

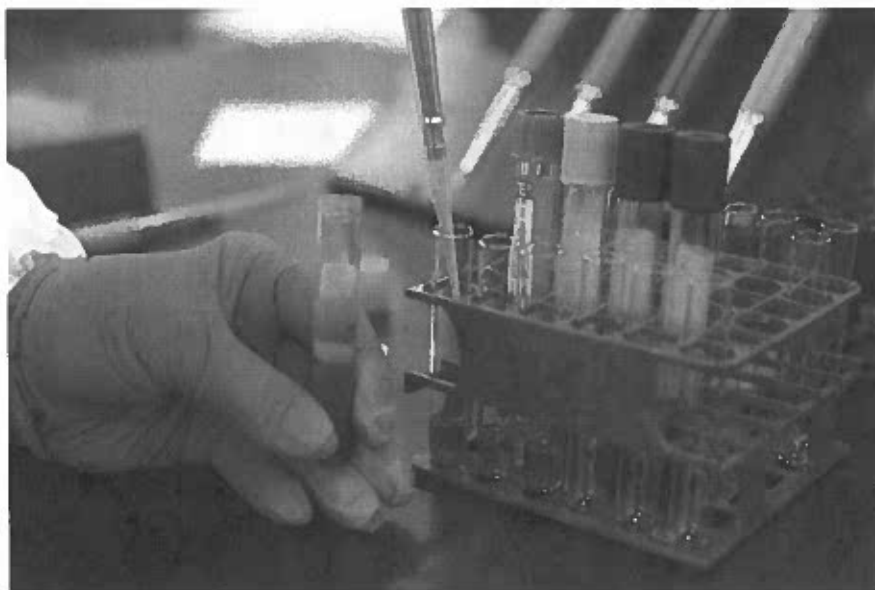


NAACLS ACCREDITED

Division of Health Sciences

MEDICAL LABORATORY TECHNICIAN PROGRAM

Student Handbook Fall 2022



NAACLS Accredited Program

National Accrediting Agency for Clinical Laboratory Sciences

5600 North River Road Rosemont, IL 60018-5119773-714-8880

2020 Addendum

At the time of this policy implementation, the state of Alabama and the USA nation is under special health and safety guidelines from CDC for COVID-19 pandemic.

As time proceeds, new and additional requirements may go into effect. This has been an ever-changing adjustment for reduction of public CoV transmission.

Currently, college and MLT safety policies require students to wear a face mask while in student laboratory.

As policy and guidelines are adjusted, the MLT program will inform students through emails, announcements and possibly documentation. Students are required to sign any required documentation in order to progress into the next clinical phase. Refusal to abide by any additional policies will result in program dismissal.

Universal Masking Guidelines

- ☐ Masks that individuals wear must maintain a professional appearance. Please use good judgement at all times regarding choices with mask designs.
- ☐ Acceptable masks and face covering include:
 - Solid colors and patterns.
 - Calhoun logo or Calhoun Theme when on campus
 - Hospital issued, hospital logo or hospital themed
 - Team sports or school logos.

**** Masks that have slogans, words, or pictures are not allowed to be worn.**

Reannon Wilkerson

MLT Program Director

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Welcome to Calhoun Community College

MEDICAL LABORATORY TECHNICIAN PROGRAM

You have chosen a profession in the health care field dedicated to providing quality patient testing. This is a five sequential semester program culminating with a Clinical Practicum experience with Tennessee Valley area Laboratory Affiliates.

The clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, and quality assurance/performance improvement wherever medical laboratory testing is researched, developed or performed. Medical Laboratory Technicians are employed at various clinical laboratories including hospitals, physician's offices, and clinics along with research and development facilities.

This handbook contains policies, requirements, responsibilities, privileges, and opportunities that apply to MLT Students at Calhoun Community College. Unless otherwise designated in your course syllabus, these policies apply to each MLT course in which you are enrolled. Therefore, please keep it until you complete the program. Knowledge and compliance of MLT policy is your responsibility.

We hope you have an enjoyable learning experience while enrolled in our MLT program. If you have any questions please ask any MLT faculty. We are here to assist you during your academic endeavor at Calhoun and welcome you to the MLT program.

Reannon Wilkerson, MS, BS, MLS ASCP
MLT Program Director

I. MLT PROGRAM MISSION

The **mission** of the Calhoun Community College Medical Laboratory Technician Program is to provide an educational experience for students who wish to pursue careers in the medical laboratory by incorporating cognitive, technical skills, and professional qualities to meet the needs of the Tennessee Valley area for entry level preparedness in medical laboratory employment.

II. MLT PROGRAM GOALS

The following MLT Program Goals are based on the last three years rolling rates:

PROGRAM GOAL		BENCHMARK	Average 2019-2021
Graduation/Completion	# of students who began 3 rd semester and completed program	≥70%	97%
National Certification PASS	# of students who attempted and passed ASCP/AMT BOC	≥75%	92%
Employment	# of graduates offered positions in the field or continued education	≥70%	100%
Graduate Program Satisfaction	# of graduates agree they possess Entry Level Competencies necessary to perform routine clinical lab testing	≥80%	100%
Employer Program Satisfaction	# of employers agree graduates possess Entry Level Competencies necessary to perform routine clinical lab testing	≥80%	100%

III. MLT GRADUATE COMPETENCIES

Based on NAACLS Standards, upon successful completion of the Calhoun Community College MLT program, the graduate will have basic knowledge and skills to:

1. Exhibit compliance in the application of safety and governmental regulations in handling chemical and biological materials.
2. Evaluate, correlate, and assure accuracy, validity, and quality control of laboratory information.
3. Demonstrate entry-level competency for patient specimen analysis in hematology, coagulation, clinical chemistry, immunology, immunohematology, microbiology, urine/body fluid analysis, and laboratory operations according to established protocols and procedures.
4. Exhibit legal and ethical behavior which adheres to the professional conduct standards for clinical laboratories.
5. Communicate effectively with patients, the public and the healthcare team members regarding laboratory practice.

IV. MLT CODE OF ETHICS

The Code of Ethics of the *American Society of Laboratory Scientists (ASCLS)* sets forth the principles and standards by which Medical Laboratory Professionals (MLPs) and students admitted to professional education programs practice their profession.

I. Duty to the Patient

MLPs' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to the current standards of practice. High quality lab services are safe, effective, efficient, timely, equitable, and patient-centered. MLPs work with all patients and all patient samples without regard to disease state, race, religion or sexual orientation. MLPs prevent and avoid conflicts of interest that undermine the best interests of the patient.

II. Duty to Colleagues and the Profession

MLPs uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence and reliability. MLPs contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standard of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

MLPs accept the responsibility to establish the qualification for entry to the profession, to implement those qualification through participation in licensing and certification program, to uphold those qualification in hiring practices, and to recruit and educate students in accredited programs to achieve those qualification.

MLPs establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, MLPs have the responsibility to contribute from their sphere of professional competence to the general well-being of society. MLPs serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

MLPs comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a MLP, I pledge to uphold my duty to Patients, the Profession and Society by:

- *Placing patients' welfare above my own needs and desires.*
- *Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.*
- *Maintaining the dignity and respect for my profession.*
- *Promoting the advancement of my profession.*
- *Ensuring collegial relationships within the clinical laboratory and with other patient care providers.*
- *Improving access to laboratory services.*
- *Promoting equitable distribution of healthcare resources.*
- *Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.*
- *Changing conditions where necessary to advance the best.*

V. PROFESSIONAL ORGANIZATIONS

Students are encouraged to join professional organizations while in the MLT program. The following offer Student categories' with either reduced fees. All associations offer resources to assist with education.

