

Medical Laboratory Technology Program Guide

Academic year 2016-2017

The Medical Laboratory Technology Department Chair and Dean of Health and Human Services reserve the right of final decision in disputes over interpretation. Rules are subject to change.

HEALTH AND HUMAN SERVICES DIVISION CODE OF ETHICS

While a student in the Health and Human Services Division, the following Code of Ethics will be demonstrated to all patients and healthcare professionals during classroom, lab and clinical rotations. This Code will apply to personal as well as professional attitudes and conduct.

AS A PROFESSIONAL THE STUDENT WILL:

1. Assume a professional manner in attire and conduct.
2. Establish a positive rapport with healthcare professionals.
3. Hold in confidence information relating to patients.
4. Strive for increased efficiency and quality through organization.
5. Accept responsibility for his or her own work and results.
6. Strive to learn the theories of test procedures.
7. Establish rapport and trust with the patient through kindness and empathy.
8. Follow all clinical procedures and guidelines.

IN PERSONAL CONDUCT THE STUDENT WILL:

1. Achieve the highest degree of honesty and integrity.
2. Maintain adaptability in action and attitude.
3. Establish a sense of fraternity among fellow students.
4. Strive to have a pleasant manner in the work area and with patients.
5. Strive to be an educated individual outside the existing technical field.

Any student who violates the Code of Ethics will be referred to the Vice President of Student Affairs for disciplinary action as appropriate.

PROGRAM PURPOSE

The Medical Laboratory Technology (MLT) Program prepares graduates to enter the career field in entry-level positions. The goals of the MLT Program are to provide each of its graduates with a sound background in all of the medical laboratory sciences. Upon satisfactory completion of the program, the graduate earns an Associate Degree in Applied Science – Medical Laboratory Technology and is eligible to take a National Certification Examination.

PROGRAM GOALS

The goals of the MLT program are:

- To provide an operational framework for the technical portions of the educational process which will prepare proficient Medical Laboratory Technicians.
- To provide coordination between the instruction given in the classroom (work habits, skills, attitudes, and personal appearance) and the actual practice in a medical laboratory setting.
- To develop and maintain alliances with the laboratories in affiliated healthcare facilities to enhance educational effectiveness for MLT students.
- To provide a program whose graduates will be eligible to take certification examinations required by the majority of prospective employers in the Medical Laboratory Technology profession.
- To continue to keep the curriculum current and to keep abreast of the changing needs of the medical laboratory profession.
- To maintain accreditation of the MLT program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS; PO Box 75634, Chicago, IL 60675-5534)
- To assist students in career placement by providing academic and occupational advisement.

PROGRAM ACCREDITATION

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

5600 N. River Road
Suite 720
Rosemont, Illinois 60018-5119
Phone (773) 714-8880
Website: www.naacls.org.

A copy of the Standards of Accredited Educational Program for the Clinical Laboratory Technicians/Medical Laboratory Technicians is available to students for review at www.naacls.org. The SCC MLT accreditation self-study is available to the general public at the College's Central Campus Library.

CELL PHONES/IPADS/ELECTRONIC DEVICES

Pagers, cell phones and any other unauthorized electronic device may not be worn or present in any of the clinical areas.

CRIMINAL BACKGROUND INVESTIGATION (CBI)/DRUG TESTING (DT) POLICY

A criminal background investigation (CBI) and drug test (DT) are required for each Health and Human Services student who has been accepted into a curriculum HHS program of study.

Students who have been found guilty, by a court of law, or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 7-10 years, of the following crimes are deemed unqualified to attend clinical training.

Crimes including, but not limited to the following:

1. Child or adult abuse
2. Sexual assault
3. Assault with a deadly weapon
4. Neglect
5. Mistreatment of residents, patients/clients
6. Misappropriation of resident/patient/client property

The clinical affiliate may exercise discretion regarding other convictions.

A criminal background investigation (CBI) must be completed for each state the student has been a resident in the last 12 months. Both the criminal background investigation (CBI) and drug test (DT) will be conducted at the student's expense only after he/she has been accepted into a curriculum program of study. The results of the criminal background investigation (CBI) and drug test (DT) must be obtained before the student will be allowed into a clinical site. If the results of the criminal background investigation document a violation as indicated above, the results will be sent to the clinical facility to be reviewed and a determination of whether the student will or will not be allowed in clinical by that facility. The healthcare facility will send in writing a statement whether the student has approval to attend clinical rotations within their facility. A student with a positive drug test will be dismissed from the program for one (1) academic year. This will count as one program attempt. He or she may recycle if eligible into a program only once. Upon readmission to the Program, drug testing at the student's expense will be required each semester until he or she completes or officially withdraws from the Program.

