



NAACLS ACCREDITED

Division of Health Sciences
MEDICAL LABORATORY TECHNICIAN PROGRAM
Student Handbook Fall 2026



NAACLS Accredited Program
National Accrediting Agency for Clinical Laboratory Sciences
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Table of Contents

	Welcome	3
I.	MLT Program Mission	4
II.	MLT Program Vision	4
III.	MLT Program Philosophy	4
IV.	MLT Program Goals	5
V.	MLT Graduate Competencies	5
VI.	MLT Code of Ethics	6
VII.	Professional Organizations	7
VIII.	MLT Certification	7
IX.	MLT Eligibility Criteria	8
X.	MLT Faculty and Administrative Personnel.	9
XI.	MLT Instructional Methods	10
XII.	MLT Curriculum Plan	11
XIII.	Blood Specimen Collection	12
XIV.	MLT Student Evaluation	12-13
XV.	MLT Professionalism	14-16
XVI.	MLT Uniform and Dress Code	17-18
XVII.	MLT Classroom and Laboratory Guidelines	19
XVIII.	MLT Attendance Policy	20
XIX.	MLT Make Up Policy	21
XX.	Academic Dishonesty, Plagiarism, AI, Honorlock®	21-22
XXI.	MLT Advising / Guidance / Appeals	22
XXII.	MLT Program Progression.	23
XXIII.	MLT Probationary Status	24
XXIV.	MLT Program Withdrawal	25
XXV.	MLT Readmission / Reinstatement / Transfer Credit	26-27
XXVI.	MLT Clinical Requirements	28
XXVII.	CCC Division of Health Drug and Alcohol Screening Policy	29-31
XXVIII.	CCC Division of Health Background Check Policy	32-34
XXIX.	MLT Clinical Policy	35
XXX.	MLT Clinical Placement Assignments	35
XXXI.	MLT Clinical Affiliates	36
XXXII.	MLT Service Work	37
XXXIII.	MLT Program Estimated Expenses	38
XXXIV.	MLT Fall Textbook & Materials.	39
	Health Form Addendum	40
	Informed Consent	41



MEDICAL LABORATORY TECHNICIAN PROGRAM

You have chosen a healthcare profession dedicated to providing quality patient testing. As a medical laboratory professional, you will have diverse and multi-level functions of responsibility in 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 in clinical laboratories, hospitals, physicians' offices, clinics, and research and development facilities. The coming months should prove exciting as you prepare for your career in this important field.

This handbook contains policies, requirements, responsibilities, privileges, and opportunities that apply to MLT Students at CCC. The content has been developed to benefit you and ensure a safe and successful experience while you are enrolled in the MLT program. Unless otherwise designated in a course syllabus, these policies apply to each MLT class in which you are enrolled. Therefore, please keep this handbook until you complete the program. Knowledge and compliance with MLT policy are your responsibility.

If you have questions, please ask any MLT faculty. We are here to assist you during your academic endeavor.

Welcome to the MLT program.

Reannon Wilkerson, MS, MLS (ASCP)^{cm}
MLT Program Director

Calhoun Community College is committed to equal opportunity in employment and education. The College does not discriminate in any program or activity based on race, color, religion, sex, age, or national origin, or against qualified disabled persons, and it maintains an affirmative action program for protected minorities and women.

I. MLT PROGRAM MISSION

In keeping with the mission of Calhoun Community College, the mission of the Medical Laboratory Technician Program is to graduate knowledgeable, skilled, safe, competent, and professional entry-level graduates prepared to meet the needs of employers and the public.

II. MLT VISION

In accord with the core values and vision of the College, the MLT program vision is committed to student success. Faculty seeks to provide an inclusive environment in which all students may thrive and acquire the knowledge to demonstrate competence in entry-level MLT skills and contribute to quality laboratory services that are safe, effective, timely, equitable, and patient-centered.

III. MLT PHILOSOPHY

- We believe that laboratory testing is an essential component in the advancement of medical science and the diagnosis and treatment of illness, and that the MLT is a vital member of the health care team whose expertise promotes awareness of the profession.
- We believe our mission is fulfilled by a scientific educational plan with a strong clinical component, which presents instruction in a logical sequence and provides ample opportunity for knowledge acquisition and the development of critical-thinking, problem-solving, and psychomotor skills.
- We believe in the curriculum which emphasizes the humanistic aspects of health care as well as professional behaviors that facilitate collaborative relationships with others, demonstrating respect and sensitivity for disease, age, gender, ethnic, cultural, ideological, and spiritual differences.
- We believe learning is a shared process in which both the student and instructor accept responsibility for learning objectives. As adult learners, MLT students are expected to actively participate in the learning process, effectively communicate their needs to appropriate individuals, and fully utilize the opportunities provided by the educational program.
- We believe learning is more likely to occur in an atmosphere in which students feel accepted, respected, and valued, and therefore endeavor to see that all students are provided educational and related services that promote diversity, equity, and inclusion.
- We believe MLT education responds to changes in health care and incorporates those changes into the educational plan. Therefore, the program collaborates with clinical education facilities, graduates, and employers, and values active input from the community that it serves.

IV. MLT PROGRAM GOALS

- At least 70% of enrolled students who progress into the third semester of the program will graduate.
- At least 75% of graduates will pass a national board of certification (BOC) exam within one year of graduation.
- At least 70% of graduates are employed in the field or continuing their education one year after graduation.
- At least 80% of graduates agree they were well-prepared for certification and entry-level employment.
- At least 80% of employers agree that the graduate possesses the expected competencies of an MLT and was sufficiently prepared for entry-level practice.

Current program outcomes, based on rolling rates from the last three years, are posted on the MLT website.

V. MLT GRADUATE COMPETENCIES

Based on NAACLS Standards, upon successful completion of the CCC MLT program, the graduates will possess the 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, immunochemistry, microbiology, urine/body fluid analysis, and laboratory operations according to established protocols and procedures.
4. Exhibit legal and ethical behavior that adheres to the professional conduct standards for clinical laboratories.
5. Communicate effectively with patients, the public, and healthcare team members regarding laboratory practice.

