

Medical Laboratory Technology Program Handbook

Policies and Procedures For Medical Laboratory Technician Students



2026

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INTRODUCTION

Welcome to the Medical Laboratory Technology Program.

The <u>Medical Laboratory Technology Program Handbook</u> has been developed to assist you with your education. It is important to read and become familiar with the information presented in this handbook. Please refer to this as the main source of information regarding operational policies and procedures of the Medical Laboratory Technology (MLT) Program.

This program handbook does not constitute a contract between Trident Technical College and its students, applicants for admission, or any other person. The MLT Program faculty reserves the right to change, without notice, any statement in this handbook. Changes will take effect whenever the Dean of Health Sciences and the MLT Program Director determine so. Information on changes will be made available to students in a reasonable and timely manner by the MLT Program Director.

Although the MLT Program faculty has made every reasonable effort to attain factual accuracy in this handbook, no responsibility is assumed for editorial, clerical, or printed errors or errors occasioned by mistakes. The MLT Program faculty have attempted to present information that, at the time of preparation for printing, most accurately describes the MLT Program policies. If there is a conflict between something in the MLT Program Handbook and the College's Student Handbook, the MLT Program Handbook will prevail.

Completion of the Medical Laboratory Technician Program at Trident Technical College does not guarantee employment for graduates. Successful completion of competencies taught in the MLT Program will make the student eligible to sit for a national exam and to be competitive in the current job market.

MLT PROGRAM CONTACT INFORMATION

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ACCREDITATION

The College's program in Medical Laboratory Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) through the United States Department of Education.

National Accrediting Agency for Clinical Laboratory Sciences
5600 North River Rd., Suite 720
Rosemont, Illinois 60018
http://www.naacls.org
(773) 714-8880

DESCRIPTION OF THE MEDICAL LABORATORY PROFESSION

The Medical Laboratory Technician 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 the 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, the performance of assays, problem-solving, troubleshooting techniques, the 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 healthcare 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. Communication 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.

At the 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 Laboratory 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, and post-analytical processes. The Medical Laboratory Technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

From: NAACLS Standards of Accredited and Approved Programs: Unique Standards for the Medical Laboratory Technician

Medical Laboratory Technology

Student Policies and Procedures



MLT PROGRAM-MISSION

The Medical Laboratory Technology Program at Trident Technical College is an Associate in Applied Science degree program designed to provide students with a high-quality education and excellent clinical skills, which they will utilize to become successful professionals in the field of clinical laboratory science.

MLT PROGRAM – PROGRAM GOALS AND PHILOSOPHY

The MLT Program aligns with the College's mission to deliver high-quality education and foster economic development in Berkeley, Charleston, and Dorchester counties by equipping students for opportunities and responsibilities in a rapidly evolving global environment.

The MLT Program emphasizes the role of the Medical Laboratory Technician in maintaining the value of human life in a changing healthcare environment.

Accessible and responsive to the needs of the multicultural community, the College provides the Tri-County area with competent healthcare laboratory personnel with quality, marketable job skills.

As an integral part of Trident Technical College, the Medical Laboratory Technology Program seeks to provide an environment of educational excellence.

HEALTH SCIENCES DIVISION – VISION

As the Health Sciences Division of Trident Technical College, our faculty and staff will serve to optimize the quality of human life of the people of the Lowcountry of South Carolina and beyond.

HEALTH SCIENCES DIVISION – MISSION, ROLE & SCOPE

Educate the individual. Accelerate the economy. Inspire the future.

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston, and Dorchester counties. An open-door institution of higher education, and one of the largest institutions in the state, Trident Technical College welcomes and serves students from the rich variety of backgrounds in its service area.

To help students meet their goals, the college offers applied technical associate degrees, diplomas and certificates, and university transfer associate degrees. The curriculum includes programs in arts and sciences; business; culinary and hospitality; education; engineering and manufacturing; health, human and personal services; information technology; law and criminal justice; maintenance and technical trades; and media and visual arts. Additionally, the college offers high school dual enrollment partnerships, apprenticeship programs, customized workforce training, and personal enrichment opportunities. To foster student success, the college provides multiple course delivery methods and comprehensive academic and student support services.

HEALTH SCIENCES DIVISION – VALUES

- Integrity
- Respect

- Student achievement
- Academic excellence
- · Academic freedom
- Excellence in customer service
- Accessibility
- Affordability
- Innovation
- Collaboration
- Community engagement

MLT PROGRAM – BASIC LEARNING COMPETENCIES

The Medical Laboratory Technology Program prepares students for employment as Medical Laboratory Technicians (MLTs). The MLT Program is designed to foster the development of the entry-level competencies that meet requirements for NAACLS accreditation. These competencies are:

- 1. Collection and processing of biological specimens and other substances.
- 2. Performing analytical tests on blood, body fluids, cells, and other substances.
- 3. Recognizing factors which affect procedures and results in pre-analytical, analytical, and post-analytical phases, and taking appropriate actions within predetermined limits when corrections are indicated.
- 4. Performing and monitoring quality control within predetermined limits.
- 5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs.
- 6. Demonstrating compliance with safety and government regulations.
- 7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and the public.
- 8. Recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them with respect for their jobs and patient care.
- 9. Applying basic scientific principles in learning new techniques and procedures.
- 10. Relating laboratory findings to common disease processes.
- 11. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

Upon graduation and initial employment, the MLT should be able to demonstrate entry-level competencies in the above areas of professional practice.

MLT PROGRAM - PROGRAM EVALUATION

The MLT Program is accountable to its students, graduates, faculty, clinical liaisons, employers, and the community. It is continually evaluated by these stakeholders, and improvements in the Program's policies, curriculum, learning objectives, activities, and evaluation methods are made accordingly to ensure the Program meets its mission and goals.

The program is evaluated by: (1) examining measurable program outcomes, such as ASCP exam pass rates and average scores, graduation rates, and attrition rates of students, and the employability of its graduates, and (2) taking informal surveys of the stakeholders, looking for anecdotal concerns that can lead to improvement.

As an MLT Student and eventual Program Graduate, it is expected that the MLT Student will complete course evaluations and graduate surveys. Every MLT Student and graduate is essential to the MLT Program, and their input is highly valued.

The MLT Program Director is responsible for this review and for any subsequent changes made in the MLT Program. Proposed changes are made only after discussion with the Program faculty, College administrators, and the MLT Advisory Committee, which serves as the voice of employers and the community.

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Medical Laboratory Technology Full-Time Curriculum Display

			<u>Lecture</u>	<u>Lab</u>	Credit
PREREQUISITES					
MAT 110		College Algebra	3	0	3
*BIO 112		Basic Anatomy and Physiology	3	3	4
CHM 110		College Chemistry	3	3	4
					11
First Semester - Spring					
AHS 104	S1	Medical Vocabulary/Anatomy	3	0	3
MLT 101	S1	Introduction to Medical Laboratory Technology	1.5	1.5	2
MLT 109	S1	Hematology I	1.5	1.5	2
ENG 101	S2	English Composition I	3	0	3
MLT 106	S2	Urinalysis and Body Fluids	1.5	1.5	2
MLT 111	S2	Hematology II	1.5	1.5	_2
					14
Second Semester - Summer					
PSY 201		General Psychology	3	0	3
MLT 103		Introductory Topics in Medical Microbiology	4	0	4
MLT 135		Clinical Chemistry and Instrumentation	2	3	3
MLT 114		Clinical Immunology	2	0	2
MLT 107		Clinical Experience in Urinalysis and Body Fluids	0	3	<u>1</u>
					13
Third Semester - Fall					
Humanities Elective		See College Catalog for approved humanities	3	0	3
MLT 211	F1	Advanced Hematology I	1.5	1.5	2
MLT 206	F1	Advanced Microbiology I	1.5	1.5	2
MLT 116	F1	Basic Concepts of Blood Banking	1.5	1.5	2
MLT 212	F2	Advanced Hematology II	1.5	1.5	2
MLT 207	F2	Advanced Microbiology II	1.5	1.5	2
MLT 216	F2	Advanced Skills in Blood Banking	1.5	1.5	_2
					15
Fourth Semester - Spring					
MLT 271	S1/S2	Clinical Applications I (Chemistry)	0.5	7.5	3
MLT 272	S1/S2	Clinical Applications II (Microbiology)	0.5	7.5	3
MLT 273	S1/S2	Clinical Applications III (Hematology)	0.5	7.5	3
MLT 274	S1/S2	Clinical Applications IV (Blood Bank)	0.5	7.5	_3
					12

TOTAL SEMESTER HOURS

*BIO 210 Anatomy and Physiology I in conjunction with BIO 211 Anatomy and Physiology II may be substituted.

Course Progression: Once accepted into the program, students must earn a grade of C or better in each course and earn a grade of satisfactory on professional development evaluations in order to progress to the next semester.

Please note: All Health Sciences students are required to have drug screenings, criminal background checks, and a current Student Health Record with immunizations and titers. For more information, students may contact their Medical Laboratory Technology faculty advisor. NOTE: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Laboratory Technology Program.



First Consistence Con-		<u>Lecture</u>	<u>Lab</u>	<u>Credit</u>
First Semester - Sun *AHS 104		2	0	3
MAT 110	Medical Vocabulary/Anatomy	3 3	0	
WAT 110	College Algebra	3	U	<u>3</u> 6
Second Semester - F	all			-
**BIO 112 F1	Basic Anatomy and Physiology	3	3	4
CHM 110 F2	College Chemistry	3	3	4
Third Semester - Spi	ring			8
MLT 101 S1	Introduction to Medical Laboratory Technology	1.5	1.5	2
MLT 101 S1	Hematology I	1.5	1.5	2
MLT 111 S2	Hematology II	1.5	1.5	2
MLT 106 S2	Urinalysis and Body Fluids	1.5	1.5	<u>2</u>
14121 100 32	officially sis affice about Fidures	1.5	1.5	8
Fourth Semester - S	ummer			
MLT 135	Clinical Chemistry and Instrumentation	2	3	3
MLT 103	Introductory Topics in Medical Microbiology	4	0	<u>4</u>
Fifth Semester - Fall				7
MLT 107 F1	Clinical Experience in Urinalysis and Body Fluids	0	3	1
MLT 206 F1	Advanced Microbiology I	1.5	1.5	2
ENG 101 F2	English Composition I	3	0	3
MLT 207 F2	Advanced Microbiology II	1.5	1.5	<u>2</u>
	7.4.4.1.0.0.4.1.1.0.0.0.0.0.0.0.0.0.0.0.0	2.0	2.0	8
Sixth Semester - Spr	<u> </u>			
MLT 271 S1	Clinical Applications I (Chemistry)	0.5	7.5	3
MLT 272 S2	Clinical Applications II (Micro)	0.5	7.5	<u>3</u>
Seventh Semester -	Summer			6
PSY 210	General Psychology	3	0	3
Humanities Elective	See College Catalog for approved humanities	3	0	3
MLT 114	Clinical Immunology	3	0	<u>2</u>
				8
Eighth Semester - Fa				
MLT 211 F1	Advanced Hematology I	1.5	1.5	2
MLT 116 F1	Basic Concepts of Blood Banking	1.5	1.2	2
MLT 212 F2	Advanced Hematology II	1.5	1.5	2
MLT 216 F2	Advanced Skills in Blood Banking	1.5	1.5	<u>2</u> 8
Ninth Semester - Sp	ring			•
MLT 273 S1	Clinical Applications III (Hematology)	0.5	7.5	3
MLT 274 S2	Clinical Applications IV (Blood Bank)	0.5	7.5	<u>3</u>
	,			6
	TOTAL SEMESTER HOURS	65		

^{*}BIO 210 Anatomy and Physiology I in conjunction with BIO 211 Anatomy and Physiology II may be substituted.

Course Progression: Once accepted into the program, students must earn a grade of C or better in each course and earn a grade of satisfactory on professional development evaluations in order to progress to the next semester.

Please note: All Health Sciences students are required to have drug screenings, criminal background checks, and a current Student Health Record with immunizations and titers. For more information, students may contact their Medical Laboratory Technology faculty advisor. NOTE: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Laboratory Technology Program.

GENERAL GUIDELINES FOR THE MLT STUDENTS

ACADEMIC ADVISING

The purposes of the advisor-student program are to:

- 1. Increase communication between students and faculty.
- 2. Provide the student access to a faculty member with whom he/she can discuss or explore issues important to the student.
- 3. Explore alternatives that may be necessary for the student to meet the objectives of the MLT Program.

The MLT faculty are here to assist you with any problems or concerns you may encounter. Advising sessions are held privately, and information exchanged is considered confidential. All full-time faculty maintain office hours for this purpose. These hours will be posted outside faculty offices and online in Navigate. Students should schedule appointments during these times. If a student finds that they are unable to meet with the advisor during these hours, alternative times may be arranged that are mutually acceptable to both the advisor and the student. It is the student's responsibility to request a conference when they feel they need assistance. The student is responsible for meeting with the advisor when the advisor requests a conference.

All full-time faculty members have voicemail on their telephones. A message may be left on voicemail when faculty are not available to accept calls. All full-time and part-time faculty have email addresses, and students are encouraged to contact them through the TTC email system. All voicemails are automatically sent to the faculty email, and the faculty will respond to students as quickly as reasonably possible.

Part-time faculty will provide students with their phone numbers, allowing them to be reached. Conferences may be arranged individually with part-time faculty members, or the MLT Program Director can assist in scheduling meetings.

my.tridenttech.edu is the official email site for Trident Technical College students. It is essential to check your my.tridenttech.edu email daily for important updates. MLT faculty regularly use this email system to communicate advising information, program announcements, and reminders. Students are responsible for all information emailed to them. The email system provided in D2L is not used by MLT faculty to communicate with students.

GroupMe is a free texting app used by the MLT faculty and students for urgent, short communications, such as checking your emails for new information, letting faculty know you are running late, or updating them about a technical issue during a lecture.

CHANGE OF NAME/ADDRESS/PHONE NUMBER

If a student changes his/her name, address, or phone number while enrolled in the MLT Program, this information should be submitted in writing to the Registrar, Building 410, and to the MLT Program Director and MLT Clinical Coordinator.

