

**STANLY COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

2023 - 2024



**Stanly Community College
Medical Laboratory Technology
Student Handbook**

2023 - 2024

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Policies within this Student Handbook are in compliance with College policies. All policies are subject to revision as necessary. Any changes or additions to this policy manual will be in writing and provided to the students. These policies are in addition to all College policies as stated in the college catalog and found at <https://www.stanly.edu/future-students/college-catalog>

Updated 05/25/2023

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****Students enrolled in the Medical Laboratory Technology Program must review this entire manual as it contains information vital to success in the program.**

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Students in the program must sign and return the following forms in the MLT Student Handbook to the MLT Program Head ASAP:

- Consent Release Form
- Essential Functions Acknowledgement Form
- Acknowledgement of Clinical Experience Form
- HIPAA Release Form
- Assumption of Risks Form
- Human Subjects Venipuncture Agreement Form
- Student Information Form
- Program Manual Receipt and Acknowledgement Form

Students in the program must sign and return the following forms in the Health and Public Services General Handbook to the MLT Program Head ASAP:

- Acknowledgement of General Manual Form
- Confidentiality Statement Form
- Consent to Release Information Forms

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**Stanly Community College
Crutchfield Education Center
102 Stanly Parkway
Locust, NC 28097**

Medical Laboratory Technology Program

Welcome to the Medical Laboratory Technology Program at Stanly Community College. You have chosen a very exciting, challenging, and rewarding profession. In your course of study, we hope to provide you with the skill, knowledge, and attitude to deliver quality patient care as a valuable member of the health care team.

The purpose of this handbook is to share information concerning policies, procedures, and requirements to successfully complete this program. If you have any question concerning any specific policies or procedure, please feel free to contact any member of the Medical Laboratory Technology Program faculty. Office hours will be posted on the door at the beginning of each semester. Working and learning together over the next two years should be a pleasant, exciting and rewarding experience. We look forward to working with you on your way to success!

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STANLY COMMUNITY COLLEGE'S PURPOSE AND MISSION STATEMENT

Mission

Stanly Community College offers a learner centered environment that encourages student access, success and completion. The College values partnerships, life-long learning, and actively strives to enhance the economic, social and cultural life of the community.

Stanly Community College is committed to:

- Encouraging diversity and mutual respect that promotes excellence and a free exchange of ideas;
- Providing quality programs and instruction, through traditional and electronically delivered formats, to prepare students for a competitive, global marketplace and an evolving work force;
- Providing the foundation for students to successfully transfer to universities and pursue other educational goals;
- Providing a productive level of technological expertise;
- Supporting the economic growth and development of the community.

Vision

Stanly Community College will be regarded as a student's first choice for education due to its quality educational programming, innovation and premier customer service.

Accreditation

Stanly Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and School to award associate degrees.

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MEDICAL LABORATORY TECHNOLOGY PROGRAM'S PURPOSE AND MISSION STATEMENT

The mission of SCC's Medical Laboratory Technology program is to train laboratory professionals who will make a positive impact in health care through leadership that will assure excellence in the practice of laboratory medicine.

The MLT Program is accredited by NAACLS

The National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road (Suite 720)
Rosemont, IL 60018
773.714.8880
773.714.8886 (FAX)
info@naaccls.org
<http://www.naaccls.org>

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Applicants to the Medical Laboratory Technology program are advised to familiarize themselves with all admission requirements for this program of study. If an applicant has any questions regarding these requirements, please contact SCC Admissions Office. This policy shall be interpreted and applied consistent with requirements of all state and federal laws concerning education of handicapped students and non-discrimination policies.

- The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease. Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.
- Students who successfully complete the program are eligible to take the national certification examination administered by the Board of Registry of American Society for Clinical Pathology and become a certified Medical Laboratory Technician (MLT) (ASCP). With additional education and/or technical experience, graduates may also advance in the field to become a technologist, research specialist, manager, or educator. The Medical Laboratory/Clinical Laboratory Science field allows students to advance to a BS in Laboratory Science, a Master's degree in Molecular Diagnostics, and a doctorate degree as a DCLS (Doctorate in Clinical Laboratory Science)
- Employment opportunities for graduates include laboratories in hospitals, medical offices, industry, and research facilities.

ADMISSION PROCEDURE

MLT application is open from August 2nd until August 1st .

1. Submit to the Admissions Office at Stanly Community College a properly completed Application for Admission.
2. Submit to the Admissions Office at SCC an official copy of a high school transcript showing successful completion of all requirements for a diploma. A high school equivalency certificate indicating a passing score or an adult high school diploma is acceptable in lieu of a regular high school diploma. (This requirement must be completed before the first semester of enrollment.) An official transcript from each college, university, or other post-secondary institution attended by the applicant must be sent to the SCC Admissions Office.
3. Submit evidence of successful completion of one unit of biology, algebra, and chemistry in high school with a grade of "C" or "77" or higher or the equivalent at a post-secondary institution (BIO 090 or higher, MAT 070/DMA 050 or higher, CHM 090 or higher). Students may choose seated or online classes, and must score 85 or higher to receive credit.
4. Prove college readiness. Be eligible to enroll in ENG 111 and MAT 143 WITHOUT a co-requisite. The following links explain RISE (reinforce instruction for student excellence) <https://www.stanly.edu/current-students/academic-planning/resources-rise> and provide a complete list of eligible placement tests https://www.stanly.edu/sites/default/files/pdf/2018/placement_testing_guide.pdf.

If you have questions regarding your eligibility to enroll in ENG 111 and MAT 143, please contact your advisor/success coach:

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AGE-Medical Laboratory Technician Success Coach:

Melanie Alexander:

Email: malexander0134@stanly.edu

Phone: (704) 991-0166

5. For the applicant that has completed any college level courses taken with SCC prior to admission into the MLT program, a minimum cumulative GPA of 2.0 is required.
6. The student must submit to the Program Head a properly completed medical form (supplied by the SCC Admissions Office) after acceptance to the program. The medical form is to be signed by a licensed physician, physician's assistant, or nurse practitioner and received in the Medical Laboratory Technology office by the due date specified on the applicant's letter of acceptance. The requirements are found within the medical form itself and include the following:
 - A color-blindness test is required as part of the physical exam.
 - Each student must have a 2 step PPD for TB screening the first year, and then an additional PPD the second year.
 - ❖ Without a current TB test, the student will be unable to proceed to clinical rotations.
 - Either documentation of the varicella 2 step immunization series, or a laboratory report for a varicella titer showing level of immunity.
 - Immunization records with dates of the actual immunizations, as directed in the medical form.
7. After acceptance to the program, submit to the MLT Program Director current Healthcare Provider CPR certification for adult, child, infant, and AED that is endorsed by the American Heart Association. Current CPR certification is required throughout the student's attendance in the MLT program.

ACCEPTANCE PROCEDURE

- The Medical Laboratory Technology (MLT) program accepts a maximum of 12 students each year.
- Applicants are conditionally accepted based upon their completion of steps 1, 2, 3, 4 and 5 of the admission requirements.
- The applicants will be ranked in order by the date applied and by their completion of these steps.
- Applicants who complete steps 1, 2, 3, 4 and 5 before May 1st of the year they wish to enter the program will have a full acceptance into the Medical Laboratory program pending completion of steps 6 and 7.
- Applicants who apply to the MLT program after the 12 seats are filled will be placed on an alternate list in the order in which they completed admission requirements 1, 2, 3, 4 and 5.
- If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the alternate list will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll.
- If an applicant whose name appears on the alternate list is not afforded an opportunity to begin classes during the year in which he or she has made application, that applicant

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will need to submit another application in order to be considered for admission the following year.

- (Admission requirements may change from year to year for selected programs).
- Any applicant who forfeits his or her acceptance will not be guaranteed acceptance in any subsequent year.
 - The applicant must reapply if he or she wishes to be considered for acceptance at a later date.

