NAACLS ACCREDITED

MLT
CLINICAL POLICIES
MANUAL

2025-2026

National Accrediting Agency for Clinical Laboratory Sciences
5600 North River Road Suite 720 Rosemont, IL 60018
773-714-8880 info@naacls.org

MLT CLINICAL ROTATION POLICY

Clinical practicums are assigned and supervised student clinical learning rotations that take place in laboratories that have a contractual agreement with CCC to offer the experiences. Students are provided the opportunity to practice in the main areas of laboratory medicine with an emphasis on clinical techniques and the performance of basic lab skills that are essential for accurate patient testing. Practicums are the final preparation for the attainment of entry-level skills for employment in laboratory medicine.

Before beginning each practicum, the student is to review materials for that specific lab area from the completed CCC MLT coursework. Clinical rotations are not designed to teach the basic concepts and theory previously covered in the MLT curriculum, but are intended to apply and expand knowledge and skills into general medical laboratory testing processes.

Student success in a clinical rotation is dependent upon preparation and ongoing study of material. It is of paramount importance that the student uses the experience to make connections between course theory and practice. Course materials should be taken to each rotation. The student should be prepared to listen, follow instructions, and take notes to assist with comprehension and retention. The technologists at the clinical facility are there to guide and assist students in the successful performance of skills. They have been where you are now and have since developed expertise. Embrace the opportunity to learn from them.

MLT students are to abide by the program policies listed in this document during their rotations, as well as the specific policies of each clinical facility. This manual is to be used as a reference, with the MLT Student Handbook, during clinical practicums.

Reannon Wilkerson, MLS (ASCP)
MLT Program Director and Clinical Coordinator

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I. PRECLINCIAL REQUIREMENTS: to be completed by assigned deadlines

All requirements must be valid at least to the end of April of the program's 5th semester. Any clinical attendance after the traditional spring (5th) semester schedule will require re-validation of expired documents.

Instructions for completion of preclinical requirements will be provided by the MLT Program Director or Clinical Coordinator in the 2nd semester of the MLT program.

A. **Submit documentation to approved vendor:**
   1. CCC Health Sciences Division Health Questionnaire Form
   2. Proof of Vaccination/Immunization to include TB Screening
   2. Health insurance card OR signed waiver
   3. CPR certification card, Calhoun Student ID, Valid photo ID (Driver's license)

B. **Background Check and Drug/Alcohol Screening**
   1. MLT Program Director or Clinical Coordinator will provide the necessary instructions for completion of background check and drug and alcohol screening procedures.
   2. Use the email and phone you wish to be contacted with in case a Medical Review Officer must contact you concerning results.
   3. Payment is due at that time for the background check and drug/alcohol screen. Have a credit card (Visa/MasterCard/American Express/Discover) ready to process payment. Fees are according to number of searches conducted based on location and number of residences. (Minimum of $121)
   4. After payment, select from a list of local drug/alcohol screening specimen collection facilities convenient to you. Contact the facility and make an appointment for collection. Bring the authorization form and government photo ID to your appointment.
   5. Satisfactory completion according to CCC Health Sciences Division policies. (as noted in the MLT Student Handbook and required for clinical assignment).

C. MLT Clinical Policies Acknowledgement Page signed and submitted to MLT Program Director.

D. Assigned learning modules for HIPAA and OSHA Safety completed with a minimal passing score of 70%.

E. Each facility may have specific policies and requirements. Additional preclinical requirements may be necessary once each semester placements are scheduled. These requirements will be completed on an individual basis with documents having separate deadlines posted for them. There usually are no additional costs.

F. Affiliates have the right to request additional requirements at any time; this information will be forwarded to students as the MLT program receives notice from the affiliates.

II. COMPUTER SYSTEM USER RIGHTS AND RESPONSIBILITY (HIPAA)

A. Hospital computer systems are restricted to the hospital, and its subsidiaries and affiliates, and authorized users for legitimate business purposes only. Unauthorized users are subject to Company disciplinary proceedings and/or criminal and civil penalties under state, federal, or other applicable domestic and foreign laws. Use may be monitored and recorded for administrative and security reasons. Anyone accessing hospital computer systems is further advised that if monitoring reveals possible evidence of criminal activity, hospital may provide the evidence of such activity to law enforcement officials. All users must comply with instructions regarding the protection of patient information assets.

B. You are responsible for following facility security policies related to use of any clinical facilities' computer systems and data.

