

MLT

Student Handbook



**Medical Laboratory Technology Program
Pearl River Community College
Forrest County Campus**

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Pearl River Community College Medical Laboratory Technology Program

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Pearl River Community College Medical Laboratory Technology Program

Purpose of the Manual

The Medical Laboratory Technology (MLT) Program **Student Handbook** is intended to provide the student with the basic information regarding policies and procedures of the MLT Program. Anything stated in the MLT Student Handbook has precedence over the current Pearl River Community College (PRCC) Student Catalog and the PRCC Student Handbook. All enrolled students must read the entire MLT Handbook, sign the acknowledgement form and turn it in to the appropriate instructor. The student should be familiar with the basic policies and procedures of PRCC and the links are below:

- [PRCC Student Catalog](#)
- [PRCC Student Handbook \(Cat Country Guide\)](#)
- Forrest County Campus Police: 601-554-5513
- Forrest County Campus Police Cell (Day): 601-270-3974
- Forrest County Campus Police Cell (Nights & Weekends): 601-408-4811
- [Campus Police](#) Important Numbers
- [Disability Services](#): Forrest County Center: Abby Goldblatt at 601-554-4686 or agoldblatt@prcc.edu

Accreditation

Pearl River Community College was reaffirmed accreditation until 2026 by Southern Association of Colleges and Schools Commission on Colleges (SACSCOS). The PRCC MLT Program is accredited by and adheres to the description of the profession given in the Standards set forth by the:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119. (773) 714-8880 (773) 714-8886 (FAX)

info@naaccls.org

<http://www.naacls.org>.

Curriculum and Accreditation Goals

- The MLT Program will maintain accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- Faculty in the MLT program will continuously develop their general and professional knowledge and teaching skills through formal continuing education and personal study.
- Faculty of the MLT program will continuously improve the MLT program curriculum to meet the changing needs of students, accreditation agencies, and prospective employers.

Unique Standards Medical Laboratory Technician (MLT)

Preamble

Objectives

A universal concern of PRCC's Medical Laboratory Technician Program is ensuring that the materials and procedures used in the program meet the essentials set forth by the National Accrediting Agency for Clinical Laboratory Sciences 5600 N. River Road, Suite 720, Rosemont, Illinois 60018-5119. Phone: 773.714.8880. Fax: 773.714.8886. E-Mail: info@naacsl.org Website: <http://www.naacsl.org>. The purpose of these Standards and the Description of the Profession is to establish, maintain, and promote standards of quality for educational programs in the clinical laboratory sciences and to provide recognition for educational programs which meet or exceed the minimum standards outlined in this document. The Standards are to be used for the development and evaluation of medical laboratory technician programs. Paper reviewers and site visit teams assist in the evaluation of the program's compliance with the Standards. Lists of accredited programs are published for the information of students, employers, and the public.

Description of the Medical Laboratory Technician Profession

The MLT is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory. Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public. The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Description of Entry Level Competencies of the Medical Laboratory Technician

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Lab Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations compliance;

- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team.

Mission of MLT Program

The MLT Program reflects the basic philosophy and purposes of PRCC. In an effort to structure the curriculum to achieve the maximum outcome, the program goals, philosophy, and objectives are clearly defined and are communicated to the student. The MLT department has a commitment to providing a quality education for students entering the MLT profession. The MLT department recognizes its responsibility to contribute to the body of knowledge relating to MLT and responsibility to present leadership through community service activities (Health Fairs, Women's Health Symposium, etc.) to the state. The MLT Program encourages development of a well-rounded sense of responsibility, integrity, tolerance, and tact, which are essential qualities for healthcare professionals. The MLT Program encourages an interest in and a desire for further professional growth and education. We wish to promote a sense of civic responsibility and community service in regard to community health education and public health services. We want to provide the area served by the College with qualified MLTs who can function at career entry levels and assume leadership roles as healthcare professionals.

- Provide students with a broad educational background by using a variety of educational resources and experiences.
- Provide a strong undergraduate curriculum based on current needs.
- Maintain the level and quality of instruction in the clinical laboratory science courses by including the latest in technological advances.
- Develop in students the professional attitudes and ethics required of MLTs.
- Educate students in the merits of continuing professional development.
- Provide the region served by the program with graduate Medical Laboratory Technicians who can function at career entry levels and who can assume leadership roles as health professionals.

Philosophy

We believe that, as educators, our role is to aid each individual's growth in self-worth and recognition of their maximum potential. Learning should be an intrinsic process evidenced by a lasting change in behavior. It is dependent upon individual abilities, needs, and motivation, and is based upon realistic goal setting developed through positive self-regard and self-knowledge. This learning is facilitated when the individual participates in the learning process and in the practice of applying principles and techniques in varying situations. Graduates should be prepared for entry-level positions in a variety of clinical service areas. They must also have the academic foundation to enter into advanced educational programs, and to assume responsibilities for their own continued professional growth. The program was developed with the philosophy that clinical training and theory are of equal importance in clinical lab education. The curriculum reflects a balance of courses, which provide each student the opportunity to develop their potential cognitive, effective and psychomotor abilities. Every effort is made, through clinical affiliates and other contacts, to assure timely employment of graduates.

In healthcare, MLT is primarily concerned with the diagnosis and treatment of illness. In order to become skilled in these areas, it is of prime importance to understand the concept of health and realize, when dealing with the ill, the importance of helping the patient to become a well person. MLTs should be dedicated to the promotion of health and the prevention and cure of disease while serving their fellow man by being a part of the medical team dedicated to alleviating suffering, developing new technology, and participating as teachers. We believe that MLT should not simply be a means of material gain, but a labor of love and respect for the progress of medicine in the preservation of human life with regard for human dignity and compassion for the suffering of others.

PRCC Mission Statement:

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

Non-Discrimination Policy

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody Seal, Director of Admissions and Records, and ADA/Civil Rights Coordinator, at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060. For inquiries regarding Title IX, contact Maghan James, Assistant Vice President of Student Services and Title IX Coordinator, P.O. Box 5560, Poplarville, MS 39470 or 601-403-1253.

Disability Statement:

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or tmood@prcc.edu; Forrest County Center, Abby Goldblatt at 601-554-4686 or agoldblatt@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. eLearning – Online students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at tmood@prcc.edu.

MLT Program Description

The MLT Program curriculum includes courses in basic sciences, mathematics, social sciences, and the humanities, as well as the professional courses. The curriculum is arranged in a logical plan in which each sequential course reflects an increase in difficulty and complexity. Each course builds upon prior learning that enhances the students' knowledge and skills. All MLT courses must be current (less than one year) and the MLT curriculum must be completed within three years from the beginning of the MLT program. Microbiology lecture and lab must be current (within five years of acceptance of the program.) MLT students are required to maintain full-time academic status which is defined in accordance with PRCC's policy, as students enrolled in a minimum of 15 semester hours in a regular term. A required MLT course that is failed can be repeated only once. A student may not repeat more than two failed required MLT courses.

The MLT Program is set up for the admission of twenty (20) freshmen and twenty (20) sophomores each August. The instructor to student ratio for lecture is 20:1 and the instructor to student ratio in lab sessions is 20:2. Faculty/student ratios in the classroom, laboratory, and clinical settings are sufficient for adequate teaching, supervising, and evaluating students. The Program Director and Education Coordinator at PRCC participate actively together in all lab sessions. We feel this provides a better student to teacher ratio, which affords more individualized student instruction. With this increased ratio, the student has more supervision when performing procedures and techniques to ensure proper instruction. In various fall semester lab sessions, the sophomores help the freshmen with Urinalysis labs, cell identification, and proper microscope usage and cleaning, which allows the instructors more time to help trouble shoot problems with individual students. We feel that incorporating the sophomore students into freshmen labs greatly benefits both groups of students. In the clinical phase, the instructor to student ratio is 1:1 in each department.

