

Medical Laboratory Technology Program

Information Guide

Academic Year 2021-2022

*The Medical Laboratory Technology Program Director, 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
GENERAL POLICIES AND PROCEDURES**

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 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 their own work and results.
6. Strive to learn the theories of test procedures and the application of these test procedures to various imaging protocols.
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.

WITHDRAWAL FROM THE COLLEGE

A student may voluntarily withdraw from the College at any time by initiating an official notice in the Records Office in the Student Services Building. The student is responsible for any and all of his/her financial obligations to the college.

A student enrolling in and attending at least one (1) course session remains enrolled until the student initiates a withdrawal and signs an official form in the Records Office. Students receiving financial aid are strongly encouraged to consult with the Financial Aid Office prior to completing the withdrawal process.

STUDENT RECORDS

The student is responsible for notifying the Medical Laboratory Technology Program Director and the Records Office of any changes in name, address, and/or telephone number. Appropriate forms listing any changes must be completed and signed in the Records Office.

PAGERS/CELL PHONES/IPODS/ELECTRONIC DEVICES

The use of pagers, cell phones and other unauthorized devices for any purpose during class or clinical is strictly prohibited. Should any such electronic device activate during class the student will be dismissed from that class session and cited for disturbing the class, a Student Code violation. Pagers, cell phones and any other unauthorized electronic device may not be worn or present in any of the clinical areas.

The use of personal electronic devices during lecture and lab settings without permission of the instructor is prohibited. The use of personal electronic devices is strictly prohibited during exams, laboratory practicals, and review of these items. (This includes wearable technology capable of internet access, texting, communication, or camera capabilities.)

USE OF CALCULATORS DURING TESTING

Only the basic mathematical calculators are allowed during an exam. The student may not use PDAs (Personal Digital Assistants), laptop computers, cell phones or any other device that may double in use as a storage or recording device of any test materials.

REQUIRED TESTS/IMMUNIZATION DOCUMENTATION

Upon acceptance into the Medical Laboratory Technology Program each student must submit the specific Required Tests/Immunizations Documentation and Medical History forms with appropriate information documented. The deadline for turning in these forms will be determined by the Medical Laboratory Technology Program Director. These forms will be reviewed by program faculty prior to the first day of class.

At the beginning of the second year of training, each student must be retested for tuberculosis (Tb). It is the student's responsibility to submit the results of a current PPD to the Medical Laboratory Technology Program Director annually by the first day of class. The results must remain current the entire program.

The Health and Human Services Division strongly recommends that students receive the Hepatitis B vaccine series. If the student decides not to take the vaccine, then a refusal form must be signed by the student or the student must provide documentation that the vaccine has already been taken or cannot be taken. A vaccine refusal form can be obtained from the Medical Laboratory Technology Program Director. Appropriate documentation will be maintained in the student's file within each program department.

REQUIRED VACCINES AND TESTS FOR HEALTH SCIENCES

| IMMUNIZATIONS | REQUIRED DOCUMENTATION |
|--|---|
| Hepatitis B Vaccine (Not required/Strongly Recommended) | Give 3-dose series; dose #1 now, dose #2 in 1 month, dose #3 in 5 months |
| MMR (Required) | <ul style="list-style-type: none">• If born in 1957 or later, give two doses MMR 4 weeks apart• If born before 1957, give one dose MMR or documentation of Rubella titer |
| Varicella Titer (IgC immunity verification) (Required) | Documentation of IgC immunity is required since |

| | |
|--|---|
| | Having chicken pox does not guarantee immunity |
| Varicella Vaccine (Required if IgC immune titer is negative) | Give two doses of varicella vaccine 4 weeks apart |
| Tetanus (Td) Booster Tdap (tetanus, diphtheria, pertussis) | 1 Td dose every 10 years One time dose of Tdap (or documentation of previous Tdap) required if under 65 and have not had a Td booster within the past 2 years per CDC recommendations |
| PPD (tuberculin skin test) The student must have either a 1-step or 2-step PPD, OR IGRA-QFT Test | If the current PPD is positive, a follow-up evaluation by a primary care provider must be done to rule out any active disease and documentation of appropriate prophylactic therapy must be submitted. If a <i>previous</i> PPD was positive, submit an assessment certification. |

CRIMINAL BACKGROUND INVESTIGATIONS (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 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 to the Dean of Health and Human Services 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 (1) 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 term 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 Medical Laboratory Technology Program Director in writing within 24 hours of the offense occurring.