BACKGROUND CHECKS/DRUG SCREENING

- Applicants accepted for admission to health services programs at Stanly Community College are required to complete a criminal background check, drug screening, and possibly a finger print check after notification of acceptance and prior to participation in on-site clinical training.
- Based on the results of the checks, hospitals or clinical affiliates where the student will participate in on-site training may deny access to the facility, resulting in the student's inability to complete the clinical portion of training.
- Students unable to complete the clinical portion of his or her training will be unable to progress in the program.
- Students are responsible for paying all costs associated with the requirement.

Note: Admission requirements are subject to change. Please contact the SCC Admissions Office for a current list of requirements for your intended year of entry Acceptance Procedures.

CRITERIA FOR PROGRESSION

1. All courses in the Medical Laboratory Technology (MLT) program must be taken and passed in sequence as offered in the curriculum. General education courses may be taken prior to any semester offered upon advisor's approval. Grading scale for all MLT courses: A= 93-100; B= 86-92; C= 78-85; F= below 78*

***MAY NOT ADVANCE TO CLINICAL PRACTICE OR BE USED TOWARD GRADUATION REQUIREMENT.**

- To progress in the Medical Laboratory Technology program, all students must make a grade of C or higher in all courses required in the MLT program. (This includes MLT prefix courses and clinical practicums, as well as general education courses required for the AAS in MLT degree.
 - Students earning less than a C in these courses will result in automatic dismissal from the program.
 - Students must earn a minimum grade of 78 on each component of the MLT courses (example: theory, laboratory practice, professionalism evaluations, assignments) in order to obtain a passing grade for the course. If any component average is less than 78 (C), the student will receive a grade of F for the course and will be dismissed from the program.
 - Students taking general education courses from another college, while in the program, will be required to present proof of course completion with a grade of C or better to progress. Students will not be allowed to preregister or register without this transcript information.
2. In the event that a student's physical or mental health interferes with the student's academic and/or clinical performance, the Medical Laboratory Technology faculty may require the student to submit written verification of current health from an appropriate health care provider; i.e., physician, nurse practitioner, physician assistant, psychiatrist, or psychologist.

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- Upon consultation with the Associate Vice President of Health Sciences and Public Services and review of the professional statement of health submitted by the student, the Executive Vice President of Educational Services will render a decision as to whether the student will be allowed to continue in the program.
 - The Executive Vice President of Educational Services will notify the student in writing of the decision.
3. In the event a student's behavior is not consistent with sound laboratory practices and/or safety essential to laboratory professionals, the instructors or the Associate Vice President of Health Sciences and Human Services Division have the authority to remove the student immediately.
- Students so removed will be referred to the Executive Vice President of Educational Services for further investigation and/or possible dismissal from the Medical Laboratory Technology program.
 - Students should be aware that clinical affiliates require that students submit an acceptable criminal background check and/or drug screening prior to participation in a clinical component at that site.
 - Students are responsible for paying any costs associated with meeting this clinical site requirement.
 - Progression toward graduation may be jeopardized by any inability to complete the clinical portion of the program.

CRITERIA FOR GRADUATION

To be eligible for graduation a student must:

1. Complete all course requirements in the MLT program earning a grade of C or higher in all courses required the MLT program of study, and maintain an overall 2.00 grade point average.
2. Complete an application for graduation when registering for your last class.
3. Pay a graduation fee at the time of registration for the last semester of enrollment.
4. Earn at least one-fourth of the credits required for a degree, diploma, or certificate from Stanly Community College.
5. Fulfill all financial obligations to the College.
6. Graduation exercises are held on the dates published in the Academic Calendar. During graduation exercise candidates must be dressed in proper academic attire as determined by the President of the College.

NOTE: IT IS NOT A GRADUATION REQUIREMENT TO PASS AN EXTERNAL CERTIFICATION EXAM, ALTHOUGH HIGHLY RECOMMENDED.

PROGRAM COMPETENCIES

Upon graduation and with initial employment, Stanly Community College graduates should be able to demonstrate at least entry-level competencies in the following areas:

- Collecting and processing biological specimens and other substances.
- Performing analytical tests on body fluids, cells and other substances.

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- Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
- Performing and monitoring quality controls within predetermined limits.
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs.
- Applying principles of safety.
- Demonstrating professional conduct and interpersonal communication skills with faculty, patients, laboratory personnel, other health care professionals, and the public.
- Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
- Applying basic scientific principles learned in the Medical Laboratory Technology curriculum to learning new techniques and procedures.
- Relating laboratory findings to common disease process.
- Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

LEARNING OUTCOMES

- Collect, prepare and evaluate biological specimens and other substances for analysis used in the diagnosis and treatment of patients.
- Discriminate and properly document the accuracy and validity of laboratory information.
- Appraise principles and practices of quality assessment.
- Interpret clinical signs, specimen types, and results of culture.
- Perform critical thinking, problem solving, and troubleshooting techniques.
- Demonstrate communication skills sufficient to serve the needs of the patient, the public, and members of the healthcare team and technical ability sufficient to train new employees.
- Recall and apply concepts and skills necessary to perform as a medical laboratory technician.

READMISSION TO THE PROGRAM

1. Students desiring readmission to the Medical Laboratory Technology (MLT) program must submit an application for admission to the SCC Admissions Office and satisfy all current admission requirements for the program. (This procedure also applies to applicants transferring from other MLT programs to SCC's program.)
2. Students will be permitted to reenter the MLT program no more than once.

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3. Students seeking readmission to the program must submit their application at least ninety days prior to the semester in which they intend to enroll.
4. Those who completed at least one full semester in the MLT program will reenter the program in the term immediately following the last term in which they successfully completed a MLT course.
5. Only those students whose cumulative GPA is 2.5 at the time of readmission will be considered.
6. Before being accepted for readmission to the MLT program, applicants must demonstrate a satisfactory level of competency in all MLT coursework previously completed.
7. In order to determine the applicant's degree of competency in these courses, the following procedure is followed:
 - a. Applicants for readmission must successfully complete competency testing in all MLT courses completed up to but not including their last semester of enrollment in the program.
 - b. Competency testing will involve a comprehensive assessment of all MLT course subject matter including skills labs and clinical components.
 - c. Applicants will be given one opportunity to demonstrate competency after which they will either progress to step "e" below or be withdrawn from readmission consideration.
 - d. To insure ample time for competency testing, applicants should contact the MLT program head and arrange for testing well in advance of the semester in which they intend to reenroll.
 - e. After successfully completing the competency testing in step "a" above, the applicant will audit all MLT classes that were successfully completed in his or her last semester of enrollment in the program.
 1. Because a candidate for readmission to the MLT program is not officially in the program at this point, the student must register as an auditing student through the MLT program head.
 2. Students auditing MLT classes will be allowed to register for the course(s) on a space-available basis and will not displace a student who is enrolled in the course for credit.
 3. Attendance and participation in class is mandatory.
 4. When registering for classes to be audited, students will pay all applicable tuition and fees for each class.
 5. For more information regarding course audit, refer to the College's general catalog.

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- f. At the conclusion of the semester in which MLT course(s) are audited, the applicant for readmission must successfully complete a final examination or written summative exam for each class audited.
 1. The student will be given one opportunity to complete this exam.
 - g. After successfully completing steps one, two, and three above, and provided there is space available in the program, applicants for readmission to the MLT program may be admitted in the order in which their application for readmission was received in the Admissions Office.
 - h. Students seeking readmission to the MLT program will be given one opportunity to successfully complete the requirements for readmission unless the student is denied admission due to space limitations.
 - i. In the event the student is denied readmission due to space limitations, he or she must submit another application for readmission and complete steps one through seven above in order to be considered for readmission in a subsequent year.
8. If the applicant for readmission does not successfully complete one or more competency exams described in step seven above, or if he or she does not successfully complete the final examination or written summative described in step 7-f above, the applicant may start at the beginning of the program auditing each MLT class in succession.
- When auditing classes as such, the student will be required to successfully complete a final exam or a written summative exam for each class audited in order to progress to the next level of MLT classes.