MLT HYBRID AND ONLINE COURSE REQUIREMENTS

All courses in the MLT Program Curriculum are structured in a hybrid, online format. MLT hybrid courses require both on-campus face-to-face attendance and online synchronous and asynchronous learning experiences. To confirm one is actively involved in a course, the student needs to contact the instructor at least once per week. Communication is the key to success in a hybrid program. Forms of contact can include (but are not limited to) posting/receiving emails, participating in online class discussions or chat rooms, completing and submitting course assignments, and communicating via the GroupMe app. For each course, all lecture content, course assignments, quizzes, and exams are given in the online environment. Skills lab instruction will take place on campus on the specified days and times listed on the front of the course syllabus and on the Course Home Page in D2L. Please see the instructor's addendum(s) for any additional instructions. It is strongly recommended to attend all live online lecture sessions to ensure a comprehensive understanding of the concepts. The lecture sessions are recorded and posted for later viewing. Attendance and participation will be part of your overall grade for each course. Internet access, a webcam, and a microphone are required. One must pass both the lecture and lab components independently to successfully complete the hybrid lecture and lab course. One will be required to be on time and in attendance for all faceto-face/traditional skills labs and didactic coursework unless an extenuating circumstance arises (documentation of the circumstances will be required).

COURSE REQUIREMENTS, EXAMINATIONS, AND GRADING TIME COMMITMENT

According to "<u>Hints on How to Succeed in College Classes</u>", a student should budget his or her time per week for a two-hour credit course (the majority of the courses in the MLT Program are two-credit-hour courses) as follows:

- Reading assigned text for 2 to 3 hours
- Homework assignments 3 to 6 hours
- Time for review and test preparation: 3 hours
- Total study time **PER WEEK** 9 to 13 hours

INSTRUCTOR RECOMMENDATIONS

Each course is conducted in a hybrid format, where students will be required to listen to narrated lectures, read chapters from the textbook, and review laboratory procedures before the assigned dates in the course schedule.

Due to the hybrid nature of these courses, the instructors recommend that the student follow the process below in preparation for each class day:

- Review the course objectives.
- Print out the PowerPoint in note form.
- Read the assigned chapters in your textbook thoroughly.
- Listen to the presentation and take notes as appropriate.
- Write down questions that you have as you review the material.
- Look the questions up in the required textbook or review the PowerPoint slides again.
- If you are still confused about a concept or principle, email the instructor, submit the question(s) when you walk into the laboratory classroom, or ask during an online lecture. These questions will be used as discussion items during the "guided lecture."

As soon as you start to get lost in understanding the material, do not wait to speak with the instructor. Make an appointment or email the instructor as soon as possible. This is critical to one's success.

INSTRUCTION METHODOLOGY

- Online Lecture and PowerPoint Presentations
- D2L (Desire2Learn) Brightspace Learning Management System
- In-Person Laboratory practice
- Audio-Visual Materials
- Internet Resources
- Computer Programs

D2L Brightspace Learning Platform

The lecture portion of courses will be conducted online, using the D2L Brightspace Learning System. Live lectures, assignments, quizzes, and exams will be conducted through the D2L Brightspace platform. All live lectures are recorded and posted in the course Content folder in the D2L Brightspace Learning System for students to view after the lecture.

EVALUATION METHODS

Methods for evaluating students include, but are not limited to, scheduled or pop quizzes, lecture unit tests, written assignments, laboratory exercises and practical examinations, and final comprehensive examinations. The use of a basic calculator will be permitted. Cell phones/tablets (to be used as calculators) are not permitted. Scientific or programmable calculators are permitted.

Examinations will be given over lecture and related laboratory material to comprehensively assess the student's knowledge of concepts, principles, techniques, and procedures. The examinations will be given online within D2L Brightspace and will be timed and video recorded. Students are expected to exhibit the highest level of ethical and honest behavior. The only exception to time limits is for students who have visited the Counselor for Students with Disabilities office and have a documented special need for exam time extensions. The instructor will be notified of this at the beginning of the semester by the Counselor for Students with Disabilities office. Using one's phone or tablet to complete these exams is not recommended due to potential browser issues.

Once exams are completed, students will have the opportunity to review missed questions online for a specified period of time, as deemed appropriate by the instructor.

LABORATORY PRACTICAL ASSESSMENT

Proficiency in clinical laboratory skills will be measured by the performance of the required skills specific to each laboratory procedure performed in the student laboratory or clinical setting. In the student laboratory, points will be awarded for the successful completion of laboratory exercises. In the clinical setting, successful skills completion will be documented on the Skills Check Off and Evaluation Form found in the course's handouts for those courses with scheduled clinical practice hours.

All laboratory exercises MUST be read BEFORE attempting to perform any clinical skill in the student laboratory or the clinical laboratory setting. In the student laboratory, a prelab assessment may be given over the scheduled laboratory to ensure review of the laboratory material. A pre- and post-procedure assessment may be given by the clinical site before allowing the student to perform laboratory testing in the clinical setting.

<u>IN TERMS OF THE STUDENT LABORATORY</u>, Prelab assessments must be submitted by 8:30am on the class day. If the student does not complete the prelab assessment before 8:30 am, a grade of "0" will be recorded in the grade book.

Points are awarded for the successful completion of laboratory exercises. Student laboratory performance is evaluated using the following criteria:

- Familiarity with procedure
- Setting up and performing procedure (organizational skills)
- Appropriate specimens and reagents are obtained and utilized
- Proper use of equipment, reagents, supplies, and specimens
- Proper labeling, handling, and disposal of specimens, tubes, etc.
- Organization and performance of individual tasks
- Completion of tests within a reasonable amount of time
- Clean-up of work area
- Correct interpretation of results with recognition of discrepancies or abnormal results being brought to the instructor's attention
- Results are recorded in the proper format
- Proper response to student questions/case studies

ONLINE EXAMINATION POLICIES

Examinations will be given over lectures and related laboratory material to comprehensively assess a student's knowledge of concepts, principles, techniques, and procedures. The examinations will be given with D2L Brightspace and will be timed and video recorded. Students are expected to exhibit the highest level of ethical and honest behavior. The only exception to time limits is for students who have visited the Counselor for Students with Disabilities office and have a documented special need for exam time extensions. The instructor shall be notified of this at the beginning of the semester.

Unless otherwise stated, NO unauthorized student materials are to be used during the examination. This includes, but is not limited to, internet resources, notes, lab materials, and textbooks. It is at the instructor's discretion to determine which materials may be used during an exam. Penalties will be implemented if unauthorized materials are used. Penalties may include:

- 1. Earning a grade of zero for the examination.
- 2. Letter of Warning.
- 3. Submission of the incident to Academic Affairs.
- 4. Potential ineligibility to progress in the MLT Program.

Students are expected to take each exam at its assigned time within the posted time limit. If a student fails to take or complete a lecture exam, a grade of zero will be recorded unless proof of an

emergency is presented to the instructor, such as a doctor's note. If an exam due date cannot be honored due to another reason, such as jury duty or a court date, written documentation of the event must be provided to the instructor in advance. Failure to comply with this policy will result in a grade of zero for the missed exam.

Failing to complete an exam can be due to internet access problems or personal computer issues. It is at the instructor's discretion to allow reentry into the exam after reviewing the exam event log. The ability to re-enter or take exams will further depend on whether the student has already seen the missed question feedback and the exam has been graded by the instructor.

Missing an exam will result in the instructor submitting an Early Alert to the Counselor Students with Disabilities office and holding a conference with the student to review their exam. At this point, the student will not be required to meet the recommendations of the Early Alert, but the student will be required to meet with the instructor for a review of the exam.

If any additional exams are missed, grades of "0" will be recorded, and the student will be placed on MLT Program Probation. Upon being placed on the MLT Program Probation, the student will be required to meet the recommendations of the Early Alert and attend a review session with the instructor to discuss the exam. To satisfactorily complete the MLT Program Probation period, the student must do the following:

- Meet the requirements of the Early Alert
- Meet with the instructor to review the exam
- Obtain a grade of C or better on all remaining testing events
- Complete the lecture, laboratory, and clinical components with a grade of "C" or better (greater than 71%)

If the final exam is missed, a grade of "0" will be recorded unless there is an extenuating circumstance, such as severe illness/injury, death of an immediate family member, participation in legal proceedings, or military duties.

Students who miss the final exam due to extenuating circumstances must arrange a time with the instructor to reschedule the missed final exam. A rescheduled exam must be completed before the end of the semester, and documentation of the extenuating circumstances will be required. Based on the nature of the extenuating circumstances, the student may receive an "I" (incomplete) for the course, and progression in the MLT Program will be provisional – the student must successfully complete the final graded assignments, and exam, and earn a grade of "C" or better for the course in which the student received an "I" (incomplete).

Penalties for exceeding the time limit:

Students will be given a 5-minute grace period beyond the exam time limit in D2L. At this point, the system will prevent the student from making any further changes except for submitting the exam. All unsaved answers will be marked as incorrect because the system did not record them.

Extension of time on exams: Only students for whom the instructor has received a notice from the Counselor for Students with Disabilities will receive additional time. The additional time allotted in these situations will follow the guidelines outlined in the notice received.

Students are allowed to review missed questions on lecture exams once they have closed. Students are not permitted to review final exams unless they have made an appointment with the instructor.

Students scoring 70% or less on course exams/quizzes will be required to complete exam remediation. An exam remediation form will be sent to the student by the instructor with specific instructions. The form must be submitted to the instructor by the deadline specified by the instructor for evaluation. Upon successful completion of the form, the instructor may award a maximum of 5 points to the final exam score. Failure to complete exam remediation or missing the deadline will result in the exam grade being affected, and a meeting with the instructor will be required. 1st Exam/Quiz: The student must complete exam remediation; an early alert may be sent to Student Services. At this point, a student's completion of the Early Alert recommendations is optional. 2nd Exam/Quiz: After a 2nd exam or quiz has been taken with a score of 70% or less, the student will complete exam remediation and be required to meet the recommendations of the Early Alert system, as well as review the exam/quiz with the instructor. This will also result in the student's being placed on MLT Program Probation. To satisfactorily complete the MLT Program Probation period, the student must do the following:

- Meet the requirements of the Early Alert
- Complete exam remediation and meet with the instructor
- Obtain a grade of C or better on all remaining testing events
- Complete the lecture, laboratory, and clinical components with a grade of "C" or better (greater than 71%)

SCHOLASTIC REQUIREMENTS

To progress to the next term:

- 1. As stated in the TTC College Catalog, students must attain a "C" or better in the lecture, laboratory, and clinical components of MLT courses.*
- 2. Students must earn a satisfactory evaluation on the final Professional Development Evaluation in each MLT course. **
- 3. Students must make a "C" or better in all prerequisite and corequisite courses.
- 4. Students must maintain a minimum 2.0 cumulative GPA while in the MLT Program.

Failure to do so could result in one's being ineligible to progress in the MLT Program. All MLT course grades are determined according to the College grading scale as follows:

A =	91-100	Outstanding
B =	81-90	Above average work
C =	71-80	Average work
D =	65- 70	Marginal performance
F =	Below 65	Failure to meet minimum requirements

*Should a student be unsuccessful in either the lecture, laboratory, or clinical component of a course, the student will automatically earn a grade of "D" or "F" for the entire course.

**A student, who is consistently unsuccessful in the Professional Development component of a course, has the potential to be unsuccessful in the laboratory or clinical component of that course and automatically earn a grade of "D" or F" for the entire course.

Final course grades are letter grades. The final grades may be viewed online using Navigate. Faculty members are not allowed to issue grades or progress reports to parents or interested family members. **Grades are not provided via the telephone.**

Students will be notified in writing if they have been unsuccessful and are not eligible to progress in the MLT Program due to academic or professional deficiencies.

It is important to note that earning a grade of "D" or "F" in a course in the MLT Program does not necessarily constitute an inability to progress in the MLT Program. However, it will constitute a change in status from Full-Time student to Part-Time student. This change in status will affect one's anticipated graduation date for the MLT Program and the rearrangement of when courses and clinicals are completed. For a part-time student, the inability to progress in the MLT Program will depend on where one is in the curriculum as to whether one will be eligible for progression.

GRADE CALCULATIONS

Course grades in the MLT Program are calculated as follows:

- I. Lecture Grade of "C" or better is based on the points earned divided by the points offered system. Points earned or included in one's grade include:
 - A. Grades made on quizzes.
 - B. Grades made on assignments and classroom activities.
 - C. Grades made on exams.

NOTE: If one does not earn a "C" in lecture, one may not progress forward to the next term and will receive whatever letter grade was earned. This is because one will be considered as not having sufficient knowledge in the given subject to make the judgment calls necessary in the clinical setting.

- II. Lab Grade of "C" or better is based on the points earned divided by the points offered system. Points earned or included in one's grade include:
 - A. Daily lab assignments and activities.
 - B. Participation and safety grades.
 - C. Competency/skills assessments.
 - D. Lab practical examinations

NOTE: If one does not earn a "C" in lab, one may not progress forward to the next term and will receive whatever letter grade was earned. This is because one will be considered as not having sufficient laboratory skills in the given subject to work competently in the clinical setting.

- III. Clinical Grade of "C or better is based on the points earned divided by the points offered system. Points earned or included in one's grade include:
 - A. Clinical practice activities are determined and scheduled by the clinical site.
 - B. Assignments (e.g., study questions, case studies, discussion boards).
 - C. Evaluation by clinical instructors.

NOTE: If one does not earn a "C" in clinical, one may not progress forward to the next term and will receive whatever letter grade was earned. This is because one will be considered as not having clinical competency in the given subject, both in terms of making the necessary judgment calls in the clinical setting and possessing the laboratory skills required to successfully perform in this setting.

NOTE: Not all courses have a clinical component. Those courses that have a clinical component are:

- MLT 107: Clinical Experience in Urinalysis and Body Fluids
- MLT 271: Clinical Applications I (Chemistry)
- MLT 272: Clinical Applications II (Microbiology)
- MLT 273: Clinical Applications III (Blood Bank)
- MLT 274: Clinical Applications IV (Hematology)
- IV. The Professional Development grade earned must be a 95% (a total of 19/20 questions). One can lose points based on:
 - A. Earning a grade of "D" or "F" on final lab practicals and exams.
 - B. Not completing the course evaluations (SECI).
 - C. Earning a rating of "U" (unsatisfactory) on any of the 20 items listed on the Professional Development Evaluation.
 - D. Being unsuccessful in earning a grade of "C" in any of the components of the total course (i.e., lecture, lab, clinical, or professional development) will result in a serious reduction in one's professional development grade because less than a grade of "C" says one is truly not ready professionally to advance or attend clinicals.

