clinical Laboratory Science Practitioners
301 South Park Ave. 4th floor
P.O. Box 200513
Helena, MT 59620-0513
Fax: 406-841-2305

Board Office Contact: Linda Grief, Administrative Services
Phone: (406) 841-2395
E-Mail: dlibsdcls@mt.gov Mary Hainlin, License Permit Technician
Telephone: (406) 841-2369
E-mail: dlibsdcls@mt.gov

For information on complaints contact: Cristina Medina, Compliance Specialist
Telephone: (406) 841-2319
E-mail: hclcomp@mt.gov www.cls.mt.gov

National certification recognized Fee: \$100 (initial application); \$45 (renewal) 14 contact hours continuing education annually

Nevada

Nevada Bureau of Licensure and Certification
1551 College Parkway #158
Carson City, NV 89710
Phone: 702/687-4475
Fax: 702/687-6588

National certification recognized 10 contact hours continuing education annually Fee: \$50 initial; \$25 renewal

New York

Kathleen M Doyle, PHD State Boards for the Professions
89 Washington Ave 2nd floor East Wing
Albany, New York 12234

clinlabd@mail.nysed.gov

Fee: CLS, Cytotechnologist initial License fee (\$196) plus (\$175) registration fee

CLT, initial License fee (\$138) plus (\$125) registration fee Licensure fee and 1st registration fee due at the same time. License issued for life—licensure fee paid only once and registration fee paid every 3 years.

<http://www.op.nysed.gov/home.html>

North Dakota

North Dakota Board of Clinical Laboratory Practice
PO Box 4103
2900 E. Broadway Ave., Ste. 3
Bismarck, ND 58502-4103
Ph. 701-530-0199 Fax 701-224-9824

Email: ndbclp@aptnd.com Web: www.ndclinlab.com

Fees: MT/CLS= \$90 initial, \$80 renewal; MLT/CLT= \$70 initial, \$60 renewal.
20 contact hours of continuing education required every two years.

Puerto Rico

Puerto Rico Medical Technology Board of Medical Examiners Call Box 10200 Santurce,
PR 00908

Phone: 809/792-6400

Fax: 787/792-6627

www.ctmpr.com;

email: ctmpr@ctmpr.com

National certification recognized 36 contact hours continuing education every 3 years
Fee: \$50 every 3 years Must be a member of the Puerto Rico College of Medical Technologies

Tennessee

Lynda England, MT (ASCP) Administrator Tennessee Medical Laboratory Board
Personnel

1st Floor Cordell Hull Building 425 5th Avenue North

Nashville, TN 37247-1010

Office Phone: 615-532-5128

Fax: 615/532-5369 888-310-4650

<http://health.state.tn.us/boards/MedLab/index.htm>

National Certification recognized. No continuing education requirements. Fee: \$125
CLS, CLT; \$35 for Cytotechnologists

West Virginia

Contact: Marilyn Richards WV Office of Laboratory Science Dept. of HHS

167 Eleventh Ave.

South Charleston, WV 25303

304-558-3530 Fax: 304-558-2006

Marilynrichards@wvdhhr.org

National certification recognized. 10 Contact hours annually. Fee: \$25 initial fee; \$25
renewal fee annually

SCC MEDICAL LABORATORY TECHNOLOGY ASSOCIATE DEGREE COURSE REQUIREMENTS

The program cohort/class begins annually, each fall semester. The MLT courses are sequenced in a progressive fashion. A student is required to complete semester ONE courses before they can proceed to semester TWO MLT courses and so forth. An applicant is encouraged to complete one or more general education courses while waiting for the cohort to begin. The curriculum is outlined here:

Fall: Semester ONE

- MLT-110 Introduction and Phlebotomy
- MLT-126 Immunology/Serology
- MLT-140 Introduction to Microbiology
- General Education Requirements, if not already completed:
 - ACA:115
 - MAT-143
 - MED-120
 - CHM-130/130A

Spring: Semester TWO

- MLT-120 Hematology/Hemostasis
- MLT-130 Clinical Chemistry
- MLT-240 Special Clinical Microbiology
- General Education Requirements, if not already completed:
 - BIO-163
 - ENG-111

Summer: Semester THREE

- MLT-127 Transfusion Medicine
- MLT-111 Urinalysis and Body Fluids
- General Education Requirements, if not already completed:
 - Humanities or Fine Arts Elective

Fall: Semester FOUR

- MLT-252: Clinical Practicum I: Phlebotomy
- Two Other clinical Rotations (5 credit hours each)
 - MLT-255: Hematology, UA, Hemostasis
 - MLT-265: Clinical Chemistry
 - MLT-275: Immunohematology and Serology
 - MLT-288: Microbiology
- General Education Requirements, if not already completed:
 - Social or behavioral Science Elective

Spring: Semester FIVE

- MLT215: Capstone, Professional Issues
- Two Other clinical Rotations (5 credit hours each)
 - MLT-255: Hematology, UA, Hemostasis
 - MLT-265: Clinical Chemistry
 - MLT-275: Immunohematology and Serology
 - MLT-288: Microbiology
- General Education Requirements, if not already completed:
 - ENG-112 or ENG-114

Essential Functions for Medical Laboratory Technicians

The MLT student must be able to:

Physical Ability:

- 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.
- 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
- Be able to lift and move reagents and boxes >50 lbs.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e. 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Perform all tasks independently

Visual & Hearing Ability

- Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, 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 fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on video monitor.
- Listen and appropriately respond to verbal directions.
- Able to hear and respond appropriately to spoken English both directly and by telephone.

Speech/Communication

- Read and comprehend technical and professional materials (i.e. textbooks, magazines, and journal articles, handbooks, and instruction manuals).
- 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 (writing, typing, graphics, or telecommunication).
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations

Critical Thinking:

- Identify cause-effect relationships in laboratory situations
- Solve problems
- Consider consequences of solutions
- Make and defend sound judgments
- Establish priorities
- Distinguish significant from insignificant
- Note relationships and patterns
- Evaluate outcomes
- Organize workload and manage time in order to complete technical tasks within realistic time limits

Emotional Stability

- Support peers and health care professionals in order to promote a team approach to learning, task completion, problem solving and patient care
- Be honest and forthright about errors
- Critically evaluate performance, accept constructive criticism, and be responsible for improving performance
- Be compassionate and ethical
- Ability to work in a high-stress environment: respond to emergencies and maintain emotional control
- Calmly react to urgent situations
- Recognize own stress level and communicate need for assistance appropriately
- Set realistic expectations to meet requirements
- Perform multiple tasks and establish priorities

Ability to Travel

- Able to commute to numerous clinical laboratory sites for clinical training

MLT PROGRAM ACADEMIC POLICIES AND PROCEDURES

GRADING SCALE

The MLT Program grading scale is as follows:

A = 90.0-100%

B = 83.0-89.99999%

C = 76.0-82.99999%

F < 76.0%

ATTENDANCE REQUIREMENT POLICIY

Excessive absences and/or tardiness are not acceptable in any MLT course. Because the student will be learning job skills and application of theory, attendance in face-to-face classes, on campus labs, and clinical site rotations attendance is monitored & recorded. Any attendance issues, including tardiness and absenteeism, greater than 10% of the course contact hours will result in disenrollment of student from the course and subsequently from MLT program. It is highly recommended that students use good judgement and use absences/tardiness for emergent situations only. No matter the cause, students are required to notify the on-campus instructor or clinical instructor before class starts. The notification can be in the form of email, voice message, &/or text.