Any student unable to attend a clinical affiliate will be required to withdraw from his or her program of study.

If a student has a documented offense after completing the CBI check, he/she must notify the program director **in writing within 24 hours of the offense occurring.**

If the program director is not appropriately notified in writing within the time limit, disciplinary action will be taken against the student if this information has been documented in public records.

LIABILITY INSURANCE

All students will be required to purchase the College approved liability insurance plan. The approximate cost is \$8.00. This will be paid by the student at the beginning of each academic year.

HOSPITALIZATION INSURANCE

Students are responsible for securing their own hospitalization insurance. Students are responsible for any medical costs incurred by them during their clinical training.

HAZARDOUS WEATHER

All students must adhere to college closings or delayed start times which are announced on local radio/TV stations and posted on the college's website.

All Health and Human Services Division clinical rotations, class, lab, and/or off-site learning experiences will be cancelled when the College has been officially closed due to hazardous weather. All time missed must be made-up as any other absence/tardy.

The Program Director will leave a college voicemail message announcing the College's closure and/or delayed start time. Any special information related to instructional assignments will be included in this voicemail message. In the event of hazardous weather it is the student's responsibility to call the Program Director's voicemail to listen to this information prior to leaving for his or her instructional assignment for that day. If the phone line is busy, the student will need to continue dialing to hear these instructions.

Clinical, class, lab, and/or off-site learning experience make-up time will be determined by the Program Director in accordance with the College's policy and program standards. The Program Director will notify the appropriate supervisor at the clinical affiliate or off-site learning experience of the College's closure or delayed start time prior to the time that students are required to arrive at the site that they will not be there on that day due to the College's official closure announcement for hazardous weather.

STUDENT CLINICAL WORK

Students may not substitute for regular clinical staff but after competence is achieved they may perform procedures with qualified supervision. Any work outside regularly scheduled hours must be noncompulsory.

PERFORMANCE OF UNAUTHORIZED PROCEDURES

The performance of any unauthorized or unsupervised procedures during clinical training will result in immediate disciplinary action which may lead to suspension from the program or course.

Unauthorized procedures will include but are not limited to, the use of a computer code assigned to someone else or letting anyone use the computer code assigned to the student.

PATIENT CONFIDENTIALITY

Patients have a right to privacy. They have a right to expect that details of their condition, treatment, medical history, personal and financial affairs will be kept confidential by students and all health personnel whose duties require that such information be disclosed to them. A student is not authorized to decide what information a patient would object to having disclosed, what one person considers to be unimportant may be considered highly sensitive and embarrassing by another person.

Students who breach this duty of confidentiality by disclosing patient information other than as is necessary to perform their jobs will be subject to disciplinary action.

CLINICAL RELATED ACCIDENTS

Any clinical related accident must be reported to the clinical instructor and the Program Director immediately. A call to Compendium at 877-709-2667 must be initiated immediately. A written report of the accident must be sent to the Compendium as soon as possible.

TARDINESS

Students are tardy if not in class at the time the class is scheduled to begin. After class begins, the student should not knock on the door but should wait until the first break to enter the classroom. The student will be counted absent for the time missed. Excessive tardiness may result in dismissal from the program.

LEAVING CLASS EARLY

The student will be counted absent for the number of minutes he/she leaves early from a class. After the second offense of leaving class early, the student will be counted absent for the whole class period. The student must inform the instructor if an emergency arises that make it necessary for him or her to leave class early.

REQUIRED SAFETY EQUIPMENT

The use of personal protection equipment (PPE), i.e. gloves, safety glasses, face shields, masks, etc. is required during the performance of specific procedures.

SMOKING

The Health and Human Services Division is committed to the promotion of good health. The smoking policies at all clinical affiliates, as well as the College, will be strictly enforced. Persons smoking may only do so in designated smoking areas. Individuals violating this policy may be fined by Campus Police.

STUDENTS MAY NOT SMOKE WHILE IN THEIR CLINICAL UNIFORM. If a faculty member determines that there is any cigarette odor on a student's breath, body or clothing, the faculty member will dismiss the student from the class, lab or clinical area. The student will receive a "missed class or clinical day" for the occurrence.

TRANSPORTATION TO CLINICAL AFFILIATES

While students may be assigned to rotate through clinical affiliates outside of the College's service area or a student's resident county as a requirement of the curriculum, the college does not assume any responsibility to transport students to clinical affiliates for any reason. It is the student's responsibility to arrange to have his/her transportation needs met.