REMEMBER: One must earn a grade of "C" or better in each individual component to progress to the next term.

MLT ATTENDANCE POLICY

The Attendance Policy is designed to establish a pattern of professional behavior that aligns with the attendance expectations in the clinical environment. Excellent attendance and punctuality are key behaviors that demonstrate responsibility and commitment as students progress toward the completion of goals and objectives.

Prompt and regular attendance is the student's responsibility. The student is responsible for all material covered and all assignments made in class, regardless of whether the student was present at the time the assignment was made. Any time a student is absent from a class, laboratory, or other scheduled event, it is the student's responsibility to make satisfactory arrangements for any makeup work permitted by the instructor.

Important announcements are made at the beginning of each class and may not be repeated. Regular and punctual attendance is *required* at all lectures and lab sessions. Notification of your absence for laboratory sessions, by phone, text, or email, must be provided to your instructor in a timely manner, preferably at least 30 minutes prior to class but within 2 hours of the class start time. Attendance demonstrates professionalism, and regular and punctual attendance is expected in a professional workplace setting. Due to the nature of our courses, each class serves as a foundation for the next class session. *COMMUNICATION IS***KEY!

Attendance for online lectures **is documented and** is **required** on the specified days/times as stated in the course syllabi. Online lectures are also recorded for the purpose of reviewing the material discussed in the lecture when studying. Attending online lectures ensures that students can ask questions and gain clarification on the material. **If a student is absent from a lecture, it is their responsibility to watch the recorded lecture within the same week it occurred and to reach out to the instructor with any questions.**

An absence is defined as nonattendance for any reason, including illness, emergency, or official leave. A student who leaves **the laboratory session** before the instructor dismisses class may also be considered absent. All class sessions are important. Excessive absences increase the risk of being unsuccessful.

A tardy is defined as arriving 6 or more minutes late to class. A student arriving late to class may not be allowed to enter the traditional classroom at the instructor's discretion and may be considered absent for that period. The instructor will not disrupt other students who were on time by repeating instructions given at the beginning of the lab session. It is the student's responsibility to arrive on time, bring all required materials, and be familiar with the procedures being performed by reviewing procedures prior to the lab session. Being tardy is highly disruptive to the other students in the classroom and demonstrates a lack of professional conduct. At the instructor's discretion, in a traditional classroom setting, a student arriving after a quiz, class assignment, or test in a laboratory session has already started may receive a grade of "0" for that assignment, quiz, or test.

Once **a lab** session has begun, the student should remain in the classroom until the class session is over. Interrupting class is highly disruptive to the other students in the classroom and demonstrates a lack of professional conduct. Breaks will be provided for any class that lasts more than two (2) hours.

The MLT Program's Code of Professional Conduct requires students to notify the instructor by email or phone when they expect to be unavoidably tardy or absent. Only a bona fide emergency, such as emergency hospitalization, will be considered as a reason to notify the instructor after the absence has occurred. Messages sent by family, friends, or other students should not be used as a substitute for direct contact with the instructor. Extreme hardship cases, which are presented in writing to the instructor, will be considered for possible exception at the instructor's discretion.

Failure to adhere to the attendance and tardy policy of the MLT Program will result in an unsatisfactory score on the student's Professional Development Evaluation and a possible ineligibility to progress in the MLT Program.

NO MAKE-UPS are allowed on lecture exams, quizzes, class assignments, final exams, **lab sessions**, **or** lab practicals. This includes missing a quiz or assignment due to tardiness for class or other such reasons (i.e., if a student is 15 minutes late to the traditional lecture/lab class and the quiz has already started, the student will receive a zero for the quiz grade). For online quizzes and exams, refer to the Online Examination Policies in this Handbook. For online assignments, refer to the Course and Clinical Assignments: Late Policy in this Handbook.

Laboratory exercises and practicals require extensive setup and financial resources; therefore, they **CANNOT** be rescheduled or made up.

<u>Please NOTE:</u> There is a <u>strict</u> policy regarding attendance and notification procedures for clinical rotation assignments. These policies and procedures are described later in this Handbook. Failure to follow proper clinical procedures could result in a possible ineligibility to progress in the MLT Program.

Extreme hardship cases, which are presented in writing to the instructor, will be considered for possible exception at the instructor's discretion. Students will need to present adequate written documentation for hardship circumstances, such as a written doctor's excuse or a letter from a magistrate.

COURSE AND CLINICAL ASSIGNMENTS: LATE POLICY

All lecture, laboratory, and clinical assignments will be given a due date and time by the instructor. An assignment will be considered late if it is **NOT** submitted by the stated due date and time. Assignments submitted after the stated due date and time <u>will not</u> be accepted, and a grade of zero will be assigned **IF** the instructor has received **no communication** from the student regarding hardship circumstances preventing the assignment from being submitted on time or within 24 hours of the assigned due date/time. It is at the instructor's discretion to accept late assignments and/or to provide an extension of the due date. Late submissions will be accepted **ONLY IF** the material has not been graded and returned to the class. If graded material has been returned, the late submission will not be accepted, and a grade of zero will be assigned.

Extreme hardship cases must be presented in writing to the instructor and will be considered for possible exception at the instructor's discretion. Students will need to present adequate written documentation for hardship circumstances, such as a written doctor's excuse or a letter from a magistrate.

EMERGENCY CLOSURE

In the event the College is forced to close due to a catastrophic event, such as adverse weather or a power failure, the MLT Program will utilize make-up days, as designated by the College, for lecture, lab, and clinical time missed. Additionally, MLT Program faculty will utilize the campus D2L online course delivery system and web-based assignments to provide students with instruction during this timeframe.

Students will be notified if the College is closed via the Emergency Alert System, the College website, and local broadcast stations, as per the TTC's *Closure of School – Unscheduled* policy. MLT faculty will communicate with MLT students regarding closures and assignments via the *my.tridenttech.edu* email system and the GroupMe app.

ELECTRONIC COMMUNICATION DEVICES IN CLASSROOMS

During lectures in the traditional classroom (e.g., Forum – MLT 271-MLT 274), MLT Program faculty permit the use of laptops, tablets, smartphones, and other technologies in the classroom to facilitate note-taking and review of course material. All electronic devices must be muted or placed on vibrate to avoid disrupting the learning environment. All phone calls must be answered outside of the lecture or laboratory classroom. However, accessing any mobile device during laboratory sessions is inappropriate and unprofessional and will be noted on the student's professional development evaluation.

It is mandatory that all cell phones/electronic devices, except for basic calculators, remain in the provided student drawers during lab. They <u>must not</u> be handled with gloved hands or potentially contaminated hands, and they should not be placed on lab bench surfaces. When using the device in the lab, it is necessary

to remove gloves and wash your hands before retrieving it for use. It must be used only in a designated clean space. At any time, if cell phone/electronic device usage becomes disruptive to class or laboratory procedures, it is the instructor's discretion to disallow usage during class or laboratory.

The wearing of earbuds in the traditional classroom setting and student laboratory sessions is not permitted. The student will be asked to remove them upon entry into the session, and they must remain in the student's drawer/backpack at all times while the lab is in session.

EARLY ALERT ASSISTANCE

MLT faculty strive to provide students with academic progress reports throughout the term, as well as a Professional Development Evaluation at the end of each 14-week semester.

Students experiencing academic or personal difficulties may be referred by the faculty to the Counseling Center for assistance. The telephone number for Thornley (Main) Campus is 843-574-6131. Counseling is available to TTC students at no charge, with or without a referral from an instructor.

The Counseling Center has an Early Alert referral system designed to help students with study skills, test taking and test anxiety, time management, and stress management. You will be notified if a referral has been made.

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

The College will make reasonable accommodations for persons with documented disabilities. Students should notify the Counselor for Students with Disabilities (located in Counseling and Career Development, Building 410, Room 210) and their instructors of any special needs. Instructors should be notified on the first day of classes.

According to the *Handbook for Students with Disabilities*, found on the College's Disability Services webpage, "Accommodations are reasonable when they do not fundamentally alter the nature of a program or service...Some program/course goals may not be subject to accommodation." For example, accommodations will not be made for psychomotor skills, including skills assessments, clinical courses, competencies, and practical lab activities/exams. "The ADA does not require that colleges or universities lower academic standards or fundamentally alter the nature of the programs provided."

TRANSFER COURSES AND ADVANCED STANDING

Student transcripts from another college will be reviewed by the Office of Admissions and Records to determine if any courses may be used for transfer credit. It is the student's responsibility to make sure these transcripts have been sent to the College. It is the student's responsibility to schedule an appointment with their advisor during the first term of admission to the MLT Program to identify transfer credits and ensure matriculation through the Program, thereby avoiding graduation delays.

POLICY FOR TRANSFER OF MLT COURSES

Due to the wide variability in course content in MLT courses at other colleges, requests for course transfer and exemptions will be handled on an individual basis. Transfer and exemption requests must be declared **PRIOR** to beginning the MLT curriculum.

Only comparable courses taken in an NAACLS-accredited MLT Program within the last 3 years will be considered for transfer credit. 25% of the total hours required for the associate degree must be completed at Trident Technical College.

WITHDRAWAL

Students who are at risk of being unsuccessful in lecture or lab may withdraw with a grade of "W" if they withdraw before or on the date designated in the semester as the last day to withdraw with a "W". Failure to officially withdraw will result in the grade of "D" or "F" on the student's permanent academic record.

Students who receive a grade of "D", "F", or "W" in the lecture, laboratory, or clinical component of any MLT course may be ineligible to progress in the MLT Program. Students may also be ineligible to progress in the MLT Program due to unprofessional behavior.

The MLT Program manages ineligibility to progress in a stepwise process. The first step involves assessing whether the student can successfully complete a categorical tract and proceed through a clinical rotation without interruption in their studies. The categorical tracts are as follows:

- Hematology MLT 106, MLT 107, MLT 109, MLT 111, MLT 211, MLT 212, MLT 273
- Chemistry MLT 101, MLT 106, MLT 107, MLT 135, MLT 271
- Microbiology MLT 103, MLT 206, MLT 207, MLT 272
- Blood Bank/Immunohematology MLT 101, MLT 115, MLT 116, MLT 216, MLT 274

If one can proceed through a categorical tract and the student is a full-time student, the student will be dropped into the part-time curriculum with an adjusted schedule, allowing one to continue forward with the coursework that can be completed, retake the course in which one was unsuccessful, and work towards successful completion of the MLT Program.

The second step involves the actual Health Sciences Readmission Procedure, as the student is ineligible to progress through any clinical tract. Consequently, there will be a period during which the student will not be registered for any MLT Professional courses.

DIVISION OF HEALTH SCIENCES READMISSION PROCEDURES

Refer to Health Sciences Student Policies and Procedures. MLT students who are ineligible to progress in the MLT Program may have to repeat professional courses in the curriculum. Students will need to demonstrate competency in all skills courses previously completed successfully to progress in the MLT Program, provided they are given the opportunity to readmit. Readmission into the MLT Program follows the policy as stated in the Health Sciences Student Policies and Procedures Manual.

LINES OF COMMUNICATION

The MLT Program is part of the Division of Health Sciences. In the MLT Program, students should utilize this line of communication when attempting to make complaints, solve problems, offer suggestions, or get questions answered. This line of communication begins with the student's instructor or advisor and proceeds as follows:



- 1. Should a student have a classroom issue, the student should first address the concern with the instructor of the class, and then the MLT Program Director if the concern is not resolved at the instructor level.
- 2. Should a student have a programmatic issue, the student should address this concern with the MLT Program Director.
- 3. Should a student have a clinical issue, the student should first address this at the clinic, and then the MLT Clinical Coordinator if it is not resolved at the clinic level.
- 4. Should the student issue fail to be resolved at the program level with the Program Director, the student should complete and submit the Academic Complaint Form found in Etrieve (https://tridenttechcentral.etrieve.cloud/#/form/297), so the Dean and Associate Dean can address the issue. The Academic Complaint could be any of the above issues that have not been resolved at the Program or Clinic level.

EQUIPMENT/BOOKS/SUPPLIES

MLT students are responsible for:

- 1. Reporting any equipment breakdowns to the instructor.
- 2. Storing all classroom/laboratory materials in their proper places prior to leaving the laboratory. No supplies or equipment can be removed from the lab without permission from faculty.
- 3. Purchasing and maintaining personal student supplies listed in the syllabus as needed for each course (i.e., gloves, fluid-proof lab coats).
- 4. Bringing books, course syllabus, and course handouts to each class or lab unless other arrangements are made by the instructor. Students are required to purchase the books and supplies outlined in each MLT class syllabus. Students are not permitted to bring digital course materials/textbooks into the laboratory and will not be accessible for online exams. A hard copy of all textbooks is required for the MLT program.
- 5. Reviewing the list of approximate costs for the MLT Program, which is included in this manual. This list is subject to change.

MLT PROGRAM COSTS:

ESTIMATED COSTS OF THE MEDICAL LABORATORY TECHNOLOGY PROGRAM (Revised 11/2025 PB)

Note: These are <u>estimated</u> costs based on the history of the MLT program and may change if market prices increase.