VI. 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 a 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 that qualification through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

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 about 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 an 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 practices.*
- *Changing conditions where necessary to advance the best.*

VII. PROFESSIONAL ORGANIZATIONS

Students are encouraged to join professional organizations while in the MLT program. Some offer student membership categories with reduced fees, and all 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

VIII. MLT CERTIFICATION (Board of Certification)

1. National Certification is not a requirement for completion of the MLT program or CCC graduation. After completion of the MLT program, including attainment of the Associate of Applied Science degree, students are eligible to sit for national MLT certification.
2. Agencies providing certification:
 - American Society for Clinical Pathology (ASCP)
 - American Medical Technologists (AMT)
3. Credentialing agencies require a formal application with a fee and official college transcripts demonstrating program completion. The fee is due with exam registration during the 5th semester of the program. The student is responsible for all application and requirements submissions.
4. Examinations (Registry) certification involves Computer-Adapted Testing with multiple-choice questions in all core laboratory areas.
5. Certification validates *Registry* status with the right 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. Currently, the requirement is 36 (ASCP) or 45 (AMT) hours of continuing education every 3 years with a specified number of hours in different areas of study.
7. Students are encouraged to plan for BOC registration during their 5th semester, with a test date scheduled as soon as possible following the last MLT class.

IX. MLT ELIGIBILITY CRITERIA

Title II of the 1990 Americans 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 Center for Student Disability, Counseling and Support Services. Offices are in the Chasteen Student Services Building, Room 220, on the Decatur campus and in the Advising Hallway in the Sparkman Building, Room 101 e/c on the Huntsville-Research Park site. Staff can be contacted by email at ada@calhoun.edu or 256-306-2630. Physician's offices may fax to 256-306-2502.

Students enrolled in the medical laboratory technology program are required to 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 with 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 Center for Student Disability, Counseling and Support Services.

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 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 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 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 property damage.

X. MLT FACULTY, STAFF, AND ADMINISTRATIVE PERSONNEL

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XI. MLT INSTRUCTIONAL METHODS

Students will learn through independent reading of discipline-specific textbooks, in-person and recorded online lectures, audio-visual presentations, discussions, case studies, demonstrations, assignments, and supervised campus laboratory practice and clinical experiences.

Supervised lab experiences include performance of blood collection procedures, including fingerstick blood sampling and venipuncture, on fellow MLT students under the direct supervision of MLT faculty. Performance of simulated laboratory procedures will also be required. Student laboratory experience will be documented by successful demonstration of required skills on Skills Competency Checklists and Laboratory Practical Examinations.

Canvas Learning Management System

Course contents are available on the Canvas app under the MY CALHOUN EXPERIENCE link on the CCC webpage. The coursework is posted on Canvas under the respective MLT courses, including syllabi and learning objectives, assignments, projects, and general course information. Instructors communicate regularly with students in the course announcements section of Canvas and may require assignment submission via Canvas.

MLT students must familiarize themselves with Canvas use. Students are responsible for knowing all course information posted in Canvas.

Calhoun Email Communications

Calhoun Community College regularly communicates campus-wide information via CCC Microsoft Outlook email. This is the official method used to deliver information related to your enrollment.

MLT faculty regularly communicate by Calhoun email. Students are responsible for all posted information. MLT students are advised to check their CCC email regularly.

Virtual Learning

In the event of adverse weather conditions, local emergencies, or other unforeseen occurrences that prevent safe access to campus, the College may transition to virtual learning. Classes will be conducted online via Microsoft Teams. Students are responsible for checking their email and course announcements for instructions and links for access. **Attendance at virtual learning days is required, and all classroom and attendance policies remain in effect.**

XII. MLT CURRICULUM PLAN

An Associate of Applied Science Degree in Medical Laboratory Technician is awarded to graduates of the program by Calhoun Community College.

The AAS degree includes 24 credit hours of general education.

General Education	
ORI 110 Freshman Seminar	1
BIO 201 Human Anatomy and Physiology	4
CHM 104 Introduction to Inorganic Chemistry or CHM 111 College Chemistry I	4
MTH 100 Intermediate College Algebra or higher MTH	3
ENG 101 English Composition I	3
PSY 200 General Psychology or SOC 200 Introduction to Sociology	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Humanities Elective	3
Total Credit Hours =	24

All general education coursework must be completed with a grade of C or higher by the end of the third semester of enrollment in the MLT program. CHM 104 or CHM 111 must be completed successfully by the end of the first semester to be eligible to progress into the second semester.

The degree also includes 45-46 credit hours of MLT courses, which are offered once a year with 2 lab sessions. All classes must be passed with a grade of C or higher. Course descriptions can be found in the *CCC Catalog*.

MLT Coursework		
1st Term FA	MLT 121 Hematology	5
	MLT 131 Laboratory Techniques I	4
	MLT 181 Immunology	2
2nd Term SP	MLT 141 MLT Microbiology I	5
	MLT 151 MLT Clinical Chemistry	5
	EMS 100 Cardiopulmonary Resuscitation (optional)	1
3rd Term SU	MLT 142 MLT Microbiology II	3
	MLT 111 Urinalysis & Body Fluids	4
4th Term FA	MLT 161 Integrated Laboratory Simulation	2
	MLT 191 MLT Immunohematology	5
	MLT 295 MLT Practicum (Microbiology)	2
5th Term SP	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
Total Credit Hours =		46

XIII. 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 to 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.

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

XIV. STUDENT EVALUATION OF LEARNING

1. Student Coursework

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

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 syllabus. 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 to Canvas 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 the gradebook.

4. A student has 2 weeks (1 week during a mini-mester) 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 with other MLT students. (Example: 2nd-year students will assist with phlebotomy skills for 1st-semester students.) Students are to attend when scheduled.
- c. Program Evaluation: Students will be requested to submit program evaluations, including:
 - Course evaluations
 - Comprehensive Curriculum Survey
 - Graduation survey administered 6-12 months post-graduation

XV. 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, your appearance and behavior will be held to the high standards of laboratory professionals. Any occurrence of unprofessional conduct while on campus, at a clinical affiliate, or at events and public locations off campus while representing the MLT Program may 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 and drinking alcoholic beverages are prohibited while dressed in the Calhoun MLT uniform.
3. Students receive HIPAA training during their first semester and again before beginning clinical assignments. Federal HIPAA regulations are to be followed at all times.
4. All college codes of conduct and responsibilities, noted in the current edition of the *CCC Catalog*, apply at all times.
5. All confidential communication will be kept in the student's file, secured by the MLT Program Director.
6. The MLT program requires documented progression of Affective Behaviors throughout the program. Grading should reflect continual positive growth during the program. Each instructor will evaluate the student in the areas listed on Affective Objectives for all class and lab sessions. This score is recorded each semester to show positive progressive growth. There is a minimum percentage a student is expected to reach each semester:

 - Semester 1 = $\geq 60\%$
 - Semester 2 = $\geq 70\%$
 - Semester 3 = $\geq 75\%$
 - Semester 4 = $\geq 80\%$
8. The student professionalism % is converted to a ratio of points earned over the minimum points required for each semester. A ratio score of 1.0 is possible and indicates the minimum has been met. A score below 1.0 indicates the minimum score was not met. This score is entered into the gradebook and factored into the student's weighted average.
9. A student not scoring \geq the semester minimum or not showing progressive improvement will be placed on Probationary Status until minimums are met.
10. Course-specific behavior expectations can be found in each course syllabus.
11. Instructors will maintain affective logs for each student. The Professionalism column of the gradebook will contain comments by the instructors with suggestions for improvement.