TEACH OUT PLAN IN THE EVENT OF PROGRAM CLOSURE

If for any reason it becomes necessary to close the MLT Program at Stanly Community College, then the following actions will be implemented:

1. Stanly Community College will make every effort to "teach out" currently enrolled students.
2. The College may offer the courses required for graduation by students enrolled in the program at the time of program closure, until all students have had an opportunity to complete their degrees.
3. Students awaiting entry into the program as well as the community will be notified of the closing of the program.

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4. Faculty or advisors regarding suitable options including, transfer to a comparable program will advise students who have not completed their programs.

ESSENTIAL FUNCTIONS

Purpose: To provide the applicant/student with a clear understanding of the physical demands required of the program based on the tasks performed by the graduate.

Demonstration and/or documentation may be required.

The primary goal of the Medical Laboratory Technology program is to prepare qualified graduates for entry level employment in clinical laboratories. The duties of the Medical Laboratory Technician require the operation of complex, automated lab equipment in a safe and effective manner.

The following is a listing of the skills required for job performance. In order for students to be admitted into the MLT program, or to be retained in the program after admission, the applicant must meet the following criteria:

I. Physical Requirements:

- A. Sufficient strength, agility and mobility to safely:
 - Move about the laboratory and through patient areas in order to perform phlebotomy
 - Lift and transport containers weighing up to 25 pounds
 - Reach equipment on shelves higher than eye level
 - Work at countertops and bench tops having approximate standing height of 40-46 inches
- B. Fine motor coordination sufficient to perform manual manipulation of lab equipment such as:
 - Pipettes, glass slides and tubes
 - Plating media and cover slips
 - Reagents, instruments and analytical equipment
- C. Adequate vision to:
 - Read tube labels, instrument control panels, computer screens and print-outs
 - Visualize objects through a microscope differentiating color, morphology, shape and structure using various stains
 - Distinguish color coding and biochemical reactions
- D. Sufficient hearing to:
 - Answer and respond to phones, beepers, timers and alarms
 - Respond to questions
 - Receive directions

II. Interpersonal Skills:

The ability to:

- Work in a professional manner with patients of all ages, races, creeds and physical conditions while maintaining and respecting patient confidentiality according to HIPAA regulations.

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- Interact with other members of the health care team in a polite, professional manner.
- Communicate and receive written and verbal instructions and accurately carry them out using proper channels of communication.
- Use accurate verbal and written communication in English to interpret laboratory data, obtain and document relevant clinical information, comprehend and carry out physician requests, and participate in patient/public education related to the profession of medical technology.

III. Intellectual Ability and Emotional Stability to:

- Exercise independent judgment and avoid distraction in the technical performance of laboratory procedures.
- Solve laboratory mathematical problems quickly and accurately.
- Use reasonable judgment under stressful conditions.
- Work calmly and efficiently in stressful situations.
- Complete program requirements.
- Work independently and as a member of a team to maintain the highest standards in the delivery of patient care.

IV. Environmental Requirements:

Laboratory work involves risks that require special safety precautions (including, but not limited to, working with sharps, chemicals and infectious disease), safety education, and health-risk monitoring. It also requires adherence to policies set forth by health care facilities.

The Medical Laboratory Technician is required to:

- Use protective clothing or gear such as masks, goggles, gloves and lab coats or aprons.
- Receive a Hepatitis B Vaccine series and provide documentation (*prior to clinical placement*).
- Maintain a current CPR certification (*prior to clinical placement*).
- Provide proof of a recent physical exam, including proof of current immunizations or current immunity against infectious diseases such as measles, rubella, varicella, D-T, and a negative two-step PPD (*prior to clinical placement*).
- Agree to adhere to dress code and personal appearance policies set forth by the clinical affiliate.

Description of Work Environment and Activities: Constant walking and standing; lifting up to twenty-five (25) pounds; bending; seeing, hearing, talking, public contact and decision making; frequent operation of computers and sophisticated laboratory instruments; reading, handling, reaching, grasping, and feeling; exposure to stressful situations and concentration; frequent exposure to blood borne pathogens, body fluids, and chemicals; limited exposure to radiation.

DESIRED CHARACTERISTICS OF PROFESSIONAL BEHAVIOR

The following categories of desired professional behavior are outlined:

Integrity

- Tells the truth
- Gives credit to the appropriate person(s)
- Does what they say they will do

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- Predictable and consistent with core values and in all settings
- Admits mistakes
- Deals directly with controversial or unpopular issues

Accountability

- Ensures understanding and agreement of expectations (what, how, when)
- Follows through on agreements, whether results are good or bad
- Communicates status, reasons for success or failure and re-negotiates expectations, if appropriate
- Shows initiative to solve problems and take on challenges
- Keep surprises to a minimum

Compassion

- Genuinely cares about people
- Looks for what is important to others and expresses concern for others
- Sympathetic to the plight of others

Trust

- Willingly provides information
- Maintains confidentiality
- Behaves in accordance with expressed beliefs and commitments
- Keeps interests of others on par with own
- Gives benefit of the doubt until proven otherwise

Learning

- Gets first hand customer information and uses it for improvements in services
- Seeks out and participates in opportunities to expand current knowledge
- Enjoys the challenge of unfamiliar tasks
- Willingly examines assumptions and related practices
- Seeks first to understand
- Appropriately treats mistakes as a learning opportunity

Innovation

- Challenges status quo thinking and assumptions
- Provides new and unique approaches and solutions
- Conscious of social, economic, and technical trends and how they may impact healthcare delivery
- Makes connections between previously unrelated notions

Selflessness

- Shows sincere interest in others' concerns and issues
- Attuned and responsive to the needs of others
- Appropriately puts the needs of others ahead of own
- Considers the impact on others and the entire organization before taking action

Teamwork

- Collaborates proactively with others to achieve shared goals
- Actively develops relationships across the organization to solve problems and gain a broader perspective
- Actively supports team decisions and agreements
- Approaches work professionally, but with a sense of adventure and fun

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STANLY COMMUNITY COLLEGE'S GENERAL POLICIES

College Policies: College policies are found on the SCC website at <https://www.stanly.edu/future-students/college-catalog/policies> .

Students should familiarize themselves with these policies and check the College's website for updates and additions.

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EMPLOYMENT, RETENTION AND CERTIFICATION PASS RATES

Retention

Cohort	# of students beginning the MLT program	Retained for the “final half” of the MLT program		Retained to become MLT graduates	
		#	%	#	%
2019	6	5	83.3%	5	100%
2020	8	5	62.5%	5	100%
2021	8	5	62.5%	5	100%
2022	4	3	75%	3	100%

Employment

Employment for each graduating class is high. The data includes graduates who were employed within one-year post-graduation.

Graduate Cohort	% Employed
2019	100% employed in the field
2020	100% employed in the field
2021	100% employed in the field
2022	100% employed in the field

Certification Pass Rate

Graduate Cohort	Total # of Graduates	# of Graduates who sat for the ASCP MLT certification exam	#/% of Graduates who passed the ASCP MLT certification exam on first attempt	#/% of Graduates who passed the ASCP MLT certification exam within 1 year of graduation
2019	5	4	2 (50%)	2(50%)
2020	5	3	3 (100%)	3(100%)
2021	5	5	3 (60%)	4(80%)
2022	3	1	0(0%)	1(100%)

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MEDICAL LABORATORY TECHNOLOGY (A45420) COURSE SEQUENCE

Fall Semester (first year)

			Class	Lab	Exp	Credit
ACA	111	College Student Success	1	0	0	1
BIO	163	Basic Anatomy and Physiology	4	2	0	5
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
OR		CHM 151 General Chemistry I	3	3	0	4
MLT	110	Introduction to MLT	2	3	0	3
MLT	126	Immunology and Serology	1	2	0	2
MLT	127	Transfusion Medicine	2	3	0	3
		TOTAL	13	13	0	18

Spring Semester (first year)

CHM	132	Organic and Inorganic Chemistry OR CHM 152 General Chemistry II	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
MED	120	Survey of Medical Terminology	2		0	2
MLT	111	Urinalysis and Body Fluids	1	3	0	2
MLT	120	Hematology/ Hemostasis I	3	3	0	4
MLT	140	Intro to Microbiology	2	3	0	3
		TOTAL	13	14	0	18