	ITEM	ESTIMATED TOTAL COST
	Tuition and Fees	Amount varies based on residency, number of credits taken, and financial aid available
	MLT Lab fees (assessed with tuition)	\$800
	Books, Course handouts & OER Subscriptions (MLT courses only)	\$1300 (OER Subscriptions may require renewal for part-time)
	MLT 271, MLT 272, MLT 273, & MLT 274 Exam Simulator online program	\$300 (may require renewal for part-time)
	MLT 106, MLT 107, MLT 111 & MLT 212, MLT 206 & MLT 207 RBC, Diff, Advanced Diff, UA/Body Fluids, and Micro Case Simulators online program	\$95/each X 6 (may require renewal for part-time)
	Supplies (personal protective equipment)	\$350.00
	Uniform: Scrub Tops and Pants	\$50 x 3
	Clinical Shoes	\$35 - \$120
	Clinical Orientation online programs	\$75 x 2 (or 3 for part-time)
	Original Criminal Background Check	\$84.44 x 1
	Criminal Background Check, Drug Screen w/in 90 days of Clinical	\$153.75 x 2 to 3, depending on part-time or full-time MLT Program status
	Major Medical Insurance	Minimum \$ 150/ month (policy costs vary)
	Professional Liability Insurance	\$25 (annual premium) x 2 (or 3 for part-time)
	TB Test (PPD)/QuantiFERON TB Gold	\$178for the initial 2-step or \$184 for the QuantiFERON TB
*	Tetanus Vaccine (TDaP)	\$65
*	MMR & Varicella: IF vaccine required	\$160 per shot (2 required per series)
*	MMR: individual titers required if proof of vaccination is not attainable	Measles (Rubeola): \$100 Mumps: \$100 Rubella: \$100
*	Hepatitis B vaccine (Recombivax)	\$160 per shot (3 required)
*	Hepatitis B titer	\$145
*	Varicella titer-IF required	\$126
	Flu vaccine	\$30 x 2 or 3, depending on part-time or full-time MLT Program status
*	Meningococcal vaccine	\$150
*	COVID Vaccination-recommended	2 shots (currently free but may cost up to \$130 per shot)
	CPR Certification	\$40 on campus or \$120 through the American Heart Association
**	ASCP Certification Exam	\$215

^{*} Required Health items marked with an "*" can be completed anytime within 10 years of beginning the MLT Program. It is recommended that you begin these vaccinations and titers (lab tests indicating immunity) well in advance of program admittance. For example, the Hepatitis B vaccination and titer is a 4-step process spanning a total of 7 months. Be sure to save all documentation of this work. If you have specific questions about these requirements, email Pamela Brady, MLT Clinical Coordinator, pamela.brady@tridenttech.edu.

^{**}Certification fees are not part of the College's MLT Program but are provided for information and planning purposes. Students are **NOT** required to pass any type of external certification or licensure examination to obtain their degree. Students are encouraged to take the ASCP exam because most places of employment require ASCP certification.

SCHOLARSHIPS & APPRENTICESHIPS

- To get the most and make the most of one's financial aid opportunities, one must complete a FAFSA annually while enrolled at the College. The FAFSA can be found at the following web link:
 https://www.FAFSA.gov. The College provides students with easy-to-follow step-by-step instructions at the following web link: https://www.tridenttech.edu/pay/apply/fa directions.htm.
- There are MLT-specific scholarships available for application after the students have completed MLT 101. MLT students are also eligible for other Trident Technical College scholarships. (Applications are available through the Financial Aid Office.)
- Both the ASCP and the ASCLS offer scholarships. Information about these scholarship applications can be found online at https://www.ascp.org and https://www.ascls.org.
- Please contact the Financial Aid Office in Building 410, Office 110 (843-574-6110), for information and applications for other scholarship opportunities.
- The MLT Program at Trident Technical College, in partnership with area hospitals, also offers
 Apprenticeships for both adult and high school students in their Junior and Senior years. For more
 information about these opportunities, contact the Dean of Apprenticeships and Employer
 Partnerships at 843-574-6979.

GIFTS TO FACULTY

Although faculty appreciate the thought, State law prohibits their accepting gifts or gratuities from students.

FACULTY ATTENDANCE AT STUDENT FUNCTIONS

Faculty members try to attend student functions; however, they cannot attend private functions (e.g., baby showers, weddings, parties).

EMPLOYMENT

The education of Medical Laboratory Technicians requires a considerable amount of study time outside of class. Although faculty recognize the importance and seriousness of employment, students should be aware that their academic performance may be affected by a lack of sufficient study time. Therefore, students may need to consider not working full-time while enrolled in the MLT Program. Absences due to work obligations will be considered unexcused in the traditional skills laboratory setting, and work/skills missed in these laboratory sessions cannot be made up. If one knows they might need to be absent, this should be discussed with the course instructor prior to the absence, as the instructor may allow submission of the written portion of the assignment to count for a portion of the grade. A failure to discuss this with the course instructor prior to the absence will result in a grade of "0" for that skills laboratory session.

MLT Students are given a choice of 2 to 3 possible course schedules and are assigned to a chosen schedule based on the time and date stamps on emailed responses to the MLT Program Director. OSHA dictates the number of students allowed in the MLT skills laboratory for instruction at one time, which influences the scheduling of MLT courses. The MLT Program Director and the MLT Clinical Coordinator work diligently to establish a flexible course and clinical schedule that accommodates individuals who must work full-time or part-time while pursuing their education. Clinical scheduling may dictate one's schedule in those semesters that include a clinical practice course.

It is essential to note that the MLT Program Director and the MLT Clinical Coordinator cannot consider student work schedules or childcare schedules when assigning course and clinical schedules. Clinical schedules are often dictated by the clinical facility and are out of the control of the MLT Program Director and the MLT Clinical Coordinator.

STUDENT HEALTH POLICY

Refer to Health Sciences Student Policies and Procedures for information regarding student health requirements. Failure to meet specified deadlines for documentation will result in dismissal from the program.

Further Notes:

- The Hepatitis B vaccinations and titer are required for MLT student clinical rotations. Students who decline the Hepatitis B vaccine may not be able to progress to clinical rotations and may not be eligible to complete the MLT Program.
- Students will be required to provide proof of immunity to Varicella, Measles, Mumps, and Rubella by having documented proof of disease/vaccination; if one does not have proof of disease/vaccination, titers demonstrating proof of immunity may be submitted.
- A seasonal flu shot is required for MLT clinical rotations.
- The meningococcal vaccine is required for MLT clinical rotations.
- A two-step PPD or QuantiFERON TB Gold testing is also required for MLT clinical rotations. The student may need more than one per year, as it cannot expire while in a clinical rotation, and must be done 90 days prior to reporting to the assigned hospital.

Students who are readmitted to the MLT Program will be required to submit a criminal background check and a completed Student Health Record with the newclass.

CLINICAL REQUIREMENTS FOR THE MLT PROGRAM

Clinical requirements are in place to protect the safety of patients and students. They are based on state and federal regulatory mandates and are set by our clinical facilities through legally binding affiliation agreements. All students admitted to the MLT Program must meet the clinical requirements to attend clinicals, which must be fulfilled within the first month of the MLT Professional coursework. These include Cardiopulmonary Resuscitation (CPR) certification, a criminal background check, a drug screen, a flu shot, immunizations and titers, a general physical examination, liability insurance, major medical insurance, and the Care Learning Modules. Clinical requirements are subject to change without notice.

Clinical experiences are integral to the education of MLTs. Therefore, the program does not provide substitute or alternate clinical experiences based on a student's request or vaccine preference. In the event, a student refuses to be vaccinated and is not entitled to a reasonable accommodation under the disability laws or is not entitled to a reasonable accommodation for a sincerely held religious belief then, the student (a) may be ineligible to complete the MLT Program resulting in a need to withdraw from scheduled course work, or (b) may not be able to fulfill the clinical requirements of the program, resulting in a student not being eligible for graduation. Accommodations made for students under disability laws or for a sincerely held religious belief will be shared and decided upon by the clinical facilities.

Essential Functions Required of Students for Admission and Progression in a Health Sciences Program

Applicants and students should be able to perform these essential functions or, with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, demonstrate the ability to become proficient in these essential functions.

Essential Function	Technical Standard	Some Examples of Necessary Activities (not all- inclusive)	Yes	No
Critical Thinking	Critical thinking ability is sufficient for clinical judgment	Identify cause-and-effect relationships in clinical situations; evaluate patient or instrument responses; synthesize data; draw sound conclusions.		
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients and colleagues. Use therapeutic communication (attending, clarifying, coaching, facilitating, teaching). Function (consult, negotiate, share) as a part of a team.		
Communication Ability	Communication abilities sufficient for effective interaction with others in spoken and written English	Explain treatment procedures, initiate health teaching, and document and interpret instructions. Listen attentively.		
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination	Move around in patients' rooms, workspaces, and treatment areas. Stand/walk for extensive periods of time		
Motor Skills	Gross and fine motor abilities are sufficient to provide safe and effective patient care and operate equipment	Calibrate and use equipment; transfer and position patients; lift 50 pounds		
Adequate Height	Ability to reach and operate overhead equipment. (Minimum 4'10")	Turn wall-mounted monitors/gauges on and off.		
Hearing Ability	Auditory ability sufficient to monitor and assess health needs	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.		
Visual Ability	Visual ability (corrected to 20/40) is sufficient for observation and assessment, and includes testing for color blindness	Observe the patient's responses, secretions, and color. Read manometers, charts, computer screens, digital printouts, labels, and gauges.		
Tactile Ability	Tactile ability is sufficient for physical assessment	Perform palpation, functions of physical examination, and/or those related to therapeutic intervention, e.g., insertions of an IV catheter		
Olfactory Ability	Olfactory senses (smell) are sufficient for maintaining environmental and patient safety	Distinguish smells that contribute to assessing and/or maintaining the patient's health status or environmental safety (e.g., fire).		
Professional Attitude and Demeanor	Ability to present a professional appearance and implement measures to maintain own physical and mental health, and emotional stability	Work under stressful conditions and irregular hours. Be exposed to communicable diseases and contaminated body fluids. React calmly in an emergency situation. Demonstrate flexibility. Show concern for others.		

Note: Students requiring reasonable accommodations may contact the Office of Counseling and Career Development Services, Counselor for Students with Disabilities, at 843-574-6131.

Adapted from: Red Alert: The Americans with Disabilities Act Implications for Nursing Education (March 1993).

MLT PROGRAM SAFETY GUIDELINES

SAFETY AND INFECTION CONTROL

STANDARD PRECAUTIONS

With the implementation of the Occupational Safety and Health Administration's "Universal Blood and Body Fluid Precautions" and "Bloodborne Pathogens" standards, the risk of transmission of infection of bloodborne illnesses has been minimized. The MLT Program is in strict compliance with OSHA's Standard Precautions guidelines. Since medical history and examination cannot reliably identify all patients infected with HIV, Hepatitis B, or other bloodborne pathogens, Standard Precautions should be consistently used for ALL patients. Students are instructed in Standard Precautions in AHS 142, MLT New Student Orientation, MLT 101, MLT 109, MLT 103, and through online instruction. Students are required to follow Standard Precautions in all MLT classes.

Standard Precautions must be used when working with the following blood and body fluids:

Blood Cerebrospinal Fluid Serum/Plasma
Synovial Fluid Semen Pleural Fluid
Vaginal Secretions Peritoneal Fluid Amniotic Fluid

Pericardial Fluid Pus/Purulent Discharge Any Body Fluid Containing Visible Blood

Standard Precautions need not apply to the following, **UNLESS THEY CONTAIN VISIBLE BLOOD.** (However, Standard Precautions will be used in the student laboratory at all times for these specimen types).

Feces Nasal Secretions Sputum Saliva Sweat Tears

Urine Vomitus

HAZARDOUS COMMUNICATION

The Trident Technical College MLT Program follows the College's Hazard Communication Plan (copy located in the MLT Laboratory Classrooms). The Program maintains current Safety Data Sheets (SDS) for all chemicals used in the MLT Laboratory Classrooms and Prep Areas. These SDS Notebooks can be found and are available in the MLT Laboratory Classrooms (920/793A and 920/793B). Students receive instruction on their use during the MLT New Student Orientation and MLT Classes. SDS information is also available online.

MLT PARTICIPATION POLICY

MLT Laboratory classes involve the examination of actual blood or body fluid specimens, such as urine and feces. Students are expected to personally provide clinical specimens for study. In many cases, other specimens may not be available or appropriate for use. The students will perform venipunctures and finger sticks on one another to obtain blood specimens. When specimens are analyzed, the students will follow universally established precautions to safeguard against pathogenic agents. Students will perform tests on actual patient samples during some laboratory exercises.

Students with HBV, HCV, or HIV seropositivity are to voluntarily inform the MLT Program Director, who will provide information and referral to Counseling for Students with Disabilities for the appropriate accommodations documentation.

SPECIFIC SAFETY RULES AND INFECTION CONTROL PROCEDURES FOR MLT COURSES

The student will adhere to all safety and infection control procedures in both the MLT Laboratory classrooms and the clinical affiliate laboratories. The health and safety of students, faculty, and patients are of utmost importance in the MLT Program, and safety habits and procedures are implemented in every course.

A Safety Agreement Form is included in the syllabus for each MLT Course and should be signed and returned to the instructor in the first week of class. **Strict safety standards will be implemented at all times during laboratory classes.** Any student who fails to maintain these standards will be dismissed from the class and may be considered ineligible to complete the course and the MLT Program.

1. Personal Protective Equipment

MLT students must routinely use appropriate barrier precautions to prevent exposure to skin and mucous membranes. PPE is the term used for "Personal Protective Equipment".

Students are responsible for supplying their own PPE for use in the MLT Student Lab; clinical affiliates will provide students with PPE during clinical rotations.

Gloves

Fluid-proof gloves must be worn when working with laboratory specimens and reagents, when in direct contact with non-intact skin of patients, when handling items or surfaces contaminated with blood or body fluids, and when performing venipunctures and other vascular access procedures. Gloves must be made of nitrile (not latex or vinyl) and should fit properly to avoid impeding dexterity. Gloves are available for purchase in the College Bookstore.

Non-sterile gloves are used unless sterile gloves are indicated. Gloves should be changed **before and after contact with each patient** during venipuncture procedures, and hands should be washed immediately after removing the gloves. Gloves should be changed when visibly soiled with blood/body fluids or if damaged. Gloves should not be washed or reused. Gloves must be removed when they become visibly soiled to prevent contamination of equipment, workstations, and other areas.

Used gloves may be discarded in regular trash if they are not soiled or contaminated. Soiled or contaminated gloves must be discarded in biohazard waste.

Lab Coats

Fluid-proof, knee-length, long-sleeved disposable lab coats must be worn while performing laboratory procedures. Lab coats are available for purchase in the College Bookstore.

Student lab coats are kept on the coat rack or a provided drawer in the MLT Laboratory Classrooms. They are not to be taken home by the students. Lab coats should be replaced when sufficiently worn. Used lab coats are discarded in biohazard waste.

Splash Guards

Students must work behind splash guards (located in the classroom laboratory) at all times when handling any biological specimens or hazardous chemicals, including human blood and manufactured reagents made from human blood.

2. Handwashing

Hands must be washed upon entering the MLT Laboratory Classroom. Hands must be washed after removing gloves, following contact with blood or body fluids, or after handling equipment and work surfaces. Always wash hands before leaving any laboratory (student or clinical) and before eating, drinking, or smoking following any MLT Laboratory Session.