WAITING LIST (ALTERNATE STATUS) POLICY

In the event that a clinical site is not available, a waiting list will be used. All students will be assigned points for the following criteria: GPA (program GPA), attendance/tardy, and laboratory skills assessments. In the event of a tie then the student's selective admission ranking will be used to break the tie. Students will then be assigned to a clinical training site in the order in which he/she is placed in the ranking. All students will be required to sign a clinical assignment waiver indicating understanding of this policy.

Academic Requirements

The MLT Program requires successful completion of the program courses listed in the curriculum display in the college catalog. The curriculum courses are offered in a prescribed sequence so that all prerequisite requirements can be fulfilled before entering the next term.

A minimum grade of "C" in ALL MLT curriculum courses and general education courses are required to proceed in the Program and to graduate. A student receiving below a "C" or a "W" in any MLT curriculum course will not be allowed to progress and **must withdraw from all MLT courses**. A student receiving below a "C" in a general education course may continue in the Program; however, the course must be repeated and successfully passed with a "C" or higher prior to graduation from the Program.

Students who are dismissed from the Program will be assisted through referral for counseling and guidance in redirecting their program of study. A MLT student who withdraws or is dropped from the Program or fails to receive a grade of "C" or higher or a "W" in a MLT course may, if eligible, re-enter the MLT Program with the written approval of the Dean of Health and Human Services, Associate Vice President of Instruction, and the Program Director (See Readmissions Policy). A MLT student who is dropped for any disciplinary reason may re-enter a Health and Human Services Division curriculum program only with the approval of the Associate Vice President of Instruction, Vice President of Student Affairs, Dean of Health and Human Services and the MLT Department Chair.

Upon approval by the Dean of Health and Human Services and the MLT Program Director a student may be readmitted to the MLT curriculum one (1) time. A student may only recycle once (See Readmission Policy). Readmitted students are automatically placed in a probationary status until satisfactory progress is obtained.

Because of the structure of the curriculum, students must take the MLT courses and general education courses in the specific semester they are scheduled in the curriculum. Failure to take the general education courses in the semester that they are scheduled may prevent the student from graduating on time. Students are highly encouraged to complete as many of the general education courses as possible prior to being accepted into the curriculum program.

Tests and a comprehensive final exam are given in each MLT course. A mid-term exam is given in some courses at the discretion of the course instructor (see course syllabi). Tests and exams results must be returned to the instructor after being reviewed by the student. No exams, tests, or quizzes may be photographed, copied, or removed from the MLT Department. Student's exams are kept on file for one (1) year after the completion of each course.

MLT Grading Scale

90-100	= A
80-89	= B
70-79	= C
60-69	= D
59 or Below	= F

Grades on tests and final exams are not rounded. The total final course grade calculation consisting of tests, quizzes, assignments, comprehensive final exam, etc. will **not** be rounded.

Specific Academic Requirements

All first year MLT courses must be passed with a minimum of "C" before a student begins clinical training. An incomplete first year MLT course grade (didactic course) that is a prerequisite for a course being offered the next term must be completed by the add/drop period of the next term in order for the student to be able to continue in the program. An incomplete didactic course grade which is not a prerequisite for another course must be awarded by the end of the following semester. If course work is not completed by the deadline, a grade of "F" will automatically be assigned.

A clinical department rotation may be repeated only once. Upon failure to satisfactorily complete all requirements after repeating the rotation, the student will be dismissed from the Program and the Readmission Policy will apply. Failure of two (2) department rotations in Clinical will result in dismissal from the MLT Program.

Faculty Advisor

At the beginning of the professional curriculum the student is assigned a MLT faculty advisor. The advisor will confidentially advise the student throughout the program with course selection for general education requirements, planning and registering for classes. Faculty advisors will meet with all students at various times through each semester to discuss course and program progress. Students that wish to withdraw from the MLT program or no longer meet MLT program requirements will be referred to the SCC Advising Center.

Medical Laboratory Technology Curriculum Courses

General Education Courses:

COL 101	College Orientation
CPT 101	Introduction to Computers
ENG 101	English Composition I
MAT 155	Contemporary Mathematics
PSY 201	Introduction to Psychology
SPC 205	Public Speaking
	Humanities Elective

Major Courses:

MLT 102	Fundamentals of Medical Laboratory Technology
MLT 105	Medical Microbiology
MLT 110	Hematology
MLT 115	Immunology
MLT 120	Immunohematology
MLT 130	Clinical Chemistry
MLT 205	Advanced Microbiology
MLT 210	Advanced Hematology
MLT 219	Clinical Instrumentation
MLT 241	Medical Lab Transition
MLT 251	Clinical Experience I
MLT 252	Clinical Experience II
MLT 270	Clinical Applications

(Each student must achieve a grade of “C” or higher in each general education course, major curriculum course, and elective course in order to progress within the Program and be eligible for graduation.)