Affective Objectives

MLT/MLA Professionalism Assessment Tool

The affective objective domain focuses on attitudes, emotions, values, and beliefs. Students will strive to develop professional characteristics as they advance through the MLT/MLA programs, demonstrating progressive improvement. In each class and lab session, students will be assessed for professionalism.

Achievement Levels:

Satisfactory = Meets the standard consistently; 3 points

Developing = Acquiring skills and competencies; On track towards meeting standard consistently; 2 points

Needs Improvement = Requires redirection or feedback to progress towards “meets”; 1 point

Unsatisfactory = Does not meet the standard; Requires further action beyond redirection or feedback; 0 points

Standards of Professional Conduct	Scores			
	S	D	N	U
POLICY COMPLIANCE: Student complies with all institutional (College & Clinical Affiliate), department, program, course, and laboratory policies and procedures, including attendance, uniform/dress code, and safety policies.	S	D	N	U
1. Abides by all institutional, affiliate, program, and course policies; Follows OSHA safety guidelines (PPE, BBP, Universal Precautions); Displays proper hand-washing and appropriate biohazardous material disposal				
2. Present and punctual for the duration of scheduled coursework; Notifies instructor if detained or absent using appropriate means of communication, followed by documentation regarding the cause. Tardies & Early Departures: _____ Absences: _____				
3. Projects an image of professionalism through appearance, dress, hygiene, odor, and body language by complying with the uniform and dress code policy				
4. Keeps work area uncluttered, disinfected, and neat. Prudent use of consumables, returns/restock supplies; Proper use and care of equipment, proper documentation on maintenance logs				
INTEGRITY: Student demonstrates positive workplace behaviors, communication, and emotional stability.	S	D	N	U
5. Works independently and shows self-direction/motivation, personal responsibility, and accountability for actions; Learns from mistakes and takes the initiative to improve; Seeks guidance or assistance when struggling to meet program or course requirements				
6. Maintains consistent, positive work behaviors including initiative, preparedness, dependability, persistence, and follow-through				
7. Remains alert during class/lab sessions, actively participates in class/lab sessions, asks questions, and seeks clarification				
8. Reads, comprehends, initiates, and responds to written/verbal communication (including person-to-person, telephone, electronic, and written forms) in an effective, respectful, and time-sensitive manner				
9. Demonstrates academic and professional integrity; Does not discuss or disclose confidential information such as HIPAA or exam content; Digital devices are not worn or kept at the desk/computer during testing				
10. Able to function effectively, adapt, and remain flexible in stressful environments that may change rapidly without warning and in unpredictable ways				
INTERPERSONAL BEHAVIOR: Student demonstrates appropriate interpersonal behaviors while interacting with others	S	D	N	U
11. Cooperates with fellow students; Works productively in an encouraging, respectful, non-aggressive/non-threatening manner which promotes learning; Demonstrates awareness of others’ feelings and diversity; Displays empathy and uses common courtesy				
12. Works with classmates towards common goals; When sharing materials, returns to the community area for others to access; Actively seeks inclusivity by engaging peers who may be on the sidelines				
13. Listens while others are speaking; Does not disturb others; Exits/enters the room quietly				
14. Demonstrates responsible and appropriate use of electronic resources and communication systems (including but not limited to: cell phone, computers, tablets, email, instant messaging, social media, blogs, and websites) that is not disruptive or harmful to oneself or others.				
15. Receives and responds to constructive feedback; Takes steps of action seeking improvement				

APPLICATION: Student demonstrates a genuine interest in laboratory medicine principles and theories and a commitment to applying them in their learning strategies.	S	D	N	U
16. Develops organizational, prioritization, and multi-tasking or task-switching skills throughout all program coursework.				
17. Follows written and verbal instructions/directions; Does not modify procedures				
18. Produces quality work with precision and accuracy per established protocol; Documentation is clear, complete, and accurate				
19. Correlates principles to practice; Demonstrates critical thinking skills, practical problem-solving, and troubleshooting abilities				
20. Demonstrates time management skills by completing assignments and/or tasks within a scheduled timeframe				
Commentary:				
Semester minimum progression (60 points total): 1 > 36/60 (60%) 2 > 42/60 (70%) 3 > 45/60 (75%) 4/5 > 48/60 (80%)				

XVI. 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 while attending program events. A student not dressed according to the uniform or dress code policy, including a 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 or additional items, including maternity clothing, without obtaining prior written approval. If a student desires an exemption, a written request should be submitted to the program director for consideration.

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

UNIFORM:

- **Solid black scrubs of any brand.** Can be ordered through Parkway Scrubs <https://www.parkwayscrubs.com/> or the Calhoun bookstore.
- MLT Program Patch, available from Parkway Scrubs or the Calhoun Bookstore, is required to be attached to the upper left front of scrub tops. Parkway Scrubs will attach a patch when the uniform is ordered. It may take 3 days.
- An extra jacket or covering over the scrubs is permitted in solid black only. Parkway Scrubs and the Calhoun bookstore have a relaxed-fit jacket available. 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. Jogger scrub bottoms are not permitted.

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 before 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 to pay for your lab coat.** Write your name in marker on the upper left front. The coat must be closed down the front with secured cuffs at the 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 the 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 the shoe are to be enclosed with no holes; and 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 that 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 the classroom, lab, or at clinical sites without written approval from the program director. This includes hair bands that are wider than 3 inches. Approved head coverings must be solid black, white or grey.

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 lobe, with no items to be in the cartilage area of the 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 a black, white or grey long-sleeved shirt.

NAILS: Nails must be clipped to be even with the ends 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 secured back away from the 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 during lab procedures. Hair must be of a natural 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 earlobes.

COSMETICS/FRAGRANCE/ODORS: Cosmetics should be minimal. Students 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) is not to be worn. Instructors will require students to wash off fragrances before entering the laboratory.