Summer Semester (first year)

			Class	Lab	Exp	Credit
ENG	111	Expository Writing	3	0	0	3
MLT	220	Hematology/Hemostasis II	2	3	0	3
MLT	253	Clinical Practicum I	0	0	9	3
		TOTAL	5	3	9	9

Fall Semester (second year)

			Class	Lab	Exp	Credit
MAT	152	Statistical Methods I	3	2	0	4
ENG	112 114	Writing/Research in the Disciplines or Professional Research and Reporting	3	0	0	3
MLT	130	Clinical Chemistry I	3	3	0	4
MLT	240	Special Clinical Microbiology	2	3	0	3
MLT	265	Clinical Practicum II	0	0	15	5
		TOTAL	11	8	15	19

Spring Semester (second year)

			Class	Lab	Exp	Credit
MLT	217	Professional Issues	0	3	0	1
MLT	275	Clinical Practicum III	0	0	15	5
		Elective (Humanities or Fine Arts)	3	0	0	3
		Elective (Social Science)	3	0	0	3
		TOTAL	6	3	15	12
		TOTAL CREDIT				76

PROGRAM COURSE DESCRIPTIONS

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MLT 110 **Intro to MLT**

Class 2 Lab 3 Experience 0 Credit 3

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

MLT 111 **Urinalysis and Body Fluids**

Class 1 Lab 3 Experience 0 Credit 2

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

MLT 120 **Hematology and Hemostasis I**

Class 3 Lab 3 Experience 0 Credit 4

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 126 **Immunology and Serology**

Class 1 Lab 2 Experience 0 Credit 2

This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunologic and blood serodiagnostic procedures.

MLT 127 **Transfusion Medicine**

Class 2 Lab 3 Experience 0 Credit 3

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

MLT 130 **Clinical Chemistry**

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Class 3 Lab 3 Experience 0 Credit 4

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140 Intro to Microbiology

Class 4 Lab 3 Experience 0 Credit 3

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

MLT 217 Professional Issues

Class 0 Lab 3 Experience 0 Credit 1

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

MLT 220 Hematology/Hemostasis II

Class 2 Lab 3 Experience 0 Credit 3

This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

MLT 240 Special Clinical Microbiology

Class 2 Lab 3 Experience 0 Credit 3

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 253 Clinical Practicum I

Class 0 Lab 0 Experience 9 Credit 3

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This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 265 Clinical Practicum II

Class 0 Lab 0 Experience 15 Credit 5

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 275 Clinical Practicum III

Class 0 Lab 0 Experience 15 Credit 5

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

CERTIFICATION EXAMS

Students are encouraged to apply for the ASCP certification exam in March of their senior year. The student may apply for the exam online at the certification exam website. Passing the ASCP certification exam is not required to graduate from the MLT Program.

The Medical Laboratory Technology Program Head will notify and recommend a student as a candidate for the MLT certification exam based on satisfactory academic achievement, competencies, and professional accountability upon completion of the program.

Exam questions in the program are set up and designed to emulate the question structure found in certification exams. Questions follow the following taxonomic levels:

TAXONOMY levels describe the cognitive skills required to answer the question.

- Level 1 - Recall: Ability to recall or recognize previously learned (memorized) knowledge ranging from specific facts to complete theories.
- Level 2 - Interpretive Skills: Ability to utilize recalled knowledge to interpret or apply verbal, numeric or visual data.
- Level 3 - Problem Solving: Ability to utilize recalled knowledge and the interpretation/application of distinct criteria to resolve a problem or situation and/or make an appropriate decision.

Program content will follow examination content guidelines from ASCP Board of Certification.

MEDICAL LABORATORY TECHNOLOGY PROGRAM FACULTY

Program Director/Instructor: Dadrienne Johnson, MHA, MLS(ASCP)^{CM}

The Program Director plans, implements, evaluates and coordinates clinical and classroom

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activities for Medical Laboratory Technology students. The Program Head will teach classroom sessions, evaluate student progress, develop instructional plans, and advise students. It will be their responsibility for creating, administering, grading and maintaining records for exams, projects, activities and reports for evaluation of students in each course along with supervising and evaluating the student's performance in lab and clinical situations.

Other related duties include:

- Coordinating recruitment and admission efforts.
- Advising students on a semester basis in relation to academic progress.
- Coordinates each semester's schedule with other divisions of instruction.
- Supervising program faculty.
- Establishing and maintaining a system of records as required by NAACLS for accreditation.
- Participating in professional organizations, attending conferences and workshops as appropriate and maintaining professional contacts with others in similar instructional areas.
- Maintaining effective relationships with all hospital and community agencies concerning activities of both faculty and students functioning in clinical areas.

Clinical Coordinator/Instructor: Tonia King, MLT(ASCP)^{CM}

The Clinical Coordinator plans, implements, evaluates and coordinates clinical and classroom activities for Medical Laboratory Technology students. The clinical coordinator will teach classroom sessions, evaluate student progress, develop instructional plans, and advise students. It will be their responsibility for creating, administering, grading and maintaining records for exams, projects, activities and reports for evaluation of students in each course along with supervising and evaluating the student's performance in lab and clinical situations.

Other related duties include:

- Advising students on a semester basis in relation to academic progress.
- Developing clinical schedule and supervising part-time faculty.
- Communicating with clinical affiliate preceptors to plan, implement, and evaluate student clinical experiences and ensure continuity between all clinical evaluation systems.
- Participating in professional organizations, attending conferences and workshops as appropriate and maintaining professional contacts with others in similar instructional areas.
- Maintaining effective relationships with all hospital and community agencies concerning activities of both faculty and students functioning in clinical areas.

Faculty Instructor:

The faculty instructor implements and evaluates clinical activities for Medical Laboratory Technology students. They will teach classroom sessions, evaluate student progress, develop instructional plans, and advise students. It will be their responsibility for creating, administering, grading and maintaining records for exams, projects, activities and reports for evaluation of students in each course along with supervising and evaluating the student's performance in lab and clinical situations.

Other related duties include:

- Advising students on a semester basis in relation to academic progress.
- Participating in professional organizations, attending conferences and workshops as appropriate and maintaining professional contacts with others in similar instructional areas.
- Maintaining effective relationships with all hospital and community agencies concerning activities of both faculty and students functioning in clinical areas.

Clinical Instructor:

The clinical instructor implements clinical activities for Medical Laboratory Technology students.

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Each semester, they will teach clinical sessions and evaluate student progress. As an instructor, it will be their responsibility for grading and maintaining records for evaluation of students in each clinical course. Clinical instructors will participate in professional organizations and attend conferences and workshops as appropriate. They will be valuable for maintaining effective relationships with the clinical affiliate concerning activities of both faculty and students functioning in clinical areas.

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PROGRAM MANUAL ACKNOWLEDGEMENT

The student is expected to retain a copy of the Medical Laboratory Technology Program Manual for the duration of the program. The student is expected to abide by all rules and regulations. The student will be asked to sign a statement of receipt and acknowledgment.

PROGRAM FORMS

A master copy of each form related to policies, assignments, and evaluations used in the Medical Laboratory Technology Program is available for all students to review. The student may request to review these forms from any Medical Laboratory faculty member.

PROGRAM EVALUATIONS

The student will have the opportunity to complete a variety of evaluations on Medical Laboratory Technology courses, and clinical rotations. These evaluations will be completed anonymously. Information obtained from the evaluations will be tallied and evaluated by SCC Allied Health and Public Services Department. These evaluations are required by the college, and grades will be incomplete until evaluations are submitted.

CLASSROOM RULES

No smoking, eating or drinking will be allowed in the MLT lab, although eating and drinking is allowed in non-biohazard classrooms.

