South Louisiana Community College  
Division of Nursing and Allied Health  

Medical Laboratory Technician Program  

Student Handbook  
2018-2019
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Dear Student:

Welcome to South Louisiana Community College’s Medical Laboratory Technician (MLT) Program. This program provides you with an opportunity to become an integral member of the healthcare team.

This handbook was prepared as a means to communicate policies, procedures and information regarding the MLT program and to answer questions that you may have. Please retain this handbook throughout the MLT program and refer to it as needed.

It is expected that you will read this handbook and review course content. If you have questions or concerns about any of the information covered, please contact a faculty member by accessing the contact information listed on the following page.

Best wishes on your educational journey to becoming a Medical Laboratory Technician!

Sincerely,

MLT Faculty
Lafayette Campus- Nursing and Allied Health
1101 Bertrand Dr.
Lafayette, LA 70506
337-521-9628

MLT Program Director/Instructor
Nadlyn Rideaux, MAT, MT (ASCP)
nadlyn.rideaux@solacc.edu
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MLT Instructor
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337-521-9655

MLT Instructor
Pamela Clark, MT (AAB), MLT (ASCP)
pamela.clark@solacc.edu
337-521-9654
Clinical Affiliates

Our Lady of Lourdes Regional Medical Center --------------------------Lafayette, LA
Lafayette General Medical Center -------------------------------------Lafayette, LA
University Hospitals and Clinics--------------------------------------Lafayette, LA
Lafayette General Southwest------------------------------------------Lafayette, LA
Heart Hospital--------------------------------------------------------Lafayette, LA
Laboratory Corporation of America------------------------------------Lafayette, LA
Opelousas General Health System--------------------------------------Opelousas, LA
Oakdale Community Hospital-------------------------------------------Oakdale, LA
Mercy Regional Medical Center-----------------------------------------Ville Platte, LA
Acadian Medical Center-----------------------------------------------Eunice, LA
Eunice Medical Laboratory---------------------------------------------Eunice, LA
Point Coupee Hospital-----------------------------------------------New Roads, LA
Jennings American Legion Hospital-------------------------------------Jennings, LA
Abrom Kaplan Memorial-----------------------------------------------Kaplan, LA
Abbeville General Hospital--------------------------------------------Abbeville, LA
Iberia Medical Center-----------------------------------------------New Iberia, LA
Franklin Foundation Hospital-----------------------------------------Franklin, LA
Division of Nursing and Allied Health

Mission and Goals

The mission of South Louisiana Community College’s Division of Nursing and Allied Health is to proactively provide excellent education and training to a diverse population, utilizing flexible instructional methodology while meeting the area’s workforce needs.

Mission of MLT program

The Mission of the Medical Laboratory Technician program is to provide adequate and appropriate instruction in laboratory training, which reflects occupational trends that meet the needs of the region. This training will result in the student achieving entry-level competence in the laboratory that would render him/her competitive for employment and/or advancement as well as allowing him/her to take the national certification examination.
Introduction

This Student Handbook prescribes standards of conduct for students enrolled at South Louisiana Community College (SLCC) in the Associate of Applied Science, Medical Laboratory Technician (MLT) Program. The standards are in addition to those detailed under SLCC’s Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other disciplinary action.

The SLCC MLT Program Administrators and Faculty reserve the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

Occupational Information

Graduates receiving an Associate of Applied Science in Medical Laboratory Science from SLCC are eligible to apply for licensure through the Louisiana State Board of Medical Examiners (LSBME) as a Medical Laboratory Technician (MLT) – see below.

A licensed Medical Laboratory Technician performs diagnostic tests and procedures in the clinical laboratory under the supervision of Clinical/Medical Laboratory Scientists and Pathologists.

Louisiana State Board of Medical Examiners (LSBME) & Licensure by Examination

Upon completion of the Associate of Applied Science degree program, the graduate is eligible to apply to the LSBME for initial licensure and to take a national certification exam. National certification agencies are American Society of Clinical Pathologists (ASCP) or American Medical Technology (AMT). Completion of the program does not guarantee approval from LSBME for the licensure or ASCP/AMT for exam eligibility. The examination is designed to test the knowledge, skills and abilities essential to the safe and effective practice of Medical Laboratory Science at the entry level. Upon successful completion of this examination and approval from LSBME, the graduate becomes licensed to legally practice as a Medical Laboratory Technician in the State of Louisiana. www.lsbme.la.gov
The Medical Laboratory Technician program at SLCC - Lafayette Campus, Ardoin Building is accredited by the National Accrediting Agency for Medical Laboratory Sciences (NAACLS). Accreditation by this organization assures students that they will be provided with a quality education in laboratory medicine. [www.naacls.org](http://www.naacls.org)

NAACLS
5600 N River Road, Suite 720
Rosemont, IL 60018 Phone: 773.714.8880 Fax: 773.714.8886

The MLT program is designed to provide all students with a well-rounded education in current laboratory practice. The program consists of 4 academic semesters, including the clinical practicums (externships). Students should note that some courses have prerequisites, which must be completed before enrolling into upper level courses and continuing in the program. Each course in the MLT program must be completed with a minimum score of 70%. Upon successful completion of this program, the MLT graduate is eligible to sit for a national certification exam. Successful completion of a certification examination is required to become licensed as a Medical Laboratory Technician in the State of Louisiana.

**Specific Degree Requirements**

Students wishing to earn an Associate of Applied Science at South Louisiana Community College must:

- Submit proof of current immunizations
- Submit a History & Physical examination report certifying they are physically and emotionally fit for the program
- Provide recent (less than one year) TB skin test or chest x-ray
- Adhere to HIPAA and other confidentiality clauses involving client care or clinical training
- Pass a background check as determined by clinical affiliates
  - Maintain current CPR for Healthcare Provider Certification
- Pass a drug screen as determined by Medical Review Officer (MRO)
- Pass a color blind test as determined by MLT faculty and/or physician.
- Attain a minimum grade of “C” (70%) in each course within the MLT curriculum
  - Grading scale for MLTS courses: A = 90-100; B = 80-89; C = 70-79. No credit received for grades less than 70%
- Earn a minimum cumulative grade point average of 2.0 on all courses applied to the degree as well as an adjusted SLCC cumulative grade point average of 2.0
- Adhere to policies prescribed by each clinical agency when involved in clinical rotation at that agency
- Arrange transportation to and from hospitals or any other assigned areas for
clinical practice

- Purchase the required class and clinical uniform(s), and supplies as outlined by instructor

- Assume the cost of the certification examination and other related expenses

- As documented by a physician on the history & physical exam document, students must demonstrate ability to meet following technical/performance standards (related to ADA compliance) while receiving the instruction as outlined in each course syllabus:
  - ♦ Read and communicate orally and in writing using the English language
  - ♦ Hear with or without auditory aids to understand normal speaking voice without viewing the speaker’s face
  - ♦ Visually with or without corrective lenses, observe changes in client’s condition and actively participate in learning process
  - ♦ Utilize stamina, strength and psychomotor coordination necessary to perform routine laboratory procedures at floor, countertop, or bed level
  - ♦ Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective patient care
  - ♦ Solve problems and apply critical thinking skills while providing safe and efficient client care
  - ♦ Interact with individuals/families/groups from various socioeconomic and cultural backgrounds
  - ♦ Adapt and function in a multi-stressor environment while adhering to legal/ethical guidelines of the school, accrediting, and clinical agencies

- Agree to provide fingerprints and applicable fees payable to Louisiana Department of Public Safety and Corrections.

- Complete an application to Louisiana State Board of Medical Examiners, including applicable fees, during the final semester of the program, or as directed by program coordinator.

The MLT Department reserves the right to limit enrollment in courses to ensure the efficient use of resources.

"Incomplete applications will not be considered. Submitting incomplete, misleading, or fabricated information on the student admission application or any admission document is reason for dismissal of the student from the allied health program at the time the breach is discovered. Forging signatures or manipulating information requested on heath or education documents required as part of an application is strictly prohibited and will disqualify the applicant for any admission consideration. Students are strongly encouraged to retain original copies of all documents submitted as part of the application packet."
Special Conditions
Employment opportunities may be limited for students with back problems or other medical or physical conditions which limit ability to lift or function in long periods of physical exertion.

Objectives of MLT Program
The goals of the MLT-AAS program at South Louisiana Community College, Lafayette Campus are to:

- Teach basic scientific and clinical concepts which will prepare students for entry-level as Medical Laboratory Technicians.
- Provide students with an opportunity to develop the psychomotor skills necessary to function effectively in the clinical laboratory.
- Educate students in the importance of quality control and quality assurance in the daily operation of the clinical laboratory.
- Convey to the students the principles and practices of professional conduct.
- Inculcate the students with the necessity for universal precautions and other safety practices in the clinical laboratory.

Expected Learning Outcomes
Upon graduation and initial employment, the Medical Laboratory Technician should be able to demonstrate entry level competencies in the following areas of professional practice and technical laboratory competency.