UNDERSHIRTS: A Clean, unwrinkled, solid black, white, or gray plain shirt may be worn under scrubs. Please remember that 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 the CCC MLT policy. Students must abide by the clinical affiliates' dress code policy.

XVII. MLT CLASSROOM/LABORATORY GUIDELINES

All MLT courses are held on the CCC Huntsville campus. Didactic MLT courses will include in-person classroom and laboratory experiences. Course material will be delivered via independent reading of discipline-specific textbooks and supplemented by in-person or recorded online lectures, classroom activities, discussion, and laboratory experiences. In-person review sessions, classroom activities, and testing are scheduled midday between morning and afternoon laboratory sessions.

Classrooms may not be program-specific and are opened by security each morning for student access. Do not leave personal belongings unattended in classrooms. , room #1106 in the MSC is dedicated to the MLA/MLT program. The study room located within the classroom is accessible to all students.

The MLT Student Laboratory is in room #1205 in the MSC and is considered a biohazardous area with specific regulations according to the MLT/MLA Safety Manual.

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

While in the classrooms, please abide by the following:

- A. Please socialize elsewhere. Quiet discussions relevant to MLT topics are appropriate in the classroom. Be respectful by listening when others are talking, not disturbing those around you, and, if needed, exit and enter the room quietly. A disruption in the learning environment will result in dismissal without the opportunity for make-up.
- B. Any discussion or sharing of exam materials with others who have not tested will result in 0 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 may be recorded for student access at a later time. Examinations may be recorded (audio and visual) for instructor review.
- D. DIGITAL DEVICE USE (Phone, tablet, laptop, smart watch, etc.):
 - 1) Digital devices are a privilege to use in the classroom and may be banned if they cause disruptions or distractions to others.
 - 2) No digital devices other than what instructors provide are to be on your person or at your desk/computer during testing.
 - 3) Device communication during class/lab is not permitted.
 - 4) Personal digital devices may not be substituted for calculators, timers, etc, in the 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 the student lab.

G. Visitors, including children, are not allowed in the classroom, laboratory, or clinical sites at any time.

XVIII. MLT ATTENDANCE POLICY

1. MLT students are required to attend all classes and lab sessions. Students are responsible for missed material due to tardiness, early departure, or absence. A student who is not present for the majority of class and/or lab will be counted as absent.
2. Each student should accept academic responsibilities for the successful completion of the MLT program. It is the responsibility of the student to be aware of the consequences due to the failure to follow established attendance policies for the classroom, lab, and clinical practicum.
3. The student is directly responsible to the class instructor for absences. Policies in the course syllabus will be those to which the student is held accountable.
4. It is the responsibility of the student to notify the appropriate instructor in advance of absences or tardiness (late arrival or early departure). Calhoun email is the preferred method; a message may be left on voicemail; sending a message through a classmate will not be considered a notification. Do not email instructors through Canvas, as message receipt is unreliable.
5. Failure to comply with the attendance policy will result in a 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 they meet with the MLT program director.
7. If a student withdraws from a course, this could adversely impact financial aid. Students who receive Financial Aid or veterans' benefits should contact Financial Aid for more information.
8. Arriving late or leaving early is disruptive and unprofessional. Three (3) late arrivals and or early departures 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.
9. Continual exiting/entering the class during lecture disturbs the learning of others. If there is a personal problem, it should be attended to in such a way that that avoids class disturbances. Repeatedly leaving the room will result in a professionalism point reduction and possible class dismissal.
10. Students arriving over 5 minutes late for scheduled exams, including lab practicals, may not enter the room once the exam has begun without instructor approval. If an instructor does not approve the late exam start, the student will receive a grade of zero (0) for that exam without an opportunity for makeup.
11. There will be sessions of special topics or events throughout the program that require student attendance. Such 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 provide as much advanced notice as possible. MLT students are expected to participate.
12. Students are encouraged to schedule personal and elective medical procedures during non-class times, factoring in additional recovery time that may be needed.
13. If a student has a medical situation, such as pregnancy or surgery and recovery, the student must provide documentation from the attending physician. This documentation should indicate if the student can 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.

XIX. MLT MAKE-UP POLICY

1. Each instructor will provide a policy for accepting late assignments in the course syllabus.
2. Students are expected to be in the room at the class 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 and may result in a posted grade of zero (0).
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.
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 and when the instructor is available or on a designated day. This will be outlined in the course syllabus.
5. Consideration of make-up assignments, exams, or lab sessions requires prior written notice by the student, followed by official documentation for the cause of the absence within 48 hours of the initial 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 within the required timeframe will result in a posted grade of zero (0) for any missed assignments, content exams, or lab practical exams without the opportunity for make-up.

XX. ACADEMIC DISHONESTY, INCL. PLAGIARISM, ARTIFICIAL INTELLIGENCE USE, AND HONORLOCK® TEST PROCTORING

All assignments and examinations must be the student's 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 before 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 the **Code of Conduct**.

No form of plagiarism will be tolerated, including the 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) in the course and will be dismissed from the MLT program.

It is permissible to use Artificial Intelligence (AI) sparingly in the program. However, if you choose to use AI when completing assignments, keep in mind that the AI may generate a response that is inaccurate or may not align with your personal beliefs. AI can be used as an assisting tool but should never replace your original work. Do not submit AI-generated responses as your own, even if you have modified or edited them. Take responsibility for the content generated by AI tools, including the accuracy and bias of the information. Critically evaluate AI responses and make necessary corrections before adding them to your assignments. Refer to your textbook and lecture notes as they are your primary and best resources. You are accountable for errors in AI-generated work.

Specific Artificial Intelligence Requirements

If you choose to use AI, the following information, as a separate document, must be submitted with your assignments.

1. Cite the program used.
2. Note the prompt that was used.
3. Indicate which portions of the work were generated using AI.
4. Provide a brief reflection on how the tool was used and how you modified or enhanced the AI-generated text.

It is important, when using AI tools, to **safeguard your personal information and that of others**. NEVER share names, addresses, phone numbers, social security or other identifying numbers, medical records, academic records, or other confidential information.

Honorlock® is an online test proctoring tool that will be utilized for home testing. Students are required to download the Honorlock® browser and complete a demonstration quiz for each course to ensure the tool is working properly before the first exam.