- ASCP: American Society of Clinical Pathologists. www.ascp.org
- ASCLS: American Society for Clinical Laboratory Science. <http://www.ascls.org>
- AMT: American Medical Technologist. www.americanmedtech.org

VI. MLT CERTIFICATION (Board of Certification-BOC)

1. National Certification is not a requirement for completion of the MLT program or Calhoun Community College graduation. After completion of the MLT program including the Associate of Applied Science degree college requirements, students are eligible for national MLT certification.
2. Agencies providing certification:
 - American Society for Clinical Pathology (ASCP)
 - American Medical Technologists (AMT)
3. Credentialing agencies require formal application with fee, official college transcripts indicating completion of the program, and successful completion of their examination. This fee is due with registration during 5th semester. Students are responsible for all application and requirement submissions.
4. Examinations (Registry) certification involves Computer Adapted Testing with multiple choice questions in all core laboratory areas.
5. Certification validates *Registry* status with rights to use credentials in their signature, i.e. Mary Smith, MLT (ASCP)^{CM}.
6. Ongoing Professional Development (CEUs) is required after initial certification to maintain current certification status.
7. Students are encouraged to plan for BOC registration during their 5th semester with a test date as soon as possible following last MLT class.

VII. MLT ELIGIBILITY CRITERIA

Title II of the 1990 American with Disabilities Act provides comprehensive civil rights protection for qualified individuals with disabilities. The Alabama Community College System endorses the Americans with Disabilities Act. If you have a disability that might require special materials, services, or assistance, please contact the CCC Disability Services Office located in the Chasteen Student Center, Room 220 (Decatur Campus) or call (256) 306-2630 or (256) 890-4756.

Students enrolled in the medical laboratory technology program are required to successfully complete both academic and clinical requirements. The purpose of the Eligibility Criteria is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care.

Prior to enrollment in the medical laboratory technology program students are provided the Eligibility Criteria. If a student cannot demonstrate the following skills and abilities, it is the responsibility of the student to request appropriate reasonable accommodations through the Student Disability Services Office.

MLT Eligibility Criteria list was included in the students' program application signature page and is kept on file in the Health Division student's file.

Physical and Sensory Requirements

- Move freely and safely about the laboratory.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours.
- Fine motor and visual abilities sufficient to distinguish between the characteristics of biological specimens and chemical products.
- Manipulation of laboratory equipment including utilization of a clinical grade microscope.

Cognitive Requirements

- Comprehend, measure, calculate, analyze, synthesize, integrate, compare, interpret and apply information.
- Possess sufficient judgement and reasoning skills to recognize and correct errors as they occur.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to self, patients, and coworkers; includes the use of personal protective equipment (PPE) and best practices.

Communication Requirements

- Communicate effectively and sensitively, including written documentation in a language translatable to English.
- Read and comprehend technical and professional materials in order to correctly and independently perform laboratory test procedures.

Behavioral Requirements

- Possess the emotional health required to use intellectual abilities fully, such as exercising sound judgement and promptly completing all responsibilities.
- Adapt to work in a changing and stressful environment, displaying flexibility and functioning independently in the face of uncertainties or problems that might arise.
- Demonstrate professional demeanor and behavior including performance in an ethical manner when dealing with others, and participate collaboratively and flexibly as a professional team member.

Safety is paramount in all health programs. Students shall not pose a direct threat to themselves or others. Direct threat is defined as a substantial risk of harm based on facts and that cannot be eliminated or reduced to an acceptable level through reasonable accommodation. A direct threat also includes an individual who knowingly engages in unsafe practices or disregards safety rules or procedures which results in a substantial risk of harm to themselves or others or in a substantial risk of damage to property

VIII. MLT FACULTY AND SUPPORT PERSONNEL

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IX. MLT INSTRUCTIONAL METHODS

Students will learn through online lecture, audio-visual presentations, discussions, case studies, demonstrations, independent reading and assignment, and or supervised campus laboratory practice and clinical experiences.

The supervised lab experience will include performance of venipunctures on fellow MLT students under the direct supervision of the course instructor. Performance of simulated laboratory procedures will be required. Student laboratory experience will be documented by successful demonstration of required skills on Skills Competency Checklists.

STUDENTS WITH DISABILITIES

If you have a disability that might require special materials, services, or assistance, please contact Calhoun's Disability Services Office in the Chasteen Student Center, Room 220 G (Decatur Campus) or call (256) 306-2630 or (256) 306-2635. Huntsville campus located Sparkman Room 101, 256-890-4756.

Calhoun Blackboard

Course contents are available on the Blackboard link under MYCALHOUN link on Calhoun Community College webpage. The course work is posted on Blackboard under the respective MLT course. Course contents, syllabi and objectives, assignments, projects, and general course information will be posted here. Instructors communicate regularly with students in the course announcements. Instructors may require assignment submission on Blackboard. MLT Students must be familiar with Blackboard use. Students are responsible for knowing all course information posted in Blackboard.

Calhoun email Communication

Calhoun Community College will communicate campus-wide information via Microsoft Outlook. This is the official method that you will receive information related to your enrollment at Calhoun. You have an Outlook e-mail account, which you can access from the MyCalhoun Portal. Please log on to our website - www.calhoun.edu and choose the MyCalhoun. The email is found in Quick Links. The initial log in for the portal will be your "C" number and 6-digit date of birth (MMDDYY). You will be prompted to change the password. Once inside the portal you can log in to your Outlook e-mail by clicking on the envelope icon. Your email address will be your firstname.lastname@calhoun.edu (Example: jane.smith@calhoun.edu)

MLT Instructors communicate regularly via Calhoun email. Students are responsible for accessing all posted information.

X. MLT CURRICULUM

See Calhoun Community College Course catalog for specific course descriptions

24 General Education Credits + 45 MLT Credits

The following is only the MLT coursework; General Education courses must be completed with a C or above by the end of 3rd semester into the program. Except Chemistry which must be completed with a C or above by the end of the 1st semester into the program. General Education courses required for the Associate of Applied Science degree is posted in the Calhoun Catalog applicable to the students' year of matriculation.

Each MLT course is offered once/year with 2 lab sessions.

Semester	Class	Credit Hours
1 st Fall	MLT 121 Hematology & Body Fluids	6
	MLT 131 Laboratory Techniques	4
	MLT 181 Immunology	2
1 st Spring	MLT 141 MLT Microbiology I	5
	MLT 151 MLT Clinical Chemistry	5
1 st Summer	MLT 142 MLT Microbiology II	3
	MLT 111 Urinalysis	3
2 nd Fall	MLT 161 Integrated Laboratory Simulation	2
	MLT 191 MLT Immunohematology	5
	MLT 295 MLT Practicum (Microbiology)	2
2 nd Spring	MLT 293 MLT Clinical Seminar	2
	MLT 294 MLT Practicum (Hematology & Urinalysis)	2
	MLT 296 MLT Practicum (Immunohematology)	2
	MLT 297 MLT Practicum (Chemistry & Immunology)	2

XI. BLOOD SPECIMEN COLLECTION

A comprehensive MLT educational plan includes instruction and practice in the collection and handling of blood and bodily fluids. Accordingly, it is necessary for enrolled students collect and to voluntarily agree to have blood specimens collected by classmates during laboratory sessions under the direct supervision of faculty and staff.

