



**CENTER FOR PROFESSIONAL, CAREER & TECHNICAL EDUCATION
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

MEDICAL LABORATORY TECHNOLOGY STUDENT HANDBOOK

**The MLT Program at Jefferson State Community College is accredited by the
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
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Tele: 773.714.8880 FAX 773.714.8886 Email: www.naacls.org**

IMPORTANT NOTICE

Failure to read this Handbook does not excuse students from the rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures

Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and activities in compliance with Title VI and VII of the Civil Rights Act of 1964, Section

504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.

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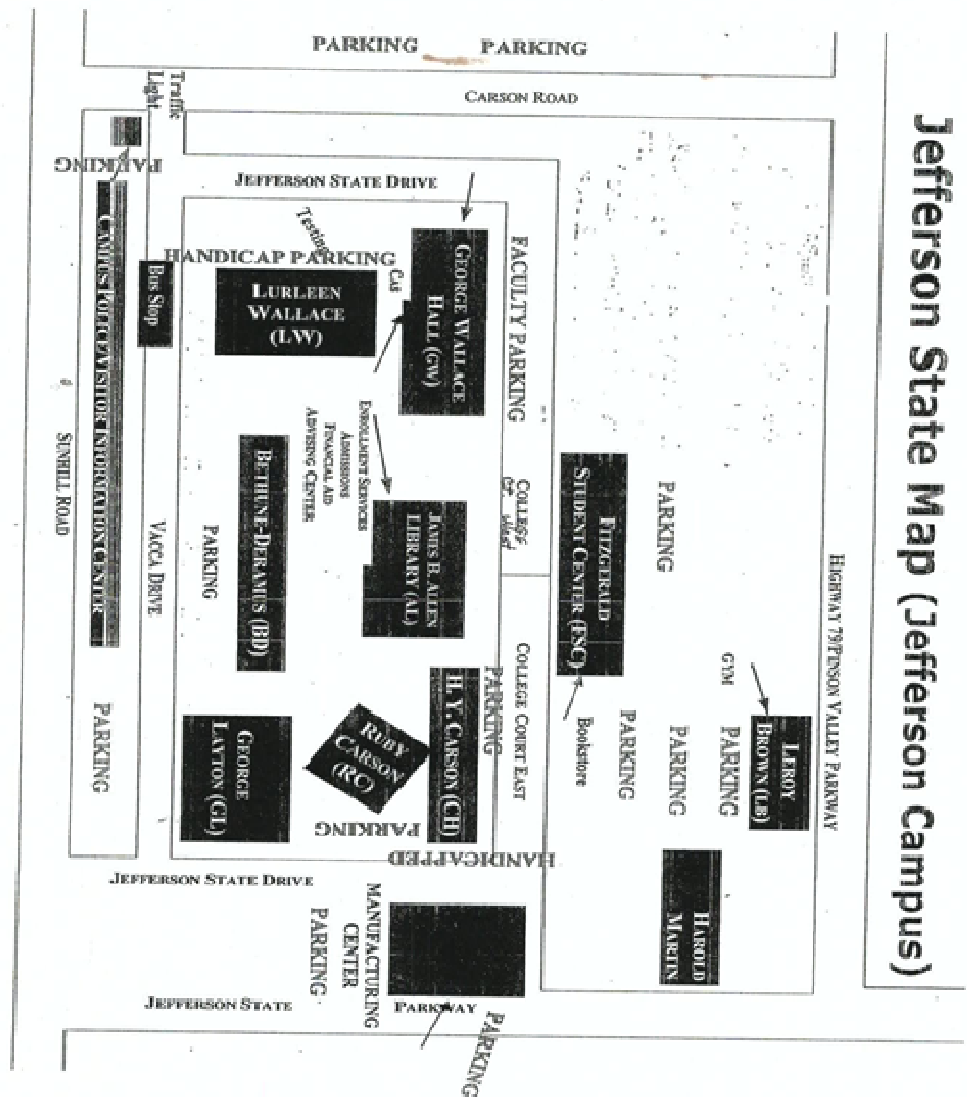
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Campus Map



WELCOME

Congratulations! You have been selected as a member of the next Medical Laboratory Technology (MLT) class. You have chosen an exciting and rewarding profession, and we shall strive to provide you with the educational experiences necessary to prepare you for a career in the clinical laboratory setting.

The program was established in 1967 and has graduated many qualified MLT (MLTs) over the years. While most have been employed in clinical laboratories in hospitals, physicians' offices, and clinics around the city and state, some have elected to continue their educations and earn higher degrees in clinical laboratory sciences or related disciplines.

During the next five semesters, you will be required to devote many hours of study and preparation toward gaining the knowledge and practical experiences needed to successfully enter a career in laboratory medicine. You will find that your hard work is well worth the effort!

Wishing you much success,

Candy Hill, MAEd., MT (ASCP)
MLT Program Coordinator
Jefferson State Community College

Medical Laboratory Technology

Program Mission:

The mission of the Medical Laboratory Technology Program at Jefferson State Community College is to promote and maintain standards of quality for the services and the environment necessary for students to achieve their educational goals and to enhance the social, cognitive, and professional skills required for entry level employment as Medical Laboratory Technicians (MLTs) in the healthcare community.

Goals and Competencies

The goals of the Medical Laboratory Technology program are to:

1. Provide education which acknowledges individual differences and respects the rights of individuals to seek fulfillment of educational needs. The conduct, values and beliefs espoused by the program will shape the individual graduates of the program. These basis values and beliefs form the foundation of this program.
2. Provide an environment encouraging the individual to benefit and contribute as a partner in the economic progress, development, and stability of the local community, State of Alabama, and the U.S. The basic philosophy of the Medical Laboratory Program is founded upon the value of the individual student, contributions to medical laboratory professions, and technical education.
3. Provide education which develops the potential of each student to become productive, responsible, and upwardly mobile member of society. The program will assist each student in attaining his or her respective potential in the program. The student will also assume personal responsibility for learning by actively participating in the learning process.
4. Provide quality Medical Laboratory Technology education in an atmosphere that fosters interest in enthusiasm for learning. The overall Program will provide foundations in communications, mathematics, and human relations as well as technical training. Program graduates will be trained in the underlying fundamentals of Medical Laboratory Technology and will be well equipped for employment and subsequent upward mobility.
5. Prepare graduates to function as safe and competent practitioners in the Medical Laboratory Technology field. Graduates will have achieved competency in urinalysis, hematology, clinical chemistry, immunohematology, microbiology, serology and phlebotomy. They will meet the qualifying criteria for eligibility to gain certification from a national registry. The successful completion of the national registry will enable graduates of this program to achieve professional employment in the clinical laboratory field.
6. Prepare graduates with the highest level of competence possible given the constraints of the interest and ability levels of the individual. The Medical Laboratory Technology program will offer a high level of academic achievement through a combination of academic preparation and technical training at Jefferson State Community College.
7. Provide educational and related services without regard to race, color, national origin, religion, and sex, age, handicapping condition, academic disadvantage or economic disadvantage.

8. Foster employer participation, understanding, and confidence in the instructional process and the competence of Medical Laboratory Technology program graduates.
9. Provide guidance to Medical Laboratory Technology program students to assist them in pursuing educational and occupational opportunities that maximize their professional potential. Graduates will have attained career entry competencies expected of graduates and will provide the tools for a continuing and lifelong learning experience.
10. Encourage program graduates to recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
11. Providing the healthcare community with graduates with the knowledge and skills to display ethical, professional conduct on campus and in clinical settings according to, but not limited by, the ASCP Code of Ethics.

Program Outcomes

The MLT Program at Jefferson State will:

- 70% of students admitted to the MLT program will complete the program as technically competent individuals ready to enter the laboratory workforce.
- Graduates will take either the AMT or ASCP BOR national certification exam with a pass rate at or above the national average of 75%.
- Within six months of graduation, 70% of graduates seeking employment in the laboratory field will be employed.
- Employers and graduates returning surveys will report 85% satisfaction with educational preparation.