Students spend the first three semesters and one summer session in traditional classroom study on the PRCC campus. All academic coursework must be completed before beginning the fall semester of the sophomore year. As basic education progresses, more technical courses are added each semester. Technical courses offered on the college campus during these three semesters are taught in the MLT classroom and laboratory located in the Allied Health Building. Each of the MLT courses includes a laboratory component in which the student is introduced to basic technical skills and application of laboratory principles. Several times during the first three semesters, students may be required to visit Laboratories for demonstration of automated procedures not available in the campus laboratory. Each student is required to complete a Clinical Practicum at the end of the sophomore term.

Clinical Practicum Affiliates

The MLT program at PRCC is currently affiliated with the following Clinical Practicum Affiliates:

Hancock Medical Center (Bay St. Louis, MS); Highland Community Hospital (Picayune, MS); Jasper General (Bay Springs, MS); Marion General Hospital (Columbia, MS); Our Lady of the Angels Hospital (Bogalusa, LA); Providence Hospital (Mobile, Alabama); Riverside Medical Center (Franklinton, LA); Slidell Memorial Hospital (Slidell, LA); South Central Regional Medical Center (Laurel, MS); Southern Surgical Hospital (Slidell, LA) and Wayne General Hospital (Waynesboro, MS).

The above clinical practicum affiliates may or may not be used based upon the site's current needs and responsibilities due to implementation of changes. I have been made aware that the following Clinical Practicum Affiliates are utilized the last 6 months of my education and I am willing to commute to any of these facilities. It is the responsibility of the student to provide his/her own transportation to the assigned site. Each student has the final responsibility to ascertain that he or she has complied with all applicable catalog requirements for graduation. MLT Faculty advisors assist students in developing their programs, but these advisors cannot waive or vary degree requirements as they appear in the PRCC Catalog.

MLT Program Goals

- To maintain accreditation of the Medical Laboratory Technology Program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- To continue to develop the general and professional knowledge and teaching skills of the MLT Program Faculty through formal continuing education and personal study.
- To continue to improve the MLT program curriculum to meet the changing needs of students, accreditation agencies, and prospective employers.
- To graduate students who are able to obtain employment in the health care industry.
- To graduate students with the requisite academic and technical entry level skills needed to successfully perform in the workplace as members of the healthcare team.
- To graduate students with proficiency in critical thinking, written and oral communication and mathematical reasoning.
- To graduate students with the ability to successfully challenge departmental mock BOC examinations and national certification examinations.
- To prepare each graduate to integrate theory with practice by effective use of the PRCC Labs and Clinical Affiliates.
- To develop desirable ideals and attitudes as they apply to the service of the sick, and in personal and professional conduct and relationships.
- To present and help develop the legal and ethical principles involved in the practice of MLT.

Assessment of Program Goals

- Program review by NAACLS or Office of Curriculum and Instruction (OCI) under the Division of Workforce, Career, and Technical Education at the Mississippi Community College Board (MCCB) results in continued accreditation of A.A.S. programs.
- Graduation placement rates demonstrate an average of 96.8% of program graduates find full-time or part-time employment in the field or in a closely related field or choose to continue their education within one year of graduation. We usually have 100% placement but one of our 2017 graduates was deployed by the military which caused our placement rate for 2017 to be 92.3%.
- Employer satisfaction surveys demonstrate a high level of satisfaction with program graduates.
- Graduation rates demonstrate a three year average of 88.9% or more of students who begin the final half of the program go on to successfully graduate from the program.
- Graduate survey results demonstrate a high level of satisfaction with programs of learning.

MLT Student Learning Outcomes

MLTs are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technology Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the MLT Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will:

- Perform the routine analysis of blood/body fluids with minimal supervision;
- Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunohematology and Laboratory Operations;
- Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability;
- Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures;
- Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary;
- Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory;
- Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes;
- Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits;
- Respond appropriately to stress, time constraints and changes in the workplace;
- Accurately report test results using lab information systems and other means for communicating test results;
- Demonstrate a commitment to patients, to the profession and to professional development.

Code of Ethics for MLT Students

We, as students of the MLT Program, will apply the following Code of Ethics to our actions toward patients, physicians, and hospital personnel in our Clinical Practicum and in our future work. This code will apply to our personal as well as professional attitudes and conduct. All students at Pearl River Community College are expected to behave in an ethical and moral fashion, respecting the human dignity of all persons and to resist behavior that may cause harm or endanger others. While a student's commitment to honesty and personal integrity is assumed and expected, health care professionals commit to an even greater standard of care in this area due to their commitment to patient care. Students in the MLT Program promise to discharge the duties of their respective disciplines in accordance with the high standards outlined in the American Society for Clinical Laboratory Science Code of Ethics.

As Professionals we will:

- Assume a professional manner in attire and conduct
- Establish a rapport with hospital staff, supervisors, and physicians
- Hold in confidence information relating to patients
- Strive for increased efficiency and quality through organization
- Be willing to accept responsibility for their own work and results
- Establish confidence of the patient through kindness and empathy

In Personal conduct we will:

- Achieve the highest degree of honesty and integrity

- Maintain adaptability in action and attitude
- Establish a sense of fraternity among fellow students
- Strive to have a pleasant manner in the laboratory and with the patients
- Remember that we are PRCC as well as MLT students; therefore, we should strive to be educated individuals outside our technical field

It is our philosophy that we learn best by doing. Performance in the student labs prepares each student for performance in the laboratory workplace. The more practiced and confident each student is when he or she leaves the campus, the more efficiently they will perform during their clinical rotation. The MLT student should recognize the value of individual instruction and graciously accept constructive criticism, whenever given. For this reason, performance in the laboratory portion of our courses is equally as important as passing tests in the lecture portion. The MLT Department wants to help each student achieve competency, so the Clinical Rotation phase of the student's education is a time for polishing of their techniques and a graduation to the more sophisticated level of laboratory performance.

Pledge to the Profession for MLT Students

As a Medical Laboratory Professional, 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 lab and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

Admission Requirements for MLT Program

To be considered for admissions into the MLT Program, applicants must turn in the following information to the MLT Program office (Room 243) by **May 1**:

- ACT 18 (ACT of 16 is accepted if English & Algebra are completed with a minimum of "C".)
- Online PRCC application
- MLT Program application with autobiography
- Official High School Transcript or GED
- Official transcript of ALL Colleges
- Be able to perform non-academic Essential Requirements listed on our web page (<http://www.prcc.edu/career-tech/medical-laboratory/requirements>) and is in the MLT Student Handbook on pages 10-12.

Selection of Students

Admission to the MLT program is competitive based on ACT scores, overall GPA, core GPA course work and interview. All MLT program applicants will be "ranked" according to the Admission Point Scale. The Admission Point Scale will identify students who have potential for success in the MLT program. Points granted at the interview will be based on:

- A. Verbal and nonverbal communication skills including writing skills.
- B. Knowledge of the field of MLT and the role of MLT.

No applicant will be considered unless the minimum admission requirements are met. Specific areas that are evaluated include (but are not limited to) ACT scores, academic course work required for the MLT curriculum, GPA, interview, and timely submission of the application. NOTE: Courses taken in the spring semester of the

year of application cannot be used to calculate GPAs or rank since the deadline precedes the end of the semester. Meeting the minimum requirements does not guarantee admission into the program. Students not selected for admission must reapply before next year's deadline. After notification of acceptance, a college health form must be submitted before final acceptance. Transfer students must be eligible for immediate readmission to the college last attended.

To find out more MLT Program information, contact:

MLT Program Director:

Evelyn Wallace (ewallace@prcc.edu) 601.554.5523

MLT Education Coordinator/Instructor:

Tamara Henderson (thenderson@prcc.edu) 601.554.5524

Essential Requirements for MLT Student Admission and Retention

Technical standards are the essential nonacademic requirements of the program that a student must be able to master to participate successfully in the Medical Laboratory Technician program and become employable. Applicants for PRCC's MLT Program must possess the following list of technical abilities and skills. Students who may not feel sure they will be able to meet these essential requirements should consult with an MLT Program Instructor for further information and to discuss individual situations.