Suspension/Dismissal from the Medical Laboratory Technology Program

A student may be suspended or dismissed by the Vice President of Student Affairs for specific violations of the Medical Laboratory Technology Program and the College's policies and procedures. Specific violations are listed throughout this Program Handbook, and include, but are not limited to the following:

1. Any false statement, or omission of information, made on the College's application or health forms.
2. Negligent or unauthorized acts which contribute to a serious hazard for, or injury to, any patient or other persons on the College or clinical affiliate premises.
3. Unauthorized disclosure of confidential information about patients or hospitals.
4. Falsifying clinical record, college or other official documents which are submitted, including false recording of time card entries.
5. Any form of dishonest act including cheating, theft, and fraud.
6. Unauthorized use, possession of, or being under the influence of intoxicants, narcotics, or other drugs while on the College's or affiliate's premises.
7. Gross negligence of their duty or leaving clinical assignments during scheduled hours without authorization.
8. Any form of grossly improper conduct detrimental to patient care or the safety of co-workers.
9. Failure to adhere to the Program and College's policies and procedures.

Other violations are listed in SCC's Student Handbook/Planner, along with the Student Appeal Process and Student Grievance Procedure.

CLINICAL EDUCATION

Admission to the Clinical Education Courses

Admission to all clinical education courses is limited to those individuals who have successfully met and/or submitted the following criteria:

1. Satisfactory documentation on the Required Tests/Immunizations Documentation form.
2. Satisfactory documentation on the required Criminal Background Check and Drug Screening.
3. Satisfactory documentation of the Technical Standards Requirements of the Program.
4. Payment of liability insurance designated by the College.
5. Completion of appropriate clinical site orientations.
6. Successful completion of adult, child, and infant cardiopulmonary resuscitation (CPR) courses if required by clinical affiliate. (Only American Heart Association Healthcare Provider accepted).
7. Completion of all prerequisite MLT courses with a minimum grade of a "C".
8. Permission of the Medical Laboratory Technology faculty and clinical affiliates.

The clinical education experience is divided into three (3) clinical courses.

MLT students are responsible for following the established policies and procedures. This includes the policies and procedures stated in the College's Catalog, the Student Handbook/Planner, and this Program Handbook. In addition, the student is responsible for observing all policies and procedures

listed in each clinical affiliate's employee handbook. Failure to follow these procedures will result in disciplinary action from the Program. Clinical affiliates, while separately located, are considered an integral component of the Program for the student's clinical assignments.

The policies and procedures stated in this program handbook are in effect for 21 months. Through an addendum, students will be advised of any necessary changes that may occur during this time period. A recycle student will be readmitted to the Program under the most current program handbook, which is the handbook applicable to the year in which he/she is readmitted into the program. Failure to comply with the policies and procedures will affect student evaluations and may result in dismissal from the Medical Laboratory Technology Program if the student shows no improvement or makes no attempt to correct errors after counseling.

Clinical Practicum Affiliates

The MLT Program is affiliated with, but not limited to, the following area hospitals: Carolinas Healthcare Cleveland County, Shelby, NC; Rutherford Regional Health System, LLC. Rutherfordton, NC; Mary Black (Memorial Hospital), Spartanburg, SC; Mary Black Health System -Gaffney, Gaffney, SC; Pelham Medical Center, Greer, SC; Spartanburg Medical Center, Spartanburg, SC; St. Luke's, Columbus, NC; and Union Medical Center, Union SC.

Students may be assigned to any of these hospitals for complete or partial clinical training. Students will be responsible for their own transportation to their clinical rotations. Assignments will be made by the MLT Program Director and are distributed as equitable as possible in order to give each student a positive learning experience.

The MLT II student will be scheduled to spend a portion of the clinical rotation in a combination of physician's offices, diagnostic labs, industrial labs, histology labs or in a donor blood center.

The MLT II student will also be scheduled to spend two (2) weeks in Phlebotomy Services at the hospital. The student will perform early morning collections until minimum performance requirements are met or until the student can competently perform collection procedures. The student can be scheduled with the Phlebotomy Services after the two (2) week rotation if the student is performing competently. If, however, the student does not meet the minimum performance requirements due to lack of competence, additional time will not be permitted and this will be reflected in the evaluation and on the department tally sheets.