Definitions:

Tardy in an on-campus lecture or lab class: A tardy is recorded on a student's attendance record when the student is not in their classroom/lab seat at the minute the class is scheduled to begin.

Tardy in a clinical site rotation: A tardy is recorded on a student's attendance record when the student is not in his/her assigned rotation bench with PPE on and a writing utensil in hand, at least 5 minutes before the assigned start time. Students and trainers are required to sign the attendance sheet each day of training. Failure to sign can count as unexcused absence during a clinical rotation.

Absence in an on-campus lecture: An absence is marked on a student's attendance record anytime in which the student is absent for more than 20% allotted lecture time.

Absence in an on-campus lab class: An absence is marked on a student's attendance record anytime in which the student is absent from the whole period of instruction OR for more than 10% allotted lab class time OR misses the instructor lead in-class demonstration. In general, missed labs cannot be made up. If permission is given to make up a lab, it will be arranged at the convenience of the instructor or the laboratory instructor.

Here are examples.

- a. A 50 minute lecture: A student will be marked absent if he/she arrives more than 10 minutes late OR leaves the classroom for more than 10 minutes.
- b. A 90 minute lecture: A student will be marked absent if he/she arrives more than 18 minutes late OR leaves the room for more than 18 minutes.
- c. A 170 minute on-campus lab: A student will be marked absent if he/she arrives more than 17 minutes late OR leaves the lab more than 17 minutes without the instructor's permission. In a typical 170 minute lab, two 10-minute breaks are permitted, upon direction of the instructor.

Please read the SCC Student Handbook for additional information about school delays or cancellations due to inclement Weather and other emergencies:

<https://www.sandhills.edu/10-7-1-inclement-weather-notice/>

ACADEMIC PROGRESSION THROUGH THE MLT PROGRAM

Students can take the MLT courses only after acceptance into the MLT Program. The general education courses can be taken before entering the program or while enrolled in the program, keeping in mind the prerequisites.

Students are required to maintain a minimum cumulative GPA above 2.0. Students will be dis-enrolled from the MLT Program when:

1. The cumulative GPA falls below 2.0
2. If a student receives a grade of < C in one MLT course
3. If a student receives a final course grade <C in a required general education course. The student may be dis-enrolled from the MLT program if that course can NOT be repeated before the expected graduation date.
4. Student fails to successfully pass any CRITICAL Element in any MLT course.

OUT OF SEQUENCE-NOT COMPLETING MLT COURSES WITHIN 5 SEMESTER PLAN

Students are expected to complete the MLT Technical courses within two academic years. The new cohort begins each August at the beginning of the Fall Semester and completes the Program the following year, at the end of the Spring semester, in May.

Occasionally a student needs to delay progress in the program. Students can be reinstated on a case by case basis, refer to the reinstatement policy below.

It is strongly recommended that the didactic courses be taken within one year (12 months) of beginning in the clinical phase of the program. This may mean that a student will be required to repeat a course previously taken and passed.

Out of sequence students may be required to demonstrate knowledge and skills before beginning the MLT Clinical Practicums in semesters 4 & 5. The MLT faculty will develop the method/process to demonstrate knowledge and skills. This may require a formal "challenge" to test out of the course or an independent study. Students must repeat the course if the challenge or independent study results in a failing grade.

REINSTATEMENT TO THE PROGRAM AND RETURNING TO THE PROGRAM AFTER A LEAVE OF ABSENCE

Students previously stopping out of the program are considered returning students such as:

1. Students who fail a MLT course and are waiting to repeat the course
2. Students who stop out for medical or other personal reasons

Students must document in writing the intent to return to the program within 10 calendar days of leaving program.

- Failure to notify the Program Coordinator within the 10 day time period, will require the student to reapply to the program.
- Reinstatement is dependent upon eligibility and space availability. The MLT program does not guarantee space will be available.
- Returning students must develop “learning contract” and submit it to the Program Coordinator at least one month prior to his/her return to class.
- Students are permitted one reinstatement only.
- Faculty reserve the right to assess prior MLT knowledge and skills. As a result of the assessment, faculty will develop a plan listing conditions for reinstatement. Students not completing the plan as listed will be denied reinstatement.
- Students will be held to MLT Program policies, procedures, and curriculum requirements that are most current upon reinstatement, not the policies in place when the student first began the MLT program.
- Students who elect to voluntarily withdraw from the MLT Program are not allowed reentry because seats are limited
- If the student left the program because of a positive drug screen or background check, the student will be allowed to return only when the issue is resolved and the clinical affiliate(s) approve of the newer results.

OTHER ACADEMIC REQUIREMENTS IN THE MLT PROGRAM:

All MLT Students must take and PASS:

1. A comprehensive **PASSPORT EXAM**. The Passport Exam is distributed at the conclusion of semester 3 (summer session) in MLT111. The exam encompasses all didactic MLT courses taken in semester one through three. The student is required to pass the exam with a total score > 76% in order to progress into the clinical phase of instruction (semesters 4 and 5)
2. A comprehensive **EXIT EXAM**. The EXIT Exam is given at the conclusion of MLT215, which is taken in semester 5. The exam covers all MLT courses including clinical instruction. The exam questions are a higher level and required a core knowledge of clinical laboratory science, as well as, an ability to analyze lab data in order to deduce the correct answer.
3. Through practical skills assessment, students must **demonstrate competency** in the following **MLT Program Critical Elements**. Critical Elements are those basic learned psychomotor skills that each student must achieve in order to perform work accurately and precisely as a laboratorian. Failure to accurately and proficiently perform these tasks can result in dismissal from the MLT Program, regardless of the student's course average. The critical elements for each course are listed as follows:
 - MLT-110: Phlebotomy – Proper Hand washing and successful venipuncture
 - MLT-126: Immunology – Read and interpret tube agglutination within 1+ of the instructor's result
 - MLT-140 & MLT-240: Microbiology – Gram stain performance and interpretation with >80% accuracy
 - MLT-130: Chemistry – Creation and interpretation of quality control charts with > 80% accuracy
 - MLT-120: Hematology – Make an acceptable peripheral blood smear and identify the 5 normal and mature leukocytes in a peripheral blood smear or digital image, with 100% accuracy.
 - MLT-127: Blood Banking – ABO, Rh, antibody detection, and compatibility studies, with 100% accuracy
 - MLT-111: Urinalysis: Identify and differentiate cells, crystals, and microorganisms in a urine microscopic examination with > 80% accuracy.

ACADEMIC POLICIES UNIQUE TO CLINICAL PRACTICUMS

Students must receive a grade of 76% on each clinical course requirement: the on-line quiz average, the final exam, and the clinical performance checklists.

Clinical Practicums are difficult to find. Therefore, should a clinical preceptor reject a student for any reason, the student is removed from the site immediately. There is NO guarantee that another clinical site can be found immediately. Based on the cause of the rejection, a student may be dis-enrolled from the MLT Program. On a case-by-case basis, the student may delay graduation for up to one year when another clinical affiliate is not immediately located and the cause of the rejection was not caused by the student's unprofessional behavior or technical deficiencies.