Essential Behavioral Requirements For MLT

The MLT student must be able to:

- Organize work and perform multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgement.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test order, ambivalent test interpretation), emergent demands (i.e., "stat" test order), and distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potential hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of the fellow student and of healthcare professionals. Promotion of peers helps foster a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept and act on constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities).
- Show respect for individuals of different age, ethnic background, religion and/or sexual orientation.
- Exercise independent judgement and accept responsibility for own work.
- Demonstrate the presence of good qualities and attitudes; which are necessary to develop as a competent professional in the field of medical technology.
- Students must follow all established policies and procedures of the MLT Program and Clinical Affiliate.

Essential Visual and Observation Skills For MLT

The MLT student must be able to:

- Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological and histochemical components.
- Characterize the color, odor, clarity and viscosity of biological samples, reagents, or chemical reaction products.

- Utilize a clinical grade binocular microscope to discriminate between fine structural and color (hue, shading and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers and graphs displayed in print and on a video monitor and recognize alarms.

Essential Motor and Mobility Requirements For MLT

The MLT student must be able to:

- Demonstrate fine motor skills.
- Perform laboratory testing adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing over the course of several hours.
- Travel to assigned Clinical Affiliate sites.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or seated in specimen collection furniture.
- Grasp, hold, transport and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe and professional manner (e.g. perform phlebotomy)
- Use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform lab guidelines.
- Use a computer keyboard to operate lab instruments and to calculate, record, evaluate and transmit lab information.
- Troubleshoot and correct basic equipment malfunctions inside the laboratory environment.

Essential Communication Requirements For MLT

The MLT student must be able to:

- Read and understand technical and professional materials (i.e., textbooks, journal articles, handbooks and instruction manuals).
- Follow oral and written instructions independently.
- Clearly instruct patients regarding their specimen collection.
- Demonstrate sensitivity, confidentiality and respect when speaking with the patients.
- Communicate clearly, accurately and tactfully with faculty members, student colleagues, staff and other healthcare professionals orally and in a recorded format (writing, typing, graphics or telecommunications).

Essential Intellectual Requirements For MLT

The MLT student must be able to:

- Comprehend measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (e.g. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgment skills appropriate to a given situation.
- Independently prepare papers, prepare laboratory reports and take paper, computer and lab practical exams.

Academic Standards

Students must earn a grade of C or above (no D or F is acceptable) in each MLT course to remain in the program. Feedback on student performance on examinations and practical exercises is available within a timely manner. Students must achieve a minimum of a “C” in ALL curriculum courses in the AAS in MLT major in order to be eligible for graduation. Any courses in which a grade below a “C” are achieved, the student must retake and achieve a “C” or greater in order to be eligible for graduation. If the course is a MLT course, then this would result in a dismissal from the program, and the student would have to participate in a directed independent study of MLT courses passed, and retaking the course with a “C” or above upon completion.

Course Evaluation by Students

Suggestions for improving instruction may be submitted at any time. These may be done anonymously, if the student so desires. Email or other written comments may be sent to the instructor at any time. Students will be invited to evaluate instruction in each course and clinical practicum. The purpose of this evaluation is to help faculty make their instruction more effective. These evaluations are done anonymously. Some course/instructor evaluations use standardized data forms, while others are designed by the MLT Department. Students are encouraged to include both positive and negative comments regarding their instruction.

Readmission/Reinstatement

Students previously in a MLT program may seek readmission/reinstatement and apply by letter to the Program Director during the regular admissions period, using the regular admissions procedure. Cover letters should clearly indicate that the student is seeking readmission. Decisions regarding readmitting students to pre-clinical MLT courses will be made by the admissions committee. All MLT courses must be current (less than one year) and the MLT curriculum must be completed within three years from the beginning of the MLT program. No student is guaranteed readmission. Readmitted students may be required to repeat one or more MLT courses or undertake directed independent study.

Attendance

Full-time attendance and promptness is required in PRCC's Medical Laboratory Program. The number of absences allowed in each class is as published in the College Catalog. **Each student must notify the MLT Department if he/she is going to be late or absent from a laboratory session or lecture.** According to PRCC school policy, a student will be considered tardy up to fifteen minutes after class is scheduled to begin. A tardy student is not allowed to begin a test if another student has completed the test and exited the room. Fifteen minutes after the class is scheduled to begin, a student will be considered officially absent and will not be allowed to take the lecture exam in progress. Timed quizzes may be given at the beginning of each lab &/or lecture class and students who are tardy will not be given any extra time to complete the quiz.

Absences: MLT students absent from any class period or scheduled exam are responsible for contacting the instructor the **first day** they return to school in order to schedule a make-up lecture exam. If a student misses a lecture exam for any reason, a discussion make-up exam or another exam format must be taken within one week (**seven**) school days after the student returns to PRCC. It is the student's responsibility to schedule this exam at their Instructor's convenience. A student absent for the make-up exam or a student's failure to follow this procedure will result in a grade of zero (0) for that exam or assignment. **No make-up is allowed if a student is absent for a lab or lab exam** due to the unique requirements and time constraints for lab setup. All students should refer to the PRCC student handbook for additional information regarding the attendance policy.

Advanced Placement

The Program Director is responsible for evaluating transfer and advance placement credit. Students with an official transcript of course work equivalent to that required for the MLT degree with a grade of "C" or higher are automatically granted transfer credit. College policies concerning advanced placement in the academic division are stated in the College Catalog. Students with prior laboratory assistant experience (including phlebotomy) may be allowed to challenge MLT 1112 (Fundamentals of MLT) by examination. The challenge exam will be the final examination for the regular course and includes performance of a venipuncture as well as a finger-stick. Challenge by examination for other MLT courses may be granted to others with laboratory experience at the discretion of the Program Director with written recommendation by a previous employer. The challenge exam would consist of both written (course final exam) and practical components. Students applying for the MLT Program who have earned credits by transfer, exam, or evaluation equivalent to the entire first year of the program would be placed into the second-year courses on a space-available basis.

Health

Prior to admission each student must complete a student health exam form. Before final admittance, all students will provide a health examination document that includes: Hepatitis B Virus (HBV) status, Tuberculosis

testing, 2 MMR vaccinations, colorblind test and overall health status. Treatment for any serious health problems must be cleared before admittance into the MLT Program. Students are required to have a criminal background check just prior to beginning their Clinical Practicum performed by PRCC campus Police; an up to date TB test is also required. If the student is unable to pass the criminal background check, they will be unable to participate in the clinical training required for completion of the program; therefore, the student will be unable to complete the program. Each student will be taught and expected to practice good patient contact procedures. Due to the nature of the MLT profession, each student will encounter potentially infectious patient specimens; therefore, each student will be taught the correct methods of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease for the student or for their fellow workers and habitual disregard for safety will result in dismissal from the program. Care at the hospital and surrounding healthcare facilities is available to each student; but it is governed by whether the student can demonstrate ability to pay or provide proof of personal insurance coverage. Random drug testing may be performed at the discretion of the program in accordance with PRCC policy: [Substance Testing for Students in Selected Programs](#). After instruction in safety precautions, the student assumes the risk for infection due to their own actions in the laboratory or to the inherent risk involved due to the nature of the profession.

Communicable Diseases

Since exposure to disease is inherent in performance of laboratory testing, it is required that students strictly adhere to established safety practices. It is recommended that all students admitted into the program who are hepatitis B surface antibody negative begin Hepatitis B vaccinations (at their own expense). The Hepatitis B vaccinations (a three-shot series) will be started during the first semester of the MLT Program and must be completed before entry into the Clinical Practicum Rotation. A signed declination statement is required if a student chooses not to receive the Hepatitis B vaccine. Those students declining HBV immunization must understand that if they become infected with HBV, they may be unable to complete clinical practicum and/or may be unemployable as an MLT.