- collection and processing of biological specimens for analysis
- observing safety regulations
- utilizing laboratory computer systems to maintain patient records
- performing analytical tests on body fluids, cells and products
- monitoring quality control within predetermined limits
- recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated
- performing preventative and corrective maintenance of equipment and instruments or referring to appropriate source for repairs
- relating laboratory findings to common disease processes
• demonstrating ethical and professional conduct (including confidentiality) and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public

• recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care

• applying basic scientific principles in learning new techniques and procedures

• attaining a level of proficiency sufficient to orient new employees after employment

• recognizing individual needs for continuing education as a function of growth and maintenance of professional competence and seek means of meeting these needs.

PROGRAM COMPLETION / GRADUATION REQUIREMENTS

MLT students must complete all general education courses and MLTS courses required in the curriculum with a C or better to obtain an Associate of Applied Science (AAS) degree.

The granting of the Associate of Applied Science (AAS) degree in Medical Laboratory Technician is not dependent upon the passing of any national certification or licensure examination.

The completion of the MLT program and the receipt of the AAS in Medical Laboratory Science do NOT guarantee the passing of any national certification exam or the approval of the LSBME for licensure.

Completion of the licensure application to Louisiana State Board of Medical Examiners, including applicable fees, is encouraged during the final semester of the program, or as directed by program coordinator. This includes submission of fingerprints and applicable fees payable to Louisiana Department of Public Safety and Corrections.
### Associate of Applied Science in Medical Laboratory Science

#### Curriculum Structure

#### Course Sequencing

##### FALL START

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<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
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<td>FALL</td>
<td>SFSE 1003</td>
<td>Seminar in First Semester Experience</td>
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<tr>
<td>FALL</td>
<td>ENGL 1010</td>
<td>English Composition I</td>
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<td>FALL</td>
<td>MATH 1105</td>
<td>College Algebra</td>
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<td>FALL</td>
<td>CHEM 1030 and 1031</td>
<td>General Chemistry I and Lab</td>
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<td>FALL</td>
<td>MLTS 1030</td>
<td>Introduction to Medical Laboratory Science</td>
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<td>SPRING</td>
<td>MLTS 1073</td>
<td>Hematology I</td>
<td>3</td>
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<td>SPRING</td>
<td>MLTS 1130 and 1131</td>
<td>Clinical Microbiology I and Lab</td>
<td>3+1</td>
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<td>SPRING</td>
<td>MLTS 1203</td>
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<td>FALL</td>
<td>MLTS 1410</td>
<td>Clinical Chemistry (1st 8 weeks)</td>
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<td>FALL</td>
<td>MLTS 1453</td>
<td>Body Fluid Analysis</td>
<td>3</td>
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<td>FALL</td>
<td>MLTS 2060 and 2061</td>
<td>Clinical Microbiology II and Lab</td>
<td>3+1</td>
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<tr>
<td>FALL</td>
<td>MLTS 2203</td>
<td>Clinical Immunohematology</td>
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<td>MLTS 2410 and 2411</td>
<td>Clinical Chemistry II and lab (2nd 8 weeks)</td>
<td>3+1</td>
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<td>Hematology II (1st 8 weeks)</td>
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<td>Chemistry Practicum (1st 4 weeks)</td>
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<td>MLTS 2842</td>
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<td>MLTS 2812</td>
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<td>MLTS 2910</td>
<td>Seminar in Medical Laboratory Science</td>
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1 Social/Behavioral Science options: ECON, GEOG, POLI, PSYC, SOCI
2 Humanities options: CMCN, ENGL Literature, FREN, HIST, SPAN, SPCH
Student Organization Participation

SLCC faculty encourage students to participate in organizations that foster development of leadership, self-direction, and professional skills. Please refer to the SLCC Catalog for information about the Student Government Association (SGA).

Students may attend meetings of approved organizations provided they are in good academic standing and assume responsibility for course content missed during their absence.

Students are also encouraged to participate in community health events, provided it does not adversely affect their grades or class participation.

Professional organizations for MLTs:

**ASCLS**
The American Society for Clinical Laboratory Science
1861 International Drive, Suite 200
McLean, VA 22102
(571) 748-3770

**ASCP**
American Society for Clinical Pathology
33 West Monroe Street, Suite 1600
Chicago, IL 60603
(312) 541-4999  FAX (312) 541-4998

**AMT**
American Medical Technologists
10700 W Higgins Rd STE 150
Rosemont IL 60018
847-823-5169 FAX (847)789-9462
[www.americanmedtech.org](http://www.americanmedtech.org)
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<td><strong>Textbooks</strong></td>
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<td><strong>Immunizations/Titers</strong></td>
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<td><strong>Background check (CastleBranch)</strong></td>
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<tr>
<td><strong>Urine Drug Screen (CastleBranch)</strong></td>
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<tr>
<td><strong>CPR Basic Lifesaver Healthcare provider</strong></td>
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<tr>
<td><strong>Uniform &amp; shoes</strong></td>
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<td><strong>White lab coat (Pinning ceremony)</strong></td>
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<td><strong>Yearly Physician Examination /TB skin test</strong></td>
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<td><strong>FLU shot (Semester 4) mandatory for select clinical sites</strong></td>
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<td><strong>Passport Photos (Semester 4)</strong></td>
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<td><strong>FBI Background Check (Semester 4)</strong></td>
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<td><strong>LSBME Licensure Application fee (Semester 4)</strong></td>
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<td><strong>Certification Exam (Semester 4)</strong></td>
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<td><strong>Graduation Fee (Semester 4)</strong></td>
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<td><strong>Cap &amp; Gown (Semester 4)</strong></td>
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<td><strong>Total</strong></td>
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GENERAL INFORMATION

Advisement

Academic advisement is available by appointment at each individual campus of SLCC.

Attendance Guidelines

- A successful MLT must be punctual and present in order to be a dependable employee.
- Students must be officially registered for the class in order to attend.
- It is responsibility of the student to withdraw from courses or they will be assessed the full tuition and fees.
- Allied Health classes prepare students for safe patient care and faculty expects that students attend each class, laboratory, and clinical session to develop the theoretical and practice components of the healthcare professional role. It is the responsibility of the student to notify the instructor prior to an absence or anticipated late arrival. Laboratory and clinical hours are often not possible to make up and students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student cannot receive a passing grade.
- Inclement Weather: It is the policy of this school that classes will be in session UNLESS it is announced that South Louisiana Community College – campus specific - has been closed. Do not call the school; listen to radio or television (KATC or KLFY will broadcast information) for announcements. You may also access the SLCC website at www.solacc.edu for up-to-date information. You should also receive notification through the First Call Alert System.

Classroom Rules: Students are expected to attend all classes necessary to meet criteria of the course. If an absence occurs, the student is responsible to obtain class notes and assignments. It is up to you to make arrangements with your instructor to make up any missed assignments. Absence is no excuse for not turning work in on time.

Tardiness: Students are expected to attend all classroom (theory) classes punctually. Lecture/Lab/Exams will begin as scheduled per time listed on the syllabus. Late arrivals disrupt the learning environment. A student is deemed tardy, if the student arrives one to fifteen minutes later than the scheduled class time. If a student is more than 15 minutes late, the student will not be allowed to enter the classroom. This will count
as an absence for that class period. A student will be allowed 3 tardies per course per semester. If more than 3 tardies are documented by the instructor for one course, the student will be assigned additional coursework at the discretion of the instructor. A counseling session will be held and a conference report will be completed and documented. A copy will be given to the student and the original is placed in the student folder.

**Missed Lecture/Theory:** Attendance will be documented at each class period. Students are to attend all scheduled Lecture classes. Any lecture class missed by the student is considered an absence with no excuses accepted. All assignments missed are the responsibility of the student. **A student having two absences from lecture class will initiate a counseling session with the student and instructor.** A conference report will be completed and documented. A copy is given to the student and the original is placed in the student folder. Any additional absences, a meeting with the program director is held. A conference report will be completed and documented. A copy given to the student and the original placed in the student’s folder.

**EXCESSIVE ABSENCES:** Once a student miss 10 % of class meetings for any one course, a conference is held with the program director and department chair to discuss reasons and possible solutions to excessive absences. **Once a student’s absences exceed 10% of class meetings for any one course, the student will be administratively withdrawn.**

**Missed Lecture/Labs:** Students are to attend all labs. Exams & quizzes may be given during labs and will result in a zero (0) for the lab missed. A zero (0) can also be given for lack of participation or incomplete assignments given during the scheduled lab.

**Personal electronic devices (phones, laptops, recorders, watches):** Technological devices are useful as additional educational aids and resources. However, handheld phones/devices may be used inappropriately jeopardizing academic honesty and integrity. A student who prefers to record lectures must gain permission of the instructor. If permission is granted, the recording device is to be placed in an area designated by the instructor. Students are not allowed to use their devices during scheduled lectures. Cell phones must remain out of view. Cell phones will not be allowed on student desktops. Therefore, the cell phone cannot be used when a calculator is needed for classwork or an exam. Cell phones are to be placed on silent and stored with personal belongings. Laptops may be used, but only for instructional documentation or to aid in recording/typing of lecture notes. **Personal electronic devices are not allowed in the student laboratory setting.** Biohazardous materials and infectious organisms can be transferred to these devices creating a risk for potential disease or exposure. A student who fails to follow the rules in regards to technological devices will be given a verbal warning with first occurrence. In the event of a second occurrence, the student will be instructed to exit the classroom. This will result in the student receiving an absence for that class period.
Tests: Make-up lecture exams will not be given regardless of reason. Any one (1) missed lecture exam will be replaced with the grade received on the final comprehensive exam. All subsequent tests missed in that course will result in a zero (0). There will be no rounding of grades. You must have a final course grade of \( \geq 70 \% \) in order to pass the course. The following grading scale will be utilized for all MLT courses:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- \( \leq 59 \) F

Quizzes: Quizzes that are missed will result in a zero (0) regardless of the reason for absence. Pop quizzes can be given unannounced anytime during the course. Thereby, attendance is a priority in maintaining a satisfactory course grade.