MLT Program Benchmarks

Calculated by the 2020 NAACLS survey three-year period

Outcome	Measure	JSCC Program 3 year running Average July 2017 – June 2020 N= 64
70% of students admitted to the MLT program and entering their sophomore year, will complete the program as technically competent individuals ready to enter the laboratory workforce	Admission Statistics	N=63; 59/63 or 93% of students entering their third semester have graduated from the program
		JSCC Program 3 year running Average July 2016 – June 2019: Students are given 1 year after graduation to obtain these benchmarks
Graduates will take either the ASCP- BOC or AMT national certification exam, within the first year of graduation, with a pass rate at or above the NAACLS benchmark of 75%	ASCP- BOC Certification Exam Pass Rate	N=44; 29/44 or 66% of students taking the BOC during the first- year post graduation passed the certification exam
	AMT Certification Exam	N=7; 7/7 or 100% of students taking the AMT Certification Exam during the first -year post

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	Pass Rate	graduation passed the exam.
70% of graduates seeking employment in the laboratory field will be employed within one year of graduation.	Graduate Surveys	N=65 60/65 or 93% of graduates found employment. No information on three students

Student Learning Outcomes (General Course Objectives)

Medical laboratory technicians will be prepared and proficient in skills that are necessary for them to function as part of the healthcare team, recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care. These skills are reflected in the following student learning outcomes. Upon completion of Jefferson State's Medical Laboratory Technology program, the Associate Degree graduates will:

1. Demonstrate knowledge in laboratory safety, blood-borne pathogens, HIPAA, hazardous communication, and other laboratory standards necessary to protect themselves and the patients they serve.
2. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
3. Perform analytical tests including quality control on biological specimens; including collecting and processing biological specimens for analysis.
4. Relate laboratory findings to common disease processes.
5. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence

DESCRIPTION OF THE PROFESSION

The clinical laboratory technician/medical laboratory technician is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The clinical laboratory technician must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are qualities essential for a clinical laboratory technician. The MLT must demonstrate ethical and moral attitudes and principles which are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained

Medical Laboratory Technicians are competent in:

1. Collecting, processing, and analyzing biological specimens and other substances
2. Performing analytical tests of body fluids, cells, and other substances
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated
4. Performing and monitoring quality control within predetermined limits; performing preventive and

- corrective maintenance of equipment and instruments or referring to appropriate sources for repairs
- 5. Applying principles of safety.
- 6. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public
- 7. Recognizing the responsibilities of other laboratory and health-care personnel and interacting with them with respect for their jobs and patient care
- 8. Applying basic scientific principles in learning new techniques and procedures
- 9. Relating laboratory findings to common disease processes
- 10. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

Upon graduation and initial employment, the clinical laboratory technician should be able to demonstrate entry level competencies in the above areas of professional practice.

THE EDUCATIONAL EXPERIENCE

Many new students do not know what a good college student *is* or what a good college student *does*. They understand good and bad grades in general terms and that they should attend classes, but that is where their knowledge may end.

Most instructors know what a good student is--and is not. First, a good student is not necessarily the most intelligent individual in class; but a good student does have some clearly identifiable attributes.

What are Characteristics of Successful Students?

Not surprisingly, they attend classes--regularly. Moreover, they are on time. If they miss a session, they feel obligated to let the instructor know why, and their excuses seem legitimate and reasonable. They make sure they get all assignments they missed and understand specifically what was covered in class.

1. They take advantage of extra credit opportunities if they are offered. They demonstrate that they care about their grades and are willing to work to improve them. They often do the optional (and frequently challenging) assignments that many students may pass up, such as giving a five-minute presentation that substitute for an essay.
2. Successful students speak in class, even if their attempts are a bit clumsy and difficult. They ask the questions that the instructor knows many in the class are bound to have, provided they are listening.
3. They see the instructor before or after class about grades, comments made on their papers, and upcoming tests. Sometimes they just want to ask a question or make a comment relative to the class discussion.
4. Successful students submit assignments that look neat and sharp. They take the time to produce a final product that looks good, a reflection of a caring attitudes and pride in their work.
5. They are attentive in class. They don't chat, read, or stare out windows. In other words, they are polite and graceful, even if they get a little bored.
6. Almost all work and assignments are turned in, even if every one of them is not brilliant. Successful students seem driven to complete all work.
7. The most successful students may well end up at the instructor's office door at least once during the semester. They'll go out of their way to find the instructor and engage him/her in meaningful conversation.

The above "characteristics" were written by David Shunts in "Innovation Abstracts", Vol. X, No. 17; published by the *National Institute for Staff and Organizational Development*. However, they could have been written by your college faculty as they reflect our observations as well. Our purpose here is to assist you in learning, but you must do your part. If you need help with study skills, act early. Contact the Learning Success Center now and develop a plan for success.

While class attendance and participation are very important, a college education involves much more. The intellectual and social climate of the college seeks to broaden horizons as well as to provide skills and knowledge necessary to pursue a given career. We feel the information contained within this handbook will help you to participate fully in the educational experience.

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Based on a decision of the Academic Administrative Council in March 1999, the chairperson of program Advisory Committees must be a “person in the industry”. Chairs serve for a period of two years, and subsequent chairpersons may volunteer or be elected by the committee.

Current Clinical Affiliates

Current Clinical Affiliates include the following facilities. Contracts are on file and up-dated annually with current clinical affiliates. Additions and deletions may occur at any time during your time in this program.

Baptist Health -Montgomery	Grandview Medical Center
Brookwood-Baptist Medical Center, Brookwood	Laboratory Corporation of America
Brookwood-Baptist Medical Center, Citizens	Northport Medical Center
Brookwood-Baptist Medical Center, Princeton	Saint Vincent’s Birmingham
Brookwood-Baptist Medical Center, Shelby	Saint Vincent’s Blount
Brookwood-Baptist Medical Center, Walker	Saint Vincent’s East
Children’s Hospital	Saint Vincent’s St. Clair
Cooper Green Mercy	Simon Williamson Clinic
Coosa Valley Medical Center	Southeast Clinical Laboratories
DCH Regional Hospital, Tuscaloosa	UAB Hospitals
Elmore Community Hospital-Ivy Creek	UAB Medical West

GENERAL INFORMATION

Please take the time to familiarize yourself with the following College Policies that govern student's rights, privileges, and responsibilities in a general fashion located in the Jefferson State Catalog and Student Handbook online at: <http://www.jeffersonstate.edu>

Statement of Academic Freedom
 Statement of Equal Opportunity
 Americans with Disabilities Act of 1990
 Harassment
 Complaint Resolution Policy
 AIDS Policy
 Computer Crime Act
 Policies and Procedures for Information Technology Resources and Systems
 Family Educational Rights Privacy Act of 1974
 Recycling
 Student Right-to-Know and Campus Security Act of 1990
 Drug and Alcohol-Free Campus
 Smoke-free Campus

STUDENT SERVICES

A number of services are available to enhance the learning environment and to assist students in achieving their educational goals. The following information describes a few of these services. Refer to the Support Services section of the College Catalog for a complete listing.

Food Services

Food and beverage vending machines are located in each building on campus as well as in the Pioneer Bookstore and the Fitzgerald Deli in the Student Center. While engaged in activities at the various clinical agencies, students may utilize the food service facilities available to staff. Employee discounts may or may not apply at the discretion of the affiliating agency.

Housing

Jefferson State Community College does not provide on or off campus housing. The college does not take a direct and continuing responsibility for student residence. Students must make their own arrangements for accommodations.

Lost and Found

The Lost and Found Service is located at the Campus Security Office. Articles found and left with Lost and Found will be inventoried, dated, and held for a period of 90 calendar days during which time they may be claimed upon identification. After 90 days, the college is not responsible for articles turned in to the Lost and Found Department.

Monies lost in the various vending machines across campus should be reported to the Pioneer Bookstore. Arrangements will be made to refund lost monies.

Pioneer Bookstore

The Pioneer Bookstore, located on the third floor of the Fitzgerald Student Center, offers new and used textbooks, school supplies, study aids, computer software, paperback books, college emblematic clothing, gifts, as well as scrub suits and school sleeve patches for clinical students, and other items. Bookstore prices are competitive with other college bookstores. Hours of operation are designed to accommodate the student population and are subject to change as appropriate to class scheduling, orientation, and book buy-back. Hours during registration are flexible and are announced by the bookstore manager. Online textbook information may be found at: <http://www.jeffersonstate.edu/bookstores/>

Refunds on Textbooks:

1. A sales receipt must be presented to receive a refund on textbooks.
2. A refund is not given for a book not required for a course unless the book is defective.
3. A refund for a required textbook is given each semester until the end of the second week of classes.

Refunds and Exchanges on Merchandise other than Books:

1. A refund is not given for non-book items.
2. Defective merchandise may be exchanged.

Textbook Buy-Backs:

The Pioneer Bookstore does not buy back textbooks from students. The Bookstore does, however, have agreements with national textbook wholesale companies that specialize in buying and selling used textbooks.

Representatives of these companies are available each semester during final examinations for book buy-back. The exact schedule and location of the buy-back are published each semester in the class schedule.