CLASSROOM/LAB DRESS CODE

1. All students are expected to exhibit a neat, tasteful appearance, as befits a professional.
2. The following dress is not considered professional: pajamas, or any attire resembling pajamas or sleepwear, low cut garments, see-through garments without tee shirts-tanks-camisoles underneath.
3. There is a dress code for laboratory classes and is covered in lab orientation. Students will be required to wear scrubs on laboratory exercise days.
4. Open toed shoes are not allowed in laboratory classroom at any time, including lecture.
5. Students presenting for class without proper footwear will not be allowed in class, and will receive an absence for the day.
6. Lab coats and gloves are to be worn at all times during laboratory procedure practice.
7. For infection control, acrylic nails are not allowed during lab; fingernails should be ¼ inch or less in length.
8. Long hair must be pulled back away from the face.
9. Dangling ribbons, bows, jewelry, or scarves cannot be worn during lab.
10. Failure to have the proper attire will prevent the student from participating in lab.

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PROFESSIONAL BEHAVIORS

The following are considered by the MLT faculty to be critical behaviors which must be demonstrated at a satisfactory level in all class/clinical courses:

- Function within the legal limit of the student MLT role.
- Maintain ethical standards at all times.
- Adhere to policies of clinical institutions.
- Recognize need for help and request help from appropriate person.
- Demonstrate acceptance of constructive criticism and modify behavior accordingly.
- Comply with uniform requirements.
- Follow all class/clinical safety policies.
- Assume responsibility for own actions.
- Protect the rights of the patients.
- Complete all assignments in a timely fashion.
- Report situations accurately despite reflection on self.
- Use verbal communication appropriately.
- Work as a team member.
- Maintain work quality and quantity under stress.
- Follow verbal and written instructions without shortcuts.
- Display confidence after instruction.

Any student that fails to display any of the above behaviors will be counseled by the MLT faculty. Failure to correct the observed problems will result in removal from the program without the option of recycling.

STUDENT CONDUCT

College students are considered to be mature individuals. Conduct both in and out of college is expected to be that of any other respectable adult in a public place. It is each student's responsibility to be familiar with and observe the regulations set forth in the College Catalog and website. In addition, students should always display a respectful attitude toward fellow students and members of the faculty, staff, and administration. Such a respectful attitude does not allow the use of vulgar or profane language either in or out of the classroom. Physical or mental abuse of another person will not be tolerated.

Each student should realize that SCC's primary mission is to meet the needs of the community and of the individuals who make up the community.

CLASSROOM/ LAB CONDUCT

Classes will be conducted in adult fashion. Both instructors and students will be present, on time and prepared to conduct the class in a learning manner and environment. The instructor will be in control of the classroom at all times, both in selection of subject matter and learning methods. Students may disagree with the instructor on occasion. On these occasions, the necessity and efficacy of the subject material shall be restricted to after class discussions by the student and the instructor so as not to interfere with classroom objectives. Behavior viewed as disruptive will not be tolerated within class or clinical – See Student Code of Conduct Policy located in the policy section of www.stanly.edu.

ONLINE CONDUCT

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All discussions or replies posted by students to class discussions must be constructed using standard English grammar and spelling. The use of profanity or text messaging symbols/"short-cuts" is prohibited. Any discussion or reply that contains text message content or inappropriate language will receive a grade of "0". Online quizzes should be taken **without** the use of notes or other material. Students should study for an online quiz in the same manner as an in-class quiz. Any student observed using outside resources during online quizzes, unless permission is given by the instructor, will receive a grade of "0" and be subject to disciplinary action. Online quizzes will have specific times in which they are available; the quizzes must be taken during the specified times and cannot be "made-up" without appropriate documentation. Any student that takes an online quiz set for one attempt, more than once will receive a grade of "0" and will be subject to disciplinary action.

ADA POLICY

If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the ADA services office. You may also visit <https://www.stanly.edu/future-students/college-catalog/student-support-services/disability-services-ada> to learn more about ADA services at Stanly Community College. It is important to request accommodations early enough to give the ADA services office adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based solely on the recommendations of the ADA services office.

STUDENT DISCIPLINE AND GRIEVANCE PROCEDURES

The instructor in charge will discipline students causing minor infractions of the rules and regulations in the classroom since the instructor has authority in defining proper classroom decorum.

Other violations of conduct or regulations will be referred to the Dean of Students. Some types of misconduct, which are subject to disciplinary action, are cheating, plagiarism, theft, damage to College property or disruption of the educational process.

Differences in viewpoints are natural and essential for continuing growth and development as individuals. Unresolved differences, which affect students, may be classified as a grievance if the individuals involved cannot reach agreement. Grievance policies may be found in the college catalog and on the college website.

PINNING

The Pinning Ceremony is a dignified event sanctioned by the MLT faculty. It is a formal means for students to pay tribute to each other, family, friends, and faculty and a time for faculty to recognize students who have shown outstanding achievement and/or professional growth. The place, time, and date of Pinning are approved by the Director of Medical Laboratory Technology and the President of SCC. Guidelines are shared with the senior class by the MLT club advisor. MLT faculty reserve the right to rescind this privilege at any time.

COURSE POLICIES

CLASS ATTENDANCE

Each student is expected to attend all classes for which registered. Absences do not relieve the

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student's responsibility of meeting the requirements of the class. Any student missing two consecutive weeks without contact or permission of the instructor will be withdrawn. Immediately following the first week of loss of contact with a student, the instructor will determine the student's intent to continue or refer the student's name to Student Development for assistance in making this determination. After loss of contact with the student, the instructor will withdraw the student from class. If the credit is denied, the student will receive a grade of "W" at the time of the withdrawal. The grade of "W" will not be computed in the student's grade point average. Students are encouraged to check the SCC website at www.stanly.edu for policy updates.

Attendance: Students missing **2** class sessions in a semester without prior approval will be given a verbal warning, **3** class sessions a written warning, **4 or more** class sessions are on grounds for failure of the course and dismissal from the MLT Program.

Tardiness: Classes and clinical sessions begin and end promptly at the scheduled time unless amended by the instructor. Students entering the class **greater than 10 minutes late** will incur a tardy. **Five tardies will equal an absence.**

Leaving early: Leaving greater than 15 minutes before the end of class will incur the equivalence of a tardy. Again, if a student leaves class early five days this will equal an absence. This rule applies to both class and clinical, unless class or student (in clinical) is dismissed by the instructor or clinical preceptor.

Personal Appointments: All appointments (medical, etc.) must be scheduled on scheduled days off or after school hours. Appointments should not interfere with classroom or clinical instruction. If, for some reason, a student needs to be excused from class or clinic, the student will be held to the college and program attendance policies.

LAB ATTENDANCE

Lab attendance is required as it prepares each student for clinical experience. Failure to attend lab may result in lack of preparation for clinical. Skills must be satisfactorily completed in lab prior to being performed in clinical. Students who do not meet this requirement will be sent home from clinical. This will constitute an absence and the clinical absence policy will be enforced. Missed labs must be re-scheduled with the lab instructor prior to his/her next scheduled clinical experience. If no other clinical is scheduled during that semester, then labs must be made up within two (2) weeks of the scheduled lab. Re-scheduling is the student's responsibility. Failure to do so will result in the student being unable to attend clinical due to lack of preparation.

CELL PHONES

Cell phones are not to be used during class! If a student is expecting a phone call, that student may give the Locust campus number to the prospective caller (704-991-0123). The caller may contact the Crutchfield receptionist, who will in turn contact the student in class.

LAPTOPS/TABLETS/OTHER DEVICES

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Laptops and other devices may be used for note taking and viewing class material **ONLY**. Any use of mobile devices for social networking and activities not directly related to the class in session is strictly prohibited.

VOICE RECORDERS

Students may record classes and student lab sessions with their own devices. Students must ask permission and notify instructors **prior to** recording classes.

INTERNET USAGE

In classes where Internet access is provided, the student may use the Internet for valid, academic purposes only. The student may not use it for open access to other non-academic sites, which are unrelated to the course. Student shall refrain from texting, tweeting, viewing Facebook, email, or any other internet usage not pertinent to class topics, while in class. Failure to abide by this direction is not only discourteous to instructors and fellow students, but will result in the offending student's removal from class.