Clinical Affiliate's Rights in Student Evaluations

In compliance with the written agreement between Spartanburg Community College and affiliated hospitals (or other health facilities), the affiliated health facilities reserve the privilege of referring to Spartanburg Community College any student found to be lacking in ability to develop qualities essential for the MLT Program, or for failure or unwillingness to conform to the regulations of the affiliated health facility and has the right to recommend withdrawal from their facility of any student for reasons of unsatisfactory performance, violation of policies, or other misconduct. Any recommendation must be presented in writing to the MLT Program Director and Dean of Health and Human Services of Spartanburg Community College. A student who is dismissed from the clinical affiliate for reasons cited above will not be allowed to return to that clinical site and will be referred to the Vice President of Student Affairs for disciplinary action as appropriate.

Clinical Practicum Attendance

Students are assigned to the clinical facility for eight and a half hours per day for a set number of days per week. It is the responsibility of the student to be in attendance at the appropriate clinical facility when assigned. **All assigned time missed must be made up.**

Because of the nature of clinical instruction, a student who is absent more than 4% of the scheduled time in clinical for any reason will be given a written warning. If absent more than 8% of the scheduled time in clinical for any reason the student may be dropped from the program except in extenuating circumstances as approved by the Dean of Health and Human Services . Even though all missed clinical time must be made up, clinical make up time is not considered an equivalent experience to the regularly scheduled clinical assignment. Therefore, if a student is absent for more than 8% of the planned clinical experience (at the clinical facility or on the College campus), the objectives of the course cannot be met satisfactorily and the student will be given an “F” for the course. Each student is responsible for maintaining his/her own attendance and tardy records.

If the student must be absent, the clinical instructor and the MLT faculty should be notified before the scheduled time at clinic. If a student is scheduled for morning collections, Phlebotomy Services should be notified before morning collection stacks are prepared. If the student has to be absent on a day scheduled to be on the College campus, the appropriate MLT instructor must be notified before the scheduled class time. If no appropriate “call in” is received, the student will be given a written warning for the first offense and dropped from the Program for the second offense except in extenuating circumstances as approved by the Dean of Health and Human Services .

The student will make up all missed clinical time at the clinical affiliate in the specific rotation in which the absence occurred. Make up time will be scheduled at the direction of the clinical instructor, MLT faculty, and Program Director. The time should be made up within two (2) weeks of the absence and may not be on Saturdays, Sundays, or second shift.

When absence time is made-up, the student should note the date of the absence he/she is making up on the appropriate section of the time card. The student must have the clinical instructor/charge technician in the department to sign the time card on this date.

If the student is absent more time than can be made-up in a two (2) week period, and/or course requirements cannot be completed, the student will drop out of the departmental rotation and receive a grade of “W” for the clinical course (whichever is appropriate). The student will have to repeat the rotation at the convenience of the clinical facility, MLT faculty and Program Director. Tuition will be paid for the semester the course is repeated.

Clinical Practicum Tardiness

Each student must clock in and out for his/her assigned department at the time designated by his clinical instructor. If the student is going to be late, the clinical instructor and education coordinator must be notified before the scheduled clinical training time. If he or she is scheduled for morning collections, Phlebotomy Services must be notified before morning collection stacks are prepared. If a student is late, time missed must be made-up the same day if it does not exceed two (2) hours and the time card must be signed by the clinical instructor or a designated supervisor. Late time exceeding two (2) hours will be made-up like any other absence.

Students are tardy if not in class at the time the class, lab or clinical is scheduled to begin. **(Each third tardy at the clinical facility will count as an absence and will apply toward the general clinical absence policy. One (1) full day of absence time must be made-up as a result of these three (3) tardies.)**

Clinical and Lab Practicum Dress Code

Students are required to present a professional image at all times. It is the right of the patient to be treated with dignity and care by health professionals practicing good personal hygiene.

Beginning the fourth term of the MLT Program, all students must follow the following dress code for clinical. (Special note – if the clinical site to which a student is assigned has a specific dress code, the student will be required to adhere to that facility's dress code.)

Male and Female Student:

- Matching scrub sets (top and pants) of standard styles, in ceil blue.

Short or long sleeves are acceptable but sleeveless uniforms are not allowed.

No jumpsuits, knickers, stirrup/stretch pants, cotton knit pants, pajama wear or pants with elastic or ankle bands are allowed.

Fluid-resistant duty shoes – must be a fully enclosed closed shoe with a full heel, (no clog-like shoes, no sling-back or thong-type, no mesh or canvas shoes are allowed) and must be worn with socks

Lab Coat/Scrub Jacket in white or ceil blue may be worn, but is not required.

The following rules will be observed:

1. A freshly laundered, unstained, and well-pressed clinic uniform must be worn - in the clinical rotation. An inappropriately fitted uniform will not be permitted. Undergarments must not be visible above, below or through the uniform material. A long sleeve, solid, white or black shirt may be worn under the scrub shirt for warmth.
2. Shoes must be closed-toe, closed heel, clean, polished, unscuffed, and impermeable to fluids.