Books may be purchased at other online stores please check the online bookstore for current textbook information

Learning Resources Center (LRC)

The James B. Allen Library Learning Resources Center provides library materials, services and facilities to support the College's instructional programs. Bibliographies, books, periodicals, U.S. Government documents, monographs, audiovisual materials, microforms, photocopiers, CD-ROM indexes, study tables and carrels, and classrooms for audiovisual presentations are available. LRC facilities and privileges are extended to students, faculty, support personnel, and members of the community. A professional librarian is available to offer assistance. Refer to the College Catalog for a more complete listing of LRC services.

Learning Success/Work Force Development Center

Students wanting to improve their study habits and realize their academic goals are encouraged to explore the services available in the Learning Success/Work Force Development Center located in Lurleen Wallace Hall 204. Through computer-assisted instruction, tutorial sessions and seminars, students identify their learning strengths and weaknesses. Individual programs are developed to address academic concerns. **Testing Services, the Career and Job Resource Center, and the Tech-prep College Program are also located in Lurleen Wallace Hall.**

Financial Concerns

Listed below are some of the expenses anticipated for students enrolled in the Medical Laboratory Technology Program. All prices are estimated and fees are subject to change without notice.

Tuition: In State Tuition \$164 per credit hour for courses

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Total cost will vary with course load.
Out of State Tuition \$ 297 per credit hour

Books:	\$100 - \$300 per semester. Actual cost is determined by the requirements of individual courses.
Malpractice Insurance:	\$15 paid upon acceptance to the Phlebotomy/MLT Program at Cashiers window in GWH
Medical Examinations:	Cost varies with choice of provider for exams, tests, and immunizations. Examinations and certain immunizations are required.
ID Badge	<p>\$5.00 paid to Cashiers in GWH.</p> <p>To obtain a JSCC picture I.D., the students must:</p> <ol style="list-style-type: none"> Pay the required \$5.00 fee at the cashier's window in George Wallace Hall before the orientation date. Return the receipt to the MLT Program Coordinator at orientation. You will be given a form for both your badge and parking tag at this time. Go to Security, identify yourself as MLT students and have I.D. badge made All badges will be sent to the MLT program coordinator for distribution or given to the student <p>Clinical affiliates may also provide an I.D. for students in clinical rotations. This I.D.s will be made during hospital orientation. Most of these cards will qualify students for cafeteria discounts and/or parking privileges at the clinical site.</p>
Drug Screen:	<p>\$43.00 paid directly to the vendor upon entering the program first semester to be collected prior to clinical rotations. (Policy in Phlebotomy Handbook)</p> <p>All Medical Laboratory Technology Students must submit to a random drug screening at the students' expense. A ten (10) panel urine drug screen as well as alcohol testing will be provided by a third-party vendor Agent's Choice prior to clinical rotations.</p>
Background Check:	<p>\$19.00 paid directly to the vendor upon entering the program first semester to be collected prior to clinical rotations. (Phlebotomy Handbook)</p> <p>Jefferson State Community College's clinical partners may not accept students who have been convicted of certain crimes in a clinical learning environment. Therefore, students must undergo a Criminal Background Check conducted by a third-party vendor Agent's Choice at the beginning of each new MLT class admission</p>
CPR Certification	\$7 - paid first semester of the program. Purchase is optional, and prices are subject to change. CPR is taught during the MLT100S course and is required for Phlebotomy Certification
Diploma Fee:	\$15 - paid during the final semester of the program.
Graduation:	The college has <u>one</u> graduation ceremony each May for those who complete degree requirements following the previous ceremony. Students are strongly encouraged to participate in this special event. Rental cost for cap, gown, and tassel is \$30, to be paid during spring semester prior to the May graduation ceremony.

Financial assistance is available from a number of sources. Students may obtain information and applications from Enrollment Services in Allen Library 104 or may have forms mailed to them. The Free

Application for Federal Student Aid is used to determine financial need for such programs as the Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loan. The financial aid award year begins with the fall semester. To continue to receive aid, students must re-apply annually. Those students who apply before May 1 receive priority consideration. Before financial aid is awarded, a student must be accepted for admission to the college. All financial aid awards are contingent upon the availability of federal, state, and local funds

Health and Insurance

Health Insurance:

All students must have health insurance or indigent care coverage. Brochures and other information related to accident and health insurance plans are available in George Wallace Hall (GWH 202). The college does not endorse any one plan and assumes no responsibility for conflicts between students and insurance carriers. Verification of coverage must be presented prior to the clinical rotation

Liability (Malpractice) Insurance:

Students must be covered by liability insurance which is purchased through the college upon admission to the program. A one-time \$15.00 fee must be paid at the cashier's window in GWH.

Health Form:

Student health forms, including immunization records, must be completed by a provider and be submitted by the middle of the first semester. Clinical affiliates require that students have mandatory immunizations in order to practice in their facility. See the current immunization form (**Phlebotomy Handbook**). The following will be taken into consideration regarding students who are pregnant during the Medical Laboratory Technology program:

1. Interest and desire of the student to continue in the program.
2. Recommendations by student's health care provider
3. Policies of the institution or affiliate where the student will be engaged in their clinical experience.
4. Potential for exposure to a hazardous environment, such as radiation or communicable diseases.

Tuberculosis Skin Test or Chest X-ray

A Mantox two-Step TB skin test or chest x-ray is required within 1 year prior to clinical rotations. International students who received a TB vaccine will be required to perform a chest x-ray within two years prior to clinical rotations.

Immunizations and Titers

Students are required to provide documentation of their most recent immunization records. A student will NOT be allowed to begin the clinical practicum until the JSCC program coordinator verifies completion of the most current required immunizations or a waiver of the immunizations with a health care provider's approval.

Copies of these immunization records are kept on file with the MLT Program Coordinator. Clinical facilities may request this information from the coordinator prior to the beginning of the clinical practicum, if needed.

Rubella, Rubeola, and Mumps

All health care workers should be immunized against Rubella (German measles), Rubeola (Measles), and Mumps. Students must show proof of two vaccinations within lifetime or positive titers within 10 years. If no documentation can be found and the provider will allow it, a current MMR vaccine within 1 year of clinicals is acceptable. A blood test (titer) will indicate an individual's current level of immunity, as receiving vaccinations in childhood does not guarantee life-long protection. If indicated medical documentation of **Titers** for **Levels of Immunity** for Rubella, Rubeola, and Mumps is required of all clinical laboratory students. Copies of the **Lab Results** must be submitted. These should include the DATE, TYPE of TEST, and LEVELS OF IMMUNITY.

If these titers are below the acceptable range, re-vaccination is required. Immunizations must be administered a minimum of two weeks prior to the start of the clinical experience. Pregnancy is a contraindication to vaccination against measles or rubella. Vaccine should not be given to pregnant women or those who may become pregnant within 3 months of vaccination.

Hepatitis B Vaccine Policy:

According to the U.S. Department of Health and Human Services, Public Health Services and the Center for Disease Control, Hepatitis B infection is a major infectious occupational hazard for health care workers. Risks among health care professionals are often highest during the professional training period. Hepatitis B (series of 3) immunization is strongly suggested. For students already vaccinated against Hepatitis B, medical documentation of **TITER** level is required if series has been completed more than 10 years previously. This documentation must include a copy of the **LAB RESULTS** with DATE, TYPE of TEST, and LEVEL of IMMUNITY. Students may not be able to attend clinical experiences until 2 immunizations have been administered. Students have been informed of the risks of HBV exposure. If immunization is refused, a declination form must be signed by the student (**Phlebotomy Handbook**).

Exposure to Blood or Body Fluids:

During their first semester in the MLT Program, students are issued copies of the college policy entitled, "Management of Student Exposure to Blood or Body Fluids", sign an agreement that they have read the policy and have had the opportunity to ask questions of the coordinator/faculty regarding this document, and agree to abide by the policy in the event that an exposure occurs during their participation in laboratories/clinical (**Exhibit V**).

Emergency Treatment:

Should a student be injured at the clinical site, emergency care will be available. Baseline studies for certain infectious diseases may be provided by the clinical affiliate in accordance with the risk management policy of the affiliate. The cost of any treatment is the responsibility of the student.

Security

The college cannot be responsible for personal property of students. You are advised to conceal all books, supplies, etc. in your car when possible. All valuable articles should be locked in the trunk. A record of all serial-numbered items, such as tape recorders, should be kept on your person. Female students are reminded to keep purses, handbags, etc., in personal possession at all times.