SOCIAL MEDIA POLICY

The MLT Program recognizes the use of social media in personal/non-school or non-work contexts. As an MLT student, you will encounter confidential information within the college or within the clinical environment. Consistent with the clinical facility confidentiality statements that you sign during clinical site orientations, it is your responsibility to refrain from the following:

- Using any patient identifier (name, initials, room number, age, diagnosis, photos, and any personal health information) in any way that may possibly identify a patient.
- Disclosing confidential information about the college, its employees, or its students and confidential information about clinical facilities, their employees, clients, and others.
- Stating personal opinions as being endorsed by the college or clinical facility.
- Using information and conducting activities that may violate SCC academic policies, violate local, state, or federal laws and regulations, or violate clinical facility policies.
- Posting of embarrassing, threatening, or harassing statements on either a personal page or site, Facebook, blogs, Yearbook, Instagram, Twitter, Canvas, etc.

Any of the above behaviors will be grounds for disciplinary action and possible dismissal from the MLT program. The SCC MLT Program does not tolerate content from students that is defamatory, libelous, or inhospitable to an academic/clinical environment. Violation of any part of this policy may result in a course failure and dismissal from the MLT program.

COURSE SYLLABI

A detailed course syllabus is given to each student for each course in the MLT curriculum at the

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beginning of the respective semester. Syllabi may be posted in the online component for each class. The instructor will review the syllabus with the students and the students in turn, are expected to read and acknowledge the syllabus requirements on CANVAS.

SKILLS LAB

Laboratory practice of techniques prior to entering the clinical is extremely important. No student will be allowed to perform any technique in the clinical area without adequate skills lab practice and refinement.

TESTING POLICY

If a student fails to notify the instructor prior to missing a scheduled exam, the student will be subject to having a zero grade recorded for the exam. Students should arrange to take a missed exam on the next class back to school (time and place to be arranged by the instructor). Students should make up the missed exam within one week of the original exam date. Students are expected to be on their honor, not to discuss the test with classmates, not to use references while taking it, and to limit the time they work on the test to that available at the scheduled time. Anyone missing an announced test will be penalized 5 points when taking the make-up test. Pop quizzes are not considered scheduled exams and cannot be made up. A zero will be given for that grade if the class is missed. Missed lab participation points also cannot be made up.

Students need to be on time for scheduled exams. Students who do not arrive on time will not be given any additional time to complete exams. Extenuating circumstances may be evaluated by the instructor.

Examinations will be done independently. Students will neither overtly or covertly solicit information from any other student or alternate source nor give information to any other student during examination period. Students witnessing such activity are required to bring it to the attention of the examination proctor. Failure to abide by this policy will result in a zero on the examination during which the incident occurred and may result in a citation for unprofessional conduct and/or dismissal from the college.

Absence from Scheduled Exams:

1. In the event a student needs to be absent for a scheduled exam, the student will notify the instructor of record prior to the testing period by phone or email. The student will take the exam on a day at the instructor's discretion or receive a zero for that exam. Time and place of the exam are to be arranged by the instructor. Students are expected to be on their honor not to discuss the test with classmates before taking it. Instructors reserve the right to use a comparable test in a different format.
2. Failure to notify the instructor of your inability to take the scheduled exam prior to the scheduled test time will result in a zero for that exam.
3. A proctor will be available during testing periods to answer questions regarding typographical errors. No other questions will be answered during a test. Students need to be on time for the scheduled exam. Those students who do not arrive on time will not be allowed to take the test, and will have to take a comparable test in a different format at a time determined by the instructor.

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4. Before the test, all items will be stored at the front of the classroom except for pencils, clean scrap paper when necessary, and a calculator issued by the proctor.
5. During the test, students will not be allowed to leave the room. Students should review their test for completeness before handing it in. Once tests are handed in, they will not be returned in order for students to make changes.
6. Students are not allowed to wear hats into the classroom on scheduled test days.
7. Faculty believes learning should be on-going and all-inclusive. Therefore, we reserve the right to include content from previous semesters on tests.

ACADEMIC INTEGRITY

Refer to SCC Student Code of Conduct.

In addition to the college policies -MLT Course policy: Students suspected of using any unauthorized resources for assessment will be required to undergo reassessment. Students shown to be in violating the policy will be given- at minimum- a 0 for the grade, along with a written warning at maximum, removal from the course and program. Any offense occurring after the written warning will result in the immediate dismissal of the student from the course and the program.

Test reviews will be done after all students have completed each test. All tests will be kept on file for accreditation purposes. Test reviews may not be recorded.

Proctored exams are given periodically during the program. For proctored exams, students will be given instructions on making appointments for the exam, along with due dates for completion. Students using unauthorized resources during proctored testing will be given a 0 grade for the exam, and are subject to dismissal from the course.

**INSTRUCTORS HAVE THE RIGHT TO REQUIRE STUDENT RETESTING ON ANY
COURSEWORK AND ASSESSMENTS THEY DEEM NECESSARY.**

HONESTY

All students are expected to be honest with faculty and staff in all situations related to clinical and academic activities. Students witnessing any dishonest activity are required to bring it to the attention of a faculty member. Resubmission of work completed for any previous course cannot be submitted for a future course assignment and will not be accepted. Failure to abide by this policy is considered a violation of the honor code and will result in disciplinary action as noted in the Stanly Community College catalog.

PLAGIARISM

Plagiarism involves the use of someone else's words, work, writings, thoughts, and ideas without giving credit to the author. It is understood that material submitted for evaluation in the MLT program will be that of the student submitting it and will be original work. **The student will receive no credit for the work and will receive a 'Failing' grade, and therefore be unable to**

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progress in the program. Students assigned a lower grade for using unauthorized help on a test, quiz or assignment will be considered as having violated the SCC Student Code of Conduct. These students are entitled to certain rights, including due process. Students who want to exercise their rights under the Student Code of Conduct should contact the Vice-President of Student Development. The instructor reserves the right to require any student to take a re-test if the instructor has evidence to believe that the student received unauthorized help on a test, quiz or assignment.

PROFESSIONALISM

Students should always demonstrate high standards of professionalism in all settings and display a well-developed sense of moral obligation, ethical judgment, and respect for patients, staff, and faculty. Students who exhibit immature, objectionable, or inappropriate behavior, or violate any code of conduct will be subject to appropriate disciplinary action up to and including dismissal from the college.

TECHNICAL WRITING

Students will be expected to submit original and professional assignments. Documentation and current references should be presented in APA format unless otherwise instructed. Guidelines for technical writing are available for all students.

TUTORING

Students desiring tutoring in any course should deal directly with the instructor or Medical Laboratory Technology faculty member. Arrangements for specific Medical Laboratory tutoring can be made by the faculty on an appointment basis. General education and science department tutoring may be arranged through the Student Development office (Ext. 226) at no cost to the student.

PROFESSIONAL CONFERENCES

The Medical Laboratory Technology Program faculty encourages students to enhance their learning experience by attending professional conferences for access to knowledge of current trends and advances in healthcare and professional development. Any student in good academic standing and actively participates in a program- or college-sponsored activity may attend a professional conference that is approved by the faculty. The student will be responsible for arrangements and any expenses for the conference including registration, travel, meals, and overnight accommodations as applicable. The student must attend the entire conference as scheduled. If the student has an overnight stay for the conference, the student must stay at the conference site unless otherwise approved by the faculty. The student must adhere to any professional dress code as dictated by faculty.

The student will conduct themselves as an adult and in a manner which will reflect positively upon Stanly Community College at all times during the conference. The student will abide by the rules of the conference, the facility in which they are guest and the Medical Laboratory Technology Program during the course of the conference. Failure to comply with these regulations may result in the student being asked to leave the conference, with appropriate disciplinary action being taken under the SCC Student Code of Conduct. Failure to abide by the rules, which results in a student dismissal from a conference may jeopardize the student's ability to attend other conferences and activities off campus, and may jeopardize the student's progress in the program.