When performing phlebotomy, gloves must be removed and hands washed between patients.

Proper handwashing techniques must always be observed. Students are instructed in proper handwashing techniques in MLT 101 and MLT 109.

3. Clean-Up and Disposal Procedures

Accidents and spills should be reported immediately to the laboratory instructor.

A 1:10 dilution of household bleach is available for cleaning spills and work areas. Clean-up with 10% bleach is an effective disinfectant for HIV and other viruses.

If a biohazardous spill occurs, it should be cleaned and decontaminated immediately. Wear gloves when cleaning. Absorb most of the spill with absorbent paper towels and discard them in biohazard waste. Apply a generous amount of 10% bleach to the spill area and wipe with paper towels. Discard the paper towels in biohazard waste.

Before beginning any laboratory procedures and after completing all laboratory work, clean the entire work area with 10% bleach. Discard towels in the biohazard waste.

Biohazard bags are typically orange or red and are marked with the universal biohazard symbol. Biohazard bags are placed in puncture-resistant containers with lids. Any contaminated sharp object, including needles or pipets, must be discarded in red biohazard puncture-resistant sharps containers.

Microbiology plates for disposal are to be placed in the LARGE sharp containers located at the back of the laboratory.

All sharp objects (applicator sticks, needles, glass slides, etc.) are to be placed in the red sharp containers located on the countertops. No sharp objects are to be placed in the regular trash or biohazard bags.

All contaminated non-sharp waste (i.e., bloody gauze) is to be placed in the appropriately labeled biohazard bags located on the countertops.

All non-contaminated waste (e.g., syringe wrappers) is to be placed in the regular trash.

4. Liquid and Aerosol Precautions

No eating, drinking, smoking, or gum chewing is allowed in the MLT Laboratory Classroom. Students must not taste any chemicals, blood, or body fluids.

No mouth pipetting is allowed in the MLT Laboratory Classroom. Automatic pipetting devices are available for use.

Care should be taken when uncapping a specimen tube to avoid aerosol and exposure to the mucous membranes of the mouth, nose, and eyes. Face protection or a splash guard should be used. Place a piece of gauze or a biowipe over the rubber stopper when removing.

5. Skin Lacerations

Precautions should be taken to avoid injuries from sharp objects (broken slides, needles, broken specimen tubes, etc.). Should any such injury occur, notify your instructor IMMEDIATELY. Students in clinical rotations must notify their clinical instructor. Appropriate first aid should be administered, and a Student Hazardous Accident Incident Report must be completed. (Refer to the section on laboratory accidents or exposure to biohazardous materials or situations.)

6. Recapping Needles

To prevent needle stick injuries, NEVER recap, bend, deliberately break, or remove unsafetied needles from disposable syringes. Extreme care must be taken to avoid needle stick injuries. Safety guards must be applied after needles are used. Disposable syringes, needles, lancets, slides, and other sharp items should be placed in the red biohazard puncture-resistant sharps containers.

7. Laboratory Specimens

To develop the necessary skills required to be a Medical Laboratory Technician, students will perform venipunctures and finger sticks on each other to obtain blood specimens for testing. Specimens will be collected under the direct supervision of MLT Faculty or clinical instructors. Additionally, the instructors will provide students with unknown specimens for educational purposes. Students will always follow Standard Precautions in the MLT Laboratory to prevent exposure to bloodborne pathogens.

8. Visitors

No unauthorized visitors are permitted in the laboratory or in any MLT Classroom. This includes the children of MLT Students. Visitors can be distracting and may not have received training in laboratory safety.

9. Safe Laboratory Attire

Long hair must be pinned up or pulled away from the face and neck. Uncontrolled long hair can be dragged through specimens, get caught in instruments, and interfere with a student's visual work. Hats can become contaminated and are not permitted in the laboratory.

Students must wear closed-toe, closed-heel, sturdy leather shoes with rubber soles at all times in the MLT Laboratory Classroom and at clinical sites. The shoe must completely enclose the foot and be in good repair. White, black, or brown are acceptable colors for clinical shoes.

Students should avoid wearing chains, bracelets, excessive amounts of rings, or other loose hanging jewelry. Rings can cut holes in gloves or become lost when gloves are removed. Loose hanging jewelry can become contaminated or get caught in instruments.

10. Laboratory Equipment and Supplies

Students should follow the manufacturer's instructions when operating any laboratory equipment. Any broken glassware, damaged equipment, or frayed electrical cords should be reported to the instructor immediately.

Centrifuges must be balanced carefully and operated with the lid closed. Specimens must be capped when centrifuging.

Laboratory equipment and supplies must not be removed from the MLT Laboratory Classroom or clinical site for any reason. This includes blood collection equipment, lab coats, gloves, face protection, and other supplies.

All equipment must be handled with care and properly cleaned after each use.

All equipment and supplies must be properly stored by the students after each class.

LABORATORY ACCIDENTS OR EXPOSURE TO BIOHAZARDOUS MATERIALS

Occasionally, accidents do happen in any environment. The potential risk of exposure to infectious agents or hazardous materials is considered a significant occupational hazard for healthcare workers. All possible precautions will be taken to minimize individual risks.

If an accident should occur, immediately report it to your campus or clinical instructor, so you can seek appropriate emergency treatment if necessary. Follow the stated procedures of the College or clinical facility to safeguard both yourself and others.

STUDENT INJURY ON CAMPUS

A. Whenever an injury (or exposure to a bloodborne pathogen) happens, do this:

[RESPONSIBILITY – STUDENT AND INSTRUCTOR/SUPERVISOR]

- 1. The student must immediately report the injury to the TTC instructor/supervisor for first aid.
- 2. Instructor/supervisor safeguards student from further injury, takes emergency measures, and immediately contacts Public Safety at 843-574-6053.
- 3. If the student is exposed to a bloodborne pathogen, the instructor will also call the Workers' Compensation coordinator in Human Resources at 843-574-6201 to coordinate any necessary treatments/follow-up.
- 4. The student and supervisor decide if the injury involves potentially infectious material or is a chemical health hazard.

5. Instructor/supervisor fills out the Health Sciences Incident Report form and obtains the student's signature (if at all possible).

B. After the Public Safety Officer arrives:

[RESPONSIBILITY – STUDENT AND INSTRUCTOR/SUPERVISOR]

- 1. The Public Safety Officer administers "first responder" first aid and determines whether Emergency Medical Services (EMS) should be called.
- 2. The Public Safety Officer provides the student with the "Student Accident Insurance Form."

IF EMS IS CALLED:

- 1. The Public Safety Officer remains with the injured student until transported from the TTC.
- 2. The Public Safety Officer decides whether to notify next-of-kin.
- 3. The Public Safety Officer will decontaminate the area and equipment.
- 4. The Public Safety Officer will complete the TTC "Incident Report" and notify the proper authorities.

IF EMS IS NOT CALLED:

- 1. The Public Safety Officer will assist the student with any transportation needs to the nearest ER or other advised facility for evaluation and treatment. If injury involved BBP, the student must follow the instructions of the Workers' Compensation Coordinator for TTC. If possible, treatment should be sought within two (2) hours for a BBP exposure.
- 2. The Public Safety Officer will complete "Medical Treatment Release" paperwork.
- 3. The Public Safety Officer will decontaminate the area and equipment.
- 4. The Public Safety Officer will complete the TTC "Incident Report" and notify the proper authorities.

C. Follow-up Procedures:

- 1. Instructor/supervisor reports the incident to the MLT Program Director and the Dean of Health Sciences by the end of the day on which the injury occurred.
- 2. If injury involved BBP, the student (with the help of TTC supervisor and the Workers' Compensation Coordinator) should obtain the name, address, phone number, and HIV/HBV status of the person who was the source of the potentially infectious material and provide this information to the physician treating the student for further follow-up.

NOTE: Students who receive chemoprophylaxis for HIV exposure are encouraged to enroll in the Centers for Disease Control and Prevention registry. Call 1-888-HIV-4PEP.

STUDENT INJURY IN THE CLINICAL SETTING

Refer to Health Sciences Student Policies and Procedures.

POLICY FOR UNSAFE STUDENT HEALTH PRACTICES

A student may be immediately removed from eligibility for progression in the MLT Program for unsafe health practices. Examples include, but are not limited to:

1. Failure to report all health disorders to the MLT Program Director in writing.

- 2. Failure to maintain control of health-related disorders.
- 3. Failure to protect self, peers, staff, faculty, and the community at large from actual or potential health hazards.
- 4. Use of controlled substances, either legal or illegal, prior to, or during, clinical learning experiences, which would impair judgment and/or behavior.

Follow the stated procedures of the College or clinical facility to safeguard both yourself and others.

PROFESSIONAL CONDUCT AND ATTIRE

INTRODUCTION AND POLICY STATEMENT

High standards of conduct and appearance are expected of a healthcare professional. Patients and the public expect competence, integrity, and moderation from professional people, and anything less than the highest order of professional conduct can only result in the loss of the patient's confidence in the student, the College, and the profession. Because, as an MLT Student, you have chosen to enter a health profession, it is necessary to take all possible measures to ensure the cooperation and respect of patients and the public by maintaining high standards of conduct and appearance. Healthcare facilities require their employees to meet such standards.

Professional development will be evaluated in all MLT Courses, and maintaining a professional appearance is an important component of that evaluation.

MLT DRESS CODE

MLT Students will maintain a neat, groomed, and professional appearance at all times, including all oncampus classes and activities, as well as while attending clinical assignments. This policy outlines the expectations for cleanliness, professional dress, personal safety, and adherence to clinical site-specific requirements, including those related to tattoos, piercings, and other personal adornments. One must also be aware that many of these guidelines are mandated by OSHA 1910.1450 App A – National Research Council Recommendations Concerning Chemical Hygiene in Laboratories, CLSI Guidelines, and the CDC's Guidelines for Clinical Safety: Hand Hygiene for Healthcare Workers.

A healthcare professional must be acceptable to ALL types of people whom they serve. It is said, "It is true that clothes do not make the person, but it is also true that appearance sets the stage. It tells the patient what to expect from you, just as the clothing and setting for a stage play or movie tell you what to expect from the characters in the play."

DRESS CODE FOR ON-CAMPUS LABS AND CLINICAL SITES

- 1. Students must wear the appropriate uniforms (properly fitted navy blue scrubs, top and bottom) to all on-campus labs and clinical assignments. Undergarments may NOT be visible through the uniform by pattern or design. If a shirt is worn under the scrub top for warmth, it must be a solid neutral color, such as white, beige, black, grey, brown, or navy. Legs cannot be uncovered, so the bottom portion of the scrubs must be pants, and socks must be worn. Socks must provide an overlap with the pants leg. (CLSI Guidelines)
- 2. Official TTC Picture ID must be worn at all times while in clinical rotation. The clinical site may also provide students with a student ID. If so, both must be worn. (Clinical and College Policy)
- 3. Closed-toe, closed-heel, sturdy, leather shoes with rubber soles, white, black, or brown in color, in good repair, are required. The shoe must completely enclose the foot. (OSHA & CLSI)

- 4. Hair should be clean at all times and must be pulled off the face and shoulders. Extreme hair colors are not recommended. Dangling ribbons or bows are not recommended. Ponytails must be controlled and not drop forward when giving patient care. A beard or mustache, if worn, must be closely trimmed and neatly groomed. Hair is a source of cross-contamination and must not interfere with the delivery of patient care. Hats, caps, or other headwear should not be worn in the student lab or in the clinical setting unless required for a documented medical reason. (OSHA, CLSI, CDC)
- 5. Makeup is not encouraged as it damages the lens systems of microscopes due to the etching nature of the solvents required to remove it from the lenses. No false eyelashes are permitted because they could dislodge and contaminate cultures or other such specimens being tested. (CLSI & CDC)
- 6. Nails should be clean and trimmed level with the fingertips. Fingernails harbor microorganisms and must be kept short. No nail polish is permitted. No artificial nails are allowed, as they can trap microorganisms against one's natural nail, creating an increased risk of infection. Additionally, they may be a potential contaminant for patient specimens and cultures should they dislodge. (CLSI & CDC)
- 7. A watch and a plain wedding band set are always permitted. Small gold, silver, or pearl earrings are always permitted to be worn if following the one earring per ear guideline. Other body piercings may be permitted, but one must defer to the clinical site's dress code policy. In terms of biosafety and patient specimen contamination, the more jewelry one wears, the greater the risk of contamination, so it is advisable to keep this to the bare minimum as described at the beginning of this numbered item. (CLSI & CDC)
- 8. Neckwear should not be worn as necklaces, scarves, ties, or other dangling clothing items/decorations are a safety hazard when working with instrumentation due to the increased likelihood of being caught. Also, these items have a greater potential to slip out from under the lab coat and become contaminated with or contaminate a specimen. (OSHA, CLSI, & CDC)
- 9. No sunglasses are permitted as they alter the colors seen, which is important because many procedures have a colorimetric process that must be read visually, and one's sunglasses will interfere with this capability.
- 10. Tattoos are not encouraged. Please note that clinical site policies may require the covering of visible tattoos.
- 11. Good personal hygiene is of the utmost importance when working with other people. Please consider the following: (CLSI & CDC)
 - a. Teeth and breath brush and floss daily. Use a mouthwash as needed.
 - b. Perspiration and body odor daily bathing and use of deodorant are recommended.
 - c. Perfume/cologne do not wear. This is particularly important for asthmatic and other patients with respiratory distress.
 - d. Do not chew gum or tobacco products.
- 12. PPE: Fluid-proof lab coat that meets OSHA specifications. When there is a potential for splash exposure to infectious material, splash-proof eye protection must be worn or a benchtop splash guard must be used.

Nitrile gloves must be worn when handling biohazardous materials and any equipment or supplies that may be contaminated with biohazardous materials. (Latex or vinyl gloves are not permitted). (OSHA)

NOTE: Students are required to purchase PPE for their own use in the MLT Student Laboratory. Clinical sites will provide students with PPE during clinical rotations.

13. Any additional regulations of the clinical affiliate that are not covered in this handbook must be met by the student.

PROFESSIONAL DEVELOPMENT

AFFECTIVE OBJECTIVES REQUIRED FOR PROFESSIONAL DEVELOPMENT (based on the CODE OF PROFESSIONAL CONDUCT)

The following information and policies have been developed by Trident Technical College's MLT Faculty, in conjunction with clinical instructors and the MLT Advisory Committee Members from affiliated clinical sites, to assist one's professional development throughout one's enrollment in the MLT Program. To achieve a consistently high level of training in clinical laboratory science, with a positive impact on patient care, the following objectives must be met in every course during enrollment in the MLT Program.