Motor Vehicle Information

Students must register motor vehicles (license tag number, make, and model) with the Office of Safety and Security when registering to attend classes. If a motor vehicle is brought on campus after registration for classes, the motor vehicle must be registered immediately. **REGARDLESS OF OWNERSHIP, ANY VEHICLE THAT IS TO BE OPERATED ON THE CAMPUS BY A STUDENT MUST BE REGISTERED.** The fee for a decal is included in the Institutional Fee. If an additional decal or replacement is needed, a non-refundable \$5.00 fee will be charged.

The time the motor vehicle is registered, an identification decal is issued. This decal must be permanently affixed to the driver's side of the front windshield unless the front window has the safety plastic film lining which is on many of the new cars. If the window does have the safety plastic lining, the decal may be affixed to the rear left side window (driver's side) in the bottom of window. Only the current decal should be displayed. Decals expire on the last day of Summer Semester.

If a temporary vehicle (without a decal) must be driven, a temporary parking permit must be obtained from the Office of Safety and Security. License tag number of the vehicle must be provided in order to obtain a temporary permit.

A parking permit will not guarantee parking space. Since space is limited, parking is on a first-come basis. For Parking and Traffic Regulations and Fines and Disciplinary Action, refer to the Jefferson State Community College Catalog.

Information about parking during clinical experiences and special parking permits required by affiliating agencies, if needed, will be given at the beginning of each semester as appropriate.

STUDENT ACTIVITIES

The Office of Student Activities provides social, cultural, recreational, and co-curricular programs which complement academic learning and curriculum. Programs and services include the Student Government Association, student clubs and organizations, recreational programs and operation of the Fitzgerald Student Center. Students gather in the Fitzgerald Student Center for a variety of activities such as concerts, lectures, conferences, meetings, recreation, and relaxation.

Campus Organizations

Jefferson State Community College is dedicated to the total development of the individual; therefore, many opportunities for a variety of co-curricular activities are available. These activities are coordinated in the Office of Student Development Services.

All student organizations are open to students of this institution who qualify for membership. **NO STUDENT MAY BE DENIED MEMBERSHIP TO ANY STUDENT ORGANIZATION BY REASON OF RACE, RELIGION, SEX, AGE, OR NATIONAL ORIGIN.** A wide variety of Campus Organizations exist. A comprehensive list is provided in the Jefferson State Community College Catalog.

Fitzgerald Student Center

The Student Center provides an atmosphere which enhances and complements the student's educational experience. Facilities include lounge areas, the student government office, meeting rooms, food services, and the campus bookstore.

Professional Organizations

Students admitted to the MLT Program are eligible for student associate membership in both the American Society of Clinical Pathologists, and the American Society for Clinical Laboratory Science. Students are encouraged to join one or both as a means of keeping current with issues affecting clinical laboratory professions. Students are also encouraged to join the Association of Medical Laboratory Technology Students at Jefferson State Community College.

Association of Medical Laboratory Technology Students (AMLTS):

The AMLTS preamble states:

We, the Medical Laboratory Technology Students at Jefferson State Community College, do hereby form this volunteer student organization to promote clinical competencies, teamwork, enthusiasm,

and leadership skills within our chosen profession. We will actively seek, create, and/or participate in projects which demonstrate our commitment to the promotion of health, independence, and overall well-being of the people in the community. We are committed to sound financial stewardship, impartiality of service and service excellence which brings credit to our program, faculty and college.

AMLTS membership is open to all students enrolled at Jefferson State Community College who are interested in the Medical Laboratory Technology profession.

STUDENT CONDUCT

Academic Honesty Code

All students enrolled in Jefferson State Community College are expected to conform to the College's Academic Honesty Code. That code requires that all students act with integrity in the performance of their academic work.

Any student who fails to act with integrity in the performance of his or her academic work may be charged with a violation of the Academic Honesty Code. Violations of the Academic Honesty Code include, but are not limited to, the following:

1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator;
2. Using unauthorized materials and/or devices in the preparation of any assignment or in the taking of any tests or examinations;
3. Having in the immediate testing area materials and/or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests or examinations;
5. Submitting as one's own work essays, term papers, case studies, lab reports, or other projects which have been prepared by others;
6. Obtaining, possessing, or gaining knowledge of answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
7. Gaining, without authorization, access to the work of another student (i.e., accessing the computer file of another student);
8. Plagiarizing (presenting as one's own the ideas, the data and/or the words of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized;
10. Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

Penalties for violation of the Academic Honesty Codes and Disciplinary Procedures are outlined in the Jefferson State College Student Handbook under the section labeled "Academic Honesty Code".

Code of Student Conduct

The college recognizes that all students are both citizens and members of the academic community. Upon enrolling in the college, each student assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. Students are expected to obey the penal and civil statutes of local, state, and federal government and the college's policies, regulations, and administrative rules. The college may discipline a student for violating its standards of student conduct even though the student is also penalized by the local, state, or federal authorities for the same act.

The Code of Student Conduct and established disciplinary procedures apply to individual students, as well as to formal groups thereof, and state the function of students, faculty and administrative staff members of the college in disciplinary proceedings. The college has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated the college policy, regulation, and/or rule. (Refer to Student Handbook section of College Catalog for complete details of policies and procedures regarding all students.)

Code of Ethics

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients and colleagues with respect, care and thoughtfulness.
- Perform my duties in an accurate, precise, timely, and responsible manner.
- Safeguard patient information as confidential, within the limits of the law.
- Prudently use laboratory resources.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Work within the boundaries of laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills and share such with my colleagues, others of the healthcare community and the public.

I agree to abide by the guidelines for ethical behavior as stated above.

Code of ethics as adopted by:

THE AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS

MLT Student Code of Conduct

Medical Laboratory Technology applicants and students should become thoroughly familiar with the Codes and Standards published in the College Catalog and in the Student Handbook, as well as with the disciplinary actions for violations thereof:

1. Code of Student Conduct
2. Academic Honesty Code
3. Standards for a Drug and Alcohol-Free Campus
4. Procedures for Students in Clinical Affiliate Rotation
5. ASCP Code of Ethics

It should be noted further that, due to the sensitive positions of pre-professional and professional laboratory students, additional specific behavioral guidelines will be imposed and enforced. Extreme disciplinary action will be taken, including permanent suspension from the program, for any student who purposefully and intentionally uses his or her position to procure and/or use confidential patient or other medical documents; to forge legal, academic, or medical documents and/or signatures; and/or to purposefully and intentionally misquote legal, academic, or medical officers for personal reasons.

Any other intentional act of dishonesty, subterfuge, unethical behavior, or overt instability incompatible with the conduct and/or performance of health-care practitioners may be subject to the same or other disciplinary actions as deemed appropriate by the Program Coordinator, and the College Deans.

Students against who hearings or disciplinary procedures have been initiated, or who desire to appeal, must furnish verifiable documentation to college officers upon request, if/as indicated by conditions of the alleged infringement.

Disciplinary Procedures for Students in Clinical Affiliate Rotation:

Disciplinary actions against students enrolled in clinical courses in the Medical Laboratory Technology Program may proceed as follows:

1. **Professional Disciplinary Warning:**

When, in the opinion of the clinical faculty, a student is behaving in a manner which is contrary to the best interests of the MLT Program, the Clinical Instructor will inform the student and the Program Director of his or her concern and warn the student that disciplinary action may follow if the student shows no improvement in attitude or behavior. At this time, the Clinical Instructor and/or the Program Director will discuss the student's undesirable conduct and explain, or review, what the department expects of students. A written confirmation of this interview will be placed in the student's file and copies will be sent to the student and appropriate faculty members.

2. **Professional Disciplinary Probation:**

When a student who has been previously given a "professional disciplinary warning" continues to behave in a manner which is considered by the Clinical Instructor/Program Director to be detrimental to the best interest of the program, and after that student is interviewed and it is determined that the student lacks insight into the problem, cannot readily accept criticism, or is unresponsive to suggestions concerning the behavior or attitude in question, that student may then be temporarily suspended and/or placed on probation. A summary of the events leading to this status will be placed in the student's file. Notification of the student's probationary status will also be sent to the student and the Dean of this division. A student wishing to appeal the decision of the Program director may do so through the Division Dean.

A student may be removed from probation by the program Director after one semester if the problem is corrected. Notice of such removal shall be in writing. If not removed, the student may appeal through the Division Dean at this time.

3. **Professional Disciplinary suspension:**

When a student who has been placed on probation continues or increases the conduct or attitude which brought about the original probation, the Program Director may take either or both of the following actions:

- a. Recommend to the appropriate clinical agencies that the student be suspended from the agencies, as is their prerogative under the contractual agreement with Jefferson State Community College.
- b. Recommend to the Dean that the student be considered for disciplinary suspension from the college as outlined in the Student or College Handbook.