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The student must attend all lectures as designated by the faculty. The student will be responsible for follow-up assignments for class time missed due to attending the conference. Failure to satisfactorily complete assignments may jeopardize the student from attending future conferences.

The student will complete and sign the Medical Laboratory Technology Program Professional Conference Form prior to attending any conference.

VISITORS

Only students registered for a specific class are allowed to attend that class session. Visitors are not allowed in any clinical area.

MESSAGES

The SCC switchboard or Medical Laboratory faculty will not be held responsible for any telephone or voice mail messages not of an emergency nature for the student. If a family member needs to contact a student in the event of an emergency, have them call the main College number at 704-991-0123.

Identical limitations apply to the hospital situation. Callers are to direct their messages to the appropriate instructor/preceptor rather than to the student. Instructors/preceptors will be responsible for notifying the students of needed messages.

VIRTUAL CLASS

When the occasion arises, that students are required to attend class virtually, students will adhere to all policies as if they were on-campus. Lectures will be conducted during the same time frame set by the curriculum course schedule. Attendance in virtual lectures conducted via Zoom will require students to be present for the lecture, and use audio and video to participate in the class. Assignments and examinations will still be due on the dates provided on syllabus. MLT instructors will provide course specific details for online instruction.

CLINICAL POLICIES

Clinical rotations have been developed to provide you with interrelated educational experiences in striving for five major goals: development of Medical Laboratory skills, improvement of patient assessment skills, enhancement of critical thinking skills, evolution of a professional attitude, and preparation for the national certification and registry exams.

The concept of clinical education is unique in that it provides a variety of experiences not found in the typical academic classroom setting. During the oncoming years, you will be encountering

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many of the following experiences: physician/student contact, study sessions, individualized research, individualized instructions, equipment contact, as well as observation of many related forms of patient care. The main objective of these situations is to allow you to thoroughly understand the concepts and techniques as well as apply these concepts and techniques to the patient care you will encounter. Every effort will be made to ensure that you, as a student, obtain both clinical and student lab practice. In the event that clinical practice is not available for disciplines, case studies, online modules, video simulations, tours, and student lab practice will be available to complete your learning experience.

We feel a strong responsibility as well as an obligation to set forth to you, the student, both by example and instruction, a professional attitude that will carry on with you, long after clinical instruction has ended. This professional attitude at all times conforming to the code of ethics as stated by the American Society of Clinical Laboratory Technology (ASCLS).

CONFIDENTIALITY STATEMENT

The student must maintain confidentiality regarding patients, medical records, and care provided during any clinical experience. The student is required to sign a confidentiality statement stating that he/she understands and will abide by the policy. Any break of this policy may result in dismissal from the program and possible prosecution (See HIPAA regulations).

ACCIDENT INSURANCE

Every SCC student is covered by accident insurance through payment of fees each semester. This insurance covers the student one-hour prior to and one-hour after classes. Students are instructed to contact the business office for information concerning this coverage. In the event of an accident at a clinical site, students must file their personal healthcare insurance first. Then must fill out the accident exposure form and file the accident insurance with the college.

PERSONAL INSURANCE

Some clinical affiliates require information on student medical insurance coverage. Students will be asked if they have medical insurance, and a YES or NO will be recorded. SCC does not require that students provide a copy of any insurance information, nor will they release any data other than YES or NO to coverage. Students without medical coverage are encouraged to investigate short term plans while they are in the program.

CONSENT TO RELEASE INFORMATION

The Health Insurance Portability and Accountability Act (HIPAA) is a law passed by Congress that is a detailed set of regulations created and enforced by the Federal Department of Health and Human Services. HIPAA gives patients a series of rights for their health information. The student will consent to the release of a copy of their immunizations record and TB skin test results, as well as a copy of their CPR card and assertion of insurance to the clinical affiliates when requested.

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Students will also allow for verification of their social security number for identification purposes and release of criminal background check and drug screening results to clinical affiliates when requested.

INFECTIOUS DISEASE POLICY

Students participating in required clinical education experiences may find themselves at risk for exposure to infectious diseases. The risk cannot be completely eliminated. It can be minimized by careful and consistent technique and the implementation of *standard precautions* (use of gloves, goggles, gowns, hand washing, and masks when appropriate) in the care of all patients.

Students will be expected to use *standard precautions* with all patients.

Students will not be assigned and treat patients that have tested positive for TB. This is an agreement between the Medical Laboratory Technology Program and its clinical affiliates.

In the event of a student exposure incident, the clinical affiliate or instructor will notify the Clinical Education Instructor concerning the incident. Proper documentation will be completed and the student will be advised according to hospital policy on follow-up procedure and/or seeking medical attention.

The following information deals with the SCC MLT program policy for handling infectious disease:

I. Exposure to blood or other body fluids:

- A. Exposure includes percutaneous injury with a contaminated sharp object (needle, lancet, broken slide, etc.) and exposure of mucous membranes or open skin lesions to blood or body fluid of client.
- B. It will be the student's responsibility to advise his/her clinical instructor immediately when an incident has occurred. The clinical instructor will notify the clinical coordinator and follow the policies of the clinical agency and the college.
- C. Students will be responsible for health care expenses incurred in treatment following exposure to infectious diseases. It is advised that all students carry health insurance.

II. Immunizations and Certifications:

- A. 2-step PPD testing is required initially, and then updated yearly. Students must provide documentation of freedom from tuberculin infection on the physical form prior to entry into the program and clinical experience. It is the student's responsibility to maintain verification of freedom from tuberculin infection on a yearly basis while enrolled in the MLT program. Failure to maintain this may jeopardize the student's

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ability to participate in clinical activities. Student with a positive PPD are required to have a negative chest X-ray once every five (5) years, and an attestation for TB completed yearly.

- B. Students are required to present verification of two MMR vaccines or immunity.
- C. The student must maintain a current Healthcare Provider CPR certification, which includes care of the adult, child, infant and AED.
- D. Students are required to receive vaccinations for Hepatitis B at their own expense or sign a declaration of denial. Some clinical affiliates require vaccinations of students.
- E. Some clinical agencies are requiring flu vaccines of students. Although this is not listed on the immunization form at the beginning of the program (since it is not available then), this is often a request of some clinical agencies. If refused by the student, the clinical facility policy must be adhered to by the student.
- F. A Tdap vaccine is required. It must be a Tdap, not a Td booster, within the last 10 years.
- G. Varicella vaccines or immunity proof through titer result are required. Date of disease is not sufficient to prove immunity and will not be accepted for verification.

Stanly Community College
Consent Release Form

Stanly Community College (SCC), residing in Stanly County, Albemarle, North Carolina regularly seeks students and alumni to feature in marketing and promotional materials. Your image, quotes, and/or artwork, may be used in print and/or electronic media for SCC, including, but not limited to: newspaper and magazine publications, radio advertisements, television advertisements, electronic media; including, but not limited to: social media sites and/or the college website.

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Please complete and sign the following release form:

I, _____, hereby authorize SCC to use my image, quote and/or artwork for any use the college deems appropriate in the promotion and marketing of SCC.

I understand that my quotes may be edited for content, but will not deter from the true spirit of the reference.

I understand that my image and/or my artwork may be altered (blemishes removed, red-eye reduction, cropping, lighten/darken, etc.).

I understand my name may be revealed.

I fully discharge SCC, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors, from any and all claims, monetary and otherwise, that I may have against SCC, its parent, affiliates or subcontractors, arising out of the use of my image, quotes or artwork.

I understand there is no financial or other compensation for my image, quotes or artwork.

Signature: _____

Date: _____

NOTE: Applicants under the age of 18 must have a parent or guardian sign for them.