The evaluation form for the affective professional development objectives can be found in the "Forms" section at the back of this handbook. The rating scale to be used for the objectives listed on the evaluation form is:

- S Satisfactory: The student demonstrates the required level of professional skills
- Unsatisfactory: The student does not demonstrate the required level of professional skills

(Please include comments, suggestions for improvement)

Students will be evaluated at the end of each 14-week semester by their course instructor on their progress and professional development status, using the professional development evaluation form. Any student who receives an "U" (unsatisfactory) rating on any objective on the professional development evaluation at the end of the 14-week semester will be provided with specific feedback regarding unprofessional behavior and counseled on the necessary changes to achieve a satisfactory evaluation. The student will be placed on MLT Program Probation and expected to improve/achieve a "S" (satisfactory) rating by the end of the next evaluation period. Failure to do so may result in ineligibility to progress in the MLT Program.

Students will be evaluated at midterm and at the end of each course on their progress and professional development status by each clinical instructor, utilizing the professional development evaluation form. Any student who receives an "U" (unsatisfactory) rating on any objective on the professional development evaluation at midterm will be provided with specific feedback regarding unprofessional behavior and counseled on the necessary changes to achieve a satisfactory evaluation by the end of the clinical course. If the student fails to correct the behavior by the final evaluation period, they will receive a final score of "U" (unsatisfactory) on the objective.

Students must receive a minimum satisfactory score of 95% (scoring "S" on 19/20 objectives) on the final professional development evaluation in order to satisfactorily pass the professional development component of the course. Should one's professional development become an issue, this could affect one's ability to progress in the MLT Program.

The MLT Program Director and MLT Clinical Coordinator reserve the right to conduct a Professional Development Evaluation of a student at any time during an MLT Course if a serious professional issue arises. If the seriousness of the issue warrants it, the College administration will be notified, and the student may be ineligible to progress in the MLT Program.

PROFESSIONAL DEVELOPMENT OBJECTIVES:

DESCRIPTIONS OF SATISFACTORY PERFORMANCE

At all times, the MLT Student:

1. Treats patients, classmates, instructors, and healthcare personnel with respect, care, and thoughtfulness.

Maintains a courteous and respectful demeanor; shows respect for ideas and opinions of others; shows respect for instructors both in and out of class; helps others willingly; addresses peers and instructors in an appropriate manner; is attentive in class and not disruptive.

2. Functions as a cooperative team member within the College and clinical laboratory setting.

Demonstrates ability to be a cooperative and contributing member of the class; able to work with others as a team to accomplish identified goals; participates in MLT Student Organization.

3. Demonstrates honesty and integrity.

Demonstrates honesty and forthrightness when interacting with peers, instructors, and healthcare personnel; does not cheat, take shortcuts, plagiarize, or lie to cover up mistakes; demonstrates personal integrity in all types of behavior, not limited to academic/clinical conduct.

4. Maintains prompt and dependable attendance.

Attends all classes, laboratories, and clinical sessions regularly and is punctual; informs instructors when expects to be tardy or absent; begins work promptly; doesn't take excessive breaks or excessively long breaks; complies with attendance rules of the MLT Program including proper notification procedures for clinical absences; reports out when leaving the clinical area; takes personal responsibility to arrange for and complete makeup work, if permitted.

5. Prepares for and participates fully in classroom and laboratory activities.

Invests the time and effort demanded by course requirements; participates in class by asking relevant questions and contributing to class discussions; does not text or access unrelated websites in class; prepares for lab by reading exercises before the laboratory period so pertinent questions can be asked and directions do not have to be repeated; completes required assignments on time; keeps laboratory area clean and stocked.

6. Follows directions carefully, paying close attention to detail.

Follows procedures as written, without shortcuts, paying close attention to detail; discusses unclear procedures with instructors or clinical personnel; asks relevant questions.

7. Demonstrates positive attitude, self-confidence, and initiative.

Demonstrates a positive and enthusiastic attitude toward classroom and laboratory activities; displays confidence after proper instruction or practice; recognizes limitations and asks for assistance when necessary; displays initiative in daily activities; demonstrates the ability to be flexible when

encountering unexpected situations; shows an appropriate attitude and persistence in resolving a problem.

8. Communicates effectively and appropriately.

Uses a respectful and polite tone of voice in all communications; presents clear and accurate information, both verbally and in writing; listens effectively and asks relevant questions; is aware of nonverbal communication and responds appropriately; refrains from profanity, inappropriate gestures or facial expressions; keeps correct, complete, and timely documentation; utilizes campus email system; email communications are appropriate and professional; does not text or access unrelated websites in class.

9. Accepts responsibility for own work and results.

Confident, capable, and willing to accept responsibility; works with minimal supervision; accepts responsibility for errors and takes steps to correct them; accepts responsibility for cleaning up after laboratory exercises; completes documentation required by the Program in the required timeframe.

10. Demonstrates ability to accept constructive feedback.

Accepts constructive criticism and applies it as a positive learning experience for growth; understands and accepts authority.

11. Demonstrates an appropriate level of proficiency in cognitive and technical skills.

Possesses the necessary knowledge and skill to effectively perform entry-level duties; consistently thorough and accurate, requiring minimal checking and correction; rarely needs help with interpretation of results; grades are acceptable; student is able to retain and apply information learned from the beginning of MLT Professional Courses; satisfactory grades on all lab competencies, lab practicals, and clinical skills evaluations.

12. Manages workload with acceptable speed, using organizational skills and multitasking.

Has organizational skills and acceptable speed necessary to handle workload; effectively plans, prioritizes, and schedules work; completes the tasks assigned in a timely manner with minimal need for additional instructions; identifies problems and formulates solutions in the lab; keeps laboratory area organized and stocked.

13. Prudently uses laboratory equipment and supplies.

Demonstrates proper care and use of laboratory equipment and supplies; does not break or waste laboratory supplies; operates equipment in the MLT Lab and at the clinical site only after proper training; keeps laboratory area clean and stocked.

14. Complies with rules and regulations of the classroom, College, and clinical facility.

Respects and follows rules and regulations; does not expect rules to be changed for his/her benefit.

15. Follows established laboratory safety practices.

Complies with the safety regulations of the MLT Lab, as stated in the MLT Program Handbook, and adheres to the established safety regulations of the clinical facility.

16. Maintains appropriate professional appearance and hygiene.

Practices good personal hygiene habits; complies with program dress code as stated in the MLT Program Handbook; wears ID badge at all times while at clinical sites.

17. Maintains professional composure under stress.

Demonstrates emotional maturity and stability; demonstrates the ability to be flexible when encountering unexpected situations; does not behave in an unprofessional, emotional, or disruptive manner; demonstrates the ability to handle the pressures of the job.

18. Demonstrates self-directed learning in the clinical area.

Takes responsibility for learning; exhibits scientific curiosity and interest in laboratory and clinical assignments; demonstrates willingness to do independent research; develops lifelong learning skills through continuing education activities, such as journal reviews, attendance at conferences, and related activities.

19. Maintains confidentiality of patient information and test results.

Does not release confidential information to others, including the student's own family members; does not discuss patients' names, diagnoses, test results, or other private information in settings where unauthorized persons can overhear; does not remove any information with patient identifiers from the clinical site.

20. Recognizes and understands the impact of his/her role as a representative of TTC and the MLT Program in the clinical setting.

Acknowledges the interdependence of the MLT Program and its clinical affiliates and does not jeopardize the affiliation by his/her actions; recognizes the responsibilities of laboratory and healthcare personnel and interacts respectfully with them in the best interests of the patient; participates in surveys, courses, and program evaluations, and other accreditation activities to improve the Program.

MLT PROFESSIONAL ORGANIZATIONS

 MLT Students are automatically members of the Society for Medical Laboratory Technology, their respective TTC Student Professional Association. This group participates in College service projects and fundraising events. The president and vice president of this organization serve on the Student Cabinet, which reports directly to the College President. The Student Cabinet meets regularly for lunch on the Main Campus.

NOTE: MARKETING: ALL advertisements, flyers, posters, etc., must be approved by the student organization advisor and Director of Student Activities.

- 2. Student membership in the American Society for Clinical Laboratory Science (ASCLS) is encouraged. Students are not required to join; however, the South Carolina Chapter sponsors events that MLT students are encouraged to attend. Membership is not required for attendance.
- 3. Student associate membership in the American Society for Clinical Pathology (ASCP) is also encouraged.

SEXUAL HARASSMENT AND RELATED UNPROFESSIONAL CONDUCT

The MLT Program adheres to the sexual harassment procedure outlined in the TTC Catalog/Student Handbook and in the Health Sciences Student Policies and Procedures Manual.

DRUGS AND/OR ALCOHOL USE POLICY

The MLT Program adheres to the drugs and/or alcohol policy as outlined in the TTC Catalog/Student Handbook and in the Health Sciences Student Policies and Procedures Manual.

Faculty who suspect a violation of this policy are required to take action. A student is deemed under the influence of drugs and/or alcohol when exhibiting any of the following behaviors, such as, but not limited to:

- 1. observable lack of motor coordination without a reasonable explanation. Such behavior must be described objectively by the person making such observations.
- 2. Incoherent speech without a reasonable explanation.
- 3. Inappropriate decision-making behavior without a reasonable explanation. This behavior must be described objectively by persons making such observations and must clearly be inappropriate based upon reasonable expectations of students at the same academic level.
- 4. odor of alcohol detected from a minimum distance of 2 feet.

DRUG SCREENING POLICY

To comply with affiliation agreements between Trident Technical College and clinical facilities, as well as Trident Technical College's on—campus clinic policies, all students accepted into programs in the Health Sciences Division will be required to undergo a 10-point drug screening prior to starting clinical rotations. Only drug screenings conducted by the College's selected vendor will be accepted. Results of the drug screening will be made available to the Dean, the MLT Program Coordinator, the MLT Clinical Coordinator, and the clinical agency. The clinical agency, or the Dean of Health Sciences for on—campus clinics (dental, massage therapy, vet tech), will review all adverse findings and determine **whether** the findings disqualify the student from clinical practice. **To** be eligible for graduation, students must complete all clinical rotations. Additionally, students must meet all specimen collection and reporting timelines **to comply** with this policy.

Refer to Health Sciences Student Policies and Procedures for details of the drug screening process.

Drug screens will be performed randomly, at a time determined by the MLT Program Coordinator. Students will not be permitted to schedule a drug screen in advance. When a student is given notice that a specimen for drug testing must be submitted, he/she will have 24 hours to comply with the request or face the consequences outlined in the above policy. At the time of the notice, the student will be provided with detailed instructions concerning collection sites and required paperwork.

Please note:

- Clinical affiliates may require random drug testing of students participating in clinical rotation at their site.
- Many of the MLT Program's clinical affiliates require a drug screen within 90 days of the start of a student's clinical rotation. As such, MLT students may be required to undergo up to six drug screens during the course of the Program, depending on their status as a full-time or part-time student.

CRIMINAL BACKGROUND CHECK

To comply with affiliation agreements between Trident Technical College and clinical facilities, all students entering the Health Sciences program at Trident Technical College are required to have a completed background check within six months prior to starting their respective program. Only background checks conducted through the College will be accepted.

Refer to Health Sciences Student Policies and Procedures for details of the background check process.

Clinical background check application and payment must be completed prior to the first day of professional coursework (MLT-prefixed classes). Students must provide a copy of the receipt as documentation that the background check process has been initiated.

Further criminal background checks are required within 90 days of the start of clinical rotations by many of the MLT Program's clinical affiliates. As such, MLT students may be required to undergo up to 7 criminal background checks during the course of the Program, depending on their status as a full-time or part-time student. A positive background check will be discussed with the student and may impact the ability to attend clinical rotations at various hospitals.

CLINICAL EXPERIENCE ROTATIONS

During MLT 107, MLT 271, MLT 272, MLT 273, and MLT 274, MLT Students will be given the opportunity to gain hands-on clinical experience, performing laboratory procedures under the qualified supervision of clinical instructors employed by medical laboratories that have affiliation agreements with the College.

CLINICAL AFFILIATES

The MLT Program currently has affiliation agreements with the institutions listed below. Clinical rotation assignments are made by the MLT Clinical Coordinator and are not negotiable. Clinical rotation assignments and times are based on training requirements, space availability, patient care, and affiliate workload, and **NOT** on individual student preferences or geographical considerations. An attempt is made to place students in different institutions during their major rotations. This provides students with the opportunity for a broader clinical training experience.

Beaufort Memorial Hospital, Beaufort, SC

Colleton Medical Center, Walterboro, SC

East Cooper Medical Center, Mt. Pleasant, SC

Medical University of South Carolina (MUSC), Charleston, SC

Roper St. Francis Healthcare

Bon Secours St. Francis Hospital, Charleston, SC

Roper Hospital (Downtown), Charleston, SC

Roper St. Francis Mt. Pleasant Hospital, Mt. Pleasant, SC

Roper St. Francis Healthcare Physicians Network Laboratory, Charleston, SC

Roper St. Francis Berkeley Hospital, Moncks Corner, SC

Trident Health System

Moncks Corner Medical Center, Moncks Corner, SC

Summerville Medical Center, Summerville, SC

Trident Medical Center, North Charleston, SC

POLICY ON PLACEMENT FOR CLINICAL EXPERIENCE

Due to major changes in health care organizational structures and laboratory mergers, space for clinical experience may become limited. If this happens, students will be assigned to clinical rotation slots according to the date on their Health Sciences application to the MLT Program. In the event that more students qualify for clinical rotation slots than are available, those on the waiting list will be notified when a clinical site becomes available. Those students waiting on an available clinical site will be given an incomplete, and his/her graduation may be delayed.

CLINICAL ORIENTATION

At that time, specific instructions for clinicals will be given (i.e., professional behavior, times, parking, etc.) as outlined in the MLT Program Handbook. If a student is not in attendance during this information time, they will not be allowed to attend a clinical rotation and will be unable to successfully complete the course requirements. Non-attendance could render a student ineligible to successfully complete the MLT Program due to an inability to fulfill the course requirements.