All precautions will be taken to minimize risks, including fainting, bruising, and infectious disease transmission by following laboratory rules and policies established for the student's protection and the safety of others.

All students will be tested for competency in blood collection procedures (venipuncture and micro-collection techniques) through demonstration on another person or training arms.

If a student has a medical condition which renders them ineligible / unsafe to provide blood specimens, they may **obtain a physician's excuse to exempt them from the requirement prior to the beginning of MLT 131**. Their grade will not be jeopardized if an MD release is submitted prior to the stated deadline. See appendix for

XII. MLT EVALUATION

1. Student course work

A minimum grade of 'C' (75%) must be maintained in all MLT course work.

Grading Scale:

90-100	A
80-89	B
75-79	C
60-74	D
< 60	F

2. The MLT Program uses WEIGHTED grades, NOT points, with the specific percent for each category listed in each course syllabi. Each MLT course weighted grade includes Professionalism, Exams, Lab work and Competencies, projects or special assignments, Lab Practical, and Final Exam.
3. Grades are submitted into Blackboard under the respective MLT course.
 - The Weighted column continually recalculates the current percentage for the course.
 - Do not refer to the Total Points listed in gradebook.
4. Instructors will use Blackboard for assignment work. Instructors communicate using the Calhoun email accounts. Students must be familiar with use of Blackboard assignment submission and Calhoun email.
5. A student has 2 weeks (1 week for summer mini-sessions) to raise concerns to their instructor concerning any grade. After that time, the grade stands.
 - a. There will be scheduled events, observations, and activities that require attendance outside of scheduled class times for student performance evaluation.
 - b. There will be laboratory assistant assignments to other MLT students. (Ex. 2nd year students assist with Phlebotomy skills to 1st semester students.) Students are to attend when scheduled.
 - c. Program Evaluation: Students will be requested to submit Program Evaluations from time to time:
 - Course evaluations by Calhoun
 - Student Surveys
 - Graduate Surveys
 - Six to twelve months post-graduation employment

XIII. MLT PROFESSIONALISM

1. The MLT program strives to instill professional behavior as part of its philosophy and goals. MLTs must demonstrate ethical and moral attitudes along with principles for gaining and maintaining the trust of the professional associates, medical staff, patients and families.
2. You represent Calhoun Community College, the MLT Program, and the Laboratory Sciences profession. While enrolled in the MLT Program your appearance and behavior will be held to the high standards of laboratory professionals. Any occurrence of unprofessional conduct while on campus, at any clinical affiliate, events and public locations off campus while representing the MLT Program will result in disciplinary measures up to dismissal from the program. This includes public areas and social media postings while wearing your Calhoun MLT uniform. Smoking is prohibited in the Calhoun MLT uniform. This includes on and off campus and clinical affiliate property.
3. Federal HIPAA regulations are to be followed. Students receive HIPAA training first semester and again before clinical assignments.
4. All college code of conduct and responsibilities which are available in the current school catalog apply at all times.
5. All confidential communication will be kept in the student's file in the locked file rooms of the Health offices.
6. NAACLS Standards require documented progression of Affective Behavior throughout the program. Beginning students should not expect to score high in these areas. This is to be a continual positive growth during the program. Each instructor will evaluate the students in the areas listed on Affective Objectives for all class and lab sessions. This score is recorded each semester to show positive progressive growth.
7. Students are expected to score a minimum % in each semester:

Semester 1	≥60%
Semester 2	≥70%
Semester 3	≥75%
Semester 4	≥80%
8. Students' professionalism % is converted to a ratio of earned % over minimum % for each semester. A maximum ratio score of 1.0 is possible.
9. Students' not scoring ≥ the minimum each semester or not showing positive improvement will be placed on Probationary Status until benchmarks are met.
10. Course specific behavior expectations can be found in each instructors' course syllabi.
11. Instructors will keep affective logs for each student. The Professionalism column of the gradebook may contain comments by the instructors.
12. Levels of achievement
 - 4 = Exceeds Expectations; Always prepared, respectful, compassionate; Very Compliant; Regularly Contributes to class, always positive attitude
 - 3 = Meets Expectations; Participates occasionally; Mostly Compliant
 - 2 = Meets Some Expectations; Minimum Accomplishment & Participation; Usually Compliant
 - 1 = Rarely Meets Expectations; Little to no participation; No improvement; Often Non-compliant

AFFECTIVE OBJECTIVES (Professionalism Category)

Included in all MLT courses for evaluation:

1. SAFETY

1. Follow OSHA safety guidelines (PPE, BBP, Universal Precautions); Proper hand-washing; Appropriate material disposal
2. Keeps work area uncluttered, disinfected/clean
3. Prudent use of consumables, returning/restocking supplies

2. POLICY COMPLIANCE

1. Performing SOP as directed, not modifying
2. Proper use and care of equipment, Instrumentation maintenance (checked daily)
3. Abides by Program Policies including Classroom Rules and HIPAA regulations
4. Abides by Course specific requirements/policy as listed in Syllabi

3. APPLICATION

1. Use Critical thinking, Problem solving skills
2. Prioritizing tasks with time management/ multitasking
3. Active listening, following directions
4. Appropriate use of medical terminology

4. INTEGRITY

1. Adaptable under Stress
2. Positive Acceptance of constructive criticism
3. Display self-motivation; Assumes responsibility of actions

5. ATTENDANCE

1. Present, Prepared, Prompt; Alert in class sessions. Each absence will result in point reduction; notification is expected and lack of notification will result in additional reductions.
2. Adhering to dress code and appearance requirements
3. Working with others- productive, positive, non-aggressive manner to promote learning; Display awareness of cultural diversity by showing consideration, respect

XIV. MLT UNIFORM AND DRESS CODE

All students enrolled in CCC health programs are required to wear a prescribed uniform at all times while in the classroom, campus laboratory, clinical settings and any program events associated with Calhoun MLT. **A student not dressed in accordance with the uniform or dress code policy, including properly worn ID badge, will not be allowed to remain in the classroom, laboratory or clinical setting until they are in full compliance. Exams, assignments or laboratory sessions missed due to non-compliance will not be permitted for make-up.**

A student may not wear a different uniform, including maternity clothing, without obtaining written approval from the program director.

Students must maintain a professional appearance at all times and further must be in compliance with policies governing dress and grooming at any facility being utilized for a clinical learning experience.

UNIFORM:

- **Landau Proflex scrubs in True Red.** Can be ordered through Parkway scrubs parkwayscrubs.com or through the Calhoun bookstore.
- MLT Program Patch, available from Parkway Scrubs or the Calhoun Bookstore, is required to be attached onto upper left front of scrub tops. Parkway Scrubs will attach patch when uniform is ordered. It may take 3 days.
- Any extra jacket or covering over the scrubs, only solid Black or the approved True Red color is permitted. Parkway scrubs and the Calhoun bookstore have a relaxed fit jacket available in the appropriate colors. Application of the patch on the top, left of the jacket is optional.
- Clean, unwrinkled scrubs should be properly fitting: both tops and bottoms of correct length are not to be too loose or too tight. Uniform is not to ride up or down to expose undergarments or skin when sitting, bending, or reaching.