POLICIES FOR ASSIGNING CLINICAL SITE ROTATIONS

MLT faculty make the final decision for site assignments. It is not made based on distance to the site, work or childcare responsibilities.

Students must be prepared to travel up to 75 miles each way from the college to the clinical site. Money for fuel and a reliable car is required and paid by the student.

In the event there are not enough clinical sites, placements for the students ready to take Clinical Training, the following procedures will be followed:

- Students with the highest GPA in the MLT courses will be placed first.
- Waiting students will be placed as soon as a site is available.
- Waiting for a clinical site will delay graduation.
- Students are NOT allowed to contact sites or attempt to make arrangements outside of the MLT Program for clinical sites.
- **OTHER STUDENTS IN THE MLT PROGRAM WILL NOT BE INCONVENIENCED BY CHANGING CLINICAL ASSIGNMENTS TO ACCOMMODATE A STUDENT WITH ANY TYPE OF ISSUE.**

POLICY FOR INCOMPLETE WORK IN CLINICAL TRAINING OR NOT ATTAINING COMPETENCY

Incompletes (I's) are not given for clinical training, in general. Only under highly unusual circumstances would an incomplete grade (I) be given and the student allowed to finish the clinical training at a later date, such as the COVID19 pandemic.

Students who do not complete clinical training within the scheduled time frame will receive a failing grade and will not pass.

Students who do not attain minimum competency standards in clinical training will not pass clinical training and may be withdrawn from the clinical site before the end of the semester.

CLINICAL SITE REQUIREMENTS

- A. Every MLT student must comply and ensure that the required immunizations are completed and in the Castle Branch Medical Document Tracker by May 1st of the second semester (Spring semester in year ONE)
- B. Every student must submit to a drug screen and background check through Castle Branch.com. The registration, collection, and testing/resulting must be completed no later than May 1st of the second semester (Spring semester in year ONE). Specific directions and codes will be given to the student by the program director at the appropriate time.
- C. If a student tests positive on the DRUG SCREEN OR BACKGROUND CHECK, the student is generally NOT permitted to complete the MLT program because the clinical affiliates will not approve the student with certain criminal convictions or illicit drug history. The student will be allowed to continue in the didactic phase of the program but is NOT allowed to enter the second year's clinical site training. Therefore, he/she will not be able to graduate.
- D. When a student receives a positive drug screen or background result from Castle Branch, he/she is responsible for following the directions given from Castle Branch. NO SCC instructor is or should have any knowledge of a student's drug screen nor background check results. The student should not discuss their results with any faculty or advisor employed by SCC.
- E. The drug screen and background results are reviewed by only the Human Resource representative or their designee at each clinical site. Each student record is reviewed by each clinical site, by that site's specific criteria. Should one clinical site reject a student based on that student's background check or drug screen, that student is not allowed to train at any other site. In order for a student to be eligible to train at any clinical site, that student must be eligible to train at all MLT clinical sites.

If the student fails to “correct” any drug screen or background check issue by June 1st of the first year, the student will be dis-enrolled from the MLT Program and not allowed re-entry until the issue is completely resolved.

TIME EXPECTATIONS AT CLINICAL SITES

Clinical training at the sites is M-F, 8 hours a day.

Starting times will vary according to the site and to the department. The starting times are determined by the clinical site, and the MLT faculty has no control over start times.

Plan on starting times of 5:00 to 8:00 AM

SERVICE WORK

As a student you are not to take place of a regularly paid employee. You can work at the clinical site; however, it must be noncompulsory and must be outside regular student hours.

PLACEMENT AT THE CLINICAL SITE IS DETERMINED BY THE MLT FACULTY

Placement is **NOT** determined by such factors as:

- Student does not have transportation
- Student must get children on bus at certain time
- Student has relative working at the clinical site
- Student is employed at the clinical site, etc.

CURRENT CLINICAL SITES AS OF 05/2020

First Health Moore Regional Hospital
First Health Richmond Memorial Hospital
Scotland Memorial Hospital
Southeastern Medical Center
VAMC-Fayetteville
Harnett Health System
Central Carolina Hospital
Pinehurst Medical Center
Chatham Hospital
Cape Fear Valley Medical Center
Cheraw Medical Center

SANDHILLS COMMUNITY COLLEGE: HEALTH SCIENCES AND NURSING DEPARTMENTS

Drug Screen and Criminal Background Procedure

It is the procedure of Sandhills Community College Health Sciences and Nursing Departments to adhere to all policies of clinical agencies with which the College contractually affiliates for student clinical learning experiences. The majority of clinical agencies require a criminal background check and drug screening as recommended by their accrediting agency, TJC (The Joint Commission) and for other reasons as well; therefore, students admitted to programs with a clinical component are also required to complete an official criminal background check and drug screen to meet the requirements of the clinical agencies.

Criminal Background Check: Standards for criminal background screening are those commonly required of employees of hospitals. Criminal background checks must review a person's criminal history from the date of application. The check must include all cities, counties and states of known residence for a specified period.

Drug Screening: As related to drug screening results, refer to the SCC Compliance Statements, "Compliance with the Drug-Free Workplace Act and the Drug-Free Schools & Communities Act of 1988," in the Sandhills Community College Catalog.

College Responsibilities: The college will direct this process by identifying the company (CastleBranch) performing the check and screening. The Health Sciences and Nursing Departments will not approve the use of any other company. The criminal background check/drug screening company will provide the **results to the clinical agencies** in accordance with the contractual agreement.

The clinical agencies have the discretionary right to refuse any student having a criminal record and/or positive drug screen from receiving clinical training in their facility. This determination is made by each clinical agency **without input from the college**. The college will not be informed as to the nature of a student's ineligibility to participate in clinical training.

Individuals determined to be ineligible by any clinical agency will not be allowed to progress in any program within the Health Science and Nursing departments, since the student will be unable to successfully complete the required clinical objectives; consequently, the student will be unable to complete the required program of study. At this point, the student will be withdrawn from the program and will be directed to SCC Student Services for advisement regarding other programs of study.

Student Responsibilities: All students must sign a release of records in order for the clinical agency to review the documents. All students are responsible for the cost of the check and screenings at the time of the testing. Fees pertaining to the criminal background check and drug screening are subject to change.

Original Procedure Approval Date: 5/2/05)

ProcedureRev:05/19/2016perHealthSciencesandNursingDepartments



Package review

Order Instructions for Sandhills Community College - Medical Lab Technology

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code SQ02: Background Check - Drug Test

About

About CastleBranch

Sandhills Community College - Medical Lab Technology has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [castlebranch.com](https://mycb.castlebranch.com/) and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.



Package review

Order Instructions for
Sandhills Community College - Medical Lab
Technology (Invoice)

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code SN93im: Medical Document Manager

About

About CastleBranch

Sandhills Community College - Medical Lab Technology (Invoice) has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information

No payment will be required to process your order.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

Medical Lab Technology Immunization List & Other Forms

Measles (Rubeola)

One of the following is required:

- 2 vaccinations
- A positive antibody titer for Measles (Rubeola) (lab report required).
- If any titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.