XXI. MLT ADVISING/GUIDANCE/APPEALS

1. The CCC Advising Center is available for all students. See the *CCC Catalog* or the CCC website for information.
2. Beginning the first semester of enrollment in the program, each MLT student is scheduled to meet mid-semester with an MLT faculty member for program advisement and guidance. Course status will be reviewed, and the student is encouraged to discuss any concerns at this time. Mid-term advisement forms are completed and placed in MLT program student files.
3. Students are encouraged to schedule conferences with the course instructor when issues occur in a 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 the 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 the 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
 - Dean of Health Sciences - Ken Kirkland
 - Vice President of Academic Affairs - Wes Rakestraw
6. All current College policies are to be followed. The *CCC Student Handbook*, s section of the *Catalog*, is posted online. Included in the Handbook are the Code of Conduct, Student Complaint Process, and Grievance Procedures.

XXII. MLT PROGRAM PROGRESSION

To progress through the MLT program, students must adhere to the following:

1. In the MLT curriculum plan, courses are scheduled in a specific progression that must be followed as courses build upon one another. Each admitting class is provided with a tentative MLT Curriculum Plan for the 5 program semesters. If there is a planned change in the MLT course schedule, enrolled students will be notified in writing as soon as possible.
2. CHM 104 Introduction to Inorganic Chemistry (or CHM 111 College Chemistry I) must be completed with a grade of C or above by the end of the 1st semester in the program to be eligible for progression.
3. Students must complete all other required general education courses with a grade of C or higher by the end of the 3rd semester in the program. Clinical rotations begin in the 4th semester and require a full-time commitment to be successful; the schedule does not permit time to attend non-program classes.
4. The following courses must be completed with a **C (75%)** or higher to progress to the next semester:
 - a. All first-semester MLT courses (MLT 131, MLT 121, and MLT 181) must be completed with a grade of C (75%) or higher to progress to the next semester. If a student does not complete a first-semester MLT course with a minimum grade of 75%, the student will not progress to the next semester and will result in dismissal from the MLT program. The student has the option of applying 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. A student may not enroll in MLT 161 Lab Simulations until all MLT Core courses are completed with a minimum of 75% grade, except for MLT 191 Immunohematology.
 - d. Repeat of MLT 161 will have specific pre-requirements to be completed before 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 before second course enrollment. See Readmission/Reinstatement Policy.
5. The clinical policy is updated each year and distributed during the 3rd semester. All preclinical requirements will be due by stated deadlines. 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 from the MLT Program.
 - b. The MLT Program reserves the right to require any MLT student to submit to random drug and/or alcohol testing given probable cause while enrolled in the MLT Program. The student is responsible for all fees. See CCC Division of Health Drug Screen/Alcohol Policy.

XXIII. MLT PROBATIONARY STATUS

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

1. Students who fail to comply with college and/or MLT program policies or requirements stated in the current *CCC Catalog*, MLT Student Handbook, or MLT Clinical Policy are at risk of Probationary Status or program dismissal. Probationary Status indicates that the student is deemed to be unprepared for clinical practicums. Failure to comply with college or program policies during clinical rotations may result in program dismissal.
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 are not limited to:
 - A. Course Failure: Failure of the first non-clinical MLT course other than those listed above in **MLT Program Progression**.
 - B. Attendance: 3 or more absences in a course during a single semester
 - C. Competency Skills: 2 or more skills scores of < 80% after remediation across the curriculum
 - D. Professionalism: Not meeting the minimum expectations in the Professionalism grade category in 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 the MLT Program Director.
5. Students must attend a scheduled meeting with the Program Director within 2 business days of the 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. Students can discuss their specific situation, and continuation plans will be considered on a case-by-case basis.
6. Students are 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 the area listed as the cause for probation in their Continuation Plan by the end of that current semester, the student will not progress to the next semester and thus be withdrawn from the program. The student will be notified in writing.
8. The status of a student 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 before the second enrollment, according to the clinical policy at that time.
10. Clinical Practicums will not be assigned until completion of inadequate areas has been met satisfactorily and Probationary status is removed.

XXIV. MLT PROGRAM WITHDRAWAL

Any of the following actions will result in immediate program dismissal:

1. If a student withdraws (**W**) from an MLT course without prior consultation 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, except any first-semester course. The **second** MLT course not completed with a **C** (75%) or higher, either a repeat of the first D or an initial course of a second D, will result in program withdrawal.
4. Any MLT course resulting in **F** (<60%) will be posted.
5. Repeated failure to comply with **MLT Attendance Policy**.
6. 3 competency checklist scores of < 80% after remediation 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 rule at any time while in the MLT program.
9. Any public activity the student engages in representing CCC and/or the MLT Program that constitutes unprofessional conduct.
10. A pre-clinical background check or drug and alcohol screening that returns with findings deemed unacceptable for clinical attendance.

If a student withdraws from a course, this could adversely impact financial aid. Students who receive Financial Aid or veterans' benefits should contact Financial Aid for more information.

XXV. MLT READMISSION/REINSTATEMENT/TRANSFER CREDIT POLICY

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

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

1. The Medical Laboratory Technician Program is designed as a sequential and consecutive 5-semester program. Students should be aware that MLT courses are not offered every semester, and therefore, any course repeat or interruption in progression will result in a significant delay in clinical placement and graduation.
2. **READMISSION** requires a student to reapply for admission to the MLT program.
 - A. The student must follow all current application policies at the time of reapplication. The student must be in good standing with the college.
 - B. The current application ranking process will apply. Past MLT coursework will not penalize the applying student, however, students who are re-applying are not given special consideration.
 - C. Students may apply to the MLT program for readmission one time only after a failed attempt.
 - D. There is no guarantee of acceptance of previous MLT course credit. Generally, readmitted students will begin with the 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 before the start date of the semester in which the student wishes to be re-enrolled. MLT course enrollment will not be granted until the specified 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 determine their specific progression plan. At that time, specific competency skills and course exams will be administered and must be satisfactorily completed before course enrollment is permitted. Skills must be performed with $\geq 80\%$ scores.
 - i. Exams must be completed to assess content retention.
 - ii. Review of the current MLT Student Handbook and submission of a signed acknowledgement page.
 - iii. Current pre-clinical requirements completion/validation
 - iv. 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 student's enrollment with non-attendance of 1-3 semesters, the reinstatement policy applies.
 - a. Student must schedule a meeting with the Program Director at least one month before the next semester's start date. Further requirements will be scheduled at this time.

- b. Review of the current MLT Student Handbook with a signed acknowledgment page submitted by the designated due date.
- c. Competency proficiencies must be performed for specified previous courses, with $\geq 80\%$ on skills checklists. The student will be given current checklists and procedures to follow. Students must attend scheduled sessions (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 of these Exams as scheduled.