ID BADGE: CCC Student picture ID badge must be worn above the waist so it is visible at all times. Additional badges for specific clinical agencies may be required. Acquiring an additional agency specific badge is the responsibility of the student prior to the first day of clinical. Failure to wear the CCC ID badge and/or required agency specific badges may result in a clinical absence for the student.

LAB COAT: Lab coats will be available for purchase in the MLT student lab on your first day of MLT 131 Laboratory Techniques. **Please bring \$10 cash to pay for your lab coat.** Write your name in marker on upper left front. The coat must be closed down the front with secured cuffs at wrists and covering the buttocks. Wear a size for comfortable movement without restriction. Lab coats are to be left on assigned hooks in the lab at the end of each lab session. These are disposable and need extra care when donning/removing. When lab coats are excessively soiled or torn, students are responsible for replacement at their expense. Most students will need at least one replacement during the time in program.

FOOTWEAR: Shoes of casual style are to be solid Black or White without color accents. Material is to be impermeable to liquids; heels are to be no higher than 2 inches; toes of shoe are to

be enclosed with no holes; backs secured. Shoes must be clean at all times and no caked dirt on the soles.

JEWELRY/ACCESSORIES: No jewelry or accessories are permitted with the exception 1 ring or a wedding ring set may be worn while in uniform. Smart watches are not allowed during testing.

HATS/HEAD GEAR: No hats, head gear, clothing, or items are to be worn in classroom, lab or at clinical sites without written approval from the program director. This includes hair bands wider than 3 inches. Approved head coverings must be BLACK or the approved RED color.

PIERCINGS: Small ear studs (not dangling) for pierced ears may be worn if permitted by hospital policy. Piercings are limited to one in each ear lobes, with no items to be in the cartilage area of ears or any other visible body area. If ears have been gauged, flesh-colored fillers may be used.

TATTOOS: No visible tattoos. Use of tape or cosmetics is permissible to cover. Lower arms may be covered with black or white long sleeve shirt.

NAILS: Nails must be clipped to be even with end of fingers, be clean, and without polish. No artificial fingernails, adhesives or coverings of any kind are permitted.

HAIR: Hair is to be kept clean, groomed, and must be secured back away from face and not in front of the shoulders or face. Hair accessories are limited to small bows, pins, and such. Long hair should not fall forward when leaning forward such as during lab procedures. Hair must be of a nature color (i.e. no pink, orange or blue). Styles are not to be excessively high or wide or cause distractions.

FACIAL HAIR: Must be well groomed. Mustaches, beards and goatees are permitted, but must be neatly trimmed and not present a bushy or uncombed appearance. Mustaches must not extend over the lip. Beards must be short for safety and infection control purposes. Sideburns should be trimmed and no longer than the ear lobes.

COSMETICS/FRAGRANCE/ODORS: Cosmetics should be minimal. Student should not have body odor (use unscented deodorant). The student's clothes, skin or breath should not smell of cigarette smoke. Any product with fragrances and perfume (including hand lotion) are not to be worn. Instructors will require student to wash off fragrances before entering the laboratory.

UNDERSHIRTS: Clean, unwrinkled solid white, gray, or black shirt such as plain cotton shirt may be worn under scrubs. Please remember long sleeves must not be exposed to biohazards. No patterns or designs are to be visible.

SMOKING/ALCOHOL: Smoking/Vaping or indulging in alcohol is prohibited anytime the student is wearing any part of the Calhoun MLT uniform.

Clinical affiliates may have specific dress code policies in addition to Calhoun Community College MLT policy. Students must abide by the clinical affiliates policy.

No additional items are to be worn without prior MLT program director written approval. Students who desire exemptions to any of the above regulations must submit request in writing and have received written program director approval prior to any dress code adjustments.

XV. MLT CLASSROOM/LABORATORY RULES

All MLT courses are held on the Calhoun Huntsville campus. Didactic MLT courses will include in-person classroom and laboratory experiences. Course material will be delivered via a hybrid format with virtual online lectures supplemented by in-person classroom and laboratory experiences. In-person review sessions, classroom activities, and testing may be scheduled mid-day between morning and afternoon laboratory sessions.

Classrooms are not program specific and are opened by security each morning for student access. Please do not leave your personal belonging in these classrooms. The assigned classroom will be listed on each course syllabi.

The MLT Student Laboratory is located in room 1205 and is considered a Biohazardous area with specific regulations according to the MLT Safety Manual.

Assigned seating is implemented in the MLT laboratory and during examinations. The instructor and/or MLT program director reserves the right to adjust student seating at any time. Students are not permitted to trade seating without instructor approval.

While in the classrooms, please abide by the following:

- A. Quiet discussions, only MLT relevant -socialize elsewhere.

Be respectful to others by:

i. Listening when others are talking

ii. Not disturbing others around you

iii. IF needed, exit and enter the room quietly

- B. Any discussion or sharing of exam materials to others who have not tested will result in zero points for all parties involved.

- C. All rules extend into the virtual classroom and online examinations. Students should uphold professional attitudes and demeanor at all times. Classroom sessions are recorded for students to have access at later times. Examinations are recorded (audio and visual) for instructor review.

- D. **DIGITAL DEVICE USE** (Phone, tablet, laptop, WATCH and such):

- 1) Digital devices are a privilege to use in the classroom and may be banned if causing disruptions or distractions to others.
- 2) No digital devices other than what instructors provide are to be on your person or at desk/computer during testing.
- 3) Device communication during class/lab is not permitted.
- 4) Personal digital devices may not be substituted for calculators, timers, and such in student lab

- E. If you make a mess, please clean up after yourself before leaving for the day.

- F. NO food or drink is permitted in student lab.

- G. Visitors, including children, are not allowed in the classroom, laboratory, or clinical sites at any time. All campus visitors must report to the Administration offices. See Calhoun College Catalog.

XVI. MLT ATTENDANCE POLICY

1. MLT students are required to attend all classes and lab sessions for which they are registered. Each absence leads to decreased comprehension of course material and poor performance. Students are responsible for missed material due to tardiness, early departure or absence.
2. Each student should accept academic responsibilities for successful completion of the MLT program. Students should be aware of consequences due to failure to follow established attendance policies for the classroom, lab and clinical practicum.
3. Each student is directly responsible to the individual instructor for absences. The policies stated in the course syllabus for a student's specific course will be the policies for which the student will be held accountable.
4. It is the responsibility of all students to notify the appropriate instructor in advance of absences or tardiness (late arrive or early departure). Email is the preferred method for communication; a message may be left on voicemail; sending a message through a classmate will not be considered notification.
5. Failure to notify an instructor of absence will result in reduction in professionalism points.
6. Three or more absences in the same MLT course during a single semester will result in probationary status. Refer to **MLT Probationary Status. The student will not be permitted to attend any classroom or lab sessions until meeting with the MLT program director.**
7. In alignment with CCC current attendance policy, a student absent for more than 15% of course contact time is at risk of being administratively withdrawn for the MLT course.
8. **If a student is administratively withdrawn or voluntarily withdraws from a course, this could adversely impact financial aid.** Students who receive Financial Aid or Veteran's benefits should contact Financial Aid for more information.
9. Arriving late or leaving early to classes is disruptive to other students. Three (3) late arrivals and or early depart to/from class are considered one absence. Students are expected to be in their seats at the scheduled start time and may not prepare to leave until dismissed to be considered punctual.
10. Continual exiting/entering class during lecture is disruptive to other students. If a student has a personal problem, please take care of it abruptly to reduce this disruption. Repeatedly leaving the room will result in professionalism point reduction and possible class dismissal.
11. Students arriving over 5 minutes late for scheduled exams including lab practicals may not enter rooms once exams have begun without instructor approval and will receive a grade of zero (0) for that exam without the opportunity for makeup.
12. Clinical attendance policies will be distributed with the Clinical Policy during the 3rd semester.
13. There will be sessions of special topics or events throughout the semesters as the program progresses that are required attendance for students. These events may include Blood Drives, Lab Observations, mini clinical rotations, lab assistantships, etc. Special visitors and touring groups are scheduled by the college from time to time for experiences in health careers. MLT Instructors will give as much advanced notice as possible. All students are expected to participate.
14. Students are encouraged to schedule personal and elective medical procedures during non-class times. Be aware of any additional recovery time that may be needed.
15. If a student has a medical situation, such as pregnancy or emergency surgery and recovery, the student must provide documentation from the attending physician. This documentation should indicate if the student is able to participate in the program during this time. Regular notification is required while under a physician's care. A medical release will be required once the student is no longer under the physician's care. While instructors attempt to assist students during these rare occurrences, it is still the students' responsibility to maintain acceptable standards, coursework, and grades to progress in the program.