3. No visible tattoos allowed in clinical rotations.
4. A College student photo ID must be displayed at all times while functioning in the role of an MLT student. The name and student's photo on the ID must be visible at all times.
5. Items of jewelry must serve a professional function. No "message" buttons except those observing Medical Laboratory Technology Week are permitted.
6. A pen with black ink must be kept in the uniform pocket at all times.
7. Fingernails must be neat, clean and short (no more than slightly visible when looking from the palm of the hand). Colored nail polish is not allowed. No artificial fingernails or nail tips allowed. Clear fingernail polish is allowed.
8. A matching set of small post earrings for pierced ears is permissible. Earrings are allowed in ears only (One earring per ear. The earring must not extend below the earlobe). NO temporary dental appliances (i.e. grilles) or body piercings will be allowed anywhere else on the body (ex: nose, lip, eyebrows, tongue, etc.).
9. No necklaces, bracelets, or anklets are allowed. Rings must be limited to one per hand. (Wedding set constitutes one ring).
10. A digital or analog watch may be worn. No wearable technology, including any device capable of internet access, texting, phone, or camera capabilities is allowed.
11. Males must be neatly shaven daily. (Beards and mustaches are permitted if neatly trimmed).
12. Hair must be clean, well-groomed, pulled back from the face and secured at the nape of the neck, or kept above the collar. Hair ornaments must be neutral or hair color. No large ornaments are permissible. Unconventional hairstyles (including hair styles of excessive height, above 3 inches, spikes, mohawks, dreadlocks, etc) or hair colors (naturally occurring hair colors only) are not allowed.
13. Only a moderate amount of makeup is allowed.
14. When in uniform, the uniform dress code applies and the student is expected to comply with "full" uniform dress (including shoes and college student photo ID badge.)
15. Students may **not** smoke **while in** their clinical uniform.
16. If a faculty member determines cigarette odor on a student's breath, body or clothing the faculty member will dismiss the student from class or the clinical area. The student will receive a "missed classroom/clinical day" for the occurrence.
17. No strong perfumes, colognes, or strong toiletries are permitted in the clinical setting or class.

Clinical and Lab Practicum Dress Code Violations

All students will be required to follow the dress code policy. Any student with inappropriate dress will be dismissed from the classroom/lab and the clinical site. The student will be considered absent for that day. The missed time within the clinical rotation must be made-up. A student with a minor infraction will be given a written warning. After accruing two (2) written warnings in one (1) semester, the student will be dismissed from the clinical site and the clinical rotation must be made-up. (The entire number of daily assigned hours must be repeated, regardless of the time the student is dismissed). Repeated violations of the dress code will warrant dismissal from the Program.

Documentation of Clinical Time

All students are required to document clinical time. This documentation is achieved by utilizing an assigned time card and time clock or having the clinical instructor sign the time card documenting the time spent in the department at the clinical affiliate. No one is to clock anyone else in or out. Violation of this policy will result in immediate disciplinary action and may result in dismissal from the program. If the student forgets to clock in or out, the clinical time must be recorded and signed by the clinical instructor who covered the student for that day. Having the time recorded by the clinical instructor is the responsibility of the student and should be completed as soon as the deficiency is discovered. The procedure must be completed by the student and not by the MLT Faculty.

If a student fails to clock in or out, the time can be written on time card and initialed by a clinical coordinator. After the third occurrence to clock in or out, the Tardy Policy will be implemented. Each third occurrence will count as an absence and will apply toward the clinical practicum attendance policy.

The time the student is to report to the clinical facility will vary with departmental rotations and clinical facilities. The week before the student is scheduled to begin a new departmental rotation, he or she should contact the clinical instructor of the new department about the time they are expected to arrive in their area.

The student must adhere to his or her scheduled clinical rotation hours. If a student comes in early, he or she will not be allowed to leave the department early. The student may not accumulate time by coming in early and then using the time at a later date for an absence or tardy.

During each clinical rotation, the student will be permitted to leave an assigned area for a fifteen (15) minute break in the morning and a thirty (30) minute lunch break daily. These rest periods must be taken at the discretion of your clinical instructor. He or she should never leave an assigned area without notifying the clinical instructor. Under no circumstances is a student to leave the hospital premises unless he or she clocks out when leaving and back in when returning on the time card. The clinical instructor's signature is required on the time card in this event. The student is not allowed to skip lunch in order to leave early.