C. Examples (Not all inclusive of inappropriate usage):
   1. Sending harassing, threatening, libelous, or disruptive messages to others.
   2. Accessing obscene or pornographic material of any type from Company resources.
   3. Violating copyright laws.
   4. Using Company resources for non-official business.
   5. Transmitting personal data or unauthorized Company-owned data outside the network
   6. Attempting to exceed access privileges, to break into any computer system, or willfully circumvent security features of applications or computer networks.
   7. Installing software not directly related to work responsibilities, or that interferes with the operation of other applications or Company resources.
   8. Introducing computer viruses, worms, Trojan horses or other types of malicious computer codes.
   9. Disregarding warnings or delaying preventive activities to prevent known workstation vulnerabilities.
   10. Violating any privacy or security standards covered by the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act (HIPAA).
   11. **Posting any information or material concerning patients (including photos) onto social media sites.**

D. **Non-Compliance:** Anyone suspecting misuse or attempted misuse of information systems or related resources must report such activity to their supervisor or the facility IT Director. Violations of standards, procedures, or practices in support of this policy will be brought to the attention of management for appropriate action. Penalties may include loss of access privileges and/or disciplinary action up to and including termination of clinical rotations and program withdrawal.

III. COURSE COMPLETION REQUIREMENTS

A. Students must complete all general education coursework in the MLT curriculum plan by the end of 3rd semester in the program with a minimum grade of C as posted on a transcript.

B. All previous MLT courses must have been completed with a minimum grade of C as posted on the CCC transcript.

C. Any MLT course grade below a C will result in probationary status and will either delay clinical rotation assignment or result in withdrawal from the MLT program.

D. Fall, 4th semester MLT 295 Microbiology Practicum:
   1. All previous MLT coursework completed with minimum grade of C
   2. Simultaneous enrollment in MLT 161 and MLT 191 with good standing status
   3. Any previous probationary status must be removed prior to MLT 295 enrollment
   4. Complete and valid preclinical requirements

E. Spring, 5th semester MLT 293 Seminar, MLT 294 Hematology & Urinalysis Practicum, MLT 296 Immunohematology Practicum, and MLT 297 Chemistry and Immunology Practicum:
   1. Not on probationary status
   2. Complete and valid preclinical requirements

F. Under extenuating circumstances, a students' rotation may be delayed past the initial scheduled spring semester dates. All enrolled courses must be completed by the following semester (summer). A course grade of **I** (Incomplete) will be posted until the rotation is completed by the next semester (summer). All preclinical documentation must remain valid through the next semester (summer).

G. All clinical practicums must be completed by the end of the current years' summer semester. Students will not be rotating into the next fall semester unless previously approved by the MLT program director and the clinical affiliate.

IV. EMERGENCY MEDICAL SERVICES

A. Preclinical requirements include submission of a copy of individual health coverage insurance ID card OR signed waiver (included on the CCC Health Sciences Division Health Questionnaire Form).

B. In the event a student requires medical attention while present at a clinical facility, services will be offered at the students' expense.

C. The student is responsible to notify and provide the necessary documentation to the Program Director as soon as possible concerning any incident.

D. Students are responsible for keeping their contact information, including their emergency contact, updated at all times with the MLT program.

V. FACILITY ROTATION PLACEMENTS

A. A student's clinical rotations cannot be scheduled until all preclinical requirements have been met.

B. Specific clinical sites are not guaranteed for any student. Students may not request a specific location.

C. Students are not permitted to trade assigned sites.

D. Transportation to and from assigned facilities is the responsibility of the student who should expect to travel to various locations during the rotation periods.

E. Students are not to contact any affiliate to arrange their own clinical rotations.

F. While every effort is taken to arrange clinical placements for all students, in the event a clinical site is not available for all eligible students:

1. For the initial placement students will be scheduled based on ranking process. (See J.) Students with the lowest ranking will be delayed assignment until a clinical site becomes available. This most likely will delay the program completion date.
2. In the event a clinical site has to cancel or postpone a previously scheduled student placement, that student will be reassigned when a site is available. There will not be reassignment for others based on ranking.

G. A refusal to attend the assigned clinical placement by a student is considered as a withdrawal from the MLT program; no reassignment will be made. The student is considered unsatisfactory/incomplete and will receive a course grade of "F". No other rotations will be scheduled, and all remaining practicums will have posted grades of "F" unless student withdraws from all remaining courses.

H. Students are expected to be present at the given scheduled time. Negotiation with a clinical site for a change in the assigned time is not permitted and will affect your final clinical rotation evaluation.

I. Not all clinical sites offer all areas of the laboratory for practicums. Usually, students will be placed at more than one location during their overall clinical rotations.