XVII. MLT MAKE UP POLICY

1. Each instructor will provide their policy for accepting late assignments for the course listed in that course syllabus.
2. All students are expected to be in the room at start time prepared to begin. Students arriving over 5 minutes late for content or laboratory examinations will not be permitted entry into the classroom without instructor approval.
3. During regular Spring/Fall semesters MLT courses may offer ONE regular exam to be dropped in the course Exam category unless stated otherwise in the course syllabus. Mini-sessions will not offer exam drops due to their short schedule.
4. Make up of laboratory sessions is difficult due to compromised specimen integrity and may not be possible. Make up of laboratory sessions is at the discretion of each instructor. Make up of laboratory sessions may occur outside of regularly scheduled lab times, when the instructor is available or on a designated day. This will be outlined in the course syllabus.
5. Make up sessions require prior written notice by the student followed by official documentation for the cause of the absence. Email is the preferred method of notification.
6. Official documentation supporting the cause of the absence includes documentation from a lawyer, medical practitioner, psychologist, social worker or a police report or a death notice. All care will be taken to protect student confidentiality.
7. Failure to provide prior notice and documentation will result in posted grade of zero (0) for any missed assignments, content exams or lab practical exams.

XVIII. ACADEMIC DISHONESTY, PLAGIARISM

All assignments and examinations must be the student's own work and should not be completed in collaboration with others unless instructions specifically permit collaboration with peers. This includes any discussion of content or laboratory practical exams prior to completion by all students.

Academic dishonesty is particularly reprehensible in potential health care professionals and will not be tolerated. See the current *CCC Catalog* and *Student Handbook* for definitions and procedures relating to student misconduct and dishonesty under **Code of Conduct**.

No form of plagiarism will be tolerated, including use of another student's work, falsifying information in clinical activities, patient information or falsifying clinical hours. If a student knowingly submits false information, they will receive a failure (F) from the course and will be dismissed from the MLT program.

XIX. MLT ADVISING/GUIDANCE/APPEALS

1. Calhoun Community College Advising Center is available for all students. See College Catalog for specific information.
2. Beginning the program fall entry semester, each MLT student will be scheduled to meet mid semester with a MLT faculty for advisement and guidance. Course status will be reviewed with students. Students are encouraged to discuss any concerns at this time. Mid-term advisement forms are to be placed in each student's MLT program student files.
3. Students are encouraged to schedule conferences with the course instructor when issues occur in the class. Program specific (non-course related issues) questions may be discussed with the Program Director. Open communication is essential for success in any program. Students are encouraged to communicate regularly with the MLT faculty.
4. The Allied Health department's policy is to resolve issues within our department. Students are expected to follow the chain of command beginning with the course instructor for specific course issues. Students are to abide by the policies each instructor has listed in that course syllabi.
5. MLT Program concerns or questions can be discussed with any MLT faculty. Students are to review the MLT Policies before scheduling appointments for program issues.

Chain of Command for program issues/concerns:

- MLT Instructors for course specific concerns
 - MLT Program Director, Reannon Wilkerson
 - Allied Health Department Chair, Tiffany Bain
 - Dean of Health, Bret McGill
 - Calhoun VP of Instruction, None; report to Bret McGill
6. All current Calhoun Community College policies are to be followed. The Calhoun Student Handbook is posted with the College Catalog on the main college webpage. Included in the handbook is the Code of Conduct, Student Complaint Process and Grievance Procedures.

XX. MLT PROGRAM PROGRESSION

In order to progress through the MLT program, Students must adhere to the following:

1. All MLT courses are scheduled with a specific progression to be followed. Courses build upon one another and enrolling out of sequence will result in delayed completion and reduced comprehension. With each admitting class, a tentative Student Curriculum Plan will be given for the 5 program semesters. If course schedules are to change students will be notified in writing as soon as possible.
2. Students must complete all required General Education courses with grades of C or higher by the end of program 3rd semester. Clinical rotations begin program 4th semester, require full time commitment to be successful, and the schedule does not permit time to attend non-program college classes.
3. The following courses must be completed with a C (75%) or higher in order to progress to the next semester:
 - a. All first semester MLT courses (MLT 131, MLT 121, and MLT 181) must be completed with a C (75%) or higher in order to progress to the next semester. If a student does not complete a first semester MLT course with a minimum of 75% grade, the student will not progress to the next semester and will result in discontinuation in the MLT program. The student must apply for readmission to the MLT program in the next application period.
 - b. MLT 141 Microbiology I must be completed with a minimum of 75% grade to progress to MLT 142 Microbiology II.
 - c. MLT 161 Lab Simulations may not be enrolled in until all MLT Core courses are completed with a minimum of 75% grade with the exception of MLT 191 which is taken concurrently in the planned course sequence, 4th semester.
 - d. Repeat of MLT 161 will have specific pre-requirements to be completed PRIOR to the second enrollment. See Readmission/Reinstatement Policy.
 - e. The first non-clinical MLT course grade below 75% will be evaluated by the MLT faculty to determine if the student must have a contingency plan to be successful in progressing to the next semester. The individual student will be advised on what their plan will be.
 - f. Course specific requirements may apply PRIOR to second course enrollment. See Readmission/Reinstatement Policy.
4. The clinical policy is updated each year and distributed during 3rd semester. All preclinical requirements will be due by previously listed deadlines given. All coursework must continue with grades $\geq 75\%$ before any clinical placement will be assigned.
 - a. Each clinical rotation must be completed to the satisfaction of the clinical coordinator before moving to the next rotation. Unsuccessful clinical rotations will result in discontinuation in the MLT Program.
 - b. The MLT Program reserves the right to require any MLT student to submit to a random drug testing given probable cause while enrolled in the MLT Program. The student is responsible for all fees. Calhoun's Division of Health Drug Screen/Alcohol Policy will be followed.

XXI. MLT PROBATIONARY STATUS

Students are encouraged to discuss issues they may have meeting policy compliance with the MLT faculty before it jeopardizes their success in the MLT program. The desire of the MLT faculty is to assist each student for successful completion of the MLT program.