Mumps

One of the following is required:

- 2 vaccinations
- A positive antibody titer for Mumps (lab report required).
- If any titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.

Rubella

One of the following is required:

- 2 vaccinations
- A positive antibody titer for Rubella (lab report required).
- If any titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.

Varicella (Chicken Pox)

One of the following is required:

- 2 vaccinations (given 4-8 weeks apart)
- A positive antibody titer (lab report required).
- If the titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.

Hepatitis B

One of the following is required:

- 3 vaccinations
- a positive antibody titer (lab report required)
- declination waiver (available to download from this requirement)
- If the titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.

TB Skin Test

One of the following is required:

- 2 step TB Skin test administered within past 6 months

2 TB skin tests administered within the past 6 months. Do NOT have to be administered 1-3 weeks apart.

- If positive test results, a chest x-ray is required.
 - If chest x-ray is positive, diagnosis must be confirmed with the County Health Department or private MD.
- The renewal date will be set for 1 year

Upon renewal, one of the following is required:

- 1-Step TB skin test
- TB questionnaire
- If previous chest x-ray was positive, a follow-up with County Health Department or private MD.
- **TB Questionnaire must be verified by healthcare provider.**

Tetanus, Diphtheria, & Pertussis (Tdap)

One of the following is required:

- a completed DPT primary series **AND** a Tdap booster within the past 10 years OR
- a completed Td booster if the DPT primary series AND Tdap is more than 10 years old.
- Renewal date will be set at 10 years from date of the Tdap or the most recent Td booster, at which time a Td booster is required.
- **PLEASE NOTE:** Any adult with an incomplete or unknown primary series of tetanus, diphtheria, or pertussis vaccines should complete a series of three doses of tetanus-diphtheria containing vaccine, one dose of which (ideally the first) should be Tdap. The recommended interval between doses 1 and 2 is at least 4 weeks, and between doses 2 and 3 is 6-12 months
- Tdap instruction form is available to download from this requirement.

Influenza or Declination

Select whether you are going to provide a flu shot during the current season OR a declination waiver. Flu declinations are clinical site-specific. New alerts will be created based on your response.

Flu Shot

- You have indicated you are going to submit a flu shot to this requirement. Submit documentation of a flu shot administered during the current flu season.
- Flu shot can not be administered earlier than 8/1.
- If the administered date is between 8/1 and 10/31 the renewal date will be set for 1 year from the administered date of the vaccine.
- If the administered date is after 10/31 the renewal date will be set for 10/31 of the following flu season.
- **Documentation does not need to indicate that the vaccination you received is from a batch for the current flu season.**

Declination Waiver (Flu)

- You have indicated you are going to submit a declination waiver.
- Flu declinations are clinical site-specific.
- YOU must see your school administrator for your proper declination form AND form MUST include a signed/written note from your Healthcare Provider stating the reason you can not receive the flu vaccine.

Code of Conduct

- Please download and confirm receipt of the Code of Conduct for this requirement.

Physical Examination Allied

- Do you have any specific medical conditions or special circumstances? If yes, you must submit your physical examination. If no, this requirement will be marked complete.

Health Science Student Medical Form

- Please download, print and complete the 3 page Health Science Student Medical Form and upload to the requirement.

HIPAA/Confidentiality Statement & FirstHealth Orientation

- Read and complete the online PowerPoint from FirstHealth, which is inclusive of patient confidentiality and HIPAA, as well as other valuable information. Upon completion, follow the online instructions to complete the survey; sign the and upload the document to CastleBranch that states you have completed the Orientation. Uploading this document constitutes giving it to your instructor and verifies that you understand and agree to respect patient confidentiality at all times.

Sandhills Community College MLT Teach Out Plan

- If the MLT program were to close, no more students would be accepted into the program.
- To reduce the potential for rumors, all current students and incoming advisees would be sent a letter documenting the closure plan and timeline.
- The college would maintain faculty till all the students have completed the program.
- If a course is not offered that a student needed the college would look to provide the course from another college partner.
- Currently enrolled students will be able to complete the MLT program.

MLT PROGRAM: ACADEMIC POLICIES AND PROCEDURES

STUDENT BEHAVIOR

REGULATIONS FOR STUDENT BEHAVIOR on campus for lectures and labs:

Refer to the Sandhills Community College website for the most up to date college student handbook at:

http://www.sandhills.edu/wp-content/uploads/2017/12/Student_Handbook_2017-18.pdf

LABORATORY PROFESSIONAL ATTITUDE ASSESSMENTS

Knowledge and manual skills are very important in the laboratory; however, the attitude the graduate has toward his/her profession, and fellow workers is just as important. Often attitudes cannot be “taught”, the MLT Program will make the student aware of expected behaviors and these behaviors will be periodically be evaluated and become part of the student grade. At times, evaluations of our attitudes by others are unpleasant or even painful. It is the goal of the faculty to help the student evaluate his own belief system as it relates to his/her profession, and make adjustments as necessary in order to become a valuable professional Laboratorians. It is not the goal to use these types of evaluations to “play favorites” or “punish” students. Graduates of this program are a reflection of the Program, the college, and the faculty. We take our responsibility to the profession and to the student seriously. In the end, it is much better to learn what the behavioral expectations are at the college, rather than discover them “accidentally” on the job, and perhaps lose employment.

Below are listed attitudes and behaviors which support those attitudes. You will find that many of the behaviors and attitudes are overlapping and not easily categorized into one single area.

ATTITUDE – UNDERSTANDS HIS/HER LIMITATIONS, NOT OVERLY CONFIDENT BEYOND ABILITIES, ACCEPTING OF CRITICISM AND HONEST EVALUATION

SUPPORTING BEHAVIORS

- Respond to corrections and suggestions for improvement without being quarrelsome and defensive,
- Does not insist he/she performed the procedure correctly when corrected by instructor (especially when wrong results are obtained),
- Does not perform procedures make decisions that s/he is not prepared to make.

ATTITUDE – CONCERN FOR SAFETY AND WELFARE OF SELF AND OTHERS

SUPPORTING BEHAVIORS:

- Observes and follows the safety policies and regulations of the MLT Program, even if others are not following those behaviors,
- Maintains an organized, neat, and clean work area,
- Immediately takes care of safety hazards such as spilled water on floor, broken glass, specimen spills EVEN if the student was NOT the one responsible for accident,
- Makes bleach, empties trash, and other laboratory manager duties when it becomes the student's turn without reminding or prompting.

ATTITUDE – VALUES COST CONTAINMENT

SUPPORTING BEHAVIORS:

- Carefully follows written and/or verbal instructions and precautions so procedures do not require repeating or whole test kits are not ruined,
- Reads procedures before coming to laboratory and outlines main steps for personal use.