TRANSFER CREDIT

General Education Coursework:

Students applying to the MLT program who have completed general education coursework at other institutions must submit transcripts to the CCC Office of Admissions and Records for evaluation. General education courses that appear on the students' CCC transcript are accepted for the MLT program.

Degree Specific Coursework:

Consideration of MLT course transfer credit will only be granted if the student was previously enrolled in a NAACLS-accredited MLT program. The evaluation of earned MLT credit from another institution will be evaluated on a case-by-case basis.

First, the student must:

1. Be accepted unconditionally as a student at CCC
2. Be granted admission to the CCC MLT Program
3. Provide detailed course documentation

Transfer credit will be considered if:

1. The student left the previous program in good standing; documentation will be required.
2. A documented grade of C or better was earned in the course
3. The course was completed in the past two years
4. The student can demonstrate proficiency in equivalent course competencies by an 80% or > score on a skills exam administered by a CCC MLT instructor
5. The student can demonstrate current knowledge of class content by a 75% or > score on an equivalent CCC course final exam
5. No more than 75% (30 hours) of the total MLT credit hours would be accepted in transfer.

An enrollment contract would be developed by the program director and agreed to by the transferring student.

XXVI. MLT CLINICAL REQUIREMENTS

1. Clinical requirements will be distributed to students with designated deadlines for submission of complete and properly documented components of the preclinical requirements. Failure to submit documentation of all preclinical requirements by established deadlines will result in ineligibility for registration of MLT clinical practicums, probationary status, and/ or program dismissal.
2. Students are responsible for expenses associated with the completion of all clinical requirements.
3. Students are responsible for maintaining copies of their files submitted to the CCC-approved vendor.
4. The validity of the submitted 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. Students will be notified as soon as possible of changes.
 - a) A current CCC Division of Health Questionnaire / MLT Form, including Eligibility Criteria verification, signed by a licensed healthcare provider.
 - b) Proof of immunization or immunity for Tetanus, Varicella, MMR, and COVID
 - c) Hepatitis B vaccine series completion verification or signed waiver. It is highly recommended that all MLT students complete an 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 results demonstrating no communicable disease.
 - e) Satisfactory completion of all MLT to date and all general education courses with a grade of C or higher.
 - f) Acceptable professionalism progression (see Affective Objectives)
 - g) Cleared MLT probationary status
 - h) Influenza vaccine for the current season or signed waiver (due 4th semester, October-March)
 - i) Negative Drug and Alcohol Screening – see Division of Health Sciences Policy
 - j) Background Check results indicating eligibility – see Division of Health Sciences Policy
 - k) Current certification in CPR at the health care provider level
 - l) Purchase of malpractice liability insurance - payable with MLT 161 tuition
 - m) A valid photo ID and CCC Student Photo ID
 - n) Proof of personal health insurance or a signed waiver of liability
 - o) OSHA/BBP and HIPAA training verification completed 3rd semester
 - p) A signed acknowledgement of MLT Clinical Policies
6. These are the minimum requirements of all contracted affiliates. Some facilities have additional requirements. Usually, this documentation requires the use of their forms. If additional site-specific requirements are needed, they will be provided to the student with the specific clinical placement, with a due date.
7. Affiliates have the right to request additional requirements at any time; this information will be given to students as the MLT program receives notice from the affiliate.

XXVII. CCC Health Sciences Division - Drug and Alcohol Screening 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 beverages 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.

CCC complies with the requirements set forth by contracted healthcare agencies offering student clinical education experience and with state board licensure agencies to ensure the safety of the patients they serve. Health sciences division (HSD) students undergo drug and alcohol screening to comply with healthcare agency policies.

Guidelines for Drug Testing

As stipulated by healthcare agencies and the CCC HSD, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to these policies to be eligible to participate in clinical education experiences. This includes annual testing and random screening should the student be perceived to exhibit behaviors indicative of substance abuse. Fees for drug and alcohol screenings must be paid by the student.

Calhoun Community College Health Sciences Division will not accept drug tests completed before the testing period assigned by each respective program, nor will it accept tests completed by vendors not designated by the college.

I. Persons to be Tested

A student enrolled in any CCC HSD program that includes clinical education experiences will be required to submit to initial drug and alcohol screening by a deadline set forth by the respective program and annually thereafter.

- A. Drug and alcohol screening requirements are noted in the *CCC Catalog* and individual health science program websites. Students are provided the drug and alcohol screening policy upon enrollment in HSD programs and must sign an acknowledgment of receipt. The student will provide consent(s) to the college-designated vendor conducting the drug and alcohol screening. If the student is under eighteen (18) years of age, the student's parent or guardian must additionally sign the consent form. This consent will provide permission for:
 - 1) the vendor to perform the required drug and alcohol screening,
 - 2) The vendor is to provide the results to the designated CCC HSD representative.
- B. The vendor will maintain, on file, the signed consent for drug and alcohol screening from each student.
- C. Drug and alcohol screening will be scheduled and conducted by a vendor designated by the CCC HSD.
- D. Any student failing to report for drug and alcohol screening during the time frame stipulated by HSD program faculty will be rescheduled once, and the screening must then be completed within 24 hours of The rescheduled time.
- E. Students have the right to refuse to consent to drug testing. However, students who decline or fail to Complete drug and alcohol testing will be unable to participate in clinical education experiences and a A course grade of "F" will be recorded if the student does not officially withdraw.
- F. A positive drug or alcohol screening result may prohibit the student from completing the classroom, laboratory, and/or clinical education component of required health science courses, necessitating withdrawal or resulting in a course failure.
- G. A student who is unable to complete the classroom, laboratory, and/or clinical Education experiences of a health science course due to a positive drug screen may apply for readmission to any CCC health science program at the beginning of the next admission cycle.

The student will be considered for readmission according to the criteria in the Readmission Policy applicable to his/her program of study.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug and alcohol screening policy of the CCC HSD. Failure to comply with random testing will result in immediate removal of a student who is participating in classroom, laboratory, and/or clinical education experiences, and may result in dismissal from the program. The definition of reasonable suspicion, as stated in the substance abuse policies of the contracted healthcare agencies, may include the following:

- A. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol.
- B. Presence of an odor of alcohol.
- C. Abnormal conduct or erratic behavior while on campus attending class, participating in laboratory or clinical experiences, excessive absenteeism, as defined by the clinical agency, tardiness, or deterioration in performance.
- D. An accident while in class, lab, or clinical education experiences.
- E. Evidence of tampering with a drug test.
- F. Suspected theft of medications, including controlled substances, while in the clinical setting.
- G. Information that the individual has caused or contributed to an incident in the clinical agency that created an unnecessarily greater likelihood of a resulting injury to any person or property than should occur in a properly conducted situation or endeavor.
- H. Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs or alcohol while enrolled in the health science program.