J. The ranking process consists of several factors, including, but not limited to:

1. Cumulative MLT GPA
2. Professionalism progression
3. Clinical Coordinator input
4. Submission of all preclinical requirements by due dates

VI. PROFESSIONALISM

A. NAACLS standards require the MLT program to show a positive progression in student affective behavior. Each MLT course includes professionalism as a portion of the course grade. Students are monitored for growth in this area.

B. Students are expected to show improvement each semester. By the completion of 3rd semester, a minimum 75% is expected in the Professionalism category of the course grades. Fourth semester must continue to show a growth in professionalism with a minimum of 80%.

C. If a student is not showing growth or begins a decline in professionalism before clinical assignments are arranged, the student will be placed on probationary status resulting in delayed clinical placement. Placement will not be made until probationary status has been resolved.

D. During the clinical rotations, appropriate professional behavior is expected at all times. Do not argue or challenge any clinical instructor or staff. If you have an issue, contact the MLT Program Director or Clinical Coordinator as soon as possible. Maintain a calm, professional attitude at all times.

E. Attendance is expected as scheduled. Arrive before the scheduled start time, prepared to learn. Stay in the area with your instructor. If you desire to observe a procedure not in the currently assigned area, please discuss this with the Clinical Liaison to arrange the observation.

F. Students will be evaluated daily on professionalism by clinical instructors.

G. Students will wear their official CCC MLT scrubs with their CCCC Student ID and the MLT program student patch in place. If the site requires an additional badge/ID, this also must be displayed. These badges are to be returned to the site upon completion of rotations.

H. All students are to abide by the policies of the clinical sites. It is the responsibility of the student to know the policies. If you are unsure of an area, ask the clinical liaison at the specific site.

I. **PHONE POLICY: NO cell phone use is permitted in clinical work/testing areas. Your phone should be kept on silent at all times while on the affiliate's property. Cell phone use is permitted ONLY while on break and out of work/testing areas.**

VII. ATTENDANCE

A. Students are to be available to attend clinical rotations during times when the clinical facility deems best for their training. This is usually Monday-Friday during day shift hours, with a 6:00 - 7:00 AM start time. However, there may be occasions when the student will need to attend during non-traditional hours. Deviation from the school calendar is acceptable, for example weekends, evening shifts, or holidays with prior written approval by the MLT Clinical Coordinator.

B. Students are expected to be at the clinical site and prepared to begin on their schedule dates and times. No deviation from assigned dates, times are permitted without prior written MLT Clinical Coordinator approval.

C. If a student has an emergency and will be delayed arriving or absent, the student is responsible for contacting the MLT Clinical Coordinator AND the clinical site within 1 hour of start time. Be sure to keep the site contact number available if needed.

D. Unexcused/unapproved absences without prior notification of the proper parties are not available for makeup and will result in a reduced grade for attendance.

E. One absence without notification to both the clinical site and the MLT Clinical Coordinator will result in 2% grade reduction for that practicum for each occurrence. A second absence without notification during the remaining clinical rotations, will result in a reduction of 1 letter grade to the course average for that clinical practicum. A third absence without notification during clinical rotations will result in immediate termination of that practicum and all remaining practicums due to unprofessional behavior and policy non-compliance. No clinical reassignment will be scheduled. The student will receive a grade of "F" in any incomplete or uncompleted MLT practicums unless the student withdraws from all remaining courses.

F. One absence with prior written notice followed by documentation within 48 hours supporting the cause of the absence given to the MLT Clinical Coordinator during each rotation, is excused; Makeup of missed clock hours is not necessary.

G. TWO (2) late arrivals and/or early departures will equal one absent day and are not excused and missed clock hours are not available for makeup.

H. **College closure due to inclement weather:** Students are expected to attend their scheduled days/times regardless of college closures. If the student deems travel is not safe, students must contact both the facility and MLT Clinical Coordinator before the scheduled start time. The student is responsible for coordinating with the clinical liaison for those missed clock hours. These hours are to be completed within the established clinical session dates unless otherwise approved by the MLT Clinical Coordinator.

I. Only missed clock hours approved by the MLT Clinical Coordinator are permitted for makeup. The student is responsible for coordinating their missed time with the clinical liaison and providing MLT Clinical Coordinator the updated makeup schedule via email prior to the completion of the clinical rotation.

J. Each clinical packet will contain a daily log for students to record their arrival and departure time, the same as clocking in for employment. Each daily entry must be initialed by both the student and the clinical instructor. This log must be returned with completed clinical packet.

VIII. SERVICE WORK

A. Students are not permitted to perform any laboratory testing without supervision. This includes submitting lab results into LIS or HIS.