Students are required to present documentation of a completed series of HBV immunizations either upon admission to the MLT program or within six months of admission to the MLT program unless shown to be immune or medically at risk for vaccination. Students not providing documentation of HBV vaccination, immunity, or medical risk, must sign the declination form and waiver of liability for Pearl River Community College. The student is responsible for the cost of the vaccinations and testing.

Affective Objectives

1. Comply with biosafety regulations by practicing proper disposal of biohazardous material, as evidenced by complying with established safety regulations.
2. Exhibit interest in the laboratory assignments and lecture discussions by participating.
3. Help maintain a neat, clean, and orderly work area in all the laboratories without being asked.
4. Demonstrate proper care and use of laboratory equipment, as evidenced by lack of breakage.
5. Attend class or in-services regularly and be punctual.
6. Demonstrate preparedness for the laboratory by following directions and completing the tasks assigned with little need for additional instructions.
7. Cooperate by communicating with and helping other students.
8. Exhibit assurance and confidence in performing laboratory tasks.
9. Demonstrate integrity by recognizing and repeating questionable tests.
10. Act responsibly and be punctual at each clinical rotation.
11. Accept instruction and constructive criticism maturely.
12. Show respect for other students, instructors, and patients.
13. Comply with stated dress codes.
14. Immediately report all lab accidents, regardless of how minor, to an Instructor. An incident report must be filled out on all accidents and be put in the student's file.
15. Maintain professional and patient confidentiality.

16. The student will be required to master OSHA safety procedures and knowledge about safety policies, materials, and procedures.

Grading

Grading systems and the objectives to be used in each MLT course are included in the course syllabus that is provided to students in Canvas. All exams and Lab practicals are viewed by the student and are filed in each student's folder. Each student is expected to check with the Instructor about missed assignments, tests, and class work. In some courses, rather than giving a separate laboratory practical, each written test includes some laboratory procedures. Since students require different amounts of time for mastery of technical skills, no separate grade is given for the laboratory component of didactic courses. Class work (lecture/lab), which is assigned to be done during the lecture/lab meeting, will not be made up if the student is absent for any reason. **No make-up is allowed if a student is absent for a lab or lab exam** due to the unique requirements and time constraints for lab setup. The MLT Instructors encourage students to discuss with them any problems that may arise and these discussions will be held in the strictest confidence. If needed, the MLT Instructors will suggest possible ways that a student can improve their study habits and may suggest extra study aids or a visit to the Student Success Center or Learning Lab. Although the MLT Instructors have no desire to interfere in the personal life of a student, we realize that the Instructor-student relationship in this department is drastically different from the more traditionally academic areas. We are willing to assist the student any way possible to cope with problems that may arise. In rare instances, student counseling by the PRCC Counseling Department may be needed. This counseling is for the benefit of the student in terms of improvement of student habits, setting priorities, and the realization of their potential. Every possible effort will be made to help the student to develop professionalism and dedication to MLT as a career. If a student has a grievance against the MLT Department, the student is expected to follow proper protocol by discussing the grievance with the MLT Department first.

A minimum of a "C" must be obtained in each MLT class in Lecture and in Lab in order to progress in the MLT Program. MLT courses will be offered only one time per year; therefore, any failure of a MLT course will result in the student waiting a year to repeat that course. All MLT classes are in sequence and it is impossible to graduate with your class if you fail to take and pass courses in sequence. The grading scale will be based on the following:

- A = 90- 100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

During the course of each semester, students will be given the opportunity to demonstrate the development of behaviors and attitudes consistent with those of the profession. In order to give the students, the opportunity to develop these attributes, labs are typically set up in such a manner that students are placed in different work groups or assigned different partners for certain exercises or case studies, as well as given opportunities to work independently to achieve appropriate results. Students are also given the opportunity to demonstrate that they can work independently and follow instructions with proper safety protocols during laboratory practicals when they must perform unfamiliar procedures or resolve problems with a procedure they have performed. Students are evaluated on the development of these behaviors as part of their laboratory technique/preparedness/professionalism grade and, when appropriate, as part of their practical exam grades.

Dress Code

- All MLT students are required to wear Royal blue or Galaxy blue scrubs to all MLT lecture and lab classes.
- Students are required to wear visible PRCC-issued ID badges always while on campus.
- Students will wear a fastened disposable lab coat, gloves and closed-toed shoes while performing all lab activities.

- Fingernails must be no longer than the length of the finger so they will not harm a patient or interfere with the wearing of gloves for laboratory procedures.
- Excessive make-up or fragrances are not allowed.
- Limited to one set of earrings in the ear. Facial or exposed body piercings are not allowed. Any visible tattoo(s) must be covered.

Academic Expectations, Policies and Procedures Student Rights and Responsibilities

PRCC students recognize their responsibilities to the learning process and agree to:

- Arrive for class punctually and attend class regularly
- Acquire the necessary materials for class and come to class prepared
- Identify and use all academic support services necessary to achieve learning success
- Observe the standards of academic performance described by the instructor
- Abide by the standard of conduct established in the classroom to ensure freedom of the instructor to teach and freedom of others in the class to learn
- All MLT students must be able to log into Riverguide & receive PRCC generated emails.
- All MLT students will maintain professional and patient confidentiality.
- Violation of any policies covered in the MLT Student Manual, PRCC Student Handbook College Catalog or Clinical Practicum Affiliate policies can result in MLT student dismissal.

PRCC faculty members are committed to student success and will:

- Define the content and goals (objectives) of the class
- Describe expectations and class requirements
- Describe how the student will be evaluated
- Be good role models
- Display integrity
- Post office hours and are available for individual consultation outside the classroom during office hours or during scheduled appointment times.

PRCC students are expected to assume full responsibility for their behavior and will be held accountable for their individual and/or collective actions. There are two areas of [academic misconduct](#) to include

- Academic dishonesty: includes cheating and/or plagiarism. If cheating or any semblance of cheating occurs, your paper will be taken, you will receive a zero for that assignment or test and you may be asked to leave the classroom and not return.
- Disruptive behaviors

Cheating includes

- Knowingly discovering or attempting to discover the content of an exam before the examination is given
- Obtaining or attempting to obtain or use an unauthorized device or material when taking an examination
- Using or attempting to supply another with an unauthorized device or material for an examination
- Willfully receiving or supplying any aid not authorized by the instructor
- Intentionally sharing information or working together in an academic exercise when such collaboration was not approved by the instructor.

Plagiarism includes

- Representing to be his/her own, any work which is not the product of one's own effort or study, if the work will affect one's grade, credit or status in the class
- Using another person's or a group of persons' words or ideas without clearly acknowledging the source of that information, resulting in the false impression that the work is one's own individual work. Plagiarism may be either deliberate or unwitting; that is, it is the responsibility of the student to know what constitutes plagiarism so that ignorance is not a legitimate defense against a charge of plagiarism.

Academic sanctions for the above are penalties imposed by an instructor in response to a student's academic misbehavior and may include, but are not limited to, lowering a grade, assigning extra work, giving a re-test or assigning a grade of "0" on an assignment.