ATTITUDE – IS HONEST AND DISPLAYS INTEGRITY IN HIS/HER WORK, VALUE FOR HONESTY AND SOUND JUDGMENT, COMMITMENT TO UPHOLDING PROFESSIONAL ETHICS

SUPPORTING BEHAVIORS:

- Recognizes own mistakes and accepts responsibility for those mistakes
- Does not make excuses for mistakes and does not blame others for mistakes
- Never cheats on tests or other forms of evaluations
- Does not take short cuts on procedures to finish early, even if the lab is not graded or even if the instructors would not know if a short cut was taken
- Turns in his/her own work (lab results, etc.) even if his/her results do not “match” results of other students
- Does not change results on labs to what he/she thinks the results should be
- Work is neat, complete when submitted, but not re-copied
- Stays in lab to repeat tests determined to be possibly incorrect, even after others have left

ATTITUDE – PROFESSIONAL PRIORITIZATION, DETERMINATION THAT PROFESSIONALISM AND PATIENTS TEST RESULTS TAKE PRECEDENCE, RECOGNIZES THAT QUALITY OF HIS/HER WORK WILL DIRECTLY AFFECT THE PATIENT’S HEALTHCARE, VALUES THE EXPECTATIONS OF THE COLLEGE AND MLT PROGRAM, AS WELL AS EXPECTATIONS OF FUTURE EMPLOYERS

SUPPORTING BEHAVIORS:

- By putting personal and outside interests aside and concentrating on the tasks at hand and by coming to class with the necessary supplies and prepared to work, the student demonstrates the following attitudes and values
- Acceptance of responsibility for the completion of assigned work in an accurate and timely fashion
- By completing assigned tasks or solve problems, even when other students have left

ATTITUDE – RESPECTFUL OF OTHERS, INSTRUCTORS, CLASSMATES, OTHER LABORATORY PERSONNEL, PATIENTS AND THEIR FAMILIES

SUPPORTING BEHAVIORS:

- Accepts responsibility for his/her own behavior in such areas as punctuality, politeness, and dependability in group activities,
- Shows (both verbally and nonverbally) acceptance of differences in race and culture and academic ability,
- Does not become exasperated with students who have a different learning curve (may not pick up ideas and procedures as quickly),
- Displays patience and a willingness to help others.

ATTITUDE – DISPLAYS INITIATIVE AND DEPENDABILITY

SUPPORTING BEHAVIORS:

- Recognizes and voluntarily carries out unassigned but necessary tasks,
- Maintains a neat, clean and orderly work area without being reminded,
- Can be depended on to take responsibility when the student is Lab Manager for the week,
- Asks questions that show student has read the text and other materials,

- Punctual and attentive in class, participating in classroom discussions and supplemental activities, never late to class,
- If absence is absolutely necessary, student informs instructor ahead of time, seeks out instructor to make up missed work (does not expect instructor to contact her/him), consistently comes to class prepared (notes pre-printed, pertinent chapters are read, lab procedures read and outlined, etc.).

ATTITUDE – FLEXIBILITY AND ABILITY TO WORK UNDER STRESS

SUPPORTING BEHAVIORS:

- Accepts and adjusts to logistical limitations and reasonable changes in test dates, lab and lecture schedules,
- Calmly approaches unexpected problems and stressful situations without hysterics,
- Does not display the nonverbal (loud sighs, eye rolling, mumbling under breath, slapping pencil on the desk, etc.).

ATTITUDE – VALUES ORGANIZATION/EFFICIENCY

SUPPORTING BEHAVIORS:

- Performs lab work in a neat orderly manner,
- Approaches new procedures and problem solving situations with minimal confusion and need for extra help (prepared for lab and class),
- Practices the conservation of laboratory supplies,
- Complete assigned work in a timely fashion using appropriate protocol,
- Maintains neat, well stocked, organized work station.

ATTITUDE – VALUES TEAM WORK, COOPERATION WITH OTHERS, UNDERSTANDS HEALTH CARE IS MANY PROFESSIONALS WORKING TOGETHER

SUPPORTING BEHAVIORS:

- Voluntarily shares equipment and reagents,
- Offers to help others at appropriate times,
- Is congenial and tactful,
- Participates in group work cheerfully and fully (even if that is not the preferred method of learning).

REGULATIONS FOR STUDENT BEHAVIOR at clinical sites:

- Students who withdraw or are dropped from a clinical site will not be placed at another site and will not graduate from the SCC MLT Program.

- The clinical site has the right to terminate the student from the clinical site according to the affiliation agreement with Sandhills Community College.

While enrolled in clinical rotations, a student must be aware that the hospital work environment has **ZERO TOLERANCE BEHAVIORS**. The following behaviors will not be tolerated during your clinical rotations. If you commit one of the following activities **ONCE** at any time during your clinical rotation, you will be immediately dis-enrolled from the SCC MLT Program:

- Wearing jeans to clinical site: Jeans of any color are not acceptable professional attire.
- Profanity to any degree: Do not cuss or swear at any time or in any place while in your clinical rotation. This includes the lab, hallways, restrooms, elevators, parking lots, or break room.
- Leaving the work space without notifying your preceptor or designee: Whenever you leave the work area, notify your immediate preceptor where you are going and when you plan to return.
- Intoxication: Any chemical abuse including, but not limited to: prescription drug abuse, illegal drug abuse, or evidence or suspicion of alcohol consumption resulting in intoxication during clinical rotation are not allowed.
- Excessive tardiness/absences: Two tardies will result in an unexcused absence. When you are sick or unexpectedly late for arrival, you must notify your authorities **BEFORE** your scheduled training should begin:
 - your clinical preceptor of the shift
 - your SCC faculty professors
- Sleeping during the shift: Do not sleep or nod off at any time during the clinical training shift. Should you feel sleepy or drowsy, notify your preceptor that you need a physical activity to perform to increase alertness.
- Cell phone and texting: No use of the cell phone nor texting are permitted during the assigned clinical rotation shift. The student is required to leave their cell phones in their assigned locker or “storage space”.
- Gossip: Engaging in gossip is toxic to the student’s professional reputation and class standing in the MLT program. Should a preceptor report to the MLT Clinical coordinator that you have engaged in gossip, resulting in a negative or hostile work environment, you are subject to disenrollment from the MLT program.
- Belligerent or insubordinate behavior: While belligerence or insubordination are a matter of subjective judgment, if your clinical preceptor interprets your behavior as such and reports it to the MLT Program or Clinical Coordinator, you will be removed from the clinical assignment and dis-enrolled immediately from the MLT Program. Belligerence is defined as any action that could be viewed as hostile,

argumentative, or confrontational. Insubordination is defined as action that could be viewed by an authority figure (such as your preceptor or other staff in the work area) as refusal to complete a task or follow an order or directions.

- The student has no recourse if the clinical site terminates the student.
- A student who is not demonstrating progress during clinical training can be released or terminated from that clinical site.

THE IMPAIRED STUDENT

Any student that is deemed a danger to others or to self can be requested to leave the clinical site of the laboratory. The impairment covers psychosocial, prescription medications, nonprescription medications, and alcohol.

Consequences of student impairment can vary on a case by case situation. Depending on the root cause of the impairment, a one day absence may be assigned. If the impairment is viewed as severe and detrimental by the clinical preceptor, it could result in immediate rejection from the clinical site and subsequent dis-enrollment from the MLT Program.