1. If a student fails to comply with college and/or MLT program requirements, they may be placed on Probationary Status. Probationary Status deems the student not prepared for clinical practicums.
2. More than 2 areas for Probation will result in student withdrawal from the MLT program.
3. MLT Program policy areas for Probationary Status include but not limited to:
 - A. Course Failure: Failure of first non-clinical MLT course other than those listed above in **MLT Program Progression.**
 - B. Attendance: 3 or more absences during a single semester
 - C. Competency Skills: 2 or more skills scores of $< 80\%$ after remediation in one course
 - D. Professionalism: Not meeting the minimum expectations in Professionalism grade category any semester
 - Minimum $\geq 60\%$ end of semester 1
 - Minimum $\geq 70\%$ end of semester 2
 - Minimum $\geq 75\%$ end of semester 3
 - Minimum $\geq 80\%$ end of semester 4
4. Students will be notified of Probationary Status via email from MLT Program Director.
5. The student must attend a scheduled meeting with the Program Director within 2 days of Probationary Status notice for their specific Continuation Plan. The student is responsible for scheduling this meeting. Failure to schedule and attend this meeting constitutes program withdrawal. The student has the opportunity to discuss their specific situation and will be considered on a case-by-case situation.
6. The student is expected to follow their individual Continuation Plan and show an improvement in the specific area noted once their MLT Program Continuation Plan is in effect.
7. If the student does not show improvement in area listed for probation cause and in their Continuation Plan by the end of that current semester, the student will not continue to the next semester and thus be withdrawn from the program. Student will be notified in writing.
8. Status of Students on probation will be reviewed for policy compliance at the end of each semester for consideration of removal of the probationary status.
9. Any course repeat will have specific requirements before enrollment. Repeat of MLT 161 will have specific pre-requirements to be completed PRIOR to the second enrollment according to the clinical policy at that time.
10. Clinical Practicums will not be assigned until completion of inadequate areas have been met satisfactorily and Probationary status is removed.
11. Additionally, Calhoun Community College has policies listed in the catalog and handbook that if found to be in violation of may place student on probation.

XXII. MLT PROGRAM WITHDRAWAL

Any of the following will result in immediate program dismissal

1. If a student withdraws (**W**) from a MLT course without prior consult with the Program Director.
2. Unsuccessful attempts (<**75%**) of specific courses of MLT 131, 121, 181, 161, or any clinical rotation.
3. Students must maintain a course letter grade of **C** (75%) or above in all MLT courses. Only one (1) non-clinical MLT course resulting in **D** may be repeated at the next available course offering with the exception of any first semester course. The **second** MLT course not completed with a **C** (75%) or higher, either repeat of first D or initial course of second D.
4. Any MLT course resulting in **F** (<60%) posted.
5. Repeated failure to comply with **MLT Attendance Policy**. College policy will be followed for administrative withdrawal due to absenteeism.
6. Failure of 3 competency skills checkoffs across the curriculum.
7. Not showing improvement as listed in their individual Continuation Plan.
8. **Unprofessional conduct** or progression with no improvement following advisement. This includes any violation of the HIPAA privacy act at any time while in the MLT program.
9. Any public activity the student engages in representing Calhoun Community College and/or the MLT Program that constitutes unprofessional conduct.
10. Pre-clinical Background checks or Drug/Alcohol screens returning with items deemed unacceptable for clinical attendance.

If a student is administratively withdrawn or voluntarily withdraws from a course, this could adversely impact financial aid. Students who receive Financial Aid or Veteran's benefits should contact Financial Aid for more information.

XXIII. MLT READMISSION/REINSTATEMENT POLICY

Readmission is defined as starting from the beginning of curriculum/coursework.

Reinstatement is defined as progressing from a point in the curriculum after the initial program beginning following an interruption of 1-3 semesters of non-attendance.

1. The Medical Laboratory Technician Program at Calhoun Community College is designed to be a consecutive 5 semester program. Students must be aware that MLT courses are not offered every semester and therefore any course repeat or interruption will result in a delay in clinical placement and graduation.
2. **READMISSION** requires a student to re-apply for admission to the MLT program.
 - A. The student must follow all current application policies at the time of reapplication. Current transcripts should show that the student is in good standing with the college and meets current listed GPA requirements.
 - B. Current application ranking process will apply. Past MLT coursework will not penalize the applying student.
 - C. Students may apply for readmission to the MLT program after a failed attempt only once.
 - D. There is no guarantee of acceptance of previous MLT course credit. Most Readmitted students will begin with current curriculum plan for all MLT courses.
3. **REINSTATEMENT** requires a student to submit a written request to the Program Director at least one month prior to next semester desiring to start date; MLT course enrollment will not occur until specific requirements are met.
 - A. Reinstatement places the student in MLT courses with the current cohort.
 - B. The reinstated student must schedule a meeting with the Program Director to set up their specific progression plan. At that time specific competency skills and course exams will be required to be completed satisfactorily before course enrollment is permitted.
 - i. Skills must be performed with $\geq 80\%$ scores.
 - ii. Exams must be completed to assess content retention.
 - iii. Review of Current MLT Handbook and submission of signed acknowledgement page.
 - iv. Current Pre-Clinical requirements completion/validation
 - v. Reinstatement does not guarantee that a clinical site will be available at the time the student becomes eligible for clinical practicums; however, the student will be placed for clinical rotations as soon as positions become available. Each case will be evaluated individually.

Scenarios for Reinstatement:

- A. Repeat of one course due to failure:
 1. Each course is offered once/year and the specific course position will determine the protocol required.
 2. If the student has remained in continuous semesters, course requirements still apply.
 3. If there is a break in a students' enrollment with non-attendance of 1-3 semesters, reinstatement policy applies.
 - a. Student must schedule a meeting with the Program Director at least one month prior to next semester start date. Scheduling of further requirements will be made at this time.
 - b. Review of current MLT Student Handbook with acknowledgment page submitted by designated due date.
 - c. Competency proficiencies must be performed for specified previous courses, $\geq 80\%$ score on skills checklists. The student will be given current checklists and procedures to follow. Student must attend scheduled session(s) with MLT instructors to perform skills.
 - d. Exams of specified previous coursework will be scheduled to assess retained knowledge of theory. The student must attend the assigned date/time these Exams as scheduled.

B. TRANSFER Course Credit

PRIOR to enrollment into any MLT courses student must meet the requirements:

1. Transfer credits must be from another Alabama Community College System (ACCS) within the last 2 years.
2. Review of current MLT Handbook with acknowledgment page submitted by designated due date.
3. Orientation attendance if applicable.
4. Pre-Clinical requirements and documents submitted by the designated due date.
5. Competency proficiency must be performed for previous courses, $\geq 80\%$ score on skills checklists. The student will be given current checklists and procedures to follow. Student must attend scheduled session(s) with MLT instructor to perform skills.
6. Final Exams of previous coursework scored $\geq 70\%$ to display maintained knowledge of theory. The student must attend the assigned date/time Exams as scheduled.