Under either option, the student will be removed from that clinical site and, in most cases, he or she will not be accepted by another affiliate. This will result in the student being dropped from the program.

PROGRAM INFORMATION

Students enrolled in the Medical Laboratory Technology Program have increased responsibilities due to their direct contact with patients and patient specimens in health care settings. Therefore, certain additional standards for admission and progression through the MLT curriculum, as well as regular college admission and progression standards, are required. Refer to the general requirements and standards that apply to **all** Nursing and Allied Health programs in the Center for Health and Biological Sciences, to the specific MLT requirements sections of the college catalog, and to the Technical Standards Verification form on MLT application for complete details.

Medical Laboratory Technology Progression and Readmission Requirements

Limited numbers of students are admitted to the MLT program based on specified clinical spaces available. Consequently, uninterrupted progression through the MLT program (without repeated withdrawals, audits, or failures) is required. The coordinator/instructor reviews the college catalog and student handbook with new students during the first week of classes and explains that some students may be placed on alternate status or a waiting list if the number of students admitted to the program exceeds the number that can be accommodated by clinical affiliates. Students are required to document with their signatures their full understanding of the conditions for progression and alternate status (**Exhibit III**). If it is necessary for a student to be placed on alternate status, he/she is notified in writing by the end of Schedule Adjustment period. Qualified students on the alternate list are given preference to progress to clinical assignments.

In order to successfully complete the Medical Laboratory Technology program, students must fulfill all of the following requirements:

1. Progress through all required general education courses in the program curriculum, including prerequisites and co-requisites, in the sequence approved by program faculty. (**Exhibit I**)
2. Progress through all required major courses, including prerequisites and co-requisites, in the sequence specified by program faculty.
3. Attain grades of "C" or above in each of the required major and general education courses in the curriculum.

4. Maintain a grade-point average of 2.0 or above (4.00 scale) on all college credit and on Jefferson State credit.
5. Refrain from conduct that violates the College Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol-Free Campus Policy.
6. Refrain from conduct that violates policies of the appropriate licensing or credentialing body and that which leads to a breach in safety, confidentiality, legality, or accountability.
7. Maintain current health and student liability insurance.
8. Submit required medical forms by the required date.
9. Maintain a satisfactory level of health, including freedom from chemical dependency.

Students whose progression is interrupted for **any** reason (personal or academic) must reapply to have their eligibility for re-admission evaluated. Readmission is based on available space, academic record, health status, completion of required courses, and compliance with college and professional codes of conduct. Readmission cannot be guaranteed. Any changes in the curriculum or program policies and procedures are applicable to all readmitted students. **Students are considered Out of Progression who:**

1. Fail to progress through all required general education courses in the MLT curriculum, including pre-requisites and co-requisites, in a sequence approved by the MLT Education Program.
2. Fail to progress through all required MLT courses in the curriculum, including prerequisites and co-requisites, in the sequence specified by the MLT Education Program.
 - a. Students should not withdraw from required MLT or general education courses without advisement from their assigned MLT faculty advisor or Program Coordinator, since this will interrupt the student's progression into the **next term** of the MLT curriculum. If a student withdraws from a MLT course, MLT faculty and the Program Coordinator will determine if this withdrawal represents an unsuccessful attempt in that MLT course.
 - b. Students who withdraw from a required MLT or general education course must make an appointment with the program coordinator to discuss readmission procedures.
3. Fail to attain grades of "C" or above in each of the required general education courses in the curriculum
 - a. Students who fail to attain a grade of C or above in a required general education course must repeat the course successfully.
 - b. Application for readmission may be made before the final grade is known; however, if readmission is achieved, it will be conditional, based upon successful course completion with a grade of C or above.
4. Fail to attain grades of C or above in each of the required MLT courses in the curriculum.
 - a. Students who fail to attain a grade of C or above in a MLT course must achieve readmission and successfully repeat the MLT course, including laboratories, within the next twelve (12) months.
 - b. Students who do not achieve readmission within twelve (12) months of the last day of the **term** in which progression was interrupted will not be considered for readmission but may apply as "new" students.
 - c. Students who fail MLT 142 and who, therefore, must wait a year before the course is offered again, must re-take MLT 161 either during the semester of readmission or the following semester, depending on anticipated clinical rotation availability. The Program Coordinator has discretion in determining the semester that MLT 161 must be re-taken due to multiple variables that must be considered. Students will be expected to remediate all laboratory skills before re-entry semester by registering for MLT 288 Special Topics. This course is not covered by federal financial aid and will be a cost out of pocket for The students.
 - d. Students will be expected to purchase and participate in another background check, drug screening and malpractice insurance.
 - e. Once admitted to the Phlebotomy Short Certificate or MLT program, students may repeat a MLT course once, and only in the term designated by the MLT Program Coordinator.

5. Fail to maintain a grade point average of 2.50 or above (4.00 scale) on all college credit and on Jefferson State credit.
6. Fail to carry MLT student liability insurance.
7. Fail to submit completed medical forms by the required date.
8. Fail to maintain a satisfactory level of health, including freedom from chemical dependency.
9. Fail to comply with all progression requirements in order to graduate.

Withdrawal Information

1. **Withdrawal from a Course:** A student who wishes to withdraw from a course after the official Schedule Adjustment period and prior to the official start of final examinations may do so by completing a "Withdrawal from Course" form. Until midterm, the student will receive a grade of "W" for any course with-drawn. After midterm, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or a "WF" if doing unsatisfactory work at the time of withdrawal. A "WP" in any MLT course is counted as an unsuccessful attempt and applies towards the progression guidelines.
2. **Withdrawal for the College:** A student who wishes to withdraw from the college prior to the official start of final examinations may do so by completing a "Request for Complete Withdrawal" form. Until mid-term, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or a "WF" if doing unsatisfactory work at the time of withdrawal.
3. **Required Withdrawal:** Students are responsible for satisfying course prerequisites. Prerequisites for various courses are printed with course descriptions in the college catalog and in semester class schedules. Moreover, Jefferson State has required prerequisites for all English, mathematics, and SPH 107 courses. During the early registration process, a student will be allowed to register for the courses sequential to those in which he/she is currently enrolled, including English and mathematics; however, if a student should fail the courses in which he/she is currently enrolled, then it is the student's responsibility to make the proper changes during regular registration. If the student's schedule is not adjusted, he/she will be dropped from courses for which he/she is not eligible. The student will not receive a refund if dropped.

MLT Program Grading Policies

The grading scale for all MLT classes is as follows:

A	Excellent (90-100)
B	Good (80-89)
C	Average (73-79)
D	Poor (60-72)
F	Failure (below 60)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failure
I	Incomplete
AU	Audit

RW Required Withdrawal

No rounding of test scores is done (e. 78.6 is 78.6). Only the final grade is rounded: 0.5 or higher is raised to the next whole number

A grade of “C” or better is required for progression in all MLT courses

Students will be required to remediate all MLT 293 exams with a score <75%

Cell Phone Policy: Instructors have the right to dismiss a student from lecture or lab class due to excessive use of a cell phone or tablet.

Online Testing and Proctoring

All MLT courses that are delivered in a hybrid format will require the following as a requirement for admission:

Honorlock is an online proctoring service that is used for online exams in Blackboard through the Google Chrome browser extension. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

Affective Objectives Evaluation

Students must achieve a rating of “satisfactory” on the majority of affective objectives as evaluated in every MLT course in order to progress to the next course in the program. Three or more “needs improvement” or two or more “unsatisfactory” ratings in any course **could result in dismissal from the program.**

Student: _____

Class: _____

Instructor: _____

Semester/Year: _____

Objective	Rating Satisfactory (S) Needs improvement (NI) Unsatisfactory (U)	Comments
Be punctual. Spring or Fall semester: 0-2 tardies =S, 3-4=NI, >5=U Summer semester: 0-1 tardies =S, 2-3=NI, >4=U		
Refrain from absenteeism. Spring or Fall semester: 0-2 absences =S, 3-4=NI, >5=U Summer semester: 0-1 absences =S, 2-3=NI, >4=U		
Treat classmates and instructors with respect, care, and thoughtfulness.		
Maintain initiative and enthusiasm.		
Obey regulation HIPAA laws.		
Communicate effectively and properly both verbally and in writing.		
Be responsible for own work in the classroom and in the lab.		
Demonstrate stability under stress.		
Accept responsibility for own work.		
Display an appropriate level of confidence, while recognizing limitations.		
Maintain appropriate professional appearance and hygiene.		
Strive for increased speed and organization.		
Accept constructive criticism.		
Prudently use laboratory resources.		
Number of Needs improvement/ Unsatisfactory	/	Student needs to contact Program Coordinator (Y or N)

Graduation Requirements

Students must earn a total grade-point average of 2.00 (C) on all Jefferson State work to be eligible for graduation from the MLT Program, with a minimum grade of “C” required to pass each course. Performance in campus labs as well as in the clinical rotation will be assessed, along with written examinations and assignments to determine the grade for each course.