Laboratory Sessions: Students must attend all laboratory sessions. Some courses are Lecture/Lab courses meaning a lab can be scheduled or unscheduled during the course time frame. Make-up time for skills taught in lab will not be possible. Students will be graded on successful demonstration of skills and procedures learned in the laboratory sessions and must review skills prior to practical. All students are encouraged to spend time in the laboratory (in addition to the scheduled time) in order to gain experience in laboratory skills and procedures required for performing high quality and accurate patient testing. All skill/demonstration labs missed will result in a zero (0) regardless of the reason for absence. A student may attend another session. However, it is the responsibility of the student to obtain permission from the instructor so that s/he may approve the attendance at another lab session. Participation is key in laboratory sessions throughout the program and is required for establishing competency before entering Clinical Practicums. Absolutely no personal electronic devices allowed during Laboratory Sessions. (Refer to above Policy on Phones/Devices/Recorders, etc)

Practical Exams: There will be no make-up laboratory practical exams given for any reason.
Clinical Practicums: The major objective of clinical practicums is to assist the student with the development of skills necessary to provide high quality and accurate patient results. Students are evaluated by the clinical affiliate on observed behaviors, including initiative, interest, and responsibility, reaction to criticism, interpersonal relationships, professional performance, integrity, cleanliness, orderliness, promptness, confidence, and practical applications. MLT coordinator/instructors evaluate the student on completion of assignments and knowledge of laboratory theory. Students’ skills are expected to increase in proficiency as they progress through each practicum. Students are expected to attend all clinical sessions necessary to meet the objectives and hour requirements of the course.

The clinical rotation occurs in the fourth semester of the program. There are four 4-week rotations – Microbiology, Immunohematology, Chemistry and Hematology/Coagulation. Students attend clinicals Monday through Thursday eight hours/day for a total of 128 hours per rotation. Students missing more than 13 hours of clinical rotation time will result in student receiving a grade of Incomplete. Time will need to be made up before the grade is changed.

1) Time designated for the clinical practicums include hours at the clinical affiliate site and at SLCC.

2) All students must attend the agency-specific orientation prior to all clinical rotations. Any student absent on a day of orientation must attend an orientation session before s/he can continue in clinical.

3) Students are expected to utilize the principles of proper body mechanics, hand-washing, and minimizing the transmission of disease when working in the lab or clinical setting.

4) During phlebotomy, remember to use basic principles of patient safety, such as side rails, call bell in reach, etc., should be observed at all times in the clinical setting.

5) Excessive absences, late arrivals or leaving early from the clinical experience may place the student at risk for not achieving the course competencies and a decreased score on the student’s evaluation.

6) In case of serious illness or emergencies, a student may find an absence unavoidable. When an absence occurs, the student must notify the clinical site instructor and the MLT program coordinator/instructors at SLCC in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.

7) Consequences of any absence will be determined at the time of the clinical evaluation.
**Background clearances:**

At the onset of the program, all Allied Health students must have a completed background check on file with the affiliate campus.

A student may be dismissed from the program and may receive a failing grade in the course based on the inability to place the student in a clinical facility as a result of sanctions secondary to infractions identified via background checks. Clinical facilities have the right to refuse student access to their facility.

During the last semester of the MLT program, the student must complete a LA Department of Public Safety and Corrections and a FBI background check. The results are sent directly to Louisiana State Board of Medical Examiners. The MLT faculty will provide detailed instructions of this process during the last semester of your program.

**Disciplinary Actions**

When a MLT is in violation of any requirement contained in this Handbook, he/she is subject to disciplinary action or immediate dismissal. All students should carefully review the South Louisiana Community Colleges’ Student Handbook section on Academic Misconduct and Disciplinary Standards.

**Zero Tolerance Policy:**

The SLCC MLT Program supports a **Zero Tolerance Policy** for the following behaviors:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.

2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.

3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug, or possession or use of alcohol on the campus or at a clinical site.

4. Harassing, bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening, harassing or bullying will not be tolerated. Insubordinate, abusive, or use of foul language (directly or indirectly) towards classmates, faculty, college staff/administrators or clinical personnel will not be tolerated.

MLT students engaging in this misconduct are subject to immediate dismissal from MLT classes and additional disciplinary action as deemed appropriate by the college.
**Academic Misconduct can be defined as:**

**Cheating** on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records.

**Cheating** - includes, but is not limited to:

1. Copying from others during an examination.
2. Communicating exam answers with another student during an examination.
3. Offering another person’s work as one’s own (plagiarism). Taking an examination for another student or having someone take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, and then returning it for more credit.
6. Using unauthorized materials, personal electronic devices, prepared answers, concealed written notes or information during an examination.
7. Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
8. Removing tests from the classroom, duplicates, writing down, taking photographs, or copying questions or answers on any copying device during test review sessions.
9. Knowingly or intentionally helping another student perform any of the above acts of cheating or plagiarism.
10. Preparing of written material that is fraudulent and/or untruthful.

**Plagiarism** - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
Clinical Misconduct

Students practice within the boundaries of the ASCLS Code of Ethics, the guidelines found in this handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.

- Students deemed unsafe in the clinical setting will be removed and receive a failing grade.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility, due to criminal history or other significant findings.
- A student may be dismissed and receive a failing grade in the course for violation of standards of Professional Conduct or as noted below.

Examples of unsafe practice include, but are not limited to:

- Refusing an assignment based on client’s race, culture, religious preference or medical diagnoses.
- Denying, covering-up or not reporting own errors in clinical practice.
- Inaccurate or false documentation, including falsifying laboratory test results
- Lying
- Insubordination
- Jeopardizing the safety of patients/staff/co-workers
- Use of mood-altering medications that affect cognitive or motor ability
- Ignoring and failing to report dishonest or unethical behavior in others.
- Practicing skills considered limited to the scope of practice for MLTs without instructor supervision and outside the academic environment.
  - Lacking information processing ability necessary for making appropriate clinical judgments or decisions.
  - Interacting inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, disruption of the learning and/or patient care environment.
  - Violating principles of confidentiality, not limited to HIPAA violations.
- There will be a zero tolerance for this violation and will result in dismissal from the MLT Program.
- Cell phone use at the clinical facility. There will be a zero tolerance for this violation and will result in dismissal from the MLT program.
- Copying of any part of the patient medical record. There will be a zero tolerance for this violation and will result in dismissal from the MLT program.
- Demonstrating a lack of preparation for clinical practice.
- Failing to respect client rights and dignity.
- Soliciting, borrowing, or removing property or money from a client or client’s family.
- Assuming tasks for which the student MLT lacks the education or competence to perform.
- Removing supplies, equipment, or medical records or other facility property from the clinical setting.
- Leaving clinical agency without notification (abandonment).
For example: leaving assigned clinical unit to visit on another unit without permission from instructor.

**Unusual Occurrence Guidelines:**
An unusual occurrence is any event that has potential for harm to any person while in the MLT program classes, laboratories, or clinical agencies.

1. Upon notification the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.

2. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions including course failure and program withdrawal.

3. Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the health and safety requirements, or has excessive absences from the clinical experience will be removed from the clinical assignment and will receive a failing grade in the course.

**Drug screening procedure**

The manufacture, distribution, sales, possession, or use of substances that may impair the student’s ability to perform safely and effectively on the campus, in laboratory or clinical settings, and or any institutionally approved events off campus is prohibited.

Any student that tests positive for any illegal substances will not be allowed to continue in the MLT program.

All students accepted into the MLT program will be required to complete a random urine drug screen (at the student’s expense) prior to clinical courses. Students will be notified by program faculty when to report for drug screening.

**A. Drug Screening Guidelines**

1. All enrolled MLT students will be required to submit a random urine drug screen as a condition of continued enrollment in the MLT program. All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), are permitted to continue their enrollment in MLT courses.

2. If a student challenges a positive result, only the original sample can be retested. The student must request an order for a re-test of the sample through the Medical Review Officer (MRO). The student is responsible for the cost of this test.
3. Only students receiving negative drug screens as reported by the MRO can remain enrolled in MLT courses. Reports from the MRO of safety sensitive issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, including alcohol, are deemed unsafe for the clinical setting and will not be dropped from the program.