III. Student Drug Screen Procedure

- A. All students enrolled in CCC HSD courses must pay the screening fee at the time of each test.
- B. Students must submit a photo ID at the time of specimen collection.
- C. Testing will include, but not be limited to, the following drugs:
 1. D-Methamphetamine/amphetamines
 2. Barbiturates
 3. Benzodiazepines
 4. Cocaine metabolites
 5. Methadone
 6. THC (Marijuana metabolites)
 7. Opiates
 8. Phencyclidine (PCP)
 9. Propoxyphene
- D. Results are available to the student from the vendor. Students with positive results should contact the program director immediately upon receipt of results.

IV. Confidentiality

Confidentiality of test results will be maintained by the program director, the CCC HSD Dean, and the student, having access to the results, except in legal actions that require access to test results.

V. Readmission following a Positive Drug Screen or Failure to Test

If a student withdrew or was dismissed from a CCC HSD course or program due to a positive drug and/or alcohol screening, or failure to complete a required drug and/or alcohol screen, the student seeking readmission is required to:

1. Complete four sessions with an on-campus counselor provided at no cost to the student. The sessions may be scheduled through the CCC Office of Student Disability Services (ADA) at 256/306-2630 (Decatur) or 256/890-4756 (Huntsville). The ADA Office will provide documentation of session completion.
-OR-
2. Submit a letter from a psychologist, psychiatrist, or program director of a recognized substance use disorder treatment provider verifying evaluation and completion of an appropriate substance abuse treatment program.
-AND-
3. Submit to an unannounced drug and/or alcohol screen at the student's expense before readmission. A positive screen at this time will result in ineligibility for readmission.

VI. Drug Screening Programs

Drug screening programs suggested or required by the Alabama Board of Nursing, CCC, and/or various institutions with which the college contracts may vary from time to time in any or all of their aspects. Students will be required to comply with screening, which will satisfy any program or requirement established for clinical education experiences, whether pre-clinical drug screening, random drug screening, or incident-related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from healthcare practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a healthcare practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

VII. Medical Review of Positive Drug Test Results

- A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. The vendor's Medical Review Officer (MRO) will review any positive test result.
- B. A Medical Review Officer, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:
 - 1) Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history, or review of any other relevant biomedical factors.
 - 2) Review all medical records made available by the tested student when a confirmed positive test result is obtained. The test could have resulted from legally prescribed medication. Before making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

Policy Adoption: January 2008
Revised: March 2017
Revised: January 2019
Revised: January 2021
Revised: July 2022

XXVIII. CCC Health Sciences Division - Background Check Policy

Policy

Calhoun Community College (CCC) complies with requirements set forth by clinical educational facilities and state board licensure agencies to ensure the safety of patients they serve. 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 Sciences 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 not been enrolled in the 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 the results are confidential. The clinical agency that receives the results of the background check will decide 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 the payment of the background check.

Investigations for Background Check

The background check may include, but is not limited to, searches, histories, and verifications as indicated below:

- Positive Identification Maiden/AKA Name Search
- Social Security Number Trace, which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- Residency History / Employment Verification
 - Employment verification, which may include the reason for separation and eligibility for reemployment for each employer. The last seven years may be searched if the student is 21 years of age or older.
 - Healthcare Employment Verification Network Search
- Professional License/Certification Verification/Personal References/Interviews
 - Criminal Search reveals felony and misdemeanor convictions, and pending criminal cases, usually including the date, nature of the offense, sentencing date, disposition, and current status. The criminal background checks may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, and other offenses.
- Most Wanted List
 - National Criminal Database Searches, which include a compilation of historical data collected from multiple sources in multiple states by background check companies.
 - Adult and Child Abuse/Neglect Registries
- National Sex Offender/Predator Registry Search, which includes a search of the state or county repository for known sexual offenders.
- Misconduct Registry Search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities, which identifies those individuals who have committed offenses, deeming them ineligible to care for patients receiving Medicare, Medicaid, and other Federal health care benefits.
- General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS), which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
 - Executive Order 13224 Terrorism Sanctions Regulations Government Suspect/Watch List

- Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
- FACIS Database Searches include OIG, GSA, OFAC, and other sources.
- National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- Fingerprinting and the National Criminal Information Center, which may reveal National Wants and Warrants information, International Criminal Applicable State Exclusion List Any Other Public Records

Consent

Students are provided the background check policy at the time of enrollment in a health sciences program and sign an acknowledgement. The student will provide consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student's parent or guardian must sign the consent form in addition to the student. This consent will provide permission for:

- 1) the vendor to perform required background checks,
- 2) the vendor to provide results to the Calhoun Community College Division of Health Sciences, and
- 3) The vendor is to provide results to any contracted clinical affiliate to determine eligibility for clinical rotation.

Background Check Procedure

The background check will be conducted by a college-designated vendor according to program-specific guidelines. Background checks performed by any other vendor or agency will not be accepted. Students reinstated to a program after an absence from program coursework of one semester or more are required to repeat the background check procedure.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the health sciences program director, who will determine if the student will be allowed to proceed with the background check. No student will be allowed to attend a clinical experience until the full background check process is completed.

Results

Background checks must be accomplished prior to assignment of any student for clinical education and annually thereafter for subsequent clinical education experiences. Results of the background check will be sent to the health sciences program director. A secure, electronic copy of all results will be maintained by the vendor.

Health Sciences program directors/designees have access to the secure database at all times. Designees at the clinical affiliate will be provided with a copy of negative results for students assigned to that agency, as requested.

Students with a background check that renders them ineligible for a clinical rotation will be informed of the results by the health sciences program designee and/or background check vendor. Students with a background check that indicates ineligibility will be denied assignment to clinical education experiences. Students are advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks that could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges that could jeopardize the health and safety of patients,

sanctions, or loss or revocation of professional licensure. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Findings on background checks can have licensure implications upon graduation from a health program. Each clinical facility must, and will, have the discretion and authority to make the final decision regarding the eligibility of any student to attend their facility for a clinical experience.