CONFIDENTIALITY POLICIES AND STATEMENTS

As a student you will have access to patient medical information. This information is private and is not to be discussed outside the college or the clinical site. All patient information is protected by the health information portability and accountability act of 1996 (HIPAA). For specific regulatory information on HIPAA, refer to the following website: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/>

- Any data or information pertaining to the diagnosis, treatment, or health of any member or to an application obtained from such person or from any physician or provider by health plan shall be held in confidence and shall not be disclosed to any person except (1) to the extent that it may be necessary to carry out purposes required by or to administer this agreement.
- You may not discuss any person's medical information with anyone in such a manner that the patient can be identified by name or other description.
- The only time the student can discuss the patient medical information with identifying information is where it is necessary for the diagnosis or treatment of the patient.
- Confidential information includes but is not limited to: patient information, medical records, hospital information, physician information, and employee records that may be encountered in the course of the clinical practicum.

- Maintaining confidentiality means to share information only with healthcare professionals who have the “need to know”.
- State and federal laws prohibit the unauthorized use and/or dissemination of patient medical information by health care personnel.
- Health care workers are entrusted to protect medical information about patients and obligated not to seek out information their job does not require.
- Civil and criminal penalties may be imposed to protect the patient’s right to privacy.
- Confidentiality pertains to the patients at the clinical sites and any patient information found in the MLT program. This includes any testing that is performed, specimens regardless of source, such as the hospital or from classmates, friends, etc.

Depending on the circumstances of the break in confidentiality, recourse varies.

- a. Student is reprimanded.
- b. Student loses points or grade is lowered for the course in which occurrence takes place.
- c. Student is dismissed from the clinical site if breach occurs in directed practice.
- d. Below is a list, while not all inclusive of actions that may be considered breaches of patient confidentiality:
 - a. Reading a patient’s chart for the sake of curiosity or other personal reasons.
 - b. Conversations with other personnel, who do not have a need-to-know about patients.
 - c. Conversations with family and friends about patients.
 - d. Attempting to seek electronic or hard copy information (e.g. for a friend or family member) not required by your position.
 - e. Virtually any disclosure of patient information to a third party without proper authorization or statutory right or obligation to do so.

CONFIDENTIALITY PLEDGE:

I hereby reaffirm my pledge that I will not disclose, to anyone, any medical information about patients that I may acquire as a result of my clinical education, without patient permission to do so or as otherwise allowed by law. In addition, I will not seek out information about patients that I do not require to perform my assigned duties. I understand that any attempt to seek out information, hard copy, electronic or verbal, not

required by my position or any unauthorized disclosure or information, shall be cause for immediate discipline, including discharge. I understand that all questions of release of information are to be referred to a medical laboratory employee. Any time I am not sure of the proper action, I will withhold information until the release or question is resolved.

MLT PROGRAM CLASSROOM CONFIDENTIALITY POLICY

As a member of the MLT classes you may have access to personal and private information about other students in the classroom. The MLT program has the following confidentiality policy.

STUDENT AND INSTRUCTOR DONATED SPECIMENS

You may share results from identifiable student/instructor donated specimens with only those that have a “need to know”. Those that have a “need to know” are the instructors that are evaluating your laboratory performance, the person whose specimen you are testing, those members of your immediate lab group that are testing the same specimen.

If you accidentally find an unexpected result, you may share that information with an instructor. There may be a technical reason for the abnormal/unexpected result.

An example is the instructor “spikes” the specimen for a laboratory procedure, such as adding a drug to a urine specimen.

If you have concerns about your personal lab results becoming “public” knowledge, do not donate specimens for laboratory testing.

GENERAL LAB SAFETY

CHILDREN IN THE CLASSROOM AND LABORATORY

Children are not permitted in the laboratory or in the classroom.

The student with the child will be asked to leave class.

ON-CAMPUS LABORATORY DRESS CODE

Since we will almost always be working with body fluid from human sources, we will use standard precautions, treating all body fluids as infectious.

Students must wear gloves and fluid resistant lab coat at all times when biohazardous materials are part of the laboratory activity. Goggles or safety glasses will be worn to protect the eyes when the activity requires eye protection.

It is strongly recommended that students have a change of clothes at the college, should an accident occur and you cannot wear the clothes home as an infection control procedure.

HEALTH CARE COSTS IN EMERGENCIES

It is realized that the department of medical laboratory technology prefers that all students be covered by a health insurance policy before entry into the program. If students do not have their own policy or are not covered by the parent's policy, it is the student's responsibility to obtain insurance if not covered. In the event of an accident or accidental blood exposure, the student responsible for any costs incurred.

EMERGENCY CARE WHILE AT THE COLLEGE OR CLINICAL SITE

Sandhills Community College is a commuter college and does not have on-site health care. Security personnel are trained in CPR/First Aid and are to be summoned if an emergency arises. The Moore County emergency squad is called if the student is in need.

The MLT faculty may summon the Moore County Emergency Squad to assist the student.

The **student is responsible for any costs incurred**, even if the student disagrees with the decision of the faculty to call the squad.

All students are referred to their primary care physician for health services.

When the student is at the Clinical affiliate for Clinical training, he/she will receive emergency care at the facility. NOTE: The **student will be responsible for the cost** of the care.

REPORTING ACCIDENTS

Students are required to report all accidents which occur at the college or clinical affiliates.

Accident reports are initiated by the instructor of the laboratory or class in which the accident occurred.

If the accident occurs at the clinical site, the student should contact the MLT Clinical Coordinator as soon as possible to begin the reporting process.

Student must also follow the Clinical Site policy for reporting the accident at the clinical site.

Treatment will be given based on college or clinical affiliate guidelines.

Students and/or their family are responsible for any and all costs incurred.

An incident report form will be placed in the student file concerning any and all accidents during their time in the MLT program.

All students in the MLT Program are required to be covered by liability insurance. Students purchase, via an additional fee, liability insurance through the college automatically when enrolling in MLT-252.

Students not covered by liability insurance cannot attend laboratory sessions at the college or Directed Practice.

PERSONAL HYGIENE AND DRESS CODE GUIDELINES AND POLICIES

BASIC DRESS CODE FOR CLASS

Scrubs (slate gray in color) are highly recommended, but not required. If scrubs are not chosen, a student must follow dress options as listed:

Sufficient clothing should be worn to cover:

Midriff

Back

No sleeveless tops with large arm holes revealing torso

No cleavage should show

No mesh tops

No backsides should show when standing or sitting

No private parts or underclothes should show under skirts when sitting or bending

Wear proper undergarments.

Shoes for lab must be water-resistant, comfortable, low or no heels, and must be closed toe and closed heel

PERSONAL ODORS

There should be none

Do not wear perfume, strong scented creams, etc. Some people are allergic

Use deodorant and take regular baths and showers

Wear clean clothes, not yesterday's laundry

Brush your teeth, use dental floss and clean your tongue daily

If you have body odor and someone notifies your professor or preceptor, you will be counseled by a faculty member.

HAIR

Hair cannot be unnatural colors when training at the clinical site

Hair should be washed frequently so there is no dandruff or greasy strands

Hair must be pulled back and off the collar for lab session, this is a safety issue

FINGERNAILS/TATTOS/BODY PIERCINGS

Nails extending beyond the finger tips and acrylic or false nail applications are not permitted.

This encourages the growth of bacteria and can potentially cause disease.

When performing hand washing, make sure to scrub beneath fingernails to remove dirt and debris that can increase the potential for bacteria.