The instructor has the primary responsibility for control of classroom behavior. Certain behaviors are disruptive to the learning process and are prohibited. These include:

- **Unexcused Exits**
The following behaviors are disruptive: 1) leaving to retrieve sodas, snacks or other items 2) leaving class to engage in a conversation, phone or person-to-person 3) leaving class before class is finished for any reason without prior permission
- **Non-Permitted Communication during Classroom Instruction**
The following behaviors are disruptive: 1) talking before being recognized by the instructor 2) talking while the instructor is talking 3) talking without permission during classroom instruction 4) mimicking and consistently repeating an instructor's words
- **Overt Inattentiveness**
The following behaviors are disruptive: 1) sleeping in class 2) reading a newspaper 3) any other behavior that prevents others from concentrating on classroom instruction

The following behaviors are not only disruptive but are so objectionable, they are strictly prohibited. Engaging in these behaviors may also result in temporary and/or permanent expulsion from the classroom or the Clinical Affiliate:

- **Personal Attacks**
Personal attacks are prohibited and include: 1) questioning an instructor's authority in front of the class 2) continuing to insist on speaking with an instructor during classroom instruction 3) telling an instructor to "shut-up" 4) engaging in abusive or mean-spirited criticism of an instructor (includes Clinical) or another student or patient
- **Threatening Behaviors: [Violence Prevention](#)**
Threatening behaviors are prohibited and include: 1) abusing any instructor (includes Clinical) or another student or patient verbally by cursing or by extremely loud talking directed at a particular person 2) threatening to physically harm an instructor or student through verbal or body gestures 3) intimidating through body gestures/posture or persistent staring at an instructor or student.

Failure/Withdrawal from Freshman MLT Courses

Failure of any MLT course in the Fall Semester of the freshman year requires that the student apply for re-admission if the student wishes to continue in the MLT Program. The student's application will be competitively scored as any incoming applicant. If failure or withdrawal is in the spring semester, students may seek readmission in writing to the MLT Department within the following year on a space available basis. The student will then appear in person before the Admission/Readmission Committee to obtain recommendation for readmission. A majority vote of the committee is required for permission to be granted to re-enter the program. [Withdrawal from a Class or From the College.](#)

Failure/Withdrawal from Sophomore MLT Courses

If there is sufficient space and upon recommendation of the Admission/Readmission Committee, students who have failed or withdrawn from sophomore classes, may be re-instated. The student should petition for re-instatement in writing to the MLT Department within the following year. To be recommended for re-admission, the student must present a justification in person before the Admission/Readmission Committee. A majority vote of the Committee is required for permission to be granted to re-enter the MLT Program. Students who are currently in the program will have priority for progression over those who are seeking re-instatement. Students who fail or withdraw from any sophomore MLT course will **NOT** progress to the Clinical Practicum and the **ENTIRE** Fall Semester of the sophomore year is recommended to be repeated before the student can progress to the Clinical Practicum phase. All MLT courses must be current (less than one year) and the MLT curriculum must be completed within three years from the beginning of the MLT program.

Probation

In very rare instances, a student may enter the sophomore year on probation for academic or attitudinal reasons. If such an event should occur, the student will have the conditions of the probationary status explained before entering the sophomore year. The student will sign a form that lists the conditions of the probationary status and these conditions may include non-academic requirements and may involve observational assessments by faculty. Failure to abide by the conditions of admission will be immediate grounds for dismissal. A student will only be removed from probationary status when the faculty deems that the probationary status is no longer necessary.

Guidance Services

Counseling services are available at the PRCC Forrest County campus for students having any personal or academic problems. There is no cost for these services and confidentiality is assured.

Student's Discipline/Due Process Policy

1. The Student Due Process procedures are contained in the current PRCC catalog and the PRCC Student Handbook: [Students Due Process](#).
2. A student dissatisfied with his/her grade should first attempt to negotiate a change in the final grade with the course Instructor and then the Program Chair. If the decision of the Instructor is unacceptable to the student, the student should refer to the above-mentioned college publications regarding Student Due Process.

Students are expected to demonstrate mastery of all educational objectives congruent with their educational level. When the student demonstrates unsatisfactory or failing behaviors in class, Clinical Practicum, or student lab, the student will be provided feedback from the instructor. In providing feedback the instructor demonstrates responsibility and accountability to the student, the patient and the profession.

All unsatisfactory or failing behaviors will be treated in the following manner:

Step 1: Warning

The instructor provides the student with either a verbal warning or written feedback as to the problem or behavior noted. This step is informal. The instructor counsels the student, offering suggestions and criteria for improvement. Recommendations may include peer study groups, tutoring, meeting with counselors, alternative study methods, review of policies for behavioral issues, etc. Warnings are for what the faculty consider minor infractions; the student and instructor agree on a course of action and set goals and criteria to measure the student's progress. The instructor will informally document the details and date of the warning so that this information may become part of the official documentation if changes are not made and a conference is necessary. If the instructor deems and the situation warrants, this step may be skipped and a conference held.

Step 2: Conference

The instructor will meet with the student to review the performance deficit. A written report will identify the specific course/program objectives not met and a remediation plan or contract, including improvements/changes that must be made and, if applicable, a deadline for completion. All documentation will be read, signed and dated by the instructor and the student. The student's signature indicates that the student has read the documentation. An opportunity will be provided for the student to respond in writing to the behavioral deficiencies. This written response must be submitted within three (3) working days of the date of the counseling session. A record of counseling sessions will be maintained by the instructor and kept in the student's file. An opportunity will be provided for students to review all written documentation concerning their educational progress. If the student fails to comply with all terms outlined in the conference report, the student may receive a failing grade for the course, be placed on probation or dismissed from the program.

Step 3: Conference with Probation

If the student continues to exhibit unacceptable performance or behaviors, a second conference will be scheduled. The contract/report from the first conference is reviewed and discussed with the student. Examples of continued unacceptable performance will be explained to the student and documented. The student will then be placed on probation. The MLT faculty will reiterate and document the steps the student must take to remain in the program and the length of the probation period. Probation is a trial period during which the student must

demonstrate immediate improvement or be dismissed from the program. The student will sign the document and, by so doing, agrees that unless improvement is made, dismissal from the program will occur.

Probation action can be implemented for:

- Unsatisfactory Clinical Practicum performance, attendance, or punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate in a procedure
- Failure to meet terms outlined in the conference report

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any condition of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be dismissed from the program. A student who is placed on probation for unsafe or unprofessional conduct will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program.

Causes for Dismissal: Some situations, because of their extreme nature, may require the student to be immediately placed on probation or withdrawn from the program.

Examples of these include, but are not limited to:

- Violation of any policies covered in the MLT Student Handbook, Clinical Practicum Manual, PRCC Student Handbook, PRCC Catalog or Clinical Practicum Affiliate policies.
- Violations of patient confidentiality
- Academic dishonesty

Distribution of records:

Academic files include: program application, forms from interview and medical exam, transcript(s), ACT scores, Clinical Practicum evaluations and release of information form. Clinical Practicum evaluations and tests are maintained on file for three years following graduation.

Appeals

1. A student may appeal actions regarding admission, hospital assignment or dismissal.
2. If a student wishes to appeal, he/she must submit in writing the item to be appealed and the reason, no later than 2 weeks following the action. This appeal should be addressed to the MLT Chairperson and the student should make an appointment to talk with the chairperson regarding the appeal.
3. The Appeals Committee will evaluate and rule on the appeal; the decision of the Appeals Committee is final & shall be made in writing within fourteen days following the meeting.

Certification and Licensure

Upon completion of the program in July, students receive an Associate in Applied Science degree at PRCC and they are eligible to sit for a national certification examination. Candidates must have high school education or equivalent and have successfully completed a NAACLS approved program. Applications must be submitted online accompanied by the appropriate fee. The graduate is responsible for submitting an official transcript to the agency upon completion of the program. Once the student has applied for examination, a notification is sent to the Program Director for verification of completion of the program. Those who pass the exam and meet all other requirements shall be issued a certificate, which confers upon the applicant the right to use the title “Registered Medical Laboratory Technician” and its abbreviation, MLT (ASCP). Most students choose certification through the American Society of Clinical Pathology Board of Registry (ASCP), or American Medical Technologist (AMT). Completion of the MLT Program at Pearl River Community College is not contingent upon passage of any external certification examination.