4. Students will not be allowed to use previous drug screens requested by any person or agency outside of SLCC.

5. Students failing or refusing to test during the designated date and time do not meet the requirement for drug testing and will be reported as a positive drug test, resulting in being dropped from the program. Any student wishing to apply for re-entry into the Allied Health Program after experiencing a positive drug screen must follow these guidelines:
   - Write a Letter of Appeal explaining original occurrence and indicate what has changed that will lead to success in the program.
   - Provide documentation of successful participation in a drug rehabilitation program.
   - Enrollment into the program will be contingent on a negative drug screening for each of the three months immediately prior to the semester. These drug screenings will be done at the student’s expense. The drug screening company will be identified by the program. Any subsequent positive result will constitute grounds for permanent dismissal from the program.

B. Drug Screening “For Cause” Testing: This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the MLT program.

1. When a faculty/clinical instructor perceives the odor of alcohol/drugs or observes behaviors such as noted in #2 below, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, a drug/alcohol test will be required immediately.

2. Signs of possible impairment include but are not limited to the following:
   a. Slurred speech
   b. Unsteady gait
   c. Excessive absenteeism
   d. A pattern of tardiness
   e. Late assignments with elaborate excuses for not meeting deadlines
   f. Avoiding peers and faculty
   g. Unsafe clinical performance/putting patients at risk
   h. Impaired judgment in the clinical area
   i. Lethargy
j. Leaving the clinical area frequently
k. Deteriorating productivity
l. Severe mood swings; observed erratic behavior
m. Pervasive poor concentration or difficulty making decisions
n. Significant distress or impaired ability to function
o. Disorganized speech, incoherence, or delusions
p. Physical or behavioral indications of possible drug or alcohol impairment such as staggered gait, dilated/pinpoint pupils, or direct observation of drug use
q. Post-accident or incident – including any drug errors
r. An odor of mood-altering substances (such as alcohol or marijuana)
s. Harmful behaviors (verbal and non-verbal) directed toward self or others

3. Students exhibiting signs or symptoms of impairment may be dismissed from their clinical duties and escorted back to campus to meet with the Program Coordinator, HR Director, Dean for Nursing/AH/Safety, and/or the person designated by the specific campus. A conference will be held to make the student aware of the observations that were made. A prompt drug screen and/or alcohol test and/or medical evaluation may be required. If the drug test and/or medical evaluation do not substantiate the allegations, the student’s behavior will be noted on the respective clinical performance evaluation tool and/or student record. Adverse behaviors may negatively affect the student’s clinical grade.

Health and Safety Guidelines

It is essential that MLT students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift supplies, stand for several hours at a time, and perform bending activities.

Students who have a chronic illness or condition must be maintained on current treatment and be able to perform all required laboratory tasks.

The clinical practicum experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

Individuals should give careful consideration to the mental and physical demands of the program prior to making application. Documentation of compliance with all health and safety requirements is required to protect patient safety. Only students in compliance are permitted to enroll in MLT courses. Students will meet these requirements by providing the required documentation.

Requirements

1. All students entering MLT courses must meet all Health and Safety requirements to maintain enrollment status. Students will meet these requirements by providing
completed and signed physical examination and immunizations documents to the MLT department as directed.
   a. Immunizations must be current or students will not be allowed to attend clinical courses and will not meet program requirements.

2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all MLT courses. A physician note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety. **There are no exceptions to these requirements.**

3. In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. The faculty member will determine a student's ability to complete the required tasks and will determine if the student can remain and/or return to the clinical experience, regardless of a physician’s approval for return. Cases will be determined individually and discussed with the Dean.

*Health and Safety requirements are subject to change without notice depending on clinical agency requirements.*

**Disabilities**

Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for MLT students’ Table below.

1. Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, he/she may be given an incomplete, instructed to withdraw, or receive a failing grade.

2. Should the student require any type of special accommodation, the student must notify the Coordinator of Disability Services Officer (DSO). The DSO should be contacted before the first class meeting. Special accommodations for testing will be given only with appropriate documentation of special needs.

3. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation from the DSO.
Technical Standards for MLT students

The performance standards listed below are required of all students without extraordinary technological enhancements or intermediaries.

<table>
<thead>
<tr>
<th>Applicant must possess sufficient ability to:</th>
<th>Demonstrated by, but not limited to, the following examples: as determined by scope of practice… (with minimal or no assistance/supervision)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read and communicate orally and in writing using the English language.</td>
<td>Write class assignments; Read and comprehend text, numbers, and graphs displayed in print and on a video monitor; document lab results; explain procedures/treatments to assigned clients; interpret physicians orders and client responses; participate in pre/post conferences and shift report; relate to and communicate with physicians/members of the health care team, clients, family members and other groups in a manner that is easily understood, organized and accurate.</td>
</tr>
<tr>
<td>2. Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.</td>
<td>Able to hear monitor alarms and emergency signals at various levels; hears and responds to cries for help without undue delay.</td>
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<tr>
<td>3. Visually, with or without corrective lenses, observe changes in client’s condition and actively participate in learning process.</td>
<td>Can see small print and numbers on medical equipment or supplies; able to observe laboratory demonstrations in which biological specimens (body fluids, culture materials, tissue sections and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological and histochemical components; Characterize the color, odor, clarity, and viscosity of biological specimens, reagents, or chemical reaction products; able to read multiple chapters in textbooks; can see instructor or whiteboard in lab/classroom from a distance or up close.</td>
</tr>
<tr>
<td>4. Utilize stamina, strength and psychomotor coordination necessary to perform routine procedures at floor or countertop level.</td>
<td>Move freely and safely about in a laboratory and other work areas of clinical facility; Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours; Safely lift and carry 10-15 pounds; or the equivalence of small laboratory equipment, such as a microscope; reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture; Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients; possesses cognitive awareness, stamina and physical strength for assigned procedures.</td>
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<tr>
<td>5. Demonstrate use of gross and fine motor skills necessary to provide independent, safe and accurate laboratory testing.</td>
<td>Set up, calibrate, operate and manipulate all equipment utilized in the laboratory, including a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens; use computers; control laboratory equipment (such as pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures; use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information; don sterile gloves and maintain sterile field.</td>
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<tr>
<td>6. Solve problems and apply critical thinking skills while providing safe and efficient client care.</td>
<td>Collect/read and interpret data within scope of practice; evaluate actions taken; identify cause and effect relationships in the clinical setting; respond to emergency situations in a timely manner.</td>
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<tr>
<td>7. Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.</td>
<td>Establish rapport with assigned clients and members of health care team; develop therapeutic listening skills; demonstrate courteous and attentive behavior</td>
</tr>
<tr>
<td>8. Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, appropriate accrediting bodies, and clinical agencies.</td>
<td>Follows all school/department rules and regulations; travel to numerous clinical laboratory sites for practical experience. Accepts clinical assignments or changes of such, including professional and technical change; maintains confidentiality of clients/peers; responds appropriately and quickly to changes in work environment; follows directions in mature, professional manner; aware and forthright about errors or own learning needs and seeks guidance/resources; recognize and report unsafe / illegal / unethical practices.</td>
</tr>
</tbody>
</table>

**Pregnancy:** Pregnant students will be required to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. Pregnancy is not a disability. A student who becomes pregnant during the course of her studies must provide documentation from her obstetrician/gynecologist that it is safe for her to continue in the program, and that she is capable of performing all tasks expected of the MLT student. Students will be expected to meet all program objectives/expectations. Accommodations will be made if reasonable and possible. Following delivery, returning to class and clinical assignments requires physician clearance to perform all learning activities required of the MLT student.

**Insurance: Health, Accident and Professional Liability**

1. Students are strongly advised to carry their own health and accident insurance. Each student is personally liable for any illness or accident during or outside of school activities. Clinical agencies may require proof of personal insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course, if they are not able to provide proof of insurance.

2. If a student is injured during clinical, a South Louisiana Community College accident/incident form must be completed. The student will be assisted by the clinical instructor at the site to obtain the necessary medical attention. An accident or occurrence report will be completed, per the clinical site’s institutional policy.

3. Students are responsible for their own transportation and vehicle insurance to and from SLCC and clinical sites.
Guidelines Regarding Exposure to Body Fluids

All medical laboratory personnel and students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. All rules of confidentiality are followed when working with clients.

1. Standard Precautions - All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
   a. Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
   b. Contaminated sharps must be placed in an appropriate container as soon as possible.
   c. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
   d. When exposure is possible, personal protective equipment shall be used. Guidelines regarding personal protective equipment are as follows:
      I. Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing phlebotomy procedures, and when touching contaminated items or surfaces.
      II. Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
      III. Lab coats must be worn when handling and blood or body fluid specimens.
      IV. Wash hands immediately after removal of gloves or other personal protective equipment.