All tattoos must be covered at all times WHEN AT THE CLINICAL SITE. Coverage with clothing or make-up are acceptable methods of coverage. Patients and other personnel should not be able to see your tattoos, at any time.

All "visible" body piercings must be removed during the work shift with the exception of a single "post" ear piercing.

EYE MAKEUP

It is discouraged due to the risk of contaminating microscopic equipment.

EXCESSIVE JEWELRY IS A SAFETY HAZARD

Earrings extending beyond the ear lobes are not allowed due to risk of becoming caught on equipment.

Long necklaces and dangling jewelry is not permitting for safety purposes during lab sessions.

Large rings should not be worn due to the fact that gloves could become damaged or torn.

TOBACCO PRODUCT USE

Smoking is not permitted in the lab or classroom.

The use of electronic cigarettes or other simulated smoking devices is not permitted in the lab or classroom.

Sandhills Community College has designated areas for smoking; students are not permitted to smoke outside of these areas.

Smoking, including the use of simulated smoking devices such as electronic cigarettes, is not permitted at the clinical sites, this includes the parking lots.

Tobacco use of any kind is not permitted in the lab or classroom. This includes smokeless tobacco.

If found smoking or using tobacco/nicotine related products in the lab, classroom, or clinical sites will result in immediate dismissal from the MLT Program. Reentry will not be allowed.

FACULTY WILL DISCUSS HYGIENE, DRESS AND OTHER ISSUES WITH THE STUDENT

In extreme cases where the student refuses to comply with the MLT standards, and other students/faculty are offended or safety is a factor, the student will be written up or requested to leave the program.

PHLEBOTOMY POLICY

PHLEBOTOMY IS A REQUIRED PART OF THE MLT PROGRAM.

Each student must perform venipuncture and skin puncture techniques beginning in the first semester, in MLT-110, Introduction to Medical Laboratory. The in-class collection continues in semesters two and three on campus. Each student is expected to collect a minimum of 15 successful venipunctures before he/she is permitted to attend clinical rotations. A student must be proficient and confident of their phlebotomy skills before enters the clinical rotation Blood collection skills in semesters four and five, at the clinical site,

IF A STUDENT REFUSES TO PERFORM THE REQUIRED PHLEBOTOMY DURING THE COURSE, THE STUDENT WILL RECEIVE A GRADE OF D OR F FOR THE COURSE AND WILL NOT BE PERMITTED TO CONTINUE IN THE MLT PROGRAM.

THERE WILL BE OPPORTUNITY TO PERFORM PHLEBOTOMY DURING OTHER CLASSES, AS WELL AS IN CLINICAL TRAINING.

FELLOW CLASSMATES ARE EXPECTED TO VOLUNTEER TO BE THE “PATIENT” FOR THE VENIPUNCTURE AND THE SKIN PUNCTURE TECHNIQUES.

Students are not required to volunteer to be the “patient” and have the right to refuse to have blood drawn by venipuncture or by skin puncture.

Students can inform the faculty privately and before class if they do not want to participate as a “patient”.

Students refusing to participate as a “patient” should be aware they may not find a willing classmate for them to perform phlebotomy. It is the student’s responsibility to recruit practice patients.

Student agreement

I understand and agree that I am responsible for assuming the role of health care provider and patient in the MLT laboratory sessions. In order to fulfill this responsibility, I must obtain, as well as provide, clinical specimens.

The MLT Program **prefers NOT** to invite “patient” volunteers from outside the MLT program.

GRIEVANCE POLICIES WHILE AT THE COLLEGE

Students must follow the procedures adopted by the college if they wish to make a grievance against a member of the MLT Program.

Students can access the most current policies and procedures at

<http://www.sandhills.edu/wp-content/uploads/2017/04/2017-Catalog-FINAL-7.31.17-for-website.pdf>

GRIEVANCE WITH THE MLT PROGRAM

Students who have a grievance with the program are expected to follow a “chain of command” at the college.

Step 1: The student is required to write a letter of complaint to the MLT Program Director, Christy Forrest. A private meeting will be scheduled to discuss the grievance.

Step 2: IF the student is not satisfied with the outcome, a meeting is scheduled with the Health Sciences Department Chair, Sue Senior.

Step 3: The Dean of Instruction, Dr. Julie Voigt, is contacted at the time when all discussions are at impasse and considered unsatisfactory in the opinion of the student.

Step 4: The student is then directed to contact the Vice President of Academic Affairs, Dr. Rebecca Roush.

Step 5: Officially file a Grievance:

“**Grievance** is defined as any matter of student concern or dissatisfaction within the control of the College, except for the following: • grades, which shall be subject to the decision of the professor unless related to some type of suspected discrimination. Refer to the college’s non-discrimination statement on page 2; • attendance policies and matters of a purely academic nature, which shall be adjudicated through the Dean of Instruction; some matters involving allegations of sexual harassment, which are addressed elsewhere in this Catalog and published online at www.sandhills.edu; • residency classification, which shall be subject to the residency appeal process outlined by the North Carolina Community College System and the State of North Carolina; and • Financial Aid awards and eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Vice President of Student Services. **Student Grievance Procedure** The purpose of the Student Grievance Procedure is to assure students of Sandhills Community College that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. This process is designed to be used by students, not their surrogates. In keeping with the college practice of addressing all grievances informally prior to resorting to formal procedures, it is assumed that prior to embarking on the formal Student Grievance Procedure, students will initially address problems and matters of concern informally with the faculty and/or staff members involved. However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Grievance Procedure has been adopted and applies to all appeals of disciplinary actions, appeals regarding student records and privacy rights. Appeals based on charges of discrimination will be handled by the Title IX coordinator in Human Resources. Students should follow these procedures first in all applicable situations. Any student electing initially to pursue a grievance outside of these procedures has thereby waived the ability to

pursue his or her grievance hereunder. A complete copy of the Student Grievance Procedure may be obtained from the Dean of Student Services or Dean of Instruction. Student grievances resulting from academic practices or learning environment activities other than disruptive student behavior should be referred to the attention of the Dean of Instruction (curriculum students), Vice President for Continuing Education and Workforce Development (continuing education students), or Dean of the Hoke Center (Hoke Center students) after the student has met with the faculty member or department chair and attempted an informal resolution of the problem. Student grievances that affect an individual's welfare and are not directly related to academic or classroom activities of the College should be brought to the attention of the Dean of Student Services (curriculum students), Vice President for Continuing Education and Workforce Development (continuing education students), or Dean of the Hoke Center (Hoke Center students) after the student has made every effort to resolve the problem in an informal basis through conversation with the individuals involved.