If leaving the campus during break or lunch, student must clock out when leaving and back in upon return. The break and lunch times must be adhered to strictly. Students should take breaks and lunch at the same time as the Clinical Instructor to prevent gaps in the time spent on meaningful laboratory tasks.

POLICIES AND PROCEDURES

Parking

Students are required to park in the designated areas in the clinical facility parking lot and on campus

Readmission Policy

A student who receives below a "C", or a W or any combination of "C" or "W" on **two** (2) or more courses (see Curriculum Display) is not eligible to re-enter the program for a period of three (3) years from their program enrollment date. Student may only recycle once. They may not re-apply to the program after both failing and recycling within the Program.

A student who receives a grade below a "C", or a W on **one** (1) course is eligible to recycle in the program when the course is offered again provided the following criteria are met:

1. Reapply and meet the current admission and curriculum requirements for the year the student recycles in the Program.
2. Make an appointment with the Health and Human Services Division Counselor located in the Student Services Building and update files in Admissions. The counselor will get approval from the Dean of Health and Human Services and Program Director for the student to be readmitted as a recycle student.
3. Update health form and any other program requirements. A new criminal background investigation (CBI) and drug screen test (DT) will be required upon recycling.
4. Any MLT curriculum courses older than one (1) year must be repeated or validation of course competency by taking and passing an exam (may include written and practical exams) with a grade of 78% or higher. Failure to make an 78% or higher on a basic level validation exam means the student will not be able to take higher level validation exams and will be required to repeat all didactic and clinical courses taken to the point in which the student exited the Program regardless of the previous grade earned. The cost of the validation exam is \$50 per exam and must be paid prior to taking this exam.
5. Consideration for readmission will be determined by the individual factors affecting the student's exit, the availability of space, and the elapsed time interval from date of exit and readmission.
6. If a student's professional behavior warrants suspension by the clinical site, he/she will not be eligible for recycle.

All MLT courses may be repeated only one (1) time. A recycle student must not receive below a "C" or a W on any MLT course work during the remainder of the Program. If this occurs the student will be dismissed and will not be eligible for readmission to this program of study.

Example: A student fails a didactic course fall semester the first year. The student is readmitted into the program the next fall and successfully passes the didactic course which was failed the previous year. If the student fails another course (didactic or clinical) he/she would be dismissed and will not be eligible for readmission into the Program.

A student must complete all first year MLT didactic courses within a maximum timeframe of two (2) years from their original enrollment date into the curriculum program. Failure to complete this requirement will result in the student having to repeat all course work (regardless of the original grades earned) or must demonstrate competency by passing an exam (may include written and practical exams). The cost of the validation exam is \$50 per exam and must be paid prior to taking this exam. Any student who is readmitted to the program three (3) or more years after their original enrollment date must repeat all MLT curriculum courses regardless of the original grade earned because of the rapidly changing technology used in this field. A student must complete **all** MLT curriculum courses within a maximum timeframe of three (3) years from the original enrollment date.

Student Employment

Students should exercise judgment in the number of hours he/she works per week. All employment whether on-campus or off-campus must not interfere with class, lab and clinical assignments or compromise course work. Adjustments in the student's clinical rotation schedule or classroom schedule will not be made.

Student Photo ID and Program Emblem Patch

Students must wear a College student photo ID on their lab coat above the left breast area while at the clinical facility and on the College campus. The MLT Program emblem patch, if worn, must be sewn on the scrub top two (2) inches below the shoulder.

Attendance at Professional Meetings

Students must attend professional organization meetings and workshops as indicated by the MLT instructors.

Students are required to attend the Annual MLT Student Bowl held at Midlands Technical College in Columbia, SC during the spring semester. The following guidelines apply:

- (1) First year students: If a student notifies the MLT instructor that he/she cannot attend this function, an alternate assignment will be given. The assignment will be a research paper and must be completed in the SCC Library.
- (2) Second year students: Second year students are required to attend and participate in the competition. This activity will be graded as part of the affective skills in MLT 241. Non-attendance will result in a "0" grade in that category.

Students within the program will choose a representative to attend South Carolina Society for Clinical Laboratory Sciences (SCSCLS) meetings. These meetings are usually held on Saturdays in Columbia. This representative receives free membership in the SCSCLS and American Society of Clinical Laboratory Sciences (ASCLS).

MLT Certification

Students who anticipate completing the Medical Laboratory Program in the spring of their second year are eligible to apply to take a National Certification Examination. The MLT examination is offered by the American Society of Clinical Pathologists (ASCP). Graduation from the MLT

Program is NOT contingent on passing the Board of Certification Exam. Though most area employers do require the certification for employment.