2. Exposure Guidelines

   a. Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
   b. Any direct exposure to body fluids occurring while functioning as a MLT student must be reported immediately to the clinical instructor.
   c. Students exposed to body fluids shall follow this protocol:
1. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
2. Report the incident to the clinical instructor.
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
4. The clinical instructor and student will notify the agency department supervisor and MLT Program Coordinator.
5. The student will complete an agency incident report.
6. The student will complete the college’s accident report.
7. Information from the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: http://www.osha.gov/SLTC/bloodbornepathogens/index.html

Medical Laboratory Technician Program Student Laboratory Safety Rules:

1. Students are expected to follow all safety guidelines on fire, electrical, chemical, and biological safety. Be familiar with the location of the eyewash, safety shower and first aid kit.
2. Students must wear closed-toed shoes in the laboratory. Scrubs’ Only! Hair must be off the shoulders or tied back. Care must be exercised to keep hair, clothing, jewelry, etc. away from laboratory equipment and reagents and specimens.
3. Any breaks of the skin on the hands or wrists should be bandaged before putting on gloves.
4. Universal precautions require you to consider every specimen to be contaminated by communicable disease. For this reason, proper personal protective equipment (PPE) must be worn at all times in the laboratory:
   a. Lab Coats must be worn and closed (i.e., buttoned) when performing laboratory work. Your name tag should be worn on your coat.
   b. Gloves are required when handling specimens.
   c. Face shields and other PPE are available and must be used when appropriate. Students will be advised regarding their use.

5. Lab coats, gloves, and other PPE should not be worn outside the laboratory. Remove PPE and wash hands before leaving for any reason.
6. Do not remove specimens, reagents, or equipment from the laboratory. This includes pens, pencils, and markers used in the lab.
7. Avoid touching face with gloves and do not put ANYTHING in mouth. No mouth pipetting! No eating, drinking, smoking, gum chewing or application of cosmetics permitted in the laboratory.
8. Any spills should be cleaned up according to instructions from safety training video. Instructors are available for guidance in cleaning up spills. Always use puncture resistant gloves to clean up broken glass. Any spills of blood or body fluids should be disinfected with 10% bleach solution.

9. Dispose of all lab materials as instructed. All contaminated disposable items must be placed into designated biohazard containers. Contaminated sharps must be placed into designated puncture-proof containers.

10. Any injury sustained in the laboratory must be reported to the instructor immediately.

11. When leaving the laboratory, turn off equipment and put away equipment and supplies. Disinfect the cleared work area with Sani-Cloth or 10% bleach solution. (If contaminated with a body fluid, use 10% bleach.) Remove PPE and wash hands after disinfecting bench.

12. All personal items must be placed in your locker during lab. (Personal items may be stored in the classroom, but may not be 100% secure and will not be accessible at all times. Food and drink may not be stored in the laboratory.)

13. All work performed in the laboratory is governed by the honor code. Work must be done independently unless otherwise instructed. All results generated, when applicable, must be immediately recorded in ink on the laboratory worksheet. Any mistake should be corrected by drawing a single line through the error and writing in the correct answer.

14. Use of student laboratory for additional individual training will be limited to the MLT faculty availability. Visitors are not allowed in student laboratory without permission of MLT faculty.
Latex Sensitivity/ Allergy Information

What is latex allergy?
It is a reaction to certain proteins in latex rubber. The amount of latex exposure needed to produce sensitization or an allergic reaction is unknown. In sensitized persons, symptoms usually begin within minutes of exposure but may also occur hours later and can be quite varied. Mild reactions include skin redness, rash, hives, or itching. More severe reactions (allergic reactions) may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat and asthma (difficulty breathing, coughing spells and wheezing). Rarely, shock may occur; however, a life-threatening reaction is seldom the first sign of latex allergy.

Transmission and Risks
Gloves are coated with a lubricant powder but most are coated with cornstarch powder in which the rubber particles adhere to the cornstarch and become airborne when the gloves are taken off. These particles not only affect the skin but may also affect the eyes and lungs (inhaled). Increasing the exposure to latex proteins increases the risk of developing an allergic reaction which puts all healthcare workers at high risk due to their frequent use of latex gloves. Therefore, it is important that the healthcare professional understands the increased risk that they may be exposed to.

True or Not True Allergy
The most common reaction is irritant contact dermatitis – development of dry, itchy, irritated areas on the skin, usually on the hands. This reaction is caused by irritation from wearing the gloves and by the exposure to the powders added to them. Irritant contact dermatitis is not a true allergy. Allergic contact dermatitis results from the chemicals added to latex during processing or manufacturing. These chemicals can cause a skin rash similar to that of poison ivy. Neither irritant contact dermatitis nor chemical sensitivity dermatitis is a true allergy.

Treatment
Detecting symptoms early, reducing exposure to latex, and obtaining medical advice are important to prevent long-term health effects. Precautions are needed to prevent further exposures. The most effective approach is latex avoidance.

EMERGENCY EVACUATION PROCEDURE

A map of the building is posed in each corridor of the building. This map marks evacuation routes and a designated rescue area. This area is a location where service personnel will be available to assist those in need. Students who are likely to need such assistance should notify the instructor at the beginning of the semester.
Health Insurance Portability and Accountability Act (HIPAA) of 1996

Students must remember at all times that the information in a clinical laboratory is confidential. This means that all laboratory results are to be directed ONLY to physicians, nurses, and other health professionals for diagnosis and treatment. Students shall not tell patients, parents, friends, relatives, or non-laboratory hospital employees the results of tests or the nature of any illness. This information is given only to the physician of the patient. Therefore, students will abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 (HIPAA) which protects the privacy and identification of clients in a health care organization. HIPPA regulations require absolute confidentiality on the part of all individuals involved in the care of patients.

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

- You must protect the confidentiality of patient information at all times in accordance with HIPAA.
- Students who violate patient privacy in any manner, will be subject to HIPAA infractions of the clinical agency. If a clinical agency denies a student access to their facility, the student will be dismissed from the MLT program. Clinical sites have the option to press criminal charges against students violating HIPAA standards.
- Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Do NOT post any identifying information about clinical assignments or experiences on any social site.

Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you. Many recruiters now routinely search the social networking venues when considering people for a new hire. **NOTE: Social network postings can be subject to disciplinary action!**
Immunization Records
In compliance with state law, SLCC has adopted an immunization policy to protect the students, faculty, and staff from outbreaks of measles, mumps, rubella, tetanus, diphtheria, and meningitis. The policy applies to all students born after 1956. An immunization form is available in the Admissions/Registrar’s Office along with other application materials. Students may use the form to furnish proof of immunization or to request an exemption from the immunization requirement. Persons needing the immunization form should contact the Admissions/Registrar’s Office or faculty.

To verify immunity to measles, mumps, rubella, tetanus/diphtheria (MMR/TD), and Meningococcal (MPSV4/MCV4) vaccines students must provide evidence of two immunizations for MMR/TD since birth or one immunization for MMR/TD at age 15 or later. A tetanus-diphtheria immunization must have been taken no earlier than 10 years prior to admission, and every 10 years thereafter. Evidence must be a written statement from a physician, public health clinic, or other health care provider indicating the dates of immunization or occurrence of disease or the results of antibody titers proving immunity – use form provided by SLCC.

Students may claim exemption from the immunization requirement for medical, personal, or religious reasons. Details about exemption and a waiver statement that students requesting an exemption must sign are included on the immunization form. **Note – students requesting an exemption may not be allowed to complete clinical requirements of the program and therefore will not be eligible for program completion/graduation.**

Immunization forms and proof of immunization must be submitted to program faculty. All immunization records will be kept confidential. Written permission from a student is required before any information can be released to third parties.

HEPATITIS VACCINATION

The Hepatitis B Vaccination series (HBV) is strongly recommended for all health occupations students. This is a series of 3 injections that will be given over a period of 6 months. Students who have completed the Hepatitis B vaccinations should submit documentation (including date of each immunization) from their physician or clinic with their health forms.

Students who do not complete the Hepatitis vaccination series and submit official documentation will be required to sign a declination form prior to clinical in Semester 1. This form indicates the risk of exposure to Hepatitis B, possibly contracting Hepatitis B, and the declination of the vaccine series.
TUBERCULOSIS SCREENING - Please note that this refers to TB (PPD) skin test

Students are also informed that the PPD skin test must be kept current during the student’s clinical practicums in the MLT program.

It is the student’s responsibility to keep the results of this test current. When the TB test is repeated at the yearly date, the student must present a copy of the results of the test to the department to be placed in their student file. This copy must include the complete documentation including, date of test, date of reading, results and appropriate signatures. **If this TB test is administered as a part of employment the results must have the facility’s name on the form.** Failure to do this may result in immediate dismissal from the MLT program.

**POSITIVE TB SKIN TESTS:** Our clinical sites require that SLCC MLT students provide documentation that they are free from active tuberculosis. This is done by presenting either yearly documentation of a negative TB skin test or yearly documentation of a negative chest x-ray.

We do not have the ability to follow our student’s TB test history as a health care facility employer might do. Use of a CDC (Centers for Disease Control) recommended questionnaire of possible symptoms to indicate if a chest x-ray is appropriate is not possible in an educational facility. Therefore, we must have documentation of a negative chest x-ray on a student with a positive TB skin test to meet the health requirements of the various health facilities in which our students do their clinical.

**If a student has had a previous TB skin test that is positive,** the student should not receive another TB skin test. A chest x-ray should be done to confirm there is no active disease. If the student has not received prophylactic TB treatment for the positive TB skin test, then the student should be referred immediately to the appropriate health care agency to begin treatment.