Eligibility for Certification

Students enrolled at Jefferson State Community College may earn an Associate in Applied Science degree in Medical Laboratory Technology by following the progression schedule in completing the program degree plan. The plan consists of a core of courses designed to provide general skills and broaden the students’ perspectives, as well as an approved curriculum for the MLT Program course of study. Students must complete the approved curriculum for the Medical Laboratory Technology Program and meet the College degree requirements. Students shall be awarded the Associate in Applied Science degree upon satisfactory completion of the requirements of the program degree plan as specified by the college and by the State Board of Education. **Conferment of the Associate in Applied Science Degree is not contingent upon graduates passing external certification or licensure examinations.**

The Associate Degree Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Successful completion of the program leads to an Associate in Applied Science Degree and eligibility for national MLT/MLT certification by agencies such as the American Society of Clinical Pathologists (ASCP).

Credentialing agencies require formal application and fee, official copies of college transcripts indicating completion of the program and satisfaction of degree requirements, as well as successful completion of their respective examinations. Graduates who achieve passing scores on the examination are awarded certificates by the credentialing agency validating their *registered* status and the right to indicate those credentials in their formal signatures [i.e., Jane Doe, MLT(ASCP)].

Jefferson State Community College Class Attendance Policy

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. In general, academic performance could be negatively impacted if the student attends fewer than 85% of the class meetings. Financial Aid and other scholarship programs may require more stringent attendance. It is the student’s responsibility to be aware of the specific requirements of their program. Student absences are calculated from the first official day of class. When a student registers late, the classes that the student missed from the first scheduled class date will be counted as absences. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Students are responsible for the knowledge, skills and abilities not acquired due to absences and for assignments made or due from the first official day of class. If a student has excessive absences, s/he is encouraged to withdraw from the course after consulting with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this could result in a grade of “F”. Students receiving financial aid or scholarships should consult the Financial Aid Department or their scholarship coordinator to determine how an “F” or “W” may affect their tuition assistance.

Military personnel who are involuntarily called to active duty for unscheduled and/or emergency situation and those individuals called for jury duty will be excused with official documentation. College related events which the student is required to attend by the club sponsor, and which have been approved by the appropriate Dean will also be excused. Official documentation will be required. Make-up work will be accepted under these excused circumstances as outlined in the individual course syllabus.

Instructors should keep a record of attendance for each class meeting, ensuring that only students listed on the current course roster are attending class. Instructors should develop a course syllabus which clearly states how absences, late arrivals and early departures will be addressed as well as the individual instructor's policies for make-up work, if allowed. The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable. This syllabus should be distributed, explained and discussed at the first official class meeting. Student grades will be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content.

Distance Education and Hybrid Courses

The student should access the course via Blackboard within the first official week of classes and become familiar with each individual course's requirements. Students should access their Internet or Hybrid courses regularly to remain current regarding expected due dates and assignments. Attendance in a Distance Education or Hybrid course will be based on student's course access such as:

- Student attendance at an on-campus course orientation with the instructor
- Student login and participation in an online course orientation using Blackboard
- Student communication via Blackboard e-mail with the instructor
- Student submission of a completed course assignment using Blackboard

After the first week of the term, a student's attendance will be recorded based on submitted assignments stated in the course syllabus. If a student does not meet attendance requirements as reflected in the submission of course assignments and participation, the student should withdraw from the course. It is the responsibility of the student to officially withdraw from a course. Student failure to officially withdraw from a course could result in a final grade of "F".

Attendance is expected at all classes. Instructors' expectations are high and classes are challenging; therefore, students who are absent may experience difficulty in meeting expected outcomes of the course.

Class attendance is the responsibility of the student. Students are expected to be present for all class meetings of the course for which they are enrolled.

If a student has an absence deemed excusable by the instructor, the instructor may give the student the opportunity to make up work missed. The manner in which make-up work is administered is left to the professional discretion of the instructor. The instructor's policies regarding make up work shall be clearly defined in the syllabus to be distributed on the first day of class.

The student is responsible for providing documentation of the reason for absence, if such is required by the instructor.

The MLT Program has additional attendance criteria for lecture, labs and clinical rotations that can be found in Exhibit II

Student Responsibilities

Entry into this professional program entails responsibilities as well as rights. The following identifies student responsibilities in the Jefferson State Community College MLT Program. Included are professional responsibilities

MLT Student Handbook

for being accountable in practice and respecting others and one's self, as well as responsibilities for being an active participant in the learning process and for one's role as a learner.

Students in the MLT Program will be expected to:

1. Regularly attend and/or participate in classes and labs, as scheduled.
2. Actively participate in class and small group discussion.
3. Assume responsibility for own learning and development by:
 - a. being prepared for class
 - b. completing assignments on time with written work done either hand-written legibly or computerized (depending on the assignment); and, in proper format.
 - c. accepting constructive criticism and supervision by others and using suggestions for growth.
 - d. monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance.
 - e. using appropriate resources and references to increase knowledge base and improve performance.
 - f. scheduling appointments with instructor(s) for assistance with class assignments and obtaining materials that were missed due to any absences.
4. Be accountable for own judgments, actions, or non-actions.
5. Adhere to Standard (Universal) Precautions and Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen standards including the use of Personal Protective Equipment (PPE) and adherence to Exposure Control Plans. Students must document training. Any exposure incident MUST be reported to the instructor immediately.
6. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) during class discussions, campus lab experiences and clinical practicum rotations.
7. Contact either the Program Coordinator and /or the instructor regarding absences or tardiness.
8. Make arrangements for and complete make-up assignments after any missed class or lab. It is the student's responsibility to contact the instructor about making up missed labs or assignments. It is also the student's responsibility to obtain any materials missed due to his or her absence. See individual course syllabi for specific requirements.
9. Be a willing participant in laboratory situations when other students need patients to practice phlebotomy or other laboratory procedures.
10. Follow appropriate channels of communication to resolve concerns over testing and evaluation procedures or classroom activities.

Student ► Instructor ► Program Coordinator ► Dean

Guidelines for Students in Clinical Rotations

Transportation

Because a variety of health-care agencies are utilized for clinical practice, transportation to and from the clinical agency is the responsibility of the student. Occasionally, field trips are required as part of the course curriculum. The student assumes the expense for transportation, meals, and any other necessary costs.

Rules Affecting Clinical Practicum's

1. Assignment of Positions

Clinical affiliation provides an opportunity for students to gain experience in a hospital laboratory under the supervision of the staff. Student will not be expected to function independently as an additional staff member, but they will be expected to perform routine laboratory procedures with minimal supervision.

The clinical laboratory professionals do not expect to teach basic procedures. The student must demonstrate this ability through satisfactory completion of all classroom competencies and laboratory task sheets. If a student has not satisfactorily completed course work and demonstrates the ability to perform required procedures, he or she will not be allowed to go on to a clinical assignment. The instructors and program coordinator must make sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program.

It is the student responsibility to ensure that all requirements have been completed.

2. The student will be assigned to a clinical agency within a 100- mile radius of the College campus. Transportation to the clinical facility and any associated costs are the responsibility of the student. The MLT Program Coordinator and Faculty will determine clinical rotation sites during the fourth semester of the program. The primary factor in making this determination will be the commuting distance required for each student to the various affiliate locations. Other considerations will be grades and preference request made by students however; the Program Coordinator will make the final decision.

3. Alternate Status Policy (Exhibit III)

The MLT program has a number of affiliate hospitals in which students spend the last semester in Clinical Practicum. In order to provide quality one on one instruction, affiliates have agreed to take a limited number of students per semester. In the event that more students are prepared for this final phase than there are clinical openings, the order of priority exists as follows:

1. Those students who have progresses full-time, the order of the program without breaks or dropout periods.
2. Those students who progresses through the program with the higher GPA being selected first. Students will be placed in Clinical Practicum as soon as an available space occurs. Student will be notified in writing of their status. Students must also agree to work with the Program Coordinator in completing the requirements for the degree. A statement to this affect must be signed by all students in the MLT Program.

4. Service Work

It is the policy of the MLT program that students will receive no financial remuneration for the clinical practicum experience. Students are not permitted to perform service work. Students must not be used in an unpaid status to perform work ordinarily performed by paid laboratory personnel. The lab may choose to hire the student to work outside the clinical hours as a phlebotomist or lab assistant. The student will be paid and treated as an employee. This work has no connection to the clinical education activities of the program course.