MLT 107	(Summer)	Full-time students complete a rotation in urinalysis and body fluids
MLT 107	(Fall)	Part-time students complete a rotation in urinalysis and body fluids

MLT 271, MLT 272, MLT 273, & MLT 274

(Spring) Students rotate:

4 Weeks in Microbiology/Parasitology/Mycology

3 Weeks in the Blood Bank3 Weeks in Chemistry4 Weeks in Hematology

STUDENT RESPONSIBILITIES WHILE IN CLINICAL ROTATIONS

- 1. Students will keep a personal log of clinical experience. The arrival and departure times will be noted and initialed by the clinical instructor for each rotation. Students are responsible for recording the time in and out, as well as obtaining the clinical instructor's initials on the participation sheets, and submitting them to the MLT Clinical Coordinator.
- 2. Students are responsible for being reasonably functional and conversant in the clinic with topics covered in lab and in class. Review of all pertinent didactic materials is strongly recommended before beginning a clinical rotation.
- 3. Students are responsible for turning in all clinical or course materials on time as specified in the clinical course syllabus. Failure to do so will result in a 10% reduction in the grade for the clinical component of the course.

DAILY SCHEDULES FOR CLINICAL ASSIGNMENTS

All MLT Students receive a personal clinical rotation schedule, stating the EXACT dates and times they must report for each rotation. This schedule carefully matches the daily workload of clinical laboratory instructors at the hospitals where students are assigned and is non-negotiable. The MLT Clinical Coordinator cannot take personal circumstances into account when making up the clinical schedule. Once you have received your schedule, you may not contact the clinical and change the schedule or trade schedules with another student. Students may be required to start as early as 5:30 a.m. and will often be given specific parking instructions for downtown hospitals.

If the clinical site requests to change the start time, students must be flexible. The clinical site may request a change in time due to staffing issues, important tasks they wish the student to participate in, or to observe testing that is not routinely performed.

It is essential for students to consistently exhibit professional work habits, as clinical instructors are responsible for providing full patient care in addition to teaching students. Students can make a significant contribution to the healthcare delivery system by prioritizing patient care. Being prompt and ready for work by the time stated on student schedules enables clinical instructors to provide the best learning situations possible.

TRANSPORTATION TO CLINICAL SITES

Students are required to provide their own transportation to clinical sites and are responsible for paying for any parking fees that may be required. Carpooling is not recommended, as each student is responsible, regardless of their transportation arrangement, for being on time for classes and clinical rotations. Rideshares, such as Lyft or Uber, are also not recommended due to the limited availability of drivers and potential time delays. If a rideshare must be used, it is the student's responsibility to ensure that they arrive on time at the clinical site.

PROFESSIONAL BEHAVIOR AT CLINICAL SITES

(Refer to Professional Development, Appearance and Conduct sections of Handbook)

Students are expected to maintain an agreeable and professional attitude at all times. If a student's behavior is unprofessional and disruptive to the flow of work in the clinical laboratory, the clinical supervisor will first counsel the student. If the behavior continues following a reasonable warning, the supervisor may ask the student to leave for the day, and must immediately notify the MLT Program Faculty. An absence because of these circumstances cannot be made up. If a student is dismissed from a clinical site due to unprofessional behavior, the student may be ineligible to progress in the MLT Program.

PATIENT CONFIDENTIALITY

Maintaining patients' confidentiality in the healthcare setting is a legal requirement (HIPAA, 1996). Confidential information includes, but is not limited to, patient information, medical records, hospital information, and employee records, which may be encountered in the course of your clinical experience. Maintaining confidentiality means sharing information only with other healthcare professionals who have a "need to know" the information in order to provide proper healthcare for the patient. A "need to know" refers specifically to work needs.

A common way in which information is shared unnecessarily is through conversations. It is imperative that students do not share information with family, fellow classmates, or co-workers who are not involved with a particular patient. Records such as any part of a patient's chart or information from a computer file are not to be read by individuals other than those having a "need to know". Looking up lab results for a friend or a family member, or simply to satisfy a curiosity, are not acceptable "need to know" reasons.

MLT Students must not remove records, papers, or specimens from the clinical site without the permission of the MLT Program Director/MLT Clinical Coordinator and the clinical instructor. Any information used for classroom assignments must have all patient identifiers removed.

CLINICAL ATTENDANCE POLICY

Absences

Dependable clinical attendance is essential. Building and maintaining dependable relationships are an integral part of training for all healthcare professionals, especially clinical laboratory personnel. Further clarification is necessary for coursework involving clinical experiences, which are different in setting from oncampus lectures and labs.

If students are unable to attend the clinic due to circumstances beyond their control, the following policy must be followed.

1. There is no distinction between "excused" and "unexcused" absences, since both types of absences will have the same impact on the delivery of healthcare. For ANY absence, no matter what the circumstance, BOTH the clinical instructor and the MLT Program Director/MLT Clinical Coordinator must be informed PRIOR to the absence by the student, either by phone or email. Only bona fide emergencies, such as emergency hospitalization, will be considered as reasons to notify the instructor after the absence has occurred. The overall grade for the course associated with the clinical assignment will be lowered by 10% for failing to follow this policy. Messages sent by family, friends or other students are not to be used in lieu of direct contact with the instructor.

2. Students will be allowed to make up lost time due to documented reasonable absences. Should any more than two absences occur without makeup, the MLT Program Director/MLT Clinical Coordinator will lower the clinical grade by 10% to get the final grade. Should more than three absences occur, the clinical grade will be reduced by 20%. The following reasons for absences will be considered by the MLT Program Director/MLT Clinical Coordinator but will not necessarily reverse a grade reduction.

A. Long-term illness (more than 2 days)

C. Legal commitments

B. Bereavement (immediate family members only) D. Exceptional circumstances

NOTE: Students who miss more than 10% of the assigned rotation for any reason may be prohibited from returning to clinical. If it is not past the withdrawal date, a student may withdraw from the course. If a student is past the withdrawal date, they will receive an "F" for the course. Withdrawal from an MLT course or obtaining an "F" in an MLT course will cause the student to be ineligible to progress in the MLT Program. A student may earn a grade of "I" (Incomplete) for the entire course if the assigned clinical rotations are not completed in accordance with course objectives and policies (see Trident Technical College's Catalog). The MLT Program Director will make final decisions regarding these matters.

- 3. Written documentation for any clinic absence MUST be approved by the clinical instructor and the MLT Program Director/MLT Clinical Coordinator prior to an anticipated absence or no later than 2 days after a bona fide emergency absence. Proper written documentation is made by using the student absence report found in the clinical materials section of MLT 107, MLT 271, MLT 272, MLT 273, and MLT 274 handouts. (A sample copy is provided in this manual.)
- 4. Students will not attend a clinical rotation day (regular or make-up) on days the college is closed and classes have been cancelled.

Tardies

Tardiness is not permissible. A pattern of tardiness, for whatever reason, indicates problems in a student's career development. It is also highly disruptive to the scheduling of clinical workloads and patient care. The following policy on tardiness will be rigidly enforced.

Definition of "TARDY": A tardy in the clinical lab occurs when a student reports 5 (or more) minutes late to the scheduled lab rotation.

Clinical instructors will keep a record of all tardies and report any abuse of the tardy policy to the MLT Program Director/MLT Clinical Coordinator as soon as it occurs.

If the student is tardy for clinic, then the following policy will be followed.

- 1. Students must inform the clinical instructor that they will be tardy, the reasons for the tardiness, and when they will be present in the clinic.
- If students expect to be 5 or more minutes tardy, they must contact the clinical instructor within 10 minutes of the beginning of clinic. Failure to do so in a reasonable manner will result in a 10% grade reduction for the clinical assignment for every tardy incurred, unless sufficient evidence can be provided to explain circumstances beyond the student's control. Unusual circumstances will not erase the fact that tardiness has occurred.

3. If students anticipate being 5 or more minutes late and call the clinical instructor, then they will be allowed to remain in the clinic at the clinical instructor's discretion, provided the tardiness does not compromise patients, practitioners, or student learning in the clinic.

FAILURE TO ADHERE TO THE CLINICAL ATTENDANCE AND TARDY POLICY CAN RESULT IN ONE'S INCLIGIBILITY TO PROGRESS IN THE MLT PROGRAM.

CLINICAL EVALUATION TOOLS AND GRADES

Student progress will be carefully supervised and documented throughout clinical rotations by clinical instructors and MLT Program Faculty. Grades will be determined as outlined in specific course syllabi for clinical rotations. Grades will be determined from, but not limited to, study questions and online exercises, clinical competencies, professional development, post-tests, and overall evaluations by clinical instructors.

Final clinical grades will be awarded according to the College grading scale as follows:

91 -	100	=	Α
81 -	90	=	В
71 -	80	=	С
65 -	70	=	D
Below	65	=	F

CLINICAL ROTATION WITHDRAWAL/FAILURE POLICY

In the event that a student earns an overall clinical grade of less than 71% (D), the student may be dropped from the course and will be ineligible to progress in the MLT Program. Failure of any single rotation will typically result in the course's failure and the inability to progress in the Program. If a student fails to complete all assigned clinical experiences according to stated instructions, the MLT Program Director reserves the right to assign either a grade of "I" (incomplete) or "F" (failing) to the student for the course. The student can make up the rotation experience(s) by the date stated in the College Catalog for making up a grade of "I", with permission of the MLT Program Director. Failure to make up the grade of "I" by the published date will result in the student earning an "F" in the course and becoming ineligible to progress in the Program. The MLT Program Director reserves the right to determine whether a student can repeat a rotation. Rotations can only be repeated when a clinical affiliate has available space and if the MLT Program Director deems the student eligible to repeat.

POLICY REGARDING SERVICE WORK

Students are encouraged to develop confidence and independent work skills in every phase of their training. With qualified supervision and guidance from the clinical instructor employed by the affiliated medical laboratory, students who have satisfied competency requirements for various test procedures can perform actual patient work to gain confidence; however, **all** student results must be verified by the clinical instructor. The clinical instructor will report out the final patient results.

The affiliated laboratory may **NOT**, under any circumstances, use the student to perform work (service work) in lieu of a regular employee. This would violate accreditation standards (NAACLS) for the College's MLT Program. Service work by students in clinical settings outside of regular academic hours must be noncompulsory, paid, supervised on site, and subject to employee regulations.

EXAMPLES OF FORMS UTILIZED IN

THE MLT PROGRAM

Refer to Health Sciences
Student Policies and
Procedures for additional
forms utilized in all
Health Sciences
programs.

TTC MLT PROGRAM PROFESSIONAL DEVELOPMENT EVALUATION

Student	Course/Rotation	Semester
The purpose of this evaluation is to provide feedback to should be carefully and completely reviewed with the kept confidential. This form will be retained in the study	student at midterm and at the	1 1

Rate the student in each of the skills listed using the following rating scale:

S = Satisfactory U = Unsatisfactory

Please include comments, suggestions for improvement

Professional Development Skill	Rating: MID GRADE	Rating: FINAL GRADE
1. Treats patients, classmates, instructors, and health care personnel with respect, care, and thoughtfulness		
Comments:		
2. Functions as a cooperative team member within the college and clinical laboratory setting		
Comments:		
3. Demonstrates honesty and integrity		
Comments:		
4. Maintains prompt and dependable attendance		
Comments:		
5. Prepares for and participates fully in classroom and laboratory activities		
Comments:		
6. Follows directions carefully, paying close attention to detail		
Comments:		
7. Demonstrates a positive attitude, self-confidence and initiative		
Comments:		
8. Communicates effectively and appropriately		
Comments:		
9. Accepts responsibility for own work and results		
Comments:		
10. Demonstrates ability to accept constructive feedback		
Comments:		
11. Demonstrates an appropriate level of proficiency in cognitive and technical skill		
Comments:		

Professional Development Skill				Rating: MID GRADE	Rating: FINAL GRADE
12. Manages workload with acceptable	e speed, using o	organizational skills and multitasking			
Comments:					
13. Prudently uses laboratory equipme	ent and supplies	S			
Comments:					
14. Complies with the rules and regula	ations of the cla	assroom, college, and clinical facility			
Comments:					
15. Follows established laboratory safe	ety practices				
Comments:					
16. Maintains appropriate professional	l appearance an	nd hygiene			
Comments:					
17. Maintains professional composure	under stress				
Comments:					
18. Demonstrates self-directed learnin	g in the clinical	ıl area			
Comments:					
19. Maintains confidentiality of patien	t information a	and test results			
Comments:					
20. Recognizes and understands the in Program in the clinical setting	npact of his/her	r role as a representative of TTC and the MLT	Γ		
Comments:					
(!!.)			(C 1)		
(midterm) rrent grade in the course/rotation	Date	Current grade in the course/rotation	(final)	Date	
(midterm)	Dete	Instructor(s) Signature(s)	(final)	Data	
tructor(s) Signature(s)	Date	instructor(s) Signature(s)		Date	
(midterm) Ident Signature	Date	Student Signature	(final)	Date	
ő		9			
Student Comments:					

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TRIDENT TECHNICAL COLLEGE MEDICAL LABORATORY TECHNOLOGY PROGRAM STUDENT AGREEMENT

Please acknowledge your understanding and agreement by initialing the items listed below.

INITIAL		
	I agree to follow all set program policies and procedures as required by the instructor, including, but not lim to, those listed in this syllabus.	ited
	I understand and agree that I am responsible for assuming the roles of healthcare provider and patient in N laboratory sessions. In order to fulfill this responsibility, I must obtain, as well as provide, clinical specimens, as blood and urine.	
	_ I understand that the confidentiality of test results obtained in the MLT student laboratory cannot be assure	ed.
	_ I have been instructed in Standard Precautions and will use Standard Precautions while enrolled in this cour	se.
	I understand that I am responsible for providing PPE (personal protective equipment) for my personal use in the MLT laboratory.	1
	_ Ihave been informed that biological specimens and blood products may possess the potential to transmit diseases such as Hepatitis and HIV.	
	_ I understand that even though diagnostic products are tested for Hepatitis B surface antigen (HBsAg), no known test can offer assurance that products derived from human blood will not transmit Hepatitis.	
	I have read the syllabus for MLT ### and the evaluation methods and understand that I am accountable for all of the information in the syllabus.	
	_ I have been instructed as to the location and use of Safety Data sheets.	
	_ I have been informed of the classroom laboratory disposal procedures for biohazard waste.	
	I have been provided a MLT Handbook and I understand that I am responsible for following all MLT policies and procedures, including safety guidelines.	
	By signing this, I am acknowledging that I have been provided this information and have been given the opportunity to ask questions and have clarified with a faculty member any areas in which I was unclear.	
STUDEN	NT NAME (Please print)	
STUDEN	NT SIGNATURE DATE	
PARENT	Γ SIGNATURE DATE	
(If under 1	18)	

This agreement form will be kept as part of the student's permanent file with his/her advisor.