The student will not be allowed to enroll in the program until official documentation is received that (1) there is no active disease present and (2) that the student is following the CDC’s or parish health unit’s TB protocol for prophylaxis.

**If a student converts from a negative TB skin test to a positive,** the student should be referred by the testing physician, clinic or facility to the appropriate physician or parish health unit TB clinic for management of the first positive TB test. Documentation from the physician or parish health unit TB clinic confirming that the student has no active disease and is following the parish health unit TB clinic’s protocol for prophylaxis must be presented to the Health Occupations department before the student will be allowed to enroll.
Information Technology and Devices

Courses within the MLT program of study use online resources as a learning and communication tool between instructors and students. Students will need access to a computer and internet connection for out of class studying.

Criteria for use of personal electronic devices during clinical/skills lab and classroom rotations as dictated by campus/clinical facility:

- Electronic devices can be a valuable tool for healthcare education when used appropriately, as described below…
  
  a. Professional behavior and proper technology etiquette should be observed at all times when using cell phones, I-pads, mobile devices, laptops or other electronic devices.

  b. The devices mentioned above may be used only when authorized by faculty and for clinical activities, **not personal use**.

  c. Cell phone/mobile device/mobile devices appliances must be on “airplane mode” or “silent” during lecture.

  d. **NO photos may be taken by students in the clinical agency or lab environments.** The exception to taking photos or videos in the laboratory environment is when it is a course assignment and clinical site approval. Adherence to safety precautions and HIPPA is a must.

  e. **No** personal phone conversations or texting allowed at any time while in a patient or clinical setting. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. **A second violation may result in course failure.**

  f. For combined cell phone/mobile device appliances, students are required to leave phones/devices in areas designated by clinical sites per rules of SLCC MLT program. Students are to follow polices of clinical sites.

  g. **Faculty or hospital staff may ask to see what programs you are using at any time, on either your personal device or facility computer. Use of facility computers for personal use is prohibited.**

  h. Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may electronic devices. Be sure to disinfect/decontaminate them as needed.
Methods of Evaluation—Grading Guidelines

Students will be evaluated based upon class participation, unannounced quizzes, assignments, written and practical examinations. The frequency of each unit exam is based on the amount of material covered and the abilities of the students in the class. Final examinations will be comprehensive.

Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80%</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70%</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60%</td>
<td>Below average</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
<td></td>
</tr>
</tbody>
</table>

Laboratory Skills Grading Scale:

1\textsuperscript{st} Attempt = 100% (with 100% accuracy)
2\textsuperscript{nd} Attempt = 85% (but MUST have 100% accuracy)
3\textsuperscript{RD} Attempt = 70% (but MUST have 100% accuracy)

Student must score a minimum of 70% with no more than 3 attempts on the Lab skills checklist with evaluation performed by instructor. All manual procedures and calculations in the laboratory will be performed with 100% accuracy within three attempts.

Satisfactory performance requires completion of courses with a minimum grade of 70% including the semesters of clinical rotations. The MLT courses are taught in sequence; therefore, dropping or failing a MLT course will not allow the student to take further courses which require that course as a prerequisite. If the student drops from school, re-application must be made through the Admissions Office.

In the clinical rotation, students will be graded based on practical applications and characteristics in the “affective domain”, which are stressed by MLT instructors throughout the program. These include courtesy, leadership, promptness, efficiency, dependability, personal appearance, and a good attitude. These qualities are evaluated as part of the final grade. If a student in a clinical rotation fails to meet the 70% criteria and/or fails the Practical, he or she will have to repeat the Practicum. Students must withdraw from class by the deadline in order to get a W in the course. Abandonment of a course without taking the appropriate steps to withdraw prior to the deadline may result in an F for the course.

Professional Appearance, Behaviors, Ethics and Communication

There is an expectation of mutual respect between faculty and students. If an issue should arise, the student schedules a meeting to discuss the issue with the faculty member. Issues are often resolved by direct communication between the faculty member and the student.
Grievance Process
A student, who feels that a faculty member, with regard to an academic process such as grading, testing, or assignments has treated him or her unfairly or unjustly, has the right to appeal according to the approved procedures. Refer to Grade Appeal Policy in SLCC Catalog. Always follow the Chain of Command: Instructor → Coordinator → Department Chair → Dean → Vice Chancellor.

Professional Appearance
The following guidelines are mandatory for students to remain in compliance with the dress code:

Students in the Division of Nursing and Allied Health are required to adhere to a uniform policy for classroom and clinical courses. Students may purchase any style of scrub uniform, but must follow the specified color for program of study. Please select a style that best fits your body type, keeping in mind that you will be bending, lifting, etc. and want to maintain modesty & professionalism at all times. Contact your program director if you have any questions.

- **Scrubs** - HUNTER GREEN scrubs (tops and pants) w/SLCC logo
- **Shoes** – solid black, gray, navy, or white nursing shoes or athletic shoes (closed toe and back strap required). Shoe colors matching the same color of the uniform are acceptable.
- **Lab jackets/coats** – Hunter green (optional) if purchased must include SLCC logo w/SLCC logo

Official SLCC picture school I.D. must be available at all times.

**Complete clinical attire includes:**
- Scrubs
- Lab coat
- pen
- nametag

Long sleeve shirts or turtlenecks, matching the color of your uniform top (or white), may be worn under the uniforms if needed for warmth.

**Jewelry is to be kept to a minimum.**
- 1 pair ball-type post earrings only – no other visible body piercing allowed
- Watch
- Wedding/engagement rings
- Rings with a high setting are discouraged as they may scratch a patient or they may break.

**Hair is to be clean and neat**
- No elaborate styles (extensions, weaves, braids, teasing, etc.)
- hair should be kept close to the head – **NO high styles**
- up off shoulders, away from the face –
• Only naturally occurring hair colors are acceptable – no blues, greens, purple, etc.
• hair should be shampooed daily
• false eyelashes are not acceptable due to the fact of harboring of bacteria and risk of dislodging while providing patient care
• No facial hair, beards, goatees, etc. Face must be clean shaven due to risk of harboring bacteria.

Casual Dress Days

On designated days, you may not be required to wear the usual classroom uniform. When you are allowed to dress casually on specific days, you also are expected to dress appropriately and professionally.

- All shirts are to be free of logos, printing, sayings, advertisements, etc.
- Shirts with small (no more than 2-inch square) insignias, or emblems are acceptable.
- SLCC shirts are appropriate.
- Appropriate undergarments are to be worn at all times.
- Capri length (mid-calf length) pants are acceptable – no shorts are allowed!

Students must present themselves in a professional manner at all times while enrolled in the MLT program. Students must be in compliance with the professional dress code guidelines at all times to remain in the clinical setting. If there are exceptions, alternate style of dress will be described by the faculty member involved. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies.

No visible facial or body piercing jewelry or tattoos are allowed. If necessary, a small flesh colored bandage is permitted to cover a visible piercing. No objects of any type may be worn in the tongue. In all cases, the student must be in compliance with the professional appearance policy of the clinical agency.

Tattoos which cannot be covered must be conservative and must not convey a message that is contrary to SLCC’s professional standards and must not pose a potential customer relations issue. Visible tattoos that are obscene, lewd, crude, or portray or represent nudity, vice, or crime or contain profanity are strictly forbidden. Students will be required to cover such tattoos.

Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette smell or excessive perfumes/colognes, etc.

Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails/wraps nail jewelry, or extenders are not permitted in the clinical setting.
No food allowed in computer labs or classrooms. The only drink allowed is water that has a protective cap/cover.

**Progression/Re-Admittance**

Grades are placed on test papers (scantron) and Canvas to assist you in evaluating your progress. In the event that you make a "D" or "F", you should consult with your instructor in order to determine the reason for failure and ideas of how to achieve a better than average score. Instructors may be available to tutor students when necessary.

Students will be required to take a **comprehensive final exam** in each course, prior to advancing to the next semester. The final exams will be counted as 20% for each course.

Each course must be passed with a 70% average.

**After the first failure students must reapply for admission at the same campus where failure occurred following the normal enrollment procedure and will be re-admitted if space permits. These students will be required to complete the following** in order to be eligible for readmission into the SLCC MLT Program:

1. reapply to SLCC
2. meet all admission requirements and be selected for the cohort,
3. write a letter of appeal explaining reasons for withdrawal, failure, or termination, and,
4. state in writing what he/she will do differently to ensure completion of the program.
5. Step 3 and 4 will be reviewed by the Admissions Committee for approval

No student will be placed ahead of other students on the waiting list or ahead of a student with a clear scholastic record. This may delay admission to a cohort.

**Students must pass all pre-requisite courses in any given semester in order to advance to the next course, and must adhere to course sequencing.**

A student will be dismissed from the Allied Health Program after:

- two (2) unsuccessful enrollments in any course (W, D, or F). Withdrawal (W), "D," and "F" are unsuccessful attempts.
- the student who withdraws (W) or achieves a “D” or “F” in a course must complete the course with a “C” or better on the next attempt. A letter grade of “D,” “F,” or “W” on the second course enrollment will result in dismissal from the program.
- receiving a failing grade in any two nursing courses (D & F). Letter grades “D” and “F” are failing grades.
- the student who received a “D” or “F” in any course then received a second “D”
or “F” in another course, will be dismissed from the program.