1. The ASCP Board of Certification is the only certifying agency. REF: ASCP Board of Certification (312) 416-0333, www.ascp.org/boc. The application fee is approximately \$215.00 and is due in the ASCP office by March in order to take the computerized examination after completing the Program. This exam is given during an April-June examination period. The MLT Program Director will provide application instructions to the student. The student is responsible to submit the application and fee online by the specific date.

Professional Membership

Students may join the American Society of Clinical Laboratory Sciences (ASCLS) and the South Carolina Society for Clinical Laboratory Sciences (SCSCLS) in their summer semester. The MLT instructor will give students application information to join these professional organizations.

ENTRY LEVEL MLT COMPETENCIES

Upon graduation from Spartanburg Community College and initial employment, the medical laboratory technician will be able to demonstrate entry level competencies in the following areas of professional practice:

DACUM Task List	Course in which it is taught
Display Professionalism/Accountability Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public.	MLT 102,105,110,115,120,130, 205,210,219,241,251,252,270
Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.	MLT 241, 251,252,270
Demonstrate Communication Skills Recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them in respect to their jobs and patient care.	MLT 102,105,110,115,120,130, 205,210,219,241,251,252,270
Maintain Quality Assurance Performing and monitoring quality control within predetermined limits	MLT 102,105,110,115,120,130, 205,210,219,241,251,252,270
Performing preventive and corrective maintenance of equipment and instruments, or referring to appropriate source for repairs.	MLT 251, 252, 270
Practice Safety Applying principles of safety	MLT 102,105, 110,115,120,130, 205,210,219,241,251,252,270
Utilize Instrumentation/Analyze Specimens Performing analytical tests on body fluids, cells, and other substances	MLT 102,110,120,130,210,251,252, 270
Perform Specimen Collection Collecting, processing, and analyzing biological specimens and other substances.	MLT 102,110,251,252,270
Report Accurate Results Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.	MLT 102,110,115,120,130, 205,210,219,241,251,252,270

Relating laboratory findings to common disease processes. **MLT 102,110,115,120,130, 205,210,219,241,251,252,270**

Applying basic scientific principles in learning new techniques and procedures. **MLT 102,110,115,120,130, 205,210,219,241,251,252,270**

Laboratory Procedures

Blood Bank/Transfusion Services

MLT 120, 251, 252, 270

Chemistry

MLT 130, 219,251,252,270

Hematology

MLT 110,210,251,252,270

Microbiology

MLT 105,205,251,252,270

Point of Care Testing (POCT)

MLT102,110,130,210,251,252,270

Note: Student learning outcomes for each individual MLT course are included in the course syllabi given to the student at the beginning of each semester.

MEDICAL LABORATORY TECHNOLOGY SAFETY INSTRUCTIONS TO THE STUDENT

1. At all times, avoid exposing yourself or others to unnecessary danger.
2. Observe the following precautions for safety in the laboratory:
 - (a) Wash your hands thoroughly with soap and water at the beginning and at the end of each laboratory period. Disinfect your hands when appropriate.
 - (b) Wear a disposable laboratory coat, face shield, and gloves during all laboratory procedures and remove before leaving lab area.
 - (c) Scrub with a cleansing agent and disinfect the working surface of your desk at the beginning and the end of each lab period.
 - (d) Do not put anything in your mouth during the laboratory period. Do not lick gummed labels or put pencils in your mouth. Do not eat, drink, or smoke during the laboratory time.
 - (e) At all times keep your hands and fingers away from your face and mouth. Your fingers and nail beds can become contaminated.
 - (f) Dispose of infectious material, cultures, and contaminated materials carefully as prescribed by the MLT instructor. Note the location of the special containers of disinfectant and use regularly.
 - (g) Always flame-sterilize platinum loops and needles carefully and thoroughly each time before laying them aside.
 - (h) Avoid spilling any kind of contaminated material. If infectious material contacts the desk, hands, clothing, or floor, notify the MLT instructor at once.
 - (i) Report even a minor accident to the MLT instructor immediately.
 - (j) Arrange cultures and infectious material in a secure place on the desk. Do not allow unused equipment to accumulate in your work area.
 - (k) Keep glassware and other equipment clean and in its proper place. Be as clean and orderly as possible at all times.
 - (l) Keep personal items in the places designated and away from the work area.

More extensive safety rules/precautions are kept in the "right-to-know safety stations" in the lab. Basic laboratory safety will be taught in the introduction to MLT course and any specific safety information will be taught in the appropriate course.

- * Specified procedures are used at each clinical site in the event a student has a puncture wound from a needle or instrument. The student must notify the clinical instructor and MLT faculty and follow the recommended protocols. Compendium must be contacted at 877-709-2667 immediately.