Graduate Surveys

About six months after graduating you will receive a link to a survey via email. Questions will include employment status, salary ranges, duties, continued education and comments or suggestions about the Program. This survey is confidential and used for program statistics and tracking for NAACLS, Office of Career and Technical Education at the Mississippi Community College Board (MCCB) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOS).

Employer Surveys

Employers of our MLTs will receive a link to a survey. Questions will include adequacy of preparation, duties, specific knowledge areas, skills, etc. This information is confidential and composite data will be used only for MLT Program improvement, statistics and tracking for NAACLS, Southern Association of Colleges and Schools Commission on Colleges (SACSCOS) and for the Office of Career and Technical Education at the Mississippi Community College Board (MCCB). [Mississippi Community College Board](#)

Early Concern Note

Please complete this note if you have any concerns about the professional and or academic behavior of a Medical Laboratory Technology (MLT) student.

Student Name: _____

Course(s): _____ Date: _____

Name, title/role of person(s) initiating Early Concern Note (print): _____

Name of persons in attendance at meeting to discuss/develop Early Concern Note: _____

This form is being completed based on: () my direct observation(s) or encounter(s) with this student

() information about this student provided to me by a third party

() other: _____

A student with any of the following patterns of behavior is not meeting the professional and/or academic standards of the profession of Medical Laboratory Technology (MLT). Please mark the area which best describes your concerns about this student. Provide comments in the space provided on the back.

Integrity and Personal Responsibility: The student

() fails to fulfill responsibilities reliably

() misrepresents or falsifies actions and/or information

() fails to accept responsibility for actions

() fails to respect patient confidentiality

() Other _____

Motivation to Pursuit of Excellence and Insight for Self-improvement: The student

() displays inadequate personal commitment to learning

() is resistant or defensive in accepting constructive criticism

() remains unaware of his/her limits

() resists considering or making changes based on feedback

() appears to seek or accept the minimally acceptable level of effort as a goal

() Other _____

Personal Interactions – compassion and Respect: The student

() inadequately establishes rapport or empathy with patients, families, classmates and/or the hospital personnel

() does not function and interact appropriately within groups

() is insensitive to the needs, feelings or wishes of others

() uses demeaning or disrespectful language about others

() is abusive or arrogant during times of stress

() fails to maintain professional appearance/attire

() Other _____

Academic Performance Issues: The Student

() consistently fails to complete individual assignments by course instructions or deadlines

() consistently fails to complete individual or group assignments according to course instructions

() currently is demonstrating academic performance that will likely lead to a course grade lower than a C

() consistently fails to contribute to course group processes

() demonstrates insufficient participation as related to course activities

() Other _____

Courses with grades less than 75: _____

Labs with grades less than 80: _____

STUDENT COMMENTS: What is your plan of action to improve (required):

PLANNED NEXT STEPS FOLLOWING MEETING:

Instructions:

1. Meet with the student to review/discuss the concerns on the Early Concern Note.
2. Ask the student to complete the student comment section above.
3. Discuss an action plan with the student to address the behavior(s).
4. Student should submit a plan in writing.
5. Student and instructor signatures are required.

Signature(s) and Title(s) of individuals completing report:

_____ Date: _____

I have reviewed the contents of this Early Concern Note with the student: () Yes () No

For completion by the student:

I have read this evaluation and discussed with the course or the clinical instructor. The student's signature on this form is intended only to verify that the student has reviewed the form with the course or clinical instructor.

Student Signature: _____ Date: _____

Modified with permission from the work of Maxine Papadakis papadakm@medsch.ucsf.edu Rev: 8-23-17

This page must be used to describe details and examples of student behaviors, which led to the completion of this form. This form will be shared with the student and the information will be used to counsel the student on the problem(s) identified.

DETAILS/EXAMPLES:

***** ALL EXPENSES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE*****

MLT Program Fees

Tuition, Program, Parking.....	PRCC Tuition and Fees.
Technology, Registration.....	PRCC Tuition and Fees
Designated scrubs (2 tops, 2 pants)	\$100.00
Liability Insurance	\$ 30.00
Criminal Background Check	\$ 50.00
Physical exam, colorblind test.....	See local provider
Hepatitis B vaccinations, T.B skin testing.....	See local provider
Random Drug Testing	\$ 30.00
Textbooks.....	Check PRCC bookstore
Graduation expenses.....	PRCC Tuition and Fees
ASCP Board of Certification Exam.....	\$ 250.00

NOTE: The above items are estimated costs only and are subject to change. Students may expect additional costs in transportation, meals, and lodging related to clinical education during the clinical portion of the program.

Each student is held responsible for anything that is contained in the MLT Student Manual. If the MLT Student Manual does not address a particular subject, consult the current PRCC [Student Handbook \(Cat Country Guide\)](#) or [PRCC Student Catalog](#).

THIS GUIDE IS SUBJECT TO REVISION AT ANYTIME . . . Upon satisfactory completion of this program, each student will apply to become certified as an MLT by a nationally recognized certification agency. External certification is not mandatory to complete the MLT Program.

Medical Laboratory Technology

Associate in Applied Science

Course Number	Course Description	Hours
Fall Freshman Year		
MLT 1112	Fundamentals of MLT/Phlebotomy	2
MLT 1212	Urinalysis/Body Fluids	2
ENG 1113	English Composition I	3
-----	Chemistry Elective with lab	4
MAT 1313	College Algebra	3
BIO 1513	Anatomy & Physiology I	3
BIO 1511	Anatomy & Physiology I Lab	
Spring Freshman Year		
MLT 1314	Hematology I	4
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
MLT 2523	Pathogenic Microbiology I	3
MLT 1413	Immunology	3
Summer Freshman Year		
-----	Social/Behavioral Science Elective	3
-----	Humanities/Fine Arts Elective	3

Course Number	Course Description	Hours
Fall Sophomore Year		
MLT 2614	Pathogenic Microbiology II	4
MLT 2424	Immunoematology	4
MLT 1515	Clinical Chemistry	5
MLT 1324	Hematology II	4
Spring Sophomore Year		
MLT 2944	Clinical Practicum I	4
MLT 2954	Clinical Practicum II	4
MLT 2724	Certification Fundamentals for MLT	4
Summer Sophomore Year		
MLT 2964	Clinical Practicum III	4
MLT 2974	Clinical Practicum IV	4
MLT 2712	MLT Seminar	2

Total Credit Hours = 76

MLT Program Data Sheet

Date: _____

Name: _____

PRCC ID#: _____

Address	City	State	County	Zip
---------	------	-------	--------	-----

Home Town (for publicity, i.e. pinning picture, etc): _____

City	State
------	-------

E-Mail address: _____ @ _____ Cell Phone: (_____) _____

Alternate E-Mail: _____ @ _____ Alternate Phone: (_____) _____

Marital Status: (Married / Divorced / Single) Single Parent: (Y/N) # Children: _____

Pell Grant: (Y/N) Loan: (Y/N) Scholarship Name: (Y/N) _____

PTK: (Please circle: YES NO) Any Other Awards or Honors: _____

Spouse Name: _____ Occupation: _____

Children Name/Age: _____

Please list information below of 3 people who are likely to know your address at all times.