XXIV. MLT CLINICAL REQUIREMENTS

1. The current Clinical requirements and information will be distributed to students. At that time a designated deadline(s) will be listed for submission of each component of complete and properly documented pre-clinical requirements. Various deadlines for specific documentation will be given throughout the program. Lack of submission of these preclinical requirements by established deadline will result in ineligibility for registration of MLT clinical practicums, probationary status and/ or program dismissal.
2. Students are responsible for expenses associated with completion of all clinical requirements.
3. Students are responsible for maintaining their files by submission to Calhoun's approved vendor.
4. Validity of all documents must not expire before MAY of the graduation year.
5. Requirements are based on affiliate contracts and are subject to change; listed are the current requirements for reference.
 - a) Up to date MLT Health Form including Eligibility Criteria verification, free from infectious disease requiring physician signature.
 - b) Proof of immunity for Tetanus, Varicella, MMR, COVID (Official Immunization or Antibody Titer showing immunity is the only acceptable documentation).
 - c) Hepatitis B vaccine series completion verification or signed waiver. All MLT students are highly recommended to complete the HBV series.
 - d) *TB Two-Step Skin Test (initial) or 3 consecutive years of the TB One-Step Skin Test. or T-spot, Quantiferon test or Chest x-ray resulting no communicable disease.
 - e) Satisfactory completion of all MLT and General Education courses with grade of C or higher; Gen Ed coursework must be completed prior to beginning of the 4th semester.
 - f) Acceptable PROFESSIONALISM progression (see Affective Objectives)
 - g) Cleared MLT probationary status
 - h) Influenza vaccine for current season (due 4th semester October-March)
 - i) Negative Drug Screen – see Division of Health Policy
 - j) Background Check indicating eligibility – see Division of Health Policy
 - k) Current CPR, Health Professional level certification
 - l) Malpractice Liability Insurance-payable with MLT 161 tuition
 - m) A valid photo ID and Calhoun Student Photo ID
 - n) Proof of personal Health Insurance or signed Waiver of Liability
 - o) OSHA/BBP and HIPAA training verification completed 3rd semester
 - p) MLT Clinical Policy Acknowledgement signed
6. These are the minimum requirements of all contracted affiliates. Some facilities have additional requirements. Usually this is documentation using their forms. If additional site-specific requirements are needed, they will be given with specific clinical placement with a due date.
7. Affiliates have the right to additional requirements at any time; this information will be given to students as the MLT program receives notice from the affiliates.

XXV. CCC Division of Health Drug/Alcohol Policy

Calhoun Community College (CCC) supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the College or during any activity conducted, sponsored, authorized by, or on behalf of Calhoun Community College. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

Clinical facilities with contracts for the education of health science students require that Calhoun Community College obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation.

In accordance with Calhoun's drug free policy, any student may be required to submit to drug and alcohol testing if suspicious behavior warrants at their expense.

Refer to the current Calhoun Health Science Division Drug and Alcohol Screening Policy posted on the Health Science webpage and in your MLT Organization in Blackboard.

XXVI. CCC Division of Health Background Check Policy

Calhoun Community College (CCC) is contractually obligated to comply with requirements set forth by agencies used for on-site clinical education. Therefore, all Health Science students at CCC are required to undergo background checks to meet these requirements. This prerequisite is noted in the college catalog.

Background checks will be conducted by a designated private vendor approved by the Health Sciences Division. A background check from another vendor or agency will not be accepted.

Background checks must be completed by the deadlines set by the Health Science Division. An initial background check shall be in effect for one year, and an update will be required annually for each ensuing academic year. A student who has been out of a Health Science program sequence for one semester or more must, at his/her expense, update their background check.

Each student shall contract directly with the approved vendor for his/her background check, and results are confidential. The clinical agency that receives the results of the background check will make the decision to approve or deny a student for clinical privileges. The Dean of Health Sciences, Program Director, and/or level liaison will have access to an approved/denied list, but not to specific results of the background check. Some clinical settings may continue to require a separate background check, including fingerprints. The student is responsible for payment of the background check.

Refer to the current Calhoun Health Science Division Background Check Policy posted on the Health Science webpage and in your MLT Organization in Blackboard.

XXVII. MLT CLINICAL POLICY

The current MLT Clinical Policy will be distributed to students in the 3rd semester of the program. It will also be posted in your MLT Organization in Blackboard.

XXVIII. MLT CLINICAL PLACEMENT

1. Students will not request specific locations
2. Ranking for clinical placement is based on several factors including
 - a. Cumulative MLT GPA
 - b. Professionalism progression
 - c. Clinical Coordinator input
 - d. All Preclinical Requirements completed/submitted by due dates
 - e. Completion of all scheduled MLT Observations and service work assignments
3. The MLT Clinical Coordinator will set up clinical placements the semester prior to the rotation. All placements are tentative.
4. At any time, a student may be reassigned to a different site during clinical rotations, however the MLT program makes reasonable effort to keep changes to a minimum.
5. Students are NOT to contact clinical sites for rotation placement.
6. Students on Probationary Status when clinical placement placements are scheduled will not be assigned until cleared of probation.
7. While reasonable effort is taken to arrange clinical placements for all students, in the event sufficient clinical sites are not available for all eligible students:
 - a. At the initial placement assignment students with the highest rank will be placed first; students with lower ranking will be assigned as clinical sites becomes available.
 - b. In the event a clinical site must cancel or postpone their scheduled student assignment, that student will be reassigned when another site is available. There will not be reassignment of other students based on ranking.
 - c. If a student declines the assigned rotation, no reassignment will be made and the student will receive a course grade of "F", no other rotations will be scheduled, and all remaining courses will be posted grades of "F".
 - d. **Students dismissed from a clinical site due to unprofessional behavior will not be reassigned a clinical site to complete the rotation. Consequences of unprofessional behavior at a clinical site will result in an F for the course grade and immediate program dismissal.**

XXIX. MLT Clinical Affiliates (June 2022)

<p>Athens-Limestone Hospital (ALH) ** Emily Sorg emilyso@alhnet.org 700 West Market Street Athens, AL 35611 256-262-6743 256-233-9131</p> <p>** \$10 cash for badge; Keep until graduation <i>Student to contact HR for badge</i> Human Resources: Shea Owens sheao@alhnet.org 256-233-9161</p>	<p>Huntsville Hospital- Main ** Hemo, Chem or Blood Bank Rotations: Sharon Preston sharon.preston@hhsys.org 101 Sivley Road Southwest Huntsville, AL 35801 256-265-2522 256-265-8059</p> <p>For Micro Rotations: Amber Johnson amber.johnson@hhsys.org 256-265-2522</p>
<p>Clearview Cancer Institute (CCI) Genneva Conant gconant@ccihsv.com 3601 CCI Drive Huntsville, AL 35805 256-705-4224 256-705-4207</p>	<p>Huntsville Hospital- Madison ** Erica Perkins Erica.perkins@hhsys.org 8375 highway 72 West Madison, AL 35758 256-265-2522 256-265-5147</p>
<p>Crestwood Medical Center Alice Horner alice.horner@crestwoodmedcenter.com One Hospital Drive Huntsville, AL 35801 256-429-5165</p>	<p>Highlands Medical Center Jason McGaugh jmcgaugh@jchca.org 380 Woods Cove Rd Scottsboro, AL 35768 256-218-3726 <i>Student to contact Education Dept for orientation</i> 256-218-3828</p>
<p>Decatur-Morgan Hospital Rhonda Howell Rhonda.howell@dmhnet.org 1207 7th Street Southeast Decatur, AL 35601 256-973-2297 256-973-2000</p>	<p>Lawrence Medical Center Sharron Phillips sharron.phillips@lawrencemedicalcenter.com 202 Hospital St. Moulton, AL 35650 256-974-2226 256-974-2228</p>
<p>Helen-Keller Hospital Karen Wilhide (Core lab) Karen.wilhide@helenkeller.com 256-386-4081</p>	<p>LifeSouth Community Blood Centers Dinah Garrett dlgarrett@lifesouth.org 8190 Madison Blvd Madison, AL 35758 256-533-8245 256-533-8201</p>
<p>Lincoln Health Systems Chun Luong chun.luong@lchealthsystem.com 106 Medical Center Blvd Fayetteville, TN 37334 931-438-7425</p>	<p>Russellville Hospital Matt Vincent matthew.vincent@russellvillehospital.org 15155 US-43 Russellville, AL 35653 (256) 332-8646</p>