B. In the event a student is employed in the lab where they are rotating for a clinical practicum, the 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 assuming work responsibilities of their employed position.

C. The CCC Student MLT uniform is not to be worn while working as an employee.

D. Performing paid services while in a clinical rotation is a NAACLS violation. This is not permitted, will be grounds for discontinuation of rotations, and result in a student termination from the program.

E. The first page of each Clinical Rotation Packet contains statement and signature requirements for both the student and the clinical instructor stating they will abide by the policy of performing testing only with supervision, such as in the case of an employee.

IX. PROGRAM PROGRESSION

A. Each of the 4 clinical practicums must be completed to the satisfaction of the clinical instructor and resulting in a minimum course grade of C to graduate with the AAS degree.

B. Assignments with each practicum must be completed according to scheduled due dates.

C. Each practicum must be completed with a satisfactory clinical score of 75% or higher according to schedule posted before progressing to the next practicum.

D. Any clinical grade below 75% will result in the immediate termination of future rotations. The student is to meet with the MLT Program Director within 24 hours of notification of a practicum failure.

E. Dismissal from a clinical practicum due to issues involving unprofessional behavior, policy non-compliance, or conduct presenting a risk of harm to others will result in immediate termination of that practicum and all remaining practicums. No clinical reassignment will be scheduled. The student will receive a grade of "F" in any incomplete or uncompleted MLT practicums unless the student withdraws from all remaining courses.

F. The MLT Clinical Coordinator reserves the right to adjust any students' clinical placement or schedule.

G. MLT Clinical Coordinator will monitor each student at the clinical sites with regular communication with the student, clinical liaison, and unannounced site visits.

X. CLINICAL EVALUATION

A. At any time during any of the clinical practicum sessions, a student may be evaluated, and schedule adjustments may be made.

B. Clinical evaluation consists of:

1. Assignments
   a. Assignments, projects and quizzes
   b. Journal entry and responses

2. Clinical Packet
   a. Competency Checklists
   b. Daily Professionalism and Attendance Log

3. MediaLab Content Area Exams and ASCP practice exams will be taken weekly at home.

4. Final Exam in MediaLab will be taken upon return to campus at conclusion of each clinical practicum. This exam will be in the format of BOC examination questions and cover the specific lab area just completed.

5. Grading categories and weightings will be listed in each semester syllabi.

XI. CLINICAL PACKETS

A. Each student will receive a Clinical Packet to submit to the specific clinical coordinator or instructor on the first day of each session.

B. The packet consists of 2 sections: Instructor Packet and Student Packet

C. The Clinical Packet is to always remain in the lab. Students are not to keep possession of it or remove it from the lab. The Clinical Liaison and MLT Faculty may view it at any time.

D. Fall semester will include a rotation in Microbiology on Tue-Fri during 3 weeks of the semester. Students will continue to attend enrolled MLT courses on campus during this time also and will receive the packet while on campus. Each student's clinical schedule will be posted in coordination with MLT161 Lab Simulations.

E. Spring semester will begin with the students meeting on campus for the distribution of the first session's packet to take as scheduled to the site. Notification of new information concerning clinical rotations will be distributed at this time.

F. Each student is responsible for coordinating with their specific clinical instructor for Clinical Packet completion and acceptable packaging for return to campus and MLT faculty on the last scheduled day at the site. The completed Clinical Packet is to be sealed and initialed by clinical instructor. Each packet contains a labeled envelope for this purpose.

G. **No unsealed or tampered packet envelopes will be accepted**.

H. At the end of each session, students will return to CCC campus for the Final Exam of that specific lab area. The student is to return the sealed Clinical Packet envelope at that time unless the Clinical Liaison has contacted the MLT Clinical Coordinator to arrange delivery of the completed packet.

I. The next session's Clinical Packet will be received on this day to begin on the next scheduled day.

XII. MLT 293 Clinical Seminar

A. This course is comprised of scheduled on-campus sessions during and after clinical practicums for evaluation, testing, BOC review, and employment preparation in final semester.

B. This schedule will be posted during clinical rotations. It consists of multiple 3-4 hour sessions. Several of these sessions are scheduled at the end of spring practicums; however, some are scheduled on Monday during the rotation or in conjunction with the Final Exam sessions at the completion of each practicum.

C. Various assignments from each of the lab areas will be included in the grade for MLT 293. This may include a final project and virtual assignments.

D. All communication concerning the course will be via Canvas while students are in spring semester clinical rotations.

E. The program Final Exam, consisting of comprehensive CAT questions, will be given at the end of this course. Comprehensive CAT exams will be administered throughout the spring semester to monitor student preparation.