- Students who wish to appeal this policy must follow the guidelines provided below:
- An appeal form must be submitted within ten (10) working days after the end of the semester in which the grade was received to the ASN Student Records Committee.
- The Student Records Committee will review the appeal and if a decision is rendered, the student will be notified.
- If a decision is not rendered, the appeal moves to SLCC’s Academic Standards Committee and the student will be notified.
- Decisions of the Student Records Committee may be appealed to SLCC’s Academic Standards Committee.

After the three-year period the student may reapply and begin the entire program again.

The procedure for this process is:

1. reapply to SLCC
2. meet all admission requirements and be selected for the cohort,
3. write a letter of appeal explaining reasons for withdrawal, failure, or termination, and,
4. state in writing what he/she will do differently to ensure completion of the program.
5. Step 3 and 4 will be reviewed by the Admissions Committee for approval

No student will be placed ahead of other students or ahead of a student with a clear scholastic record. This may delay admission to a cohort.

During this wait time student may sit in on any remediation courses offered at that campus.

**TEST VIEWING AND REVIEW**

1. Test viewing will occur at the discretion of the instructor.

2. Correct answers will be available.

3. During the viewing, notebooks, binders, books, cellphones, other electronic devices, and any other documentation tools cannot be in the students’ possession.

4. Discussion of test items will not be permitted at the time of viewing. If there is a concern regarding a test question, the student can speak with the instructor after the review regarding the test question number only. For further discussion of a test item, the student must make an appointment with the instructor in order to review the test item (s) within one (1) week of the exam date and must present evidence of the concern regarding the exam question in question from the required resources utilized for the course.

5. No review will be done once grades have been posted to the student’s Canvas account.

6. Students will not be allowed to schedule a test review for a missed exam.

7. The final exam is not reviewed.
Sequence of Courses

The MLT courses are sequential and the successful completion of each course is a prerequisite for admission to the next level.

CLINICAL SITE AVAILABILITY

Opportunity to interview at a preferred clinical site will be determined by each student’s GPA which will include only course grades in the MLT curriculum for semesters one and two. Each clinical site may require a pre-admission interview with each student appointed to the site. The clinical site may request a certain student and reserves the right to reject any student it deems unsuitable for their institution. In the event that a student is not selected for a site, that student will remain at the top of the list and will be given the opportunity to interview at the next available site. If the number of students is greater than the number of available clinical sites for the Spring clinical rotation, a 13 week summer clinical rotation from May through August will be established. Once placed, the program is not obligated to secure additional clinical sites for the student. Students may be required to travel up to an hour away from their home to attend a clinical site. Students are responsible for their traveling and food expenses during clinicals.

The MLT Program cannot guarantee clinical sites as these are state or privately owned institutions with renewable contracts.

Clinical rotation for students may require some 2nd (3-11 pm) and 3rd (11 pm – 7 am) shift work. Some testing, quality control, and maintenance procedures are not performed on the day shift (7-3 pm).

Student Conduct Guidelines

Standards of Professional Conduct

The MLT faculty believe that standards of conduct are an inherent part of professional socialization and expect students enrolled in the MLT program to adhere to the standards. Students practice within the guidelines of the SLCC MLT Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning.

You must be assigned to or given permission to use any of the supplies and equipment in the MLT department. You will be responsible for keeping the department clean and for the proper use and care of supplies and equipment. **NO food, drinks, or gum chewing are allowed in the laboratory area.**

No books are to be taken from the MLT library, unless permission is given by the instructor. You must sign books or periodicals out and in. You are encouraged to use the computers, and reference materials found in the MLT resource center.

Please do not carry on conversations during class. Unnecessary talking or comments during class periods are not acceptable behaviors. The student who fails to comply with this requirement will be asked to leave the classroom.

In the absence of an instructor, the student is expected to carry out assignments and conduct him/herself in a professional manner.

Marring or defacing walls, furniture, fixtures or any school property will not be tolerated.
NOTE: The use of abusive language, insubordination, incivility or disruptive behavior directed toward peers, staff, clients, faculty, or hospital personnel will not be tolerated and may result in dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in clinical laboratory science. The Program Coordinator and/or instructor will complete a written statement describing the abusive and/or destructive behavior and document the planned corrective actions taken. Report is to be submitted to the Dean in a timely manner and disciplinary action will be determined.

If the adverse event involved healthcare facility personnel or patients during a clinical rotation, the clinical affiliate(s) may deny access to the clinical site for the offending student – this will result in student receiving a failing grade and being dropped from the program.

Clinical Excellence Award

This award is presented to the MLT graduate who has exemplified qualities of an exceptional laboratory professional in the clinical setting. Criteria for the award are:

- A score of 100 or highest averaged score on all practical exams
- A score of 100 or highest averaged score on student professional capabilities
- Perfect attendance or least clinical time missed
- Compliance with student conduct guidelines
- Compliance with professional appearance guidelines

Academic Excellence Award

This award is presented to the MLT graduate who has completed the program’s curriculum with the highest GPA. GPA will be calculated using only courses required to meet the 62 credit hours to obtain the Associate of Applied Science degree for Medical Laboratory Technician.

Standards of Professional Conduct include:

**Accountability:** Is answerable for one’s action; answers to self, the client, the profession and the institution.

**Agency’s Policies and Procedures:** Reads and adheres to the agency policies and procedures.

**Civility:** All students in the MLT program are expected to contribute to a positive learning environment. As a MLT student, you are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff assisting you in your learning.

**Confidentiality:** Respects the privacy of clients and respects privileged information.
Dependability: Is trustworthy and reliable.

Ethical: Awareness of the Code of Ethics for Clinical/Medical Laboratory Professionals as set by the American Society of Clinical Laboratory Science, which can be found at the following website http://www.ascls.org/about-us/code-of-ethics

Legal: Operates within the standards of care related to the MLT role.

Professional Appearance: Adheres to established dress code in all clinical and professional activities.

Punctuality and Promptness: Is on time for all classroom and clinical assignments.

Respect: Treats others with consideration and courtesy.

Responsibility: Executes duties associated with the MLT’s particular role.

Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.

Veracity: Truthfulness; adherence to precision and honesty

Student Expectations in Reporting Unprofessional Conduct

During the course of study in the MLT program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report any questionable activity to the instructor and/or Program Coordinator or Dean. Personal responsibility is the beginning of the development of professionalism.

Professional Boundaries

Students enrolled in a program of study in clinical laboratory science must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

1. Student and Faculty: Faculty and students will maintain a professional relationship:
   a) Faculty are to be addressed by title and last names only – for example: Mrs. Smith, Mr. Jones, or Ms. Brown.
   b) Students should not expect an instructor to act as personal counselor or therapist.
c) Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the student is enrolled in the program. Students and faculty will not communicate via social media, except through the official SLCC sites.

2. **Student and Clients**: Students will maintain a professional relationship with clients:
   a. **Professional Boundaries**: Students providing care strive to inspire the confidence of clients. Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing care to act in their best interests and respect their dignity. The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
   b. **Boundary violations** can result when there is confusion between the needs of the student and those of the client. Such violations are characterized by excessive personal disclosure by the MLT student, secrecy or even a reversal of roles. Boundary violations can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

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**Waiver of Licensure/Certification Guarantee**
Admission or graduation from the MLT program does not guarantee obtaining a license to practice medical laboratory science. Licensure and subsequent procedures are the exclusive right and responsibility of the Louisiana State Board of Medical Examiners (LSBME). Certification procedures are the exclusive right and responsibility of the certifying agencies (ASCP and/or AMT).
Receipt of Handbook

This Handbook prescribes standards of conduct for students enrolled in the SLCC MLT Program.

The standards are in addition to those prescribed for students under South Louisiana Community College’s policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other disciplinary action.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule/syllabi, and the Student Handbook. Catalog information can be accessed at [http://www.solacc.edu/catalog](http://www.solacc.edu/catalog).

I have access to a copy of the SLCC MLT Student Handbook in my Canvas account. I understand that this Handbook contains information about the guidelines and procedures of the SLCC MLT Program.

I also understand that I can find information about the general college policies in the SLCC College Catalog and the SLCC MLT student Handbook. I can find information specific to each course in the course syllabus.

Student’s Signature _____________________________ Date _____________
Attendance Policy

A successful MLT must be punctual and present in order to be a dependable employee; therefore, it is an obligation as well as a privilege to attend class regularly and punctually. Failure to do so may jeopardize a student’s scholastic standing.

Attendance Requirements:

1. Students MUST INFORM their instructors by email or calling the appropriate extension within the department, prior to the start of class, if they are unable to attend classes because of serious illness or an emergency. Failure to do so can result in disciplinary action and receiving a zero (0) on all tests, quizzes, or in class assignments given on the day missed.
2. If you will be late for class (tardy), you must notify the department/instructor by email or by phone, prior to the start of class.
3. During the clinical practicum an absence must be reported to the clinical site instructor and also to a faculty member/coordinator of the MLT program at SLCC prior to the scheduled clinical time.
4. Students will follow the SLCC schedule for holidays and semester breaks while on campus. Students will not be allowed to make up time during campus closures days.