Background Check - General Guidelines (subject to change)

CCC health science students **will be accepted** to participate in a clinical experience if their background check reveals:

- No history of criminal offenses
- Misdemeanors for expired or failure to obtain a hunting or fishing license
- Misdemeanors for traffic or moving violations (excluding DUI)
- Any single misdemeanor over 2 years old

A student **will be considered** for clinical experiences on a case-by-case basis if their background check reveals:

- Any criminal charge currently in adjudication/dispensation; or
- Any felony crime based on dishonesty or untruthfulness (such as theft or embezzlement) or drug and other substance abuse-related crimes, AND more than 5 years old (all decisions made by the review committee are final and may not be appealed).
- Multiple misdemeanors regardless of the length of time since the offense (all decisions made by the review committee are final and may not be appealed).

Students **will not be allowed** to attend clinical experiences if their background check reveals:

- Any misdemeanor, including pending or conviction, less than 2 years old that is related to crimes against the person (such as assault and battery), crimes based on dishonesty or untruthfulness (such as theft or embezzlement), or drug and other substance abuse-related crimes.
- A felony conviction less than 5 years old.
- A felony conviction that is a crime against a person, such as battery or assault.

Students who are unable to resolve a background check resulting in ineligibility will be dismissed from the Health Sciences program due to the inability to complete the required clinical experiences. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw. **The student will be advised by a program director as to their eligibility for program re-entry and the mechanisms for reapplication to the program.**

The health sciences program designee will have access to the results of the background check. Results of any student's background screen will be shared only on a need-to-know basis, except legal, disciplinary, or appeal actions, which require access to the results.

Date of Policy Adoption: January 18, 2008

Revised: March 2017

Revised: January 2021

Revised: November 2021

XXIX. MLT CLINICAL POLICY

The current MLT Clinical Policy will be distributed to students in the 3rd semester of the program and will also be posted in the program policies and procedure section in MLT 141 and MLT 293 courses.

XXX. MLT CLINICAL PLACEMENT

1. Students may not request specific locations for clinical experiences. The MLT Clinical Coordinator may survey students for preferences, but placement is not guaranteed.
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 for the semester before 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 efforts to keep changes to a minimum.
5. Students are not to contact clinical sites to arrange clinical rotation placement.
6. Students on Probationary Status when clinical 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 become available.
 - b. In the event a clinical site must cancel or postpone its scheduled student assignment, that student will be reassigned when another site is available. There will not be a 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.

XXXI. MLT Clinical Affiliates (September 2025)

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

XXXII. MLT SERVICE WORK

Success in the MLT program requires commitment. The curriculum is rigorous, requiring dedication to class and lab attendance and regular study habits outside the classroom.

1. While paid employment is often necessary for students, the faculty encourages enrolled individuals not to work excessive hours. Each student must decide their limitations to be successful in the MLT Program.
2. While students are permitted to be employed, work hours may not interfere with semester schedules and obligations. 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 a clinical experience, a 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 the employed position.
4. Students are not permitted to perform any testing or authorize patient results in a laboratory information system without supervision.
5. The CCC MLT uniform cannot be worn while working in an employee position.
6. Performing paid services while in a clinical rotation is a NAACLS violation, is not permitted, and will be grounds for discontinuation of rotations and 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.

XXXIII. MLT PROGRAM ESTIMATED EXPENSES

1. Current tuition and college fees can be found in the current *CCC Catalog*.
2. Texts for each course vary in price and are available in the CCC Bookstore or another vendor. Prior to each semester, an updated text list will be provided to students. Occasionally, a publisher may remove or update the textbook, an event faculty have no control over.
3. Lab Coat, disposable, \$10 CASH; Purchased from instructor, Week 1 of the program; **Refer to Fall Textbook & Materials**
4. Computer with webcam \$300; Required for transition to virtual learning
5. Solid black scrub uniforms of any brand, ~\$60/set. Available for purchase at the CCC Bookstore or Parkway Scrubs
6. Course materials, each semester, to be printed by the student ~\$100
7. Malpractice liability insurance for clinical, payable with MLT 161 tuition, \$12
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 CCC Bookstore or *www.Labce.com*
10. BOC Registration fee due during the 5th semester in March to ASCP, \$225 (2025 pricing)
11. Clinical affiliates may require a student to purchase a badge to be retained until graduation, \$20
12. Transportation expenses are the responsibility of the student

XXXIV. MLT FALL TEXTBOOK & MATERIALS

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

MLT 131: Laboratory Techniques

Required: *Linne & Ringsrud's Clinical Laboratory Science*, 9th Ed, Turgeon
ISBN: 978-0-323-82934-2

Required: *Mathematics for the Clinical Laboratory*, 4th Ed, Doucette
ISBN: 978-0-323-55482-2

Required for duration of program: Computer with webcam and Honorlock© Online Test Proctoring software.

MLT 121: Hematology and Body Fluids

Required: *Hematology in Practice*, 3rd Ed, Ciesla
ISBN: 978-0-8036-6824-9

MLT 181: Immunology

Required: *Immunology & Serology in Laboratory Medicine*, 8th Ed, Turgeon
ISBN: 978-0-4431-2298-9

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. Students may obtain disposable lab coats on their own, but they must be approved by the MLT program director.

Optional: *Anderson's Atlas of Hematology*, 3rd Ed, Young
ISBN: 978-1975-11825-9

Optional: *Heme Notes*, Harmening
ISBN: 978-0-803-61902-9

Optional: *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



MLT/MLA Student Informed Consent

Read and initial each statement indicating your understanding and agreement. Due to the nature of the medical laboratory profession:

_____ I understand there are certain risks involved in the educational activities of the MLA/MLT program.

_____ I understand I am not required to involve myself in any activity that, in my opinion, would be potentially dangerous to me.

_____ I understand that during my MLA/MLT education, I may come in contact with infectious diseases.

_____ I understand I am responsible for transportation, meals, healthcare expenses, and any liability incurred during and while traveling to and from educational experiences. I further understand that my health and accident insurance and/or related expenses are my responsibility.

_____ I, the undersigned, consent to perform, and allow classmates to perform on me, capillary puncture and venipuncture blood collection procedures under faculty supervision during my enrollment in the CCC MLA/MLT program.

_____ I have read and agree to follow all laboratory policies established for my safety and the safety of others.

_____ I understand I am responsible for submission of a Health Form Addendum if diagnosed with a blood borne disease such as viral hepatitis, syphilis, malaria, or HIV/AIDS, and other diseases such as anemia or cancer.

Printed Student Name _____ A# _____

Student Signature _____ Date: _____