Marshall Medical Center- North Jonathon Scott jonathon.scott@mmcenters.com 8000 AL Hwy 69 Guntersville, Al 35976 256-571-8138 256-571-8132	South Tennessee Regional Hospital- Pulaski, Tn Regina Fitzgerald regina.fitzgerald@lpnt.net 1300 South Montgomery Ave. Pulaski, Tn 38478 931-363-9490 931-363-9302
Marshall Medical Center- South Amy Edwards amy.edwards@mmcenters.com 2505 US Highway 431 Boaz, Al 35957 256-840-3504	<i>Student to contact Corinne Porter for Orientation (931) 363-9364 corinne.porter@lpnt.net</i>
North Alabama Medical Center Shetal Key shetal.key@namccares.com 1701 Veterans Drive Florence, AL 35630 256-629-1800 256-629-1810	South Tennessee Regional Hospital- Lawrenceburg, Tn 1607 South Locust Ave, Hwy 43 Lawrenceburg, Tn 38464 931-766-3233 931-762-6571

XXX. MLT SERVICE WORK

Success in the progression of the MLT program requires students' dedication to study and learning of the materials. The MLT program is an intense curriculum with required coursework completion to progress to the next semesters. Students need to be committed to study of all course content on a regular basis.

1. While paid employment is often necessary for our students, the program does not encourage students to work excessive hours outside of the course schedules. Each student is to decide what their limitations are in order to be successful in the MLT Program.
2. Students are permitted to be employed, but are expected to not allow those hours to interfere with each semesters' schedule. Throughout the program additional activities will be required in addition to the scheduled courses and labs. Students are expected to attend these activities.
3. In the event a student is employed in the lab where they are rotating for their clinical, student is NOT permitted to move from the clinical area to the area of employment to perform services. The student must complete the scheduled clinical time and log their time out of that area before moving into an employed position.
4. Students are not permitted to perform any testing or authorize patient results in a laboratory information system without supervision.
5. Calhoun MLT uniform is not to be worn while in an employee position.
6. Performing paid services while in a clinical rotation is a NAACLS violation, not permitted, and will be grounds for discontinuation of rotations. This will result in a student termination from the program.
7. The first page of each Clinical Rotation Packet contains statement and signature requirements for both the student and the clinical instructor to abide by the policy of performing testing only with supervision, such as in the case of an employee.

XXXI. MLT PROGRAM ESTIMATED EXPENSES

1. Tuition and college fees are listed in the current Calhoun Catalog.
2. Texts for each course vary in price and are available in the Calhoun Bookstore. Prior to each semester an updated text list will be provided to students. Occasionally a publisher may remove or update the textbook which we have no control over.
3. Lab Coat, disposable, \$10 CASH; Purchased from instructor Week 1 of the program; **Refer to MLT Fall Textbook & Materials- MLT 131**
4. Lab kit fees, \$30-45/semester; Purchased at the Calhoun Bookstore; Provide receipt to instructor by the end of Week 2 of each semester
5. Landau ProFlex in True Red Uniforms, ~\$60/set. Available for purchase at the Calhoun Bookstore or Parkway Scrubs
6. Course materials each semester to be printed by student ~\$100
7. Malpractice Liability Insurance for clinical, payable with MLT 161 tuition, \$10.
8. All pre-clinical requirements as listed under Clinical Requirements, \$200-400 dependent upon individual and health coverage.
9. MediaLab MLT Exam Simulator 1 year subscription; 4th semester; \$75-\$130; Available for purchase at the Calhoun Bookstore or *www.Labce.com*
10. BOC Registration fee due during 5th semester in March to ASCP, \$215 (2022 pricing)
11. Currently Clinical sites do not require additional material; subject to change
12. Transportation expenses are the students' responsibility

XXXII. MLT FALL TEXTBOOK & MATERIALS

Course materials will be used during 4th and 5th semester review and for certification exam study following program completion; therefore, it is recommended purchase textbooks rather than rent them.

MLT 131: Laboratory Techniques

Required: *Linne & Ringsrud's Clinical Laboratory Science*, 8th Ed, Turgeon

ISBN: 978-0-323-53082-8

Required: Disposable Fluid Resistant Lab coat, cuffed sleeves, pockets, (these wear out and must be replaced) to be purchased on your first day in the MLT student lab for \$10 cash. Students may obtain disposable lab coats on their own, but they must be approved by the MLT program director.

MLT 121: Hematology and Body Fluids

Required: *Hematology in Practice*, 3rd Ed, Ciesla

ISBN: 978-0-8036-6824-9

Required: *Clinical Hematology Atlas*, 6th Ed, Carr

ISBN: 978-0323-71192-0

Required: Lab Supply Fee for MLT 121- paid to Calhoun Bookstore; return receipt with name to instructor. **Due Week 2**; Each semester will have a lab supply fee due approximately \$30-45

Optional: *Heme Notes*, Harmening

ISBN: 978-0-803-61902-9

MLT 181: Immunology

Required: *Immunology & Serology in Laboratory Medicine*, 7th Ed, Turgeon

ISBN: 978-0-323-71193-7

Optional & highly recommended by past MLT students, graduates and instructors:

Clinical Laboratory Science Review: A Bottom Line Approach, 6th Ed, Jarreau

ISBN: 978-0-967-04344-9

Optional: *Quick Review Cards for Medical Laboratory Science*, 3rd Ed, Polansky

ISBN: 978-0-8036-7569-8

Earbuds may be used for computer modules in lab

Health Form Addendum

The Medical Laboratory Technician (MLT) program of Calhoun Community College requests your professional opinion in helping to evaluate the following student's ability to perform their required MLT course work and clinical rotation assignments.

- Each MLT course includes a 3-4 hour laboratory every week.
- MLT clinical rotations: 7-2:30pm Mon-Fri for 3 weeks at local hospital laboratory

Please evaluate the following and return this form to:

Reannon Wilkerson MS MLS (ASCP) MLT Program Director
Calhoun Community College
reannon.wilkerson@calhoun.edu
Phone: (256) 890-4981

Student Name: _____ A# _____

In my professional opinion, this student is able to safely continue the performance of MLT course work and clinical rotation without endangering his/her own health or the health and well-being of others.

These activities may include:

	YES	NO	Limitations	Duration
Sitting/Standing for long periods of time	_____	_____	_____	_____
Bending and Turning	_____	_____	_____	_____
Lifting/Carrying items (≥ 15 lbs)	_____	_____	_____	_____
Consent to collection of blood specimens by peers while under direct supervision	_____	_____	_____	_____
Collection of blood specimens from Classmates	_____	_____	_____	_____

Physician Signature _____ Date: _____

Physician Name (please print) _____

Office _____
Address City State Zip Phone#