Student Grievance Procedure

Steps 1. Informal Resolution: The student obtains the Student Grievance Form from the office of the Dean of Student Services or the Dean of Instruction. In non-academic disciplinary issues initiated by student, the informal grievance procedure begins with Section C of the Student Grievance Form. In academic disciplinary issues, the student must meet with the instructor and department chair in turn to seek an informal resolution. If a satisfactory informal resolution is achieved at any point, the grievance process stops. If an informal resolution is not achieved, the student grievance procedure continues to appropriate Vice President/Dean, who renders a decision within five (5) business days. The student may elect to continue the appeal in accordance with the following: a. Curriculum students will proceed to Step 2 of the Student Grievance Procedure and appeal to the Student Grievance Committee. b. Continuing education students may appeal within three (3) business days to the Vice President of Continuing Education and Workforce Development. A decision will be rendered in ten (10) business days. The decision of the Vice President of Continuing Education and Workforce Development is final. Exceptions to the procedure include continuing education certificate programs: BLET and NA. These students should proceed in accordance with Step 2. 2. Student Grievance Committee Hearing: The student submits the Student Grievance Form to the Student Grievance Committee Chair within three (3) business days of the Vice President's/Dean's decision. The Student Grievance Committee renders a decision within ten (10) business days. Following a discussion by the Student Grievance Committee, the student may elect to continue the appeal to Step 3. (The Student Grievance Committee may choose to discontinue a hearing if the student fails to attend two or more scheduled meetings.) 3. President's Review: The student submits a written request for review to the college President within three (3) business days after the Student Grievance Committee's decision. The President renders a decision within ten (10) business days. The President's decision will be final.

Step 6: When the student is followed steps 1-5 and remains dis-satisfied, he/she should write to the MLT Program's accrediting agency with their complaint. The student should also send a copy of the letter to the Program Coordinator.

NAACLS-National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd
Suite 720
Rosemont, Illinois 66018-5119
847-939-3597
773-714-8886 (fax)
www.naacls.org

HOW TO BE A SUCCESSFUL STUDENT

Here are a few suggestions I picked up on the internet as well as my own comments. Most of these seem so simple, but my experience is those students that fail academically did not follow these simple suggestions.

DEDICATION OF TIME

Find out exactly what part of your time is devoted to basic tasks.

Prepare a chart in half-hour units.

Record how you spend your time over a period of a week or two.

Categories would include sleeping, eating, attending class, time spent in laboratories, workshops, and the library, studying.

Rule of thumb:

For every class hour expect to spend another 2 to 3 hours in study activities.

For the MLT classes you are taking this fall semester: You should plan on 11-20 hours per week for the lecture and 6 hours per week in lab preparation.

Crunch the numbers, and plan enough time to study 2-3 hours daily.

If you have distractions at home, study at school.

No matter what anyone says: you CANNOT study as well watching the TV as you can in a quiet room.

PREPARE FOR CLASS

Never go to class unprepared. Too many students attend class with absolutely no preparation at all. It means that you could spend more of your time assimilating what the instructor was saying and less time taking notes on information that is already adequately covered in the textbook. Attend Every Class Meeting. Do not miss classes. Professionals do not pick and choose the days they will go to work. Do not justify non-attendance with the usual cop-outs such as “the instructor doesn’t say anything in class”, or “it’s all in the book”, or “the lectures are so boring”.

ASK QUESTIONS

If you do not understand something in class, ask the question. Trust me: there are others that have the same question, but are afraid to ask.

TAKING NOTES

Do not try to write down every word the instructor says. It is impossible to simultaneously listen to a lecture and transcribe it. Notes are not transcriptions; they are a few words, phrases, or simple drawings representing the major points and designed to jog your memory at some future date and enable you to recall the entire content.

READ THE BOOK

The instructor selected the text book(s) to accompany the class. There is NO WAY all the material can be presented during the time the class is together at the college. To get the full benefit from the class, students MUST read the text. Students should have college-level reading skills.

Reread the textbook and reread your notes. Repetition is an excellent way to learn, and besides, most of us often require multiple readings for full comprehension.

ACKNOWLEDGEMENT OF POLICIES

Please initial to acknowledge that you have read and agree with the policies of the MLT Program.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

Student's
initials

_____ I understand and agree to comply with the COVID19 and all other communicable disease directives and procedures

_____ I understand that I must maintain a minimum of a "C" average in all courses to continue in the MLT Program.

_____ As a student in the MLT Program my academic/cognitive performance will be evaluated as well as my affective (attitude) and my psychomotor (skills)

_____ I must have satisfactory performance in all three areas: academics, psychomotor, and affective. In the event that I am deficit in one area while passing the other two areas, I can be dropped from the program.

_____ Dishonesty in learning can result in being dropped from the program.

_____ I understand that the clinical site can request I be removed from the site. In this event, I may be dropped from the MLT Program.

_____ I understand that due to my educational potential exposure to blood or other infectious materials, I may be at risk of acquiring any blood borne pathogen.

_____ I am aware that I risk potential exposure to body fluids potentially capable of transmitting diseases. I will receive training how to protect myself from exposure and I am encouraged to receive the hepatitis vaccine series.

_____ I understand that I am required to take and PASS the PASSPORT EXAM to be permitted to enroll in clinical rotations

_____ I understand that I am required to take and PASS the EXIT EXAM to qualify to graduate.

_____ I understand if an instructor at the college or at the clinical site suspects that I am impaired, creating an unsafe environment to myself or others, I will be sent home and the Impaired Student Policy will be followed.

_____ I may be assigned to a site which is >75 miles from the college, and I will require reliable transportation. I understand that if sites are limited, the placement plan will be followed.

_____ I understand that I am responsible for all costs incurred for my own health care. I have read and understand the MLT department policy concerning accidents and health insurance.

_____ I understand my clinical site preceptor/designee and my future employer will request a copy of my immunizations and other training documents. It is my responsibility to keep a copy for this purpose. I will not request the MLT Program to make copies and/or fax and mail them for me.

_____ I waive my FERPA rights and permit my file to be examined for the purpose of Program Accreditation.

_____ As a part of the required training for the Medical Laboratory Technology program, I understand that venipuncture and finger puncture techniques will be performed on students by students or the MLT faculty. This training is done only under the direct supervision of the faculty for the Medical Laboratory Technology Program.

In participating in this training experience, I release Sandhills Community College and the Medical Laboratory Technology faculty from any liability, injury or illness of any kind that could arise from this learning experience.

_____ I understand that I will enhance my employment opportunities by being flexible in my choices of place of employment and by being willing to seek employment outside of the immediate area.

_____ I understand that if I donate specimens for student laboratory testing, that the results from the testing of my specimen may be known to others in the classroom.

_____ I understand that if I donate specimens for student laboratory testing, that the results from the testing may be incorrect and may not be reliable for diagnostic purposes.

_____ I understand that I may not share the results from the student laboratory testing of student/instructor specimens with those persons who do not have a "need to know".

_____ I will not look at the personal papers, reports, grades, etc. belonging to other students, even though they are in a no secure mailbox.

_____ I will not look at the personal papers belonging to the instructors. These may include student work, student grades, quizzes, answers to quizzes, etc.

_____ I understand that there are disciplinary consequences to not complying with the above Confidentiality Policies and my grade can be affected.

_____ I understand that all patient information and test results must be maintained under strict confidentiality and that sharing patient information in an inappropriate manner can result in my dismissal from the MLT Program

_____ I understand that I am expected to read the textbooks and other class materials for comprehension. I should not rely on lecture and PowerPoint presentations alone.

_____ The Medical Laboratory Technology Program Director and/or the Clinical Coordinator have reviewed the information and policies in the *Medical Laboratory Technology Program Handbook* with me. As a Medical Laboratory Technology student, I accept the responsibility to abide by all policies as outlined in this handbook.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____