Students will receive an Incomplete (“I”) for missed clinical time that meets the following criteria.

1. Clinical absence must be a documented emergency and MUST have been properly called in to the clinical facility:
   a. Serious or contagious illness requiring hospitalization or visit to MD
   b. Death of an immediate family member (parent, spouse, child, sibling)

2. The missed clinical time must be made-up prior to the end of the semester. However, this must be approved by the clinical site due to staff availability. If clinical time is not made up before final grades are due, student will receive and incomplete “I”. Once clinical time is completed, the “I” will be changed to student’s grade in the course. Student will need to makeup time prior to the deadline date as required by the Registrar.

3. Failure to make up clinical time as scheduled will result in the student receiving a failing grade (F) for the clinical practicum.

Student’s Signature __________________________________________  Date ____________
Background Record Checks for Clinical Facilities

Many of the clinical facilities now require background checks be performed on all students utilizing their facility for clinical rotations; therefore a **Certified Background check MUST be completed prior to admission into the MLT program**. (This requires information in addition to the Louisiana State Police fingerprint reports submitted to LSBME for the MLT students during their last semester.)

The company, Castlebranch, has set up a package specifically for SLCC students that will cover all possible expectations of our clinical facilities – current cost to the student is **$49.75 all inclusive, no additional fees**.

To ensure employment verifications are not returned with discrepancies verify the dates of employment with your past employer prior to posting the information. If you omit or enter incorrect information, it will cause a delay in the process.

Students will go to [www.castlebranch.com](http://www.castlebranch.com) and complete the process online.

Falsifying or omitting information from the background check will be cause for disciplinary action. Students should note that **failure to obtain the background check in a timely manner or not passing the check will cause them to be dropped from the clinical courses**. It is the responsibility of the individual student to obtain the necessary information and provide the MLT program with the results. Students will create a Castlebranch account where their background check results will be posted. The Dean of Nursing and Allied Health and a Dean appointed designee are able to view your results.

If Students need assistance call 888-723-4263 (Customerservice) or email customerservice@castlebranch.com

Students should note that the clinical facilities will determine if students with adverse findings will be allowed to engage in clinical practices at their facility. Students denied access to a clinical site based on adverse findings in the background check will not be able to meet the program requirements and will be dropped from the program.

Student's Signature ____________________________________ Date ________________
Clinical Practicum (Externship) Expectations and Guidelines

All clinical students are expected to complete the following minimum requirements:

1. Adhere to the clinical uniform requirements; if not in compliance may be sent home resulting in unexcused absence that must be made up.
2. Complete 128 hours of clinical rotation hours for each clinical section – minimum 115 hours.
3. Complete the weekly logbook and timesheet, including obtaining the clinical site instructor’s signature.
4. Complete all applicable tasks listed in each checklist for all clinical section rotations.
5. Complete a practical exam for each clinical rotation with a satisfactory grade of ≥ 70%.
6. Meet with the clinical site instructor for a student professional evaluation for each clinical section rotations. The overall score for the professional evaluation must be ≥ 70%.
7. Attend weekly written exam sessions at the SLCC – Lafayette Campus on Fridays.
8. Complete an evaluation of their clinical rotation instructor.
9. Other assignments may be required at the discretion of the clinical or program instructor.
10. Adheres to all policies as stated in student handbook.

Failure to complete the above expectations and guidelines may result in the student receiving a failing grade for the course.

Unsafe or unprofessional actions of a student can result in immediate expulsion from the clinical course. These actions include, but are not limited to: breach of confidentiality, inaccurate or false documentation, lying, insubordination, jeopardizing the safety of patients/staff, and use of mood altering substances. Students may be sent home and will meet with the Program Coordinator, Department Chair, or Dean at the earliest possible time. Dismissal from the clinical rotations will be accompanied by failure of the theory portion also.

Clinical students are expected to perform their assigned duties accurately, effectively, safely, and efficiently. Lack of knowledge and poor performance may result in the student receiving a failing grade for that course.

It is the students’ responsibility to be aware of their assigned duties and requirements at all times.

Service Work during Clinical Rotation

Students may be hired by the clinical affiliate only after successful completion of training in those areas of the clinical laboratory in which they will be employed. No service work will be allowed during the regular hours committed to the clinical practicum. Student grades must be acceptable for service work to continue during the clinical practicum. Students are not allowed to take the place of qualified staff during their clinical rotation. All tests results produced by the student must be verified by a qualified staff member.

Student’s Signature ____________________________ Date ________________
Release of Information

I hereby give permission to faculty, staff and administrative officials of the Medical Laboratory Technician program to release to the Louisiana State Board of Medical Examiners education records maintained in connection with my participation in the Program, including but not limited to, grades, admission records, transcripts, student formative/summative clinical evaluation tools, student handbook signature acknowledgment forms, health and safety documentation forms, application forms, and any and all records pertaining to discipline, including alleged violations of the provisions of the MLT program student handbook, student discipline code violations, academic misconduct, and all other forms of discipline. The purpose of such disclosure is to provide the records to the Louisiana State Board of Medical Examiners in support of that agency’s certification, licensure, and disciplinary activities.

I give permission for the MLT faculty and/or the Department of Nursing and Allied Health administration to share my personal information; including name, date of birth, and documentation of the health and safety requirements to clinical agencies requesting this information.

I understand that my personal identifying information may be shared with health care agencies needing this information to enter me in their security system, in their computer system, and/or in their medication administration system.

Student’s Signature ____________________________________ Date _____________
Student Confidentiality Agreement

The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment.

I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned.

I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site.

Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All identifying ages

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at SLCC, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site’s privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an SLCC student or faculty member to the appropriate SLCC clinical coordinator or program director.

I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action that may include dismissal from the program.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

Student’s Signature ____________________________________ Date _____________
South Louisiana Community College
Division of Nursing and Allied Health
Testing Policy

➢ It is the student’s responsibility to be prepared for all exams and quizzes – read your assignments as indicated on each course syllabus!

➢ To minimize disruption to the other students, we will not allow you to enter the room once testing has begun. If you leave the room, you will not be allowed to return until testing is completed. In cases of serious or sudden illness, please discuss with your instructor.

➢ Students should review their tests within 3 class days following test date. Other accommodations may be made in advance for special cases.

➢ There will be NO make-up exams for any scheduled exams. Final exam grade will be duplicated and serve as the grade for the one exam missed for that course. This applies to one exam missed per course. Subsequent tests missed will be counted as a “zero” (0).

  o Exceptions to this may be granted by the Dean in cases involving documented legal or medical issues.

  o Students must notify the course instructor of their absence prior to the time of the exam through email, phone, or Canvas.

➢ Missing an exam is not recommended. Final exams are comprehensive and worth 100 points. The final exam counts for 20% of the final grade awarded for the course. It is beneficial for the student to take a 50 pt. scheduled exam, rather than depend on the Final Exam score. This may hinder the student to accurately calculate the final exam score needed to pass a course.
➢ No make-ups will be given for scheduled/unscheduled quizzes. Missed quizzes will result in a grade of “zero” (0).

   o Exceptions to this may be granted by the Dean in cases involving documented legal or medical issues.

   o Pop-up quizzes can be unscheduled and administered at any time.

➢ Comprehensive Final exams will be given in each course

Refer to Academic Honesty section on course syllabus regarding sanctions for cheating, plagiarism, etc.

*The course instructor, the department chair, and the dean must agree upon any deviation from this policy.*

I have read the above policy and have been given an opportunity to ask questions. I realize I am accountable for adhering to the above policy.

Student’s Signature ____________________________ Date _____________
Voluntary Assumption of Risk and Release of Liability

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.

South Louisiana Community College (SLCC) is a non-profit educational institution. References to SLCC include its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name), ________________________________, freely choose to participate in the Medical Laboratory Technician program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this Program in which I am enrolled through South Louisiana Community College contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY:
I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that South Louisiana Community College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of SLCC to secure whatever treatment is necessary, including the administration of anesthetic and surgery. SLCC may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release SLCC from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY:
Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend SLCC and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

I indicate by my signature below that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Louisiana that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

Student’s Signature ___________________________________________ Date _____________
Latex Sensitivity Statement of Understanding or Declination

I have read the information given and understand that due to my occupational exposure to latex gloves and other products containing natural rubber latex, I may be at risk of acquiring or developing an allergic reaction. I have been informed of the increased risk and I also understand that if I develop symptoms of a latex allergy / sensitivity, any testing for latex allergy will be at my cost via an appropriate health care provider. Average cost for testing is $146.00. Information for testing can be obtained from your instructors.

_____ I **HAVE** a sensitivity to latex and still wish to continue in this program. I will provide documentation from my doctor prior to any skills/ lab portion of any course in the curriculum. I understand that failure to do this will result in being dismissed from the class until the documentation is provided.

_____ I **DO NOT HAVE** a sensitivity to latex at this time. If I develop any reactions that indicate latex sensitivity, I agree to have testing performed and re-evaluate this document for my records.

Students’ Signature _____________________________________________ Date __________