1. Name: _____ Relationship: _____

Email: _____ Phone Number: _____

2. Name: _____ Relationship: _____

Email: _____ Phone Number: _____

3. Name: _____ Relationship: _____

Email: _____ Phone Number: _____

Print Name: _____ Date: _____

PRCC Health Science Programs Communicable Disease Statement and Waiver of Liability

Health Science Students Performing Health Care Work

During your course of study as an allied health student, you may come in contact with patients who have communicable diseases, including Aids and Hepatitis. In health science and the MLT courses, the possibility of an anticipated occupational exposure to blood or other potentially infectious materials exists. In addition, laboratory specimens are often obtained from outside sources. Specimens with **known** health hazards (e.g. HIV or hepatitis positive) will not be acquired for campus use. Other specimens may not have been tested for health hazards (such as HIV or hepatitis, etc) and should always be handled using "universal precautions". In some MLT courses, students may be required to work with live cultures that are potentially infectious under certain circumstances and universal precautions should always be followed. Accepted safety practices for the profession must be followed. While you are in the MLT Program, you will utilize "universal blood and body fluid precautions" as though all specimens were capable of transmitting disease. You will be taught current information concerning communicable diseases, their transmission, and universal protective precautions to be used while caring for patients or handling potentially infectious materials. While you are in the MLT Program, you consent to working with potentially hazardous specimens and will use "universal precautions" as set forth in accepted practices for the profession.

The risk of an un-vaccinated individual contracting hepatitis B is greater than the risk of contracting AIDS; therefore, recommendations for the control of hepatitis B infection will also prevent the spread of AIDS. You understand and assume the responsibility for the precautions to minimize risk of disease transmission by using "universal precautions". Failure to adhere to safety procedures may result in disease for you and others and habitual disregard for safety may result in dismissal from the program. Because you may be at risk of acquiring hepatitis B virus infection, it is recommended that you be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

Informed Consent for Blood Collection

For effective phlebotomy training, it is necessary for students in the MLT Program to voluntarily agree to have blood drawn by other students in class. Course requirements for completion of all courses with an MLT prefix require students to perform capillary punctures and/or venipunctures on fellow students during laboratory sessions while under the supervision of the instructor. The instructional programs seek to minimize the risks (e.g. hematoma, fainting, bruising) associated with blood collection. Thus, participation in the program includes informed consent to have blood collected. In addition, your signature indicates you will agree to hold the College or any affiliated clinical site harmless for complications arising from the blood collection procedure to include accidental needle stick injury. I HEREBY CONSENT to perform and allow fellow classmates to perform capillary puncture and/or venipuncture on me during my attendance at PRCC in the MLT Program.

Pregnant Health Science Students

Pregnant health science students are not known to be at an increased risk of contracting the AIDS virus than students who are not pregnant; however, if a student develops infection with the AIDS virus during pregnancy, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing transmission or acquisition of the AIDS virus.

Students Who Are HIV Positive

1. Health science students who have AIDS who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who have AIDS, there is increased danger from infection due to diseases they may come in contact with in class or in the workplace. Students with AIDS, who have defective immunity, are at risk of acquiring or experiencing serious complications of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken, (e.g. chicken pox, tuberculosis, etc.) Students with AIDS will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician, in conjunction with the appropriate College officials, will determine on an individual basis whether the student with AIDS or ARC can adequately and safely perform patient care duties.
4. Infected neurologically handicapped students who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate College officials.

I have read and understood the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials. My signature verifies that my instructor or a designated representative from the Clinical Affiliate has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. I have received OSHA Bloodborne Pathogens Standard training curriculum with objectives and I have completed the test. I have received training that included:

- An explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases.
- An explanation of the health care facility's exposure control plan and means for obtaining a copy of this plan.
- Discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices, and personal protective equipment.
- Information and training on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, indications, precautions, adverse reactions and how to obtain the vaccine.
- Information on the post-exposure evaluation and medical follow-up following an exposure incident.
- An explanation of signs/labels and color-coding.

OSHA Bloodborne Pathogens Accept or Decline Hepatitis B Vaccine

Print Name: _____ **Date:** _____

I have been given the opportunity to be vaccinated with Hepatitis B vaccine at my own expense. I understand the indications, precautions, and adverse reactions of this vaccine. If, at any time while I am a student, I want to be vaccinated with the Hepatitis B vaccine, it will be my responsibility to make provisions to receive the vaccination series at my own expense. I understand that I must sign the form that I decline the Hepatitis B vaccine. By declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

I Do: _____ **Do Not:** _____ (check one) **elect to receive the Hepatitis B vaccine.**

I will provide proof of vaccination to the PRCC MLT department with written evidence from the provider of the vaccine.

I have been given the opportunity to ask questions about the OSHA Bloodborne Pathogens Standard training curriculum and the Hepatitis B vaccinations. I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk (including financial responsibility) of infection inherent to the profession I have chosen. In addition, **I HEREBY RELEASE** the educational institution, the Clinical Practicum Affiliate, their administration, and instructional staff from any and all liability resulting there from. By my signature on this form, I agree to the policies and procedures as stated in the Communicable Disease Statement and Waiver of Liability Form. In addition, I HEREBY RELEASE Pearl River Community College Administration and Instructional Staff, as well as the Clinical Practicum Affiliates and their Administration from all liability resulting there from.

Evelyn Wallace
Program Director

Tamara Henderson
Education Coordinator

Student Signature

Date Signed

MLT Program Student Statement of Acknowledgement

Please initial the following statements, indicating that you have read them and agree to follow them:

- _____ I have read, understood and agree while I am a student in the MLT Program, to abide by all the policies and protocols set forth in the PRCC Medical Laboratory Technology Program Student Handbook and by PRCC. I have been given the opportunity to ask any question concerning issues in this manual that may be unclear to me as a student.
- _____ I have viewed a syllabus in Canvas for each MLT course and I have read and understood the information which includes course objectives (student learning outcomes), the evaluation process, required assignments, attendance requirements, course calendar, etc.
- _____ I understand that I should do my best to complete class assignments before the due dates and spend the necessary time preparing for tests as directed by my Instructor.
- _____ I understand that if I am having difficulty in the course I should ask questions and seek help from my instructor and counselors.
- _____ I understand the process of the Clinical Practicum Rotation Selection and I understand that transportation to my Clinical Practicum Affiliate is my responsibility.
- _____ I HEREBY CONSENT to perform and allow fellow classmates to perform capillary puncture and / or venipuncture on me during my attendance at PRCC in the MLT program.
- _____ I have been informed that biological specimen and blood products may possess the potential of transmitting diseases such as hepatitis and AIDS. I consent to working with potentially hazardous specimens and will use "universal precautions" as set forth in accepted practices for the profession.
- _____ "Pearl River Community College offers equal education and employment opportunities. We do not discriminate based on race, religion, color, sex, age, national origin, veteran status, or disability."
- _____ I have been advised that each MLT class must be completed with a "C" or higher grade to progress in the MLT program.
- _____ I understand that I may be financially responsible for any expenses involved due to injuries sustained while I am an MLT student at PRCC and during my Clinical Practicum.
- _____ I understand that in signing this document I accept and agree to the above statements.

Evelyn Wallace
Program Director

Tamara Henderson
Education Coordinator

Student Signature

Date Signed

Release Of Information and Photo Release Agreement

I hereby give permission to Pearl River Community College and the Medical Laboratory Technology Department to release a copy of my transcript and/or my Clinical Folder to any affiliated hospital for which I am being considered for Clinical assignment. I understand that in the Agreement of Affiliation between the College and the Hospital, the Hospital has the right to request this information.

A copy of my transcript may also be released to the MLT Program Instructors for inclusion in the applications for examinations as required by agencies administering Laboratory Personnel Certification examinations (ASCP, NCA, AMT, etc.) Also, I give permission for a copy of my transcript to be included in my Student File.

I hereby give permission to the MLT Department to give my name, address, and/or phone number to Hospitals, Health Care facilities, and other potential Employers for purposes of recruitment. This means that I will be contacted only for employment possibilities; I am in no way obligated to the contacting agency.

In the event that I withdraw from the program, I understand that my name will no longer be made available. This sheet is to be signed, dated, and submitted to the MLT Program Faculty. The agreement will be placed in the Student File.

I understand that the Pearl River Community College MLT Program is committed to protecting the privacy and dignity of all persons associated.