After demonstrating proficiency, students may perform test on actual clinical specimens. However, the student's work must be supervised by the clinical staff. All responsibility for test results and reporting must be assumed by the clinical staff.

5. **Dress Code:**

It must be understood that dress, body, mouth, and hair must be clean at all times.

- a. **On Campus:** Usual clothing may be worn to campus classes. Students will be required to wear scrubs to classes 4th semester.
- b. **In Agencies:** Regulation scrub suits with appropriate division patches are required. Scrub colors are limited to Dark Purple Khaki or Teal. Lab coats for use in clinical areas are supplied by clinical affiliates; however, students may purchase their own lab coats for wearing outside the laboratory work area. Scrub suits and sleeve patches may be purchased in the college Bookstore.
 - (1) Picture name tags and student patches are required.
 - (2) Hair must be off the shoulders and not arranged in any extreme styles or colors.
 - (3) Nails must be clean and not extreme in length or color
 - (4) Excessive use of colognes and perfumes is prohibited.
 - (5) Appropriate **closed-toed** shoes are required.
 - (6) Male facial hair is subject to moderation.
- c. Any student who attends class while **not** meeting these expectations will be given an **unexcused** absence from class and sent home.
- d. Students are expected to display professional behavior and appearance at all times while in the clinical agencies.

6. **Attendance and Punctuality:**

- a. Students will attend all Clinical Assignments as scheduled. All classes must be met unless excused by a faculty member **prior** to the absence. Students are strongly urged to refrain from calling in sick or scheduling personal appointments unless absolutely necessary. If unforeseen circumstances result in absences, students are required to notify campus and clinical faculty members as soon as possible.
- b. Each unexcused absence will automatically lower the student's grade in that department by one letter. Unexcused absences are:
 - (1) Absenteeism without calling.
 - (2) Absenteeism the day before a final examination.
- c. Excessive tardiness may carry the same penalty as absences. Students must call, when possible, to notify the instructor of their expected tardiness. Attendance and punctuality are evaluated by clinical instructors on Performance Evaluation forms and are counted as part of the final course grade.
- d. Students in Clinical Rotations are allotted the same holidays as those observed by the College. These include:
 - (1) Labor Day
 - (2) Veteran's Day
 - (3) Thanksgiving Holidays
 - (4) Christmas Holidays
 - (5) New Year's Holiday
 - (6) Martin Luther King/Robert E. Lee Holiday
 - (7) Independence Day Holiday
- e. Students will be excused from clinical when weather conditions in the Birmingham area are such that the College is closed.
- f. Students may be excused from clinical assignments to attend educational meetings conducted by the clinical affiliate, to attend professional seminars and conventions, or at

the request of the MLT Department Coordinator.

7. Clinical Evaluations:

Grades earned in clinical courses are based on students' knowledge and skills in conjunction with other criteria. The final grade is derived from comprehensive examinations administered online along with evaluations made by clinical instructors and recorded on Performance Evaluation Forms for each clinical department. Specific grading for clinical rotations is located in the Clinical Practicum Handbook given to students fourth semester to include:

- a. Student theory comprehension by program faculty
- a. Student clinical performance by clinical instructors
- b. Clinical instructor evaluation by students
- c. Clinical instructor self-evaluations

8. Comprehensive Testing at the End of the Program

Students are **required** to take a mock registry exam prior to the beginning the clinical rotation phase of the program (MLT 161) and at the end of the Medical Laboratory Technology program (MLT 293). The purpose of the testing is to prepare students for success on the certification exam. There are no additional costs or fees to the student for the testing.

9. Disciplinary Procedures for Students in Clinical Affiliate Rotation:

Refer to “**MLT Student Handbook Page 21**”.

10. Orderly Academic program shutdown or suspension

In the event that the administration of Jefferson State Community College or the Alabama Community College System should decide to discontinue the MLT program, every effort will be made to follow the following teach out plan:

- 1. No new students will be admitted to the program
- 2. All students currently participating in the program will be allowed to finish
- 3. Only courses needed for the completing students will be offered
- 4. Students may decide to transfer to another MLT program. Acceptance of any coursework completed at JSCC will be up to the accepting institution.
- 5. Students may choose to leave the MLT program.

Emergency Shutdown plan

In the event that an emergency occurs, such that, Jefferson State Community College deems that the campus be closed, or the MLT lab specifically must be closed, immediately on an emergency basis for an indeterminate amount of time, for any reason, the following plan will be put into place:

- 1. If lecture rooms are not available, MLT lectures will be converted to online delivery
- 2. MLT laboratory sessions will be moved to an appropriate space at another JSCC campus if available or may be converted to online experiences.

Exhibits

**Please read each policy in the exhibit section.
These policies will complement the policies found in the
Phlebotomy Handbook. Students are responsible for
information found in both documents**

Exhibit I

Examples of integrated Semester-by-Semester Curricula Guides for Full-Time Students appear below:

Jefferson State Community College MLT Program Curriculum Semester Sequences	
The MLT program admits students to the program every fall and summer semesters. We also offer a part-time sequence for student unable to attend full-time. Examples of integrated semester-by-semester curricula guides for full-time students	
Fall Admission to MLT Program	
Summer (pre-MLT)	
ENG 101 English Composition I	
BIO 103 Principals of Biology OR BIO 201 Human Anatomy and Physiology I	
MTH 116,100 or higher	
Chem 104 or higher	
**MLT 100 Phlebotomy and MLT 131 Laboratory Techniques is offer each semester and may be taken before admission to the program.	
Fall (MLT Admission)	
**MLT 100S Phlebotomy	2
**MLT 131S Laboratory Techniques	4
MLT 121S Hematology and Body Fluids	6
SPH 106 or 107 or Humanities	3
	15
Spring	
MLT 141S Microbiology I	5
MLT 181S Immunology	2
MLT191S Immunohematology	5
	12
Summer	
MLT 111S Urinalysis	3
MLT 142S Microbiology II	3
SPH 106 or 107 or can substitute ENG 102 Humanities elective Psychology 200	3-6
	9-12
Fall	
MLT 151S Clinical Chemistry	5
MLT 161S Integrated Lab Simulation	2
General Ed. Requirement (if needed) SPH 106 or 107 or can substitute ENG 102 Humanities elective Psychology 200	3-6
	10-13
Spring	
MLT 293 Medical Seminar	2
MLT 294S Medical Lab Practicum I	2
MLT 295S Medical Lab Practicum II	2
MLT 296S Medical Lab Practicum III	2
MLT 297S Medical Lab Practicum IV	2
	10

Summer Admission to MLT Program	
Spring (pre-MLT)	
ENG 101 English Composition I	
BIO 103 Principals of Biology OR BIO 201 Human Anatomy and Physiology I	
MTH 116,100 or higher	
Chem 104 or higher	
**MLT 100 Phlebotomy and MLT 131 Laboratory Techniques is offer each semester and may be taken before admission to the program.	
Summer (MLT Admission)	
**MLT 100S Phlebotomy	2
**MLT 131S Laboratory Techniques	4
MLT 111S Urinalysis	3
SPH 106 or 107 or Humanities	3
	12
Fall	
MLT 151S Clinical Chemistry	5
MLT 121S Hematology and Body Fluids	6
	11
Spring	
MLT 141S Microbiology I	5
MLT 181S Immunology	2
MLT191S Immunohematology	5
	12
Summer	
MLT 142S Microbiology II	3
MLT 161S Integrated Lab Simulation	2
General Ed. Requirement (if needed) SPH 106 or 107 or can substitute ENG 102 Humanities elective Psychology 200	3-6
	5-11
Fall	
MLT 293 Medical Seminar	2
MLT 294S Medical Lab Practicum I	2
MLT 295S Medical Lab Practicum II	2
MLT 296S Medical Lab Practicum III	2
MLT 297S Medical Lab Practicum IV	2
	10

Exhibit II**Jefferson State Community College
Class Attendance Policy****Attendance Policy**

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. In general, academic performance could be negatively impacted if the student attends fewer than 85% of the class meetings. Financial Aid and other scholarship programs may require more stringent attendance. It is the student's responsibility to be aware of the specific requirements of their program. Student absences are calculated from the first official day of class. When a student registers late, the classes that the student missed from the first scheduled class date will be counted as absences. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Students are responsible for the knowledge, skills and abilities not acquired due to absences and for assignments made or due from the first official day of class. If a student has excessive absences, s/he is encouraged to withdraw from the course after consulting with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this could result in a grade of "F". Students receiving financial aid or scholarships should consult the Financial Aid Department or their scholarship coordinator to determine how an "F" or "W" may affect their tuition assistance.