F. The syllabus for MLT 293 will list the required assignments and grading scale. MLT 293 culminates in comprehensive final exams that must score at or above the benchmark to be listed in the syllabus.

XIII. COMMUNICATION

MLT faculty will communicate with students during clinical rotations through various means. Students are responsible for knowing current posted information while attending rotations.

A. The CCC email system: Individual messaging will continue to occur to students through email as it has throughout the program. Students will remain responsible for checking email regularly. Group emails may also be sent as needed.

B. Canvas Course Announcements
    1. Fall semester, Micro rotations will post notices through MLT295 Announcements. Since students will also be in attendance on campus, notifications may be discussed in the classroom on Mondays
    2. Spring semester rotations will post notices through MLT 293 Announcements

C. Unannounced Site Visits: MLT Faculty will visit clinical sites at times to monitor student progress. Students will meet with the faculty for discussions of their rotation experiences.

D. Any absence during clinical scheduled times is required to be reported to the MLT Clinical Coordinator as listed previously under Attendance (VII).

E. Students are to communicate immediately if they have any issues or concerns of events at the facilities by email or telephone to the Clinical Coordinator. Issues not addressed could have negative affect on the students' outcomes and therefore should be communicated as quickly as possible.

XIV. CERTIFICATION

A. National certification is not required for completion of the MLT program.

B. Employment opportunities will depend on a graduate's successful certification and the MLT faculty encourage all students to be prepared for the examination.

C. Students should be financially prepared to register for the certification. examination during the 5th semester.

D. It has been shown that testing as soon as possible after program completion improves scoring; within 30 days of graduation is strongly encouraged.

E. Guidelines for ASCP BOC testing are listed at www.ascp.org

F. Guidelines for AMT BOC testing are listed at www.americanmedtech.org

G. The Program Director will post BOC registration guidelines listing necessary information the student will need for registration during the 5th semester in MLT293. The MLT program recommends students register by end of March to guarantee early testing date availability.

H. Once students receive notification from ASCP or AMT, you may schedule your test date after the final MLT 293 Exam.

I. BOC testing must not be scheduled before the last final exam in MLT 293.

J. ASCP and AMT BOC exams are proctored at Pearson Testing Centers.

XV. MLT CLINICAL AFFILIATES (September 2025)

Athens-Limestone Hospital (ALH) 700 West Market Street Athens, AL 35611 256-262-6743 or 256-233-9131	**Huntsville Hospital- Madison** 8375 Highway 72 West Madison, AL 35758 256-265-2522 or 256-265-5147
Clearview Cancer Institute (CCI) 3601 CCI Drive Huntsville, AL 35805 256-705-4224 or 256-705-4207	**Huntsville Hospital- Main (HH)** 101 Sivley Road Southwest Huntsville, AL 35801 256-265-2522 or 256-265-8059
Crestwood Medical Center One Hospital Drive Huntsville, AL 35801 256-429-5165	**Lawrence Medical Center (LMC)** 202 Hospital St. Moulton, Al 35650 256-974-2226 or 256-974-2228
Cullman Regional Medical Center (CRMC) 1912 AL Highway 157 Cullman, AL 35058-1108 256-737-2651	**Marshall Medical Center- North (MMN)** 8000 AL Hwy 69 Guntersville, Al 35976 256-571-8138 or 256-571-8132
Decatur-Morgan Hospital (DMH) 1207 7th Street Southeast Decatur, AL 35601 256-973-2297 or 256-973-2000	**Marshall Medical Center- South (MMS)** 2505 US Highway 431 Boaz, Al 35957 256-840-3504
Decatur-Morgan Hospital – Parkway Campus 1874 Beltline Road SW Decatur, AL 35601 256-973-6375	**North Alabama Medical Center (NAMC)** 1701 Veterans Drive Florence, AL 35630 256-629-1800 or 256-629-1810
Erlanger Health 975 East 3rd Street Chattanooga, TN 37403 423-778-7276	**South Tennessee Regional Hospital- Pulaski, TN (STRH)** 1300 South Montgomery Ave. Pulaski, TN 38478 931-363-9490 or 931-363-9302
Helen-Keller Hospital (HK) 1300 South Montgomery Ave. Sheffield, AL 35660 256-386-4082 or 256-386-4081	**University of Alabama Hospital (UAB)** 1802 6th Ave South Birmingham, AL 35249-6820 205- 934-8178
Highlands Medical Center 380 Woods Cove Rd Scottsboro, AL 35768 256-218-3726	