With such understanding, I hereby give the MLT Program Instructors my permission to utilize my photographs and other visual images for educational, informational, and recruitment purposes. I further understand that I may revoke this agreement by written notification to the MLT Program Director if I find the program policy has been violated.

Evelyn Wallace
Program Director

Tamara Henderson
Education Coordinator

Student Signature

Date Signed



Student Confidentiality Form



Please read the following statements, initial where required and sign and date at the bottom of the form. **You must return this completed document to the MLT Department to receive credit for completing the HIPAA Training Module.**

1) _____ STANDARD CONFIDENTIALITY STATEMENT
(Initial)

As a condition of my enrollment/employment, as a Medical Laboratory Technology Program Student of Pearl River Community College (PRCC), I _____ (Student) agree NOT to divulge to unauthorized persons, any confidential information obtained from observations, conversations, correspondence, personal records, clinical materials, and /or any other sources. I will not publish or otherwise make public any confidential information such that the person involved will be identifiable or harmed, except as I may be legally required to do so in the course of my PRCC duties/role.

I understand that any violation of this confidentiality agreement is very serious and warrants disciplinary action, up to and including termination of my PRCC enrollment/duties/role.

2) _____ HIPAA PRIVACY TRAINING ACKNOWLEDGEMENT
(Initial)

I received HIPAA Privacy training on _____ through the PRCC HIPAA Training Module,
(Date)

and understand the penalties involved in violating the HIPAA laws as stated by HIPAA Federal Regulation. If I intentionally or unintentionally violate (or think I violated) any clause in the HIPAA law, I will notify my immediate faculty member/supervisor as soon as possible and provide a written description stating the conditions of the occurrence. The supervisor will review the situation and facts and make a recommendation for appropriate actions. The faculty member/supervisor will also alert the ACC HIPAA Privacy Officer, who shall review the conditions and recommend further corrective actions.

I understand that further investigation of the HIPAA violation can be accomplished by the appropriate governmental agencies, and that PRCC will maintain written records of violations and their corrective actions.

I agree to fully cooperate with any PRCC or governmental agency to find a suitable resolution to a violation.

Date: _____

PRCC Student (Printed Name)

Signature



HIPAA Awareness Statement



Please read the following statements, initial where required and sign and date at the bottom of the form. **You must return this completed document to the MLT Department to receive credit for completing the HIPAA Training Module.**

As a student performing a clinical rotation, you will have access to confidential patient information. Federal and state laws protect this confidential information. It is illegal for you to use or disclose this medical information outside the scope of your clinical requirements.

- Do not photocopy patient information
- Access the minimum amount of information necessary for your assignment
- Do not record patient names, dates of birth, addresses, phone numbers, social security numbers or other unique identifying data, on the assignment you will turn in to your instructor. De-identifying patient records (removing all identifying information) may be required to be done by a designated employee of the clinical facility
- If you have questions about the use or disclosure of confidential health information, contact your instructor.

I have read this information and understand it. I have attended an orientation session and had an opportunity to ask questions. I realize that failure to abide by the guidelines and procedures of the College and the clinical facility may cause me to be dropped from clinical rotations. I realize that there are civil and criminal penalties for the unauthorized use and disclosure of confidential patient information. I will abide by the guidelines when completing my clinical rotation.

Student signature

Date

Print name

Evelyn Wallace

Program Director

Date

Maintain in student file for 3 years.

STUDENT AGREEMENT

The undersigned, _____ (typed or printed name)
("Student"), a Student at Pearl River Community College ("School"), understands that
_____ ("Hospital") has entered into an agreement
("Agreement") with school in connection with a rotation program ("Program") designed as a learning
experience for the Student in the _____ Program.

In connection with that contract, and in consideration of Hospital providing a learning experience, the Student agrees as follows:

- a) The undersigned is responsible for complying with all applicable federal, state and local laws and regulations including, but not limited to, any applicable provisions of the Health Insurance Portability and Accountability Act of 1996, ("HIPPA") regarding the Protected Health Information she/he may encounter during the term of her/his activities at the Hospital.
- b) The undersigned is responsible for complying with all administrative policies, quality assurance guidelines, standards and practices of the Hospital when she/he is at the Hospital including, but not limited to random drug testing, and acknowledging that she/he may be removed without notice for violation of any of those rules, regulation or policies and procedures.
- c) The undersigned will hold all confidential, proprietary and privileged information concerning the operation of Hospital or its patients in confidence.
- d) The undersigned is responsible for providing the necessary and appropriate uniforms and adhering to the proper dress code required by Hospital.
- e) The undersigned is responsible for his/her own transportation and living arrangements.
- f) The undersigned is responsible for reporting to Hospital punctually and conforming to the standards and practices established by the School while at Hospital.
- g) The undersigned will not be paid any salary or remuneration from Hospital.
- h) The undersigned acknowledges that she/he is not an employee of Hospital while participating as a Student in her/his clinical rotation program at the Hospital.
- i) The undersigned attests that she/he is not currently listed, nor has ever been listed, by a federal agency as ineligible to participate in federal programs, including Medicare and Medicaid.

Signature of Student

Date

Print Name

Signature of Parent or Legal Guardian if Student is under 18

Date

Print Name

STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and treatment of patients of:

(“Hospital”)

The undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of and be solely responsible for, any injury or loss sustained by the undersigned while participating in the Program operated by School at Hospital unless such injury or loss arises solely out of Hospital’s gross negligence or willful misconduct.

Signature of Student

Date

Print Name

Signature of Parent or Legal Guardian if Student is under 18

Date

Print Name

PROTECTED HEALTH INFORMATION, CONFIDENTIALITY AND SECURITY AGREEMENT

- Protected Health Information (“PHI”) includes patient information based on examination, test results, diagnosis and response to treatment, observation or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic or verbal format. Protected Health Information is individually identifiable information that includes, but is not limited to, patient’s name, account number, birthdate, admission and discharge dates, photographs and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Student enrolled in school programs or courses and responsible Faculty are given access to patient information. Students are exposed to Protected Health Information during their clinic rotation at Hospital.
- Students and responsible Faculty may be issued computer identifications (IDs) and passwords to access Protected Health Information

Initial each to accept the Policy

- _____ 1. It is the policy of the School/Hospital to keep Protected Health Information confidential and secure.
 - _____ 2. Any or all Protected Health Information, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring or directly related to the learning activity.
 - _____ 3. Whether at the School or at the Hospital, Students are not to discuss Protected Health Information, in general or in detail, in public areas under any circumstances, including hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
 - _____ 4. Unauthorized removal of any part of original medical records is prohibited. Students and Faculty may not release or display copies of Protected Health Information. Case presentation material will be used in accordance with Hospital policies.
 - _____ 5. Students and Faculty shall not access data on patient for whom they have no responsibilities or a “need-to-know” the content of Protected Health Information concerning those patients.
 - _____ 6. A computer ID and password are assigned to individual Students and Faculty. Students and Faculty are accountable for all work done under the associated access.
 - _____ 7. Computer IDs or passwords may not be disclosed to anyone. Students and Faculty are prohibited from attempting to learn or use another person’s computer ID or password.
 - _____ 8. Students and Faculty agree to follow Hospital’s privacy policies.
 - _____ 9. Breach of patient confidentiality by disregarding the policies governing Protected Health Information is grounds for dismissal from the Hospital.
- ❖ I agree to abide by the above policies and other policies at the Hospital. I further agree to keep Protected Health Information confidential.
 - ❖ I understand that failure to comply with these policies will result in disciplinary actions.
 - ❖ I understand that deferral and state laws govern the confidentiality and security of Protected Health Information and that unauthorized disclosure of Protected Health Information is a violation of law and may result in civil and criminal penalties.

Signature of Student _____
Date

Print Name

Signature of Parent or Legal Guardian if Student is under 18 _____
Date

Print Name