ORIENTATION TO CLINICAL FACILITY

Student Name	T	Гoday's Date		
Clinical Rotation Assignment				
Rotation Dates				
Hospital/Clinic Name				
Orientation Topic	Initial Upon Completion	Comments		
Lines of authority in lab and introduction to trainer and supervisors				
Location where student can put personal items (purses, notebooks, etc.)				
Tour of the Laboratory				
Scheduling responsibilities: Clarify phone numbers – report times for clinical assignment				
Location of lab coats, gloves				
Location and use of safety equipment, safety manuals and SDS				
Location of manuals in training area				
Storage of supplies in training area				
Computer system overview for training area				
Lunch and break policy				
Other				

Orienting Tech Signature

STUDENT ABSENCE REPORT

Name	 Date	
Affiliate		
Clinical instructor signature _		
Documentation required		
Makeup schedule		
Student signature		

MEDICAL LABORATORY TECHNOLOGY PROGRAM ANECDOTAL NOTES ON STUDENTS IN CLINICAL ROTATIONS

STUDENT	SEMESTE	R

CLINICAL SITE	CLINICAL SITE	CLINICAL SITE	CLINICAL SITE	CLINICAL SITE
Clinical Site:	Clinical Site:	Clinical Site:	Clinical Site:	Clinical Site:
Rotation area:	Rotation area:	Rotation area:	Rotation area:	
Contact:	Contact:	Contact:	Contact:	Contact:
Date/visit:	Date/visit:	Date/visit:	Date/visit:	Date/visit:
Date/call:	Date/call:	Date/call:	Date/call:	Date/call:
Professional Evaluation: PPEs	Professional Evaluation: PPEs_ Appropriate Uniform	Professional Evaluation: PPEs_ Appropriate Uniform	Professional Evaluation: PPEs_ Appropriate Uniform	Professional Evaluation: PPEs Appropriate Uniform
P/D Eval (M/T)				
P/D Eval Final	P/D Eval Final	P/D Eval Final	P/D Eval Final	P/D Eval Final
Reviewed Log	Reviewed Log	_ Reviewed Log	_ Reviewed Log	Reviewed Log
Clinical Instructor's comments:	Clinical Instructor's comments:	Clinical Instructor's comments:	Clinical Instructor's comments:	Clinical Instructor's comments:
Discussed with Student:	Discussed with Student:	Discussed with Student:	Discussed with Student:	Discussed with Student:
Signature	Signature	Signature	Signature	Signature

^{**}Please note: This information is now documented in the comments in D2L for the weekly log in which the student was observed during clinical practice hours.

Signature

CODE OF PROFESSIONAL CONDUCT

deliver	у,
I	will:
1.	treat patients, classmates, instructors and health care personnel with respect, care, and thoughtfulness.
2.	function as a cooperative team member within the college and clinical laboratory setting.
3.	demonstrate honesty and integrity.
4.	maintain prompt and dependable attendance.
5.	prepare for and participate fully in classroom and laboratory activities.
6.	follow directions carefully, paying close attention to detail.
7.	demonstrate a positive attitude, self-confidence and initiative.
8.	communicate effectively and appropriately.
9.	accept responsibility for my own work and results.
10.	demonstrate the ability to accept constructive feedback.
11.	demonstrate an appropriate level of proficiency in cognitive and technical skills.
12.	manage workload with acceptable speed, using organizational skills and multitasking.
13.	prudently use laboratory equipment and supplies.
14.	comply with the rules and regulations of the classroom, college, and clinical facility.
15.	follow established laboratory safety practices.
16.	maintain appropriate professional appearance and hygiene.
17.	maintain professional composure under stress.
18.	demonstrate self-directed learning in the clinical area.
19.	maintain confidentiality of patient information and test results.
20.	recognize and understand the impact of my role as a representative of TTC and the MLT
	Program in the clinical setting.

Date



MLT Honor Code

As an MLT student, I pledge that:

- 1. I will not give my username and/or password to anyone.
- 2. I will not cheat by:
 - a. Copying from another student's answer sheet during a testing situation or the completion of any other course assignment.
 - b. Using materials or equipment during a test/lab practical/skills competency not authorized by the instructor giving the test/lab practical/skills competency.
 - c. Collaborating with any other person during a test/lab practical/skills competency.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any course assignment, quiz, test, lab practical, or skills competency either in whole or in part prior to its submission/administration date and time.
 - e. Discussing with, bribing or coercing any other person to obtain quizzes, tests, lab practicals or skills competencies or information about the quizzes, tests, lab practicals or skills competencies.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above actions.

(This is not an all-inclusive list, as there may be more ways to cheat than listed here).

- 3. I will submit only my original work.
- 4. I will not plagiarize. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work as one's own work. Which includes, but is not limited to any instructor provided resources.
- 5. I am honor bound to complete all the assigned work and will honestly report my progress.
- 6. I will not copy or print all, or part, of any exam. "Copy" encompasses any form of reproduction including, but not limited to, transcribing, printing, photocopying, photographing, and using the print screen tool.
- 7. I will take all quizzes, exams, lab practicals, and skills competencies without the use of notes, text books, or other resource material on-line or otherwise unless otherwise instructed by the faculty member responsible for said grading event.
- 8. I will not "collude" with others in the above mentioned items. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
- 9. I will not fabricate or falsify or invent information in academic exercises such as laboratory results/reports and citations to the sources of information in any written assignments.
- 10. I understand that if it is discovered I have violated this code I will not be eligible to progress in the MLT Program and may not be allowed readmission.

Student Name	Date



MEDICAL LABORATORY TECHNOLOGY

Agreement to Respect Confidentiality

Maintaining patients' confidentiality in the healthcare setting is the law (HIPAA 1996). Confidential information includes but is not limited to: patient information, medical records, hospital information, and employee records, which may be encountered in the course of your clinical experience. Maintaining confidentiality means to share information only with other healthcare professionals who have a "need to know" the information in order to provide proper healthcare for the patient. A "need to know" refers specifically to work needs.

A common way in which information is shared unnecessarily is through conversations. It is imperative students do not share information with family, fellow classmates or co-workers who are not involved with a particular patient. Records such as any part of a patient's chart or information from a computer file are not to be read by individuals other than those having a "need to know". Looking up lab results for a friend or a family member or simply to satisfy a curiosity are not acceptable "need to know" reasons.

I have read the above information and I understand the importance of the patient's right to privacy and the importance of keeping other sensitive information I encounter in the hospital, clinic, or physician's office in confidence.

I will not remove records, papers, or specimens from the work area without permission. I agree to use caution when discussing confidential matters in the workplace to avoid being overhead in any public area. I agree to maintain confidentiality in the clinical setting and will not divulge any confidential information outside the work area.

I hereby acknowledge my responsibility under applicable Federal law and the agreement between Trident Technical College and Clinical Affiliates to keep confidential any information regarding Clinical Affiliate patients, as well as all confidential information of the Clinical Affiliates. I agree not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient and further agree not to reveal to any third party any confidential information of Clinical Affiliate, except as required by law or as authorized by Clinical Affiliate. I understand that revealing any such information could subject me to civil and/or criminal liability as well as TTC disciplinary action up to and including my inability to progress in the MLT Program and/or College.

MLT Program Participant	Date	
Witness		



NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review carefully.

All students have the right to know that their Personal Health Information remains confidential. The Privacy Rights and Practices of Trident Technical College were established to protect the medical information of our students as required by Section 164.520 of the Health Insurance Portability and Accountability Act of 1996. These guidelines restrict the release of our medical information for the purpose of compliance with vaccination and disease prevention requirements of affiliating medical facilities. The following are examples of agencies or facilities to which your personal health information may be released in the course of your training.

- Hospitals
- Physicians
- Other institutions or agencies providing clinical training opportunities

Other uses or disclosures permitted or required by law:

- Public Health Activities
- Health Inspection Agencies
- Law Enforcement Purposes
- Workers' Compensation
- Reporting Abuse, Neglect, or Domestic Violence
- Judicial Proceedings
- Disclosures about decedents (Coroner/Funeral Director)
- Avert Serious Threat to Public Health or Safety
- Specialized Government Functions (Military or Veterans' Activities)

The release of medical information to any other source is prohibited without the written authorization of the patient or guardian.

As a student, you have the right to:

- request restrictions on certain uses and disclosures of your health care information;
- inspect and request changes to your medical information;
- obtain a copy of your medical information (fee charged for copies);
- find out what disclosures of your medical information have been made;
- receive confidential communications;
- ask questions about the Privacy Policy; and
- file a complaint without the fear of any reprisals, if you believe your privacy rights have been violated.

To assist in this process, please complete the following:

1. Can TTC staff/faculty leave messages regarding your medic	cal information via:
 Answering machine With family members Yes No No No No 	one one one one
2. Can you be contacted at your place of employment?	
Yes No Not employed	
I understand that Trident Technical College may need to electro This is my express written permission for this to be done. If, in a unauthorized party receives these records. I absolve Trident Technical college is required by law to abide by the Trident Technical College reserves the right to change the terms provisions effective for all protected health information that we will be posted and distributed.	the course of transmission, an chnical College from any and all liability eterms outlined in this notice. However, sof this Privacy Notice and make the new maintain. Any revisions of this notice
The contact person for additional information, to report a proble	em, or to file a complaint is:
Krista Harrington/Michelle Mantooth	843-574-6077/843-574-6067
Decree Decree August Head	
Dean or Department Head	Phone Number
If you need help reading or understanding this form, please cont	Phone Number
Dean or Department Head If you need help reading or understanding this form, please cont above number. Student Name	Phone Number
If you need help reading or understanding this form, please cont above number.	Phone Number
If you need help reading or understanding this form, please cont above number. Student Name	Phone Number act Ms. Mantooth at the
If you need help reading or understanding this form, please cont above number. Student Name Student Signature	Phone Number act Ms. Mantoothat the Date

PO Box 118067 Charleston, SC 29423-8067



AUTHORIZATION TO RELEASE ENROLLMENT INFORMATION		
I,(Name)	, hereby give the Medical Laboratory Technology	
Program faculty permission to	release any information regarding my enrollment and training	
(Print Name)	(Date)	
(Signature)		
(Street Address)		
(City)	(State, Zip)	
	, have been notified that the Trident Technical College	
(Print Name)	(Date)	
(Signature)		

MLT & PHLEBOTOMY PROGRAM POLICY

USE AND SECUREMENT OF PHLEBOTOMY EQUIPMENT/SUPPLIES

I fully understand and agree I am restricted to using all Trident Technical College blood collection equipment and supplies only in designated on-campus clinical classrooms and laboratories, and only under the direct supervision of a TTC instructor or clinical instructor.

I fully understand and agree I will not remove any phlebotomy equipment or supplies from a classroom, laboratory or clinical site for any reason. This includes blood collection equipment, lab coats, gloves, face protection, and other laboratory supplies.

I agree I will not practice blood collection procedures on any person outside the TTC classroom or laboratory or assigned clinical site.

neligibility to progress in the MLT
_
Date
Date

POLICY ON PLACEMENT FOR CLINICAL EXPERIENCE

Due to major changes in healthcare organizational structures and laboratory mergers, space for clinical experience may become limited. If this happens, students will be assigned to clinical rotation slots according to the date of their Health Sciences Application to the MLT Program. In the event more students qualify for clinical rotation slots than are available, those on the waiting list must wait for an available clinical site.

Please sign on the line below to indicate you have received and understand this policy on Placement for Clinical Experience. This policy is also stated for your reference in the MLT Program Handbook.

Print Student Nam
Student Signatur
Dat



HEALTH SCIENCES DIVISION

Major Medical Coverage Documentation

I understand that I am required to have major medical coverage (health and accident) in effect upon entering any Health Sciences Program. I am aware that I must maintain major medical coverage continuously while enrolled in any Health Sciences Program and that failure to do so will result in **my inability to progress in my** Program of study. I understand that I must keep the MLT Program Director and MLT Clinical Coordinator informed of any changes in the policy information I have provided below.

Policy Number
Carrier
Policy Effective Dates
•
Print Name
Signature
Date

^{*} Please Note: Any falsification of records will result in **ineligibility to progress in** my Program of study. Proof of major medical coverage may be required.



MEDICAL LABORATORY TECHNOLOGY PROGRAM

CONSENT TO PARTICIPATE IN PHLEBOTOMY PROCEDURES AND LABORATORY SELF-TESTING

I hereby release the MLT Program and Trident Technical College from any responsibility or liability associated with the practice of the following procedures as part of my curriculum at Trident Technical College:

Venipuncture Skin Puncture

I understand I will be performing these skills on consenting students according to procedure and under the supervision of a faculty member.

I understand I will be performing laboratory tests on my own specimens. I also understand the testing performed is not being performed in a CLIA accredited lab, and it is being performed using expired reagents. Should there be a concern about my health based on these tests, I will seek the advice of my current physician.

I understand by signing this, I am giving my consent to allow other students to practice venipuncture on me.

Student Name (print)

Student Signature

Date

MLT Program Director Signature

Date

I fully understand the above mentioned and have voluntarily signed my name.



MEDICAL LABORATORY TECHNOLOGY POLICIES AND PROCEDURES PROGRAM HANDBOOK 2026

SIGNATURE SHEET

I,	, certify that I have had an opportunity to purchase
(please print name)	dbook 2026 and the Health Sciences Student Policies and
	abook 2020 and the Health Sciences Student Foncies and
Procedures manual.	
I have reviewed the information ca	refully and understand I am accountable for all of the information
in the MLT Program Handbook 20	26. I further understand I am responsible for clarifying with an
MLT faculty member any areas I d	o not understand.
I have been given the opportunity t	to ask any questions I have about the MLT Program
Handbook 2026.	
I understand the policies for progre	ession in and completion of the MLT Program and agree to
adhere to them.	
I have been advised that the inform	nation in the MLT Program Handbook 2026 is valid for the
period beginning January 2026 and	d ending December 2026.
Signature	Date
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