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ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES	PERFORMANCE ABILITY (circle answer)	
			YES	NO*
Communication	Communication ability sufficient for interaction with others in verbal and written form.	Explain laboratory procedures. Give directions. Answer questions posed by faculty, patients, co-workers, physicians, and other health care providers concerning laboratory procedures and results. Keep accurate logs and records of test results. Maintain confidentiality of all patient information.	YES	NO*
Critical Thinking/ Problem Solving	Critical thinking and problem solving ability sufficient for clinical judgment.	Assess patients' readiness for phlebotomy procedures. Determine quality of specimen obtained. Evaluate testing methodology, accuracy for validity of results. Perform and evaluate calculations of patient results and quality control. Make decisions regarding panic values. Troubleshoot for instrument failures and manual procedure problems.	YES	NO*
Hearing	Auditory ability sufficient to accurately gather information relevant to medical laboratory duties.	Hear instrument signals and alarms, voices through protective clothing, emergency signals, telephone conversations, etc.	YES	NO*
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain supportive relationships with faculty, patients, patient families, co-workers, and other health care providers.	YES	NO*
Mobility	Physical abilities sufficient to move from room to room and to maneuver in small spaces.	Move around in patient rooms, elevators, stairwells and laboratory areas as necessary.	YES	NO*
Motor Skills	Gross and fine motor skills necessary to perform laboratory procedures accurately, safely and efficiently.	Reach, manipulate and operate equipment; access stored supplies; assist patients as required. Good hand to eye coordination and manual dexterity.	YES	NO*
Self Care	Ability to present professional appearance and implement measures to maintain own health.	Implement universal precautions (wear lab coat, gloves, facemask, etc). Observe established safety policies, chemical hygiene plans, OSHA regulations, etc.	YES	NO*
Smell	Olfactory senses sufficient for maintaining patients, environmental and co-worker safety.	Distinguish smells, which are contributory to assessing test results and maintaining safety (e.g. smoke, gas, etc).	YES	NO*
Temperament	Ability to deal effectively with stress produced by work-place interaction situation.	Perform laboratory procedures and duties with time, equipment, and manpower constraints. Handle stress created by working with sick patients and emergency situations.	YES	NO*
Visual	Visual ability sufficient for observation, assessment and performance of laboratory procedures.	Distinguish colors and shades of color. Read request forms, computer screens, instrument panels, product information inserts in small print. See and grade visible test results (agglutination, lysis, precipitation and other reactions).	YES	NO*

**ESSENTIAL FUNCTIONS
Acknowledgement Form**

I, the undersigned, do hereby testify that I have read and understand the Essential Functions and Technical Performance Standards for admission. I have read the "Essential Functions," and Technical Standards have had an opportunity to ask questions about them and now, to the best of my ability, understand them.

I believe I am capable of successfully performing the Essential Functions/Technical Standards of the Stanly Community College Medical Laboratory Technology Program with or without reasonable accommodation. *Indicates awareness of applicant to make an appointment with Student Disabilities Services. Any student who requires special needs accommodation must present documentation to the instructor within one week of the course start date.

Signature

Date

Print Name

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ACKNOWLEDGEMENT OF CLINICAL EXPERIENCE

One component of the Medical Laboratory Technician Program is the practice of skills necessary to develop into an entry level Medical Laboratory Technician. Successful completion of the MLT program requires that each student has a variety of clinical educational experiences in the Medical Laboratory. In order to provide these experiences, the College and MLT program secures contracts with medical facilities that will most students for supervised clinical educational experiences. Due to the nature of managed care, corporate medical companies, other surrounding allied health programs, and the multiple demands made upon the clinical facilities and the medical laboratories, the clinical educational sites (located in the local community) may not be available for assignment when their course schedule indicates. Every effort will be made to place the student in a clinical educational site when their course schedule so indicates.

Students have full responsibility for arranging and paying for transportation, food, uniforms and other items, which might be required for their clinical educational experience. The student is also responsible for providing a reliable means of transportation to all clinical educational sites.

The time of day, and the days of the week of the clinical education (practicum) experience will differ from the normal college and MLT program schedule. The clinical education experience for MLT 253, 265, and 275 involves a total of approximately 620 hours of clinical experience (13 credits) spanning 3 of the 5 semesters of the program. The student should expect that the days and hours for this clinical experience are dependent upon the clinical facility and medical laboratory.

I have read and understand the above acknowledgement concerning the clinical education experience component of the MLT program. My questions have been answered to my satisfaction.

Student Signature

Date

Program Head Signature

Date

Student Practice

For specific procedures, students, after showing and having documentation of competency, may need to practice procedures on one another. Prior to doing so, a liability waiver must be signed. Also, any individual volunteering to help with performance of procedures such as specimen collection, should sign waivers.

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Stanly Community College
Medical Laboratory Technology Program
HIPAA Release Form
MLT 253/265/275
Clinical Practicum

I hereby give my permission to Dadrienne Johnson, Program Director of the Medical Laboratory Technology Program at Stanly Community College, to release a copy of my shot/immunization record(s) and a copy of my CPR card to my clinical sites.

Student's Signature

Date

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Medical Laboratory Technology Program
Assumption of Risk and Consent to Venipuncture Procedure and Use of Blood Specimen for
Practice Laboratory Testing

General Information:

The Medical Laboratory Technology Program allows students to participate in blood specimen collection via a venipuncture procedure in which learning by students requires the use of human subjects as part of training. As a part of blood specimen collection via a venipuncture procedure, students are asked to be the subject of specific skills practiced by students. This procedure will be conducted under direct instructor supervision. The blood specimen collected during the venipuncture procedure will be utilized to conduct practice laboratory testing in a student laboratory setting.

Benefits:

The venipuncture procedure students participate in has been selected because students gain experience needed prior to performing procedures on actual patients. Also, since the blood specimen collected will be utilized in a student laboratory setting, the specimen will help in the learning process of Medical Laboratory Technology students who are utilizing realistic practice with blood specimens as an essential part for optimum learning.

Risks/Discomforts:

Participation may create some anxiety for you. Possibility of hematoma or bruising; slight, temporary pain with procedure; and/or slight risk of temporary nerve inflammation.

Your Rights:

You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

I have read the above Assumption of Risks and Consent to Venipuncture Procedure and Use of Blood Specimen for Practice Laboratory Testing. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate in blood specimen collection via a venipuncture procedure and give my consent to allow Medical Laboratory Technology students to use my blood specimen for practice laboratory testing.

Signature of Student: _____ Date: _____

Student Identification Number (Source verification): _____

Signature of Witness: _____ Date: _____

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Medical Laboratory Technology Program
Human Subjects Venipuncture/Microcollection Agreement

I, the undersigned, volunteer for venipuncture and microcollection procedures to be performed on me as part of the Medical Assisting curriculum. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases. I have no knowledge of having any communicable disease such as hepatitis, HIV, or other disease such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and microcollections within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s).

I do not hold Stanly Community College, the faculty, or my classmates responsible for any untoward effect from these procedures. If applicable, I will obtain a physician's excuse which will exempt me from either/or both venipuncture and/or microcollection procedures to be performed on me before the beginning of a lab/clinical class. The physician will need to specify which technique(s) I will be exempted from.

My grade will not be jeopardized by an exemption from these procedures. I agree to follow all lab rules and procedures as explained in the Medical Assisting Handbook and the additional rules and procedures listed below for my protection and the safety of others.

- Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets
- Wear safety goggles when working with chemicals or when splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Report any broken or frayed electrical cord to your instructor
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Report any accident to your instructor

Student signature: _____

Date: _____

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STUDENT INFORMATION

Name: _____ Student ID: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Cell Number: _____

It is the student's responsibility to notify instructors of any changes

Emergency Contact Person & Telephone Number:

Student Email address: _____

Home Email address: _____

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**Stanly Community College
Medical Laboratory Technology Program Manual
Receipt and Acknowledgement**

This is to certify that I have read and understood the information found in the Stanly Community College Medical Laboratory Technology Program Manual. I agree to abide by all rules and regulations contained therein. I also understand that failure to abide by these rules and regulations may serve as grounds for my withdrawal from the Medical Laboratory Technology Program.

Student's Signature

Date

ALL FORMS MUST BE SIGNED AND RETURNED TO THE MLT PROGRAM DIRECTOR BY THE FIRST DAY OF CLASSES.

Medical Laboratory Technology / ***Program Manual Receipt / 2023-2024***