

**College of the Albemarle
Department of Health Sciences
Medical Laboratory Technology Program**

Student Handbook

Approved:

Lynne Bunch
President

Date

Althea Riddick
Vice President of Instruction

Date

Terri R. Riddick
Program Coordinator
Medical Laboratory Technology

Date

Introduction

This handbook supplements the policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a Board of Trustees' policies or any policy or provision of this Handbook, the Board of Trustees' policy shall be construed as setting forth the minimum expectations, rule or procedure applicable. In other words, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the Medical Laboratory Technology Program than are generally applicable to other students. In the event that a student has a question or concern regarding inconsistencies in these policies, they should direct them to the Program Coordinator. The Program Coordinator may confer with the Division Chair, Vice President of Instruction and other administrative officials to resolve any such issue or conflict.

College of The Albemarle does not discriminate against any person on grounds of race, national origin, color, religion, gender, disability, age, or political affiliation.

I. Welcome

College of The Albemarle would like to welcome you into the program of Medical Laboratory Technology. Medical Laboratory Technology is designed to prepare you to perform routine tests in all areas of the clinical laboratory. A Medical Laboratory Technician (MLT) searches for basic clues to the absence, presence, extent, and causes of diseases.

This handbook serves as a supplement to the College catalog which covers the general institutional policies as they relate to students in the College. The handbook is distributed at orientation and/or at enrollment in the Medical Laboratory Technology Program, thus allowing the applicant ample time to become familiar with Medical Laboratory Technology Program's policies and procedures.

It is the responsibility of each Medical Laboratory Technology student to review the handbook independently and to refer to it as needed during his/her enrollment. This handbook is designed to provide general information that is appropriate to the Medical Laboratory Technology Program.

This Medical Laboratory Technology Handbook supplements the policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a Board of Trustees' policy and any policy of provision of this Handbook, the Board of Trustees' policies shall be construed as setting forth the minimum expectations, rule or procedure applicable. In other words, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the Medical Laboratory Technology Program than are generally applicable to other students. In the event a student has a question or concern regarding inconsistencies in these policies, they should direct them to the program's Coordinator. The Program Coordinator may confer with the Department Chair, Division Chair, Vice President of Instruction and other administrative officials to resolve any such issue or conflict.

All statements in the Medical Laboratory Technology Student Handbook are announcements of present Medical Laboratory Technology program's policies and are subject to change at any time. While every effort will be made to give advance notice of any change in Medical Laboratory Technology program's policies, such notice is not guaranteed nor required. If there are questions concerning information in this handbook, the faculty advisor should be consulted.

II. Medical Laboratory Technology Faculty/ Staff

	Extension	Office
<i>Terri R. Riddick, BS, MT (ASCP), MPA</i> Assistant Professor Program Coordinator & Instructor Medical Laboratory Technology and Phlebotomy triddick@albemarle.edu	2999	OC 207
<i>Jean Burr, MS, MT(ASCP), EMT I</i> Instructor, Medical Laboratory Technology		OC215
<i>Vivian Bridgers</i> Administrative Assistant, Health Sciences vbridgers@albemarle.edu	2283	OC107
<i>Martha Johnson, RN, BSN, MAEd</i> Department Chair, Health Sciences Program Coordinator, ADN mpjohnson@albemarle.edu	2328	OC105

III. General Information

Medical Laboratory Technology Mission Statement

The College of the Albemarle (COA) Medical Laboratory Technology Program prepares individuals with the knowledge and skills necessary to perform routine test in all areas of the clinical laboratory. The COA Medical Laboratory Technology Program mission is to provide education and training in the field of clinical laboratory science while maintaining high standards of instruction and service delivery. This is accomplished by providing theory and clinical experiences in a professional environment that is conducive to diverse learning needs of students.

Medical Laboratory Technology Program Goals

To provide sound education resulting in:

1. Competent graduates who could serve as quality employees for the healthcare community and who have a working knowledge of medical laboratory technology and healthcare at the entry level.
2. Graduates who have been adequately equipped with the knowledge that will allow them to successfully pass national certification exams; and,
3. A workforce to meet the needs of a growing healthcare community.