If the Medical Laboratory Technology Program Director is not appropriately notified in writing within the time limit, disciplinary action will be taken against the student if this information is documented in public records.

LIABILITY INSURANCE

All students must join 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.

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.

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.

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.

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 ACCIDENTS

Any clinical related accident must be reported to the clinical instructor and the Medical Laboratory Technology 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.

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, the faculty member will dismiss the student from the class or clinical area. The student will be counted absent 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.

MEDICAL LABORATORY TECHNOLOGY PROGRAM POLICIES AND PROCEDURES

MLT PROGRAM MISSION STATEMENT

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 the ASCP 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: 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119)
- 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 program is in good standing with NAACLS as of the last program review.

Upon completion of all Medical Laboratory Technology Program requirements students receive an Associate in Applied Science Degree – Medical Laboratory Technology. They are then eligible to apply to take the national certification examination administered by the American Society of Clinical

Pathologists (ASCP). A passing grade on this exam entitles the graduate to use the abbreviations MLT, ASCP following his/her last name.

Graduation from the MLT Program is not contingent on passing the Board of Certification Exam offered by the ASCP.

MEDICAL LABORATORY TECHNOLOGY CURRICULUM COURSES

General Education Courses:

| | | |
|-----|-----|---------------------------------------|
| COL | 101 | College Orientation |
| ENG | 101 | English Composition I |
| MAT | 110 | College Algebra |
| PSY | 201 | Introduction to Psychology |
| SPC | 205 | Public Speaking |
| | | Humanities Elective – 3 credit course |

Major Courses:

| | |
|---------|---|
| MLT 101 | Introduction to Medical Laboratory Technology |
| MLT 105 | Medical Microbiology |
| MLT 108 | Urinalysis and Body Fluids |
| MLT 110 | Hematology |
| MLT 112 | Parasitology |
| 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 253 | Clinical Experience III |
| MLT 254 | Clinical Experience IV |

(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. The exception is COL 101 – students must receive a grade of “D” or higher.)

Students may visit the following site to view the specific course syllabus/course description for any of the MLT courses. [MLT – Medical Laboratory Technology – Spartanburg Community College Syllabus Repository \(sccsc.edu\)](http://www.sccsc.edu/mlt-syllabus-repository)

Introduction

The Medical Laboratory Technician (MLT) performs a wide variety of routine and specialized diagnostic and screening procedures to provide the physician with accurate results. These results are used by the physician to diagnose, treat, and subsequently monitor patient progress. As medical investigators, medical laboratory technicians perform blood collection techniques, operate state-of-the-art instruments, computers, and examine specimens under the microscope.

The MLT program is designed to prepare students for entry-level positions in a wide variety of healthcare laboratory settings. Upon graduation, students are eligible to take national certifying examinations, earning the designation Medical Laboratory Technician by the American Society of Clinical Pathologists (ASCP) or Clinical Laboratory Technician.

Academic Requirements

The Medical Laboratory Technology Program requires successful completion of the curriculum courses listed under the program description within this document, the program handbook, and 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. Students' progress through the professional curriculum in consecutive semesters. These prerequisites are specified at the end of each course description at the back of the College Catalog.

A minimum grade of "C" is required in ALL MLT curriculum courses to progress within the program and to be eligible for graduation. A student receiving a grade lower than "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 Readmission Policy). A MLT student who is dropped for any disciplinary reason may re-enter this program, if eligible, only with the written 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 of the Dean of Health and Human Services and MLT Program Director Department, a student may be readmitted to the MLT curriculum one (1) time. A student may only recycle through the curriculum one time without forfeiture of earned grades. Readmitted students are automatically placed in a probationary status until satisfactory progress is obtained.

Because of the structure of this 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 professional 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 exam 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. Students' exams are kept on file for one (1) year following program completion.

Class Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, field trips, and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work.

Instructors maintain attendance records. (Students are considered absent if they miss thirty (30) minutes or more of the class period). However, it is the student's responsibility to withdraw from a course. A student who stops attending the class and fails to initiate a withdrawal will remain on the class roster and continue to receive courses (zero (0) for missed assignments.) *The final course grade will be calculated accordingly and remain on the student's transcript.*

Withdrawal Policy: During the first 75% of the course, a student may initiate a withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate Department Chair and academic dean.

If a student is absent due to an illness or emergency on the day of an assigned test, the student must notify the appropriate course instructor prior to the beginning of the class time in which the test is scheduled. (The student must speak directly with the specific course instructor. If the course instructor is not available prior to class, a message must be left on the course instructor's voice mail.) Arrangements will be made by the student and course instructor for the make-up examination to be given the day that the student returns to campus. No arrangements will be made for the make-up examination in the event that the student is absent without prior notification. A grade of zero (0) will be recorded for that test when the student doesn't appropriately notify the course instructor.

The student is responsible for all lecture notes, assignments, etc. missed during his/her absence. A grade of "0" will be recorded for quizzes missed during the absence. MLT students will be permitted to make-up one (1) missed laboratory assignment or practical during each semester of the program. Any additional lab assignments missed will be recorded as a grade of zero (0). *(Due to the intensive resources and time required to set-up practicals see course syllabi for specific policies pertaining to missed comprehensive laboratory practicals.)*

It is the student's responsibility to contact the course instructor upon return to campus concerning scheduling a satisfactory time to complete make-up work. Failure to contact the instructor, or to make-up work by the established scheduled time, will result in a grade of zero (0) for that assignment.

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.

Comprehensive Laboratory Practicals

Comprehensive laboratory practicals can be given in any course. These comprehensive laboratory practicals are designed to assess the skills used in multiple areas of the laboratory and to simulate real-life laboratory situations. These comprehensive laboratory practicals will be administered during any course's laboratory /classroom period(s). Regardless of the course that the lab is scheduled to take place in, the comprehensive laboratory practical(s) will be counted as a lab practical grade in multiple MLT courses based on the content of the practical.

Course Requirements

At the beginning of each term the student will be given specific information concerning each course. This information will include course competencies, course requirements and specific dates for completion of work. It is the student's responsibility to adhere to the requirements as outlined.

Faculty Advisor

Students in the pathway to entering the MLT professional curriculum are assigned a MLT faculty advisor. The advisor will confidentially advise the student with course selection for general education requirements, planning and registering for the general education classes.

Once in the MLT professional curriculum, the faculty advisors will continue to confidentially advise the program student with course selection, planning, and registering for the MLT classes. In addition, the MLT faculty meet with 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.

Grading Scale

The grading scale for the Medical Laboratory Technology Program is as follows:

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

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

A grade for an incomplete course that is a prerequisite for a course being offered the following term must be awarded by the last day of the next term's add/drop period 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 the course is not completed by this deadline, a grade of "F" will be automatically assigned for the course. The student will be withdrawn from all other curriculum courses.

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 records, college or other official documents which are submitted, including false recording of timecard 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 the operation of 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.

Students may also be dismissed for failure to achieve a grade of "C" or higher in any Medical Laboratory Technology curriculum course.

CLINICAL EDUCATION POLICIES and PROCEDURES

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. Completion of all prerequisite MLT courses with a minimum grade of a "C".
7. Permission of the Medical Laboratory Technology faculty and clinical affiliates.

The clinical education experience is divided into four (4) 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.

Clinical Practicum Affiliates

The MLT Program is affiliated with, but not limited to, the following area hospitals:

Rutherford Regional Health System, LLC. Rutherfordton, NC
Spartanburg Medical Center - Mary Black Campus, Spartanburg, SC
Cherokee Medical Center, Gaffney, SC
Pelham Medical Center, Greer, SC
Spartanburg Medical Center – Church Street Campus, Spartanburg, SC
St. Luke's, Columbus, NC
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 clinical affiliate reserves the privilege of referring to Spartanburg Community College any student found to be lacking in ability to develop qualities essential for the MLT Program in which he/she is enrolled, or for failure or unwillingness to conform to the regulations of the clinical affiliate and has the right to recommend withdrawal from their facility 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 the 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 until the issue has been resolved and will be referred to the Vice President of Student Affairs for disciplinary action as appropriate.

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 placed in the ranking. All students are required to sign a clinical assignment waiver indicating the understanding of this policy. (*NAACLS Student Standard IV.K.2*)

Clinical Practicum Attendance

Students are assigned to the clinical facility four (4) days per week, eight (8) hours per day. The student may not skip lunch to leave early. One (1) day per week will be spent on the College campus to take the weekly rotation tests.

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 within two (2) weeks of the absence.**

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 MUST be notified before the scheduled time at clinic. Voicemail and e-mail notification of MLT faculty are acceptable forms of communication. If the student has to be absent on a day scheduled to be on the College campus, the appropriate MLT instructor(s) 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, except in extenuating circumstances as approved by the Dean of Health and Human Services. Missed time may not be made up on Saturdays, Sundays. Make up time must be entered in Trajecsyst as a time exception, and the student must include the date of the missed time in the explanation box.

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. 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.

Anyone absent more than 64 hours (eight days) during the nine (9) month training period will be dismissed from the Program, and the Readmission Policy will apply, except in extenuating circumstances as approved by the Dean of Health and Human Services.

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 a student is late, time missed must be made-up as soon as possible at the convenience of the clinical instructor, and no later than 2 weeks from the occurrence. Make up time must be entered into Trajecsyst as a time exception, and not in the clinical rotation area or class at the time the rotation 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 Practicum Academic Requirements

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 the clinical practicum will result in dismissal from the MLT program.

Clinical Practicum Documentation of Clinical Time

All students are required to document clinical time. This documentation is recorded in the online record keeping system. 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, a time exception must be completed in the online record keeping system and approved by the clinical instructor. 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. Failure to do so properly may result in the student being counted absent from the clinical. After the third occurrence of failure 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 to introduce himself or herself and confirm the time they are expected to arrive in the 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. The student is not allowed to skip lunch in order to leave early. 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, unless otherwise instructed by the clinical instructor.

Clinical Practicum Dress Code

Students must 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 Wine.
- Short or long sleeves are acceptable but sleeveless uniforms are not allowed.
- Shirts are permitted to be worn under uniforms for warmth or coverage. Must be solid, and white, black, gray or navy blue.
- 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 Wine or White. (Optional) Fluid impervious lab coats will be provided by individual clinical sites and must be worn in clinical areas.

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.
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 a MLT student. The name and student’s photo on the ID must be visible at all times.
5. The MLT program emblem patch must be sewn on the sleeve of the uniform top two (2) inches below the shoulder.
6. Items of jewelry must serve a professional function. No “message” buttons except those observing Medical Laboratory Technology Week are permitted.
7. A pen with black ink must be kept in the uniform pocket at all times.
8. 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.
9. 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.).

10. No necklaces, bracelets, or anklets are allowed. Rings must be limited to one per hand. (Wedding set constitutes one ring).
11. 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.
12. Males must be neatly shaven daily. (Beards and mustaches are permitted if neatly trimmed).
13. 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.
14. Only a moderate amount of makeup is allowed.
15. 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.)
16. Students may not smoke while in their clinical uniform.
17. 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.
18. 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 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.

ADDITIONAL MLT 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" in MLT coursework is eligible to recycle in the program the next year, when the course is offered again.

Students may only recycle once.

The following criteria must be met to be readmitted to the Medical Laboratory Technology program:

1. If student fails to complete all fall courses successfully, they must reapply to the Medical Laboratory Technology Program through the selective admission process and meet current admission and curriculum requirements. All fall courses must be repeated by students who fail to satisfy requirements for Fall term. If a student fails to successfully complete Spring, Summer, or clinical courses students must attend new student orientation in the Fall and repeat

all courses for the last term in which they failed to satisfy the course work. Students can exempt these courses by sitting for an examination for each course and scoring a 75 or better. (There is an administrative fee for each of these exams that is the responsibility of the student.)

2. Update files in the Admissions and Records Offices in Student Services.
3. Update Required Tests/Immunizations Documentation form.
4. Update criminal background investigation (CBI) and drug testing (DT) results.
5. Have a cumulative program GPA of 2.0 on a 4.0 scale.
6. Any MLT curriculum courses older than one (1) year must be repeated.
7. 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.
8. 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). There is an administrative fee for each of these exams that is the responsibility of the student.)

Any student who is readmitted to the program one (1) 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.

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.

Any paid employment of a student in a medical laboratory department is a separate entity from the Program and has no bearing on the structured clinical experience. The Program will not be held liable

for any incidents that may occur while a student is employed by a clinical affiliate.

The following apply:

1. Clinical rotations will not be altered due to outside clinical experience in a specific area.
2. A student may not perform "clinical rotational tasks" except during scheduled clinical hours.
3. A student may not receive a clinical evaluation except during scheduled clinical education hours.

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.

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.
- (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.

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* although students must be aware that 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.

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 101,105,108, 110,115,120,130, 131, 205,210,241,251,252,253,254 |
| Establishing and maintaining continuing education as a function of growth and maintenance of professional competence. | MLT 241,251,252,253,254 |
| 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 101,105,108,110,115,120,130, 131,205,210,241,251,252,253,254 |
| Maintain Quality Assurance | |
| Performing and monitoring quality control within predetermined limits | MLT 101,105,108,110,115,120,130, 131,205,210,241,251,252,253,254 |
| Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs. | MLT 251, 252, 253, 254 |
| Practice Safety | |
| Applying principles of safety | MLT 101,105,108,110,115,120,130, 131,205,210,241,251,252,253,254 |
| Utilize Instrumentation/Analyze Specimens | |

| | |
|---|---|
| Performing analytical tests on body fluids, cells, and other substances | MLT 101,108,110,120,130,131,210,251,252, 253,254 |
| Perform Specimen Collection | |
| Collecting, processing, and analyzing biological specimens and other substances. | MLT 101,110,251,252,253,254 |
| Report Accurate Results | |
| Recognizing factors that affect procedures and results and taking appropriate actions within predetermined limits when corrections are indicated. | MLT 101,108,110,115,120,130,131, 205,210,241,251,252,253,254 |
| Relating laboratory findings to common disease processes. | MLT 101,105,110,112,115,120,130, 205,210,219,241,251,252,253,254 |
| Applying basic scientific principles in learning new techniques and procedures. | MLT 102,105,108,110,112,115,120,130, 131,205,210,241,251,252,253,254 |
| Laboratory Procedures | |
| Blood Bank/Transfusion Services | MLT 120,251,252,253,254 |
| Chemistry | MLT 130,131,251,252,253,254 |
| Hematology | MLT 108,110,210,251,252,253,254 |
| Microbiology | MLT 105,112,205,251,252,253,254 |
| Point of Care Testing (POCT) | MLT101,110,130,210,251,252,253,254 |

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.

TECHNICAL STANDARDS

Required of Students for Admission and Progression in a Health Sciences Program (MLT)

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to demonstrate ability to become proficient in these essential functions.

| Essential Function | Technical Standard | Some Examples of Necessary Activities (not all inclusive) | Yes | No |
|---------------------------|---|--|-----|----|
| Critical Thinking | Critical thinking ability sufficient for clinical placement judgment. | Identify cause-effect relationships in clinical situations; evaluate patient or instrument responses; synthesize data; draw sound conclusions. | | |
| Interpersonal Skills | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds | Establish rapport with patients and colleagues. Use therapeutic communication (attending, clarifying, coaching, facilitating, teaching). Function (consult, negotiate, share) as a part of a team. | | |
| Communication Ability | Communication abilities sufficient for effective interaction with others in expressive and written English, including computer literacy. | Explain treatment procedures; initiate health teaching; document and interpret instructions. Listen attentively. | | |
| Physical Endurance | Remain continuously on task for several hours while standing, sitting, walking, lifting, bending, and/or transporting patients/clients. | Stand or walk for extensive periods of time. Lift lab equipment/reagents weighing up to 50 pounds. | | |
| Mobility | Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination. | Move around in patient's rooms, workspaces and in other small areas. | | |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective patient/client care and operate equipment. | Calibrate and use equipment; transfer and position patients or lift and operate equipment with necessary strength and dexterity. | | |
| Adequate Height | Ability to reach and operate overhead equipment. | Turn wall mounted monitors/gauges on and off. Reach, manipulate, and operate equipment on counters 36 inches high. | | |
| Hearing Ability | Auditory ability sufficient to access non-direct essential patient information | Hear monitor/equipment alarms, emergency signals, auscultatory sounds, cries for help, and patient reactions during procedures within normal hearing range. | | |
| Visual Ability | Normal or corrected visual ability sufficient for patient/client observation, assessment and/or treatment; ability to discriminate between subtle changes in density (black to gray) of a color in low light. | Observe patient responses, secretions, colors, and color changes during performance of procedures. Observe proper operation of equipment. Read computer screen, procedure manuals, patient information on charts, bracelets, etc. Differentiate cells, organisms, etc. under a microscope. | | |
| Tactile Ability | Tactile ability sufficient for physical assessment. | Perform palpation, functions of physical examination and/or those related to therapeutic intervention. | | |
| Olfactory Ability | Olfactory senses (smell) sufficient for maintaining environmental safety, and patient/client needs. | Distinguish smells which are contributory to assessing and/or those maintaining the patient's health status or environmental safety (fire.) | | |
| Professional Presentation | Ability to present professional appearance and attitude; implement measures to maintain own physical and mental health and emotional stability. | Work under stressful conditions and irregular hours. Be exposed to communicable diseases and contaminated body fluids. React calmly in emergency situations. Demonstrate flexibility. Show concern for others. | | |