Military personnel who are involuntarily called to active duty for unscheduled and/or emergency situation and those individuals called for jury duty will be excused with official documentation. College related events which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean will also be excused. Official documentation will be required. Make-up work will be accepted under these excused circumstances as outlined in the individual course syllabus.

Instructors should keep a record of attendance for each class meeting, ensuring that only students listed on the current course roster are attending class. Instructors should develop a course syllabus which clearly states how absences, late arrivals and early departures will be addressed as well as the individual instructor's policies for make-up work, if allowed. The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable. This syllabus should be distributed, explained and discussed at the first official class meeting. Student grades will be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content.

Distance Education and Hybrid Courses

The student should access the course via Blackboard within the first official week of classes and become familiar with each individual course's requirements. Students should access their Internet or Hybrid courses regularly to remain current regarding expected due dates and assignments. Attendance in a Distance Education or Hybrid course will be based on student's course access such as:

- Student attendance at an on campus course orientation with the instructor
- Student login and participation in an online course orientation using Blackboard
- Student communication via Blackboard e-mail with the instructor
- Student submission of a completed course assignment using Blackboard

After the first week of the term, a student's attendance will be recorded based on submitted assignments stated in the course syllabus. If a student does not meet attendance requirements as reflected in the submission of course assignments and participation, the student should withdraw from the course. It is the responsibility of the student to officially withdraw from a course. Student failure to officially withdraw from a course could result in a final grade of "F".

Attendance is expected at all classes. Instructors' expectations are high and classes are challenging; therefore, students who are absent may experience difficulty in meeting expected outcomes of the course.

Class attendance is the responsibility of the student. Students are expected to be present for all class meetings of the course for which they are enrolled.

If a student has an absence deemed excusable by the instructor, the instructor may give the student the opportunity to make up work missed. The manner in which make-up work is administered is left to the professional discretion of the instructor. The instructor's policies regarding make up work shall be clearly defined in the syllabus to be distributed on the first day of class.

The student is responsible for providing documentation of the reason for absence, if such is required by the instructor.

**Jefferson State Community College
Center for Professional, Career & Technical Education
Medical Laboratory Technology Program
Class Attendance Policy
Campus**

Because college work requires regular class attendance as well as careful preparation, students are expected to attend all scheduled classes. Students are expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Arrangements to make up missed work due to absences must be **initiated by the student** no later than the next class meeting and made up within one week. Students who miss an exam must provide a doctor's excuse to be eligible to take a makeup exam. Make up examination scores will be lowered by one letter grade for students failing to follow this procedure.

Critical content is presented during each class meeting in MLT courses; therefore, attendance may be used to partially determine the course grade. MLT instructors have the option of choosing one or both of the following methods to award points for attendance:

1. Class attendance may be counted as part of the final course grade. Students may receive points for each class attended. Students are advised that roll may be called at any point during class, and students who are not present at the time that roll is taken will not receive attendance points for that class meeting.
2. Unannounced pop quizzes may be given at any point during a class. Points earned from quizzes will be incorporated with other exams to determine the final grade in that class. Pop quizzes missed due to absence or tardiness may not be made up.

Points earned for lab activities are incorporated into the final grade and are therefore subject to the following additional conditions.

1. A tentative lab syllabus is given on the first day of lab. It is subject to change and is the student's responsibility to be aware of any changes made to the schedule.
2. Points will be given each day of lab for class participation. No partial points will be given if part of lab is missed.
3. Additional points are given for any written work turned into the instructor.
4. There will be only one make up lab per semester and it will be a lab of the instructor's choice, not necessarily the lab that was missed by the student.
5. Written exams for lab are treated in the same manner as lecture exams.
6. A missed practical exam cannot, under any circumstances, be rescheduled.

7. It is the students' responsibility to clean up after lab class. A schedule will be made if necessary.
8. The final lab grade is calculated by totaling points earned and dividing by the total points possible.

**Jefferson State Community College
Center for Professional, Career & Technical Education
Medical Laboratory Technology Program
Class Attendance Policy
Clinicals**

1. Attendance is **mandatory** and no **excused or unexcused** absence will be tolerated. You are required to attend clinical rotations 4 day per work week, 6-7 hours per day. If you need to miss a clinical day for **any reason** you must make arrangements with your clinical instructor to make it up on a day you are not scheduled for class.
2. It is the student's responsibility to notify the clinical facility **prior** to reporting time regarding anticipated tardiness or in the event of illness. **You must also notify the MLT Clinical Coordinator of any absences.** Remember all time missed must be made up. Scheduling of make-up time is the responsibility of the student and must be arranged through the contact person or supervisor of the concerned lab area. Keep in mind that make-up time may be difficult to schedule due to other students previously arranged rotations or other laboratory obligations.
3. Clinical Rotations are only offered during day -shift hours. Students may be asked to attend 6-2:30; 7-3:30 or 8-4:30 during the days you are attending clinicals. On occasion a night shift opportunity may be available for a Chemistry or Hematology rotation but this is not guaranteed

Exhibit III**Jefferson State Community College****Medical Laboratory Technology
Program Orientation Verification**

My signature on the Student Handbook Agreement indicates that the following terms have been explained to my satisfaction, and I understand and agree to abide by them so long as I am enrolled in the Medical Laboratory Technology Program.

I. Financial responsibilities

I am aware of the financial responsibilities as it relates to:

- A. Tuition, books, fees and supplies
- B. Liability (Malpractice) insurance \$15.00 paid at the Cashiers window in GWH
- C. Background checks \$19.00 Paid directly to Agent's Choice
- D. Drug and alcohol screening \$43.00 Paid directly to Agents Choice
- E. Health form including physical exam and immunizations Cost varies depending on immunization status and medical insurance
- F. Proof of health insurance (Medical Insurance)
- G. ID badges \$5.00 Paid at the Cashiers window in GWH
- H. CPR cards \$7.00 paid directly to the instructor of the course

II. MLT specific policies

I understand that, as a MLT student, I am subject to regulations and grading policies that differ from those of regular academic programs. The Program Coordinator or other faculty member has discussed these regulations and I understand their implications:

- A. Essential Functions (documentation on MLT application)
- B. Grading, Progression, Readmission Policies and Withdrawal
- C. Policies for drug screening and background checks
- D. Class attendance policies:
 - 1. Campus
 - 2. Clinical
- E. Clinical Responsibilities
 - 1. Transportation to clinical agencies
 - 2. Appropriate clinical wear
 - 3. Good personal hygiene and dress codes
- F. Student Conduct and Academic Honesty Codes
 - 1. Disciplinary Policies
 - 2. Due process for recourse

III. MLT Clinical Specific Policies

- A. Alternate Status Policy: I understand that if enrollment in the Medical Laboratory Technology program exceeds the number that can be accommodated by the affiliate, I may be assigned to an alternate status. If this happens, I would expect to be placed in a regular status as soon as places become available. I Understand priority placement during that semester will be awarded based on progression status, grade point average, class attendance, professional attitude, and overall performance in the classroom and campus laboratory.
- B. Service Work: It is the policy of the MLT program that students will receive no financial remuneration for the clinical practicum experience. Students are not permitted to perform service work. Students must not be used in an unpaid status to perform work ordinarily performed by paid laboratory personnel. The lab may choose to hire the student to work outside the clinical hours as a phlebotomist or lab assistant. The student will be paid and treated as an employee. This work has no connection to the clinical education activities of the MLT program.
- C. Tobacco Free Campuses

**Jefferson State Community College
Center for Professional, Career and Technical Education
Medical Laboratory Technology Program**

Student Handbook Agreement

- A. I understand that it is my responsibility to read the MLT/Phlebotomy Program Student Handbook and College Catalog. Failure to do so does not excuse me from the rules and procedures described therein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and regulations.
- B. I have had an opportunity to ask questions about this material and have had those questions answered to my satisfaction. My signature verifies my understanding of all policies from the Program Orientation Verification handout.
- C. I am able to comply with the listed Essential Functions found on the program application. (not applicable for Phlebotomy certification/Short Certificate Students only)
- D. I hereby permit the Program Coordinator to have access to my academic and health records (if needed), and to release such records to the appropriate individuals at affiliated clinical agencies

The MLT/Phlebotomy Student Handbook document contains **official policies and procedures** for the MLT/Phlebotomy Programs at Jefferson State Community College. It is intended as a resource for academic program students and faculty.

Within this document are the rules and regulations for the MLT/Phlebotomy Program, and many of the policies are reiterated in the MLT Clinical Handbook and/or the course specific syllabi.

Student Signature: _____

Date: _____