General Information

The COA Medical Laboratory Technology Program is an Associate Degree Program. The North Carolina Department of Community Colleges, State Board of Education supports the COA Medical Laboratory Technology Program. The program of instruction is governed by regulations and requirements of the North Carolina Department of Community Colleges, the Institutional Policies COA, and the National Agency for Clinical Laboratory Sciences (NAACLS).

The program accreditation process is provided by NAACLS. COA Medical Laboratory Technology Program is currently in the process of seeking full accreditation. They may be contacted at:

National Accrediting Agency for Clinical Laboratory Sciences
(NAACLS)

5600N. River Rd. Suite 720
Chicago, Illinois 60018
Phone: 773-714-8880
Fax: 773-714-8886
Website: <http://www.naacls.org>

IV. Admissions

PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Medical Laboratory Technology program must complete the following steps in order to be considered for acceptance. (At the discretion of the MLT Program Coordinator, some applications may be considered after the deadline.)

- _____A. **Complete and submit a written COA Application for Admission**, which expresses interest in the Medical Laboratory Technology program, to the Admissions Office, Elizabeth City Campus.

- _____B. **Bring or send an official high school transcript and official post-secondary transcripts**, if applicable, to the Admissions Office.

- _____C. **Achieve minimum English, Math, and Reading competencies.**
Minimum English, Reading, and Math competencies may be accomplished by achieving the minimum scores listed below on the college placement test or SAT/ACT exams. Students who do not achieve these minimum scores may retest once or complete the applicable developmental course(s), with a grade of “PC” or better, from a regionally accredited institution. Placement tests will be waived if the student has completed, with a minimum grade of “C” or better before the application deadline, ENG 111 and/or MAT 080 or their equivalents, or courses beyond these, from a regionally accredited institution. (MAT 115 does not satisfy the math competency requirement.)

This requirement may also be accomplished by completion with a minimum grade of “PC” or “C” on ENG 090 and RED 090 or ENG 111 or their equivalents, or courses beyond these, from a regionally accredited institution and completion with a minimum grade of “PC” or “C” on MAT 080, or it’s equivalent, or courses beyond these, from a regionally accredited institution.

PLACEMENT TEST/SAT/ACT MINIMUM SCORE CHART

For those who took SAT/ACT **after 2005**, the following scores apply.

	COMPASS	ASSET	SAT	ACT
Reading	82	42	440 *	19 *
English	76	42	440 *	19 *
Math	44 Pre-Algebra	41 Numeric		
Math	70/Beginning Algebra	41/Intermediate Algebra		

- **SAT and ACT scores prior to 2005 will not have scores for Reading. These test scores require a Verbal Score of 440 for the SAT and a English score of 19 for the ACT.**

_____ D. **Achieve and maintain a 2.5 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.

_____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

_____ F. **Applicants must have completed one unit of chemistry in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (CHEM 090 or higher). An official transcript must be provided.

_____ G. **Achieve at or above all the set scores for the HOBET test for the MLT program.** Students must achieve the minimum score or above for all three scores within a single test attempt. Not meeting the score of any one section will result in not meeting the requirements of this criterion.

The required minimum scores for the HOBET are:

Essential Math Skills Percentage Score	Reading Comprehension Percentage Score	Composite Percentage Score
60%	55%	60%

_____ H. **COMPLETE THE MLT ADMISSION APPLICATION. Once students have met all preadmission criteria A,B,C,D, E, F, and G – students must complete an application to the COA MLT Program.**

Applications may be obtained at the Allied Health Administrative Assistant's office (Owens Center, Office 107) or from Keisha Knight, Recruitment/Retention Specialist (Owens Center, Office 103). Applications will only be given to students who demonstrate completion of preadmission requirements A-G.

Only those students who have completed an application form in its entirety will be considered for the admission ranking process.

_____I.

ATTEND THE MLT PRE-ADMISSION MEETING

After meeting the minimum PRE-ADMISSION qualifications for admission to the Medical Laboratory Technology program and submitting the MLT application, qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the MLT faculty. The purpose of the pre-admission meeting is to inform prospective MLT applicants about the program and answer questions or concerns of the applicants. During the meeting, applicants are requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Allied Health Administrative Assistant's office, Owens Center, Office 107, Extension 2283. It is the applicant's responsibility to maintain communication with the college via the Allied Health Administrative Assistant's office, Owens Center, Office 107, Extension 2283.

**MEDICAL LABORATORY TECHNOLOGY PROGRAM
NUMERICAL RANKING PROCESS**

All students who have met all the required academic and testing criteria, have a complete MLT Program application on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system. This system is utilized to determine the most qualified students based on their performance on the HOBET (50%), college or high school cumulative GPA (25%), and points awarded for courses completed in the MLT curriculum schema, previously earned degree(s), and health related work experience (25%).

The numerical ranking system assigns points from the following three different areas:

1) HOBET Score – 50%

The applicant will receive the number of percentage points based on their **COMPOSITE PERCENTAGE SCORE** on the HOBET

2) POINTS System – 25%

The applicant will receive a point total based on specific courses within the MLT program that have already been completed, previous degrees earned, and previous health care experience. Points are awarded as follows:

SPECIFIC COURSE POINTS

The Course Points section of the ranking process assigns points based on academic performance from these nine (9) academic courses. All of the courses are required for the MLT program.

BIO 163 - Anatomy & Physiology I
CHM 130 – General, Organic, & Biochemistry
ENG 111 - Expository Writing
ENG 114 - Professional Research and Reporting
PSY 150 - General Psychology
CIS 111 - Basic PC Literacy
Humanities / Fine Arts Elective

Points will not be assigned for BIO 163, CHM 130, PSY 150, and CIS 111 if the course(s) was/were completed five years or more prior to enrollment in first semester MLT classes. Points will not be assigned for courses the student has enrolled in more than twice.

POINTS FOR PREVIOUSLY EARNED DEGREE(S)

10 points will be assigned for a bachelor's degree which was earned at a regionally accredited institution.

5 points will be assigned for a master's degree which was earned at a regionally accredited institution.

POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE

One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points.

Acceptable fields of work experience are CNA II, LPN, Paramedic (EMT), RN, Surgical Technology, Medical Assisting, and Phlebotomy. Awarding of points for other health

related occupations will be at the discretion of the MLT Program Coordinator, whose decision is final.

Proper documentation must be provided when submitting the MLT application and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

- Beginning and ending dates of work
- Basic description of job duties
- Average number of hours worked per week
- Applicant's current employment status

Awarding of all points related to previous health care experience is at the discretion of the MLT Program Coordinator, whose decision is final.

3) OVERALL GRADE POINT AVERAGE - 25%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from the most recent college transcript. This transcript must contain a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work. High school transcripts will be used for ranking purposes if college transcripts do not meet the necessary criteria.

READMISSION PROCESS

Definition of Re-Admit: A student who has previously been enrolled in any MLT program.

- A. Applicants applying for readmission into the first semester of the Medical Laboratory Technology program should contact the Allied Health Administrative Assistant's office, Owens Center Office 107, Extension 2283, and the MLT Program Coordinator (ext. 2999) for information concerning this special situation.
- B. Students who have successfully completed one semester of a Medical Laboratory Technology Program and are seeking admission to College of The Albemarle's Medical Laboratory Technology program should contact the Medical Laboratory Technology Program Coordinator (ext. 2999) or Kiesha Knight at Ext. 2304.

Class Schedule

The MLT program schedule is configured to facilitate the student learning process. Students must first complete General Education classes and a laboratory math and introduction class, taught in the traditional method. Once these are completed students will begin blocks or modules. Modules are eight or ten weeks of classroom and laboratory lessons concentrating on a single subject matter. This gives the student the opportunity to utilize theoretical understanding in the laboratory setting.

Once the student completes the four modules, Chemistry/Urinalysis, Hematology, Microbiology and Transfusion Medicine they are prepared to enter the clinical setting. The clinical setting is two eight week practicum in a hospital laboratory. The practicum will give the students entry – level clinical laboratory experience in each of the main laboratory departments which correspond to the four modules.

Attendance

Students are expected to attend every meeting of every course in which they are enrolled. If an absence should occur, it is the responsibility of the student to obtain all class notes, handouts, and assignments given on that day. It is NOT the responsibility of the faculty to seek out the student in order to provide this information.

Attendance at all scheduled tests is required. Failure to notify the instructor prior to missing scheduled test will automatically result in a 7-point drop in test grade. It is the responsibility of the student to notify the instructor of possible times to reschedule the test. It is strongly encouraged that the test be rescheduled before the next class meeting, if at all possible.

Tardy is defined as not being in the classroom at the scheduled time for the beginning of class. Three (3) tardies will calculate as one absence. A pattern of excessive tardiness is unacceptable and could lead to dismissal.

Excessive student absences are defined as in excess of ten percent (10%) of the total course hours. Students who miss more than 10% of classes will be dismissed from the program. A pattern of excessive tardiness and/or absence from the clinical experience may necessitate the students assignment in the facility being cancelled, resulting in an unsatisfactory clinical evaluation and /or failure of the course. Any time that is missed during the clinical experience, is the responsibility of the student to make arrangements with the faculty to make up the hours that were missed.

When inclement weather occurs (snow, storms, etc.), students should listen to local radio and TV stations for information about the closing of the College of

the Albemarle. You may also call the main COA number, 252-335-0821, for information.

The general attendance policy for the College of the Albemarle can be found in the college catalog.

Academic Regulations

The Academic Standards and Discipline Policy as found in the College of the Albemarle Catalog are adhered to for the Medical Laboratory Technology Program.

Grading

The Medical Laboratory Technology Program follow the grading system described in the College of the Albemarle Catalog. It is as follows:

A	93-100
B	85-92
C	77-84
D	70-76
F	less than 70

The student receives separate grades for each MLT course. The method of grade determination for each course is included in specific course syllabi.

MLT Program Overview

The College of the Albemarle MLT program consists of three phases. Each phase must be completed before progression into the next phase.

Phase I

First two semesters of study: This includes general education requirements and two MLT courses: MLT 110, MLT 115. All courses in phase I must be completed with a C or better before students can progress into phase II. All courses are taught on COA campus.

Phase II

Four 8-week modules taught in the MLT training classroom/student laboratory at Owens Center. Students must successfully complete all four modules with a C or better to be eligible for the clinical practicum (phase III).

Phase III

Clinical practicum: consists of two 8-week modules (16 total weeks) at an area hospital clinical laboratory or combination of a hospital and clinic laboratory. Phase III also includes MLT 215 (Professional Issues), an independent study course designed to prepare students for the ASCP Board of Registry or NCA examination.

Continuation Policy

1. The student must complete all required courses in Phase I of the curriculum with a grade of C or better and an overall and major GPA of 2.5 before entry into phase II. Official transcripts for transfer credit from other colleges must be received and transfer credit awarded before entry into Phase II of the curriculum.
2. MLT 110, MLT 115, and may be repeated only once. Failure to earn a C or better on the second attempt will result in dismissal from the MLT program.
3. Upon completion of the above criteria, the student is eligible to enter Phase II of the curriculum.

ACADEMIC PROBATION & WITHDRAWAL POLICIES

1. A grade of C or better must be earned in each major MLT course in Phase II of the curriculum. A final grade below C (77%) in one major MLT course will result in academic probation. The student is required to repeat the course and attain a C or better, but will remain on academic probation for the duration of the program. Depending on the course in which the C was earned, the student may be required to repeat the module. A major MLT course may be repeated once. Failure to attain a C on the 2nd attempt will result in dismissal from the program.
2. Two major MLT courses with a grade below C will result in dismissal from the program. If a student is on academic probation, a 2nd grade below C will result in dismissal from the program.
3. Withdrawal from a major MLT course due to unsatisfactory grades or excessive absences will result in academic probation. A 2nd withdrawal or grade below C will result in dismissal from the program.
4. In Phase II of the MLT curriculum, a student may withdraw passing (WP) up to the 75% point of the course (not the module). After the 75% point, withdrawal passing is not allowed and the student will receive the grade earned in the course.

Resources

The MLT classroom/lab is Owens Center Room 215. This space is shared with the Phlebotomy Program. It is up to the students and faculty to maintain materials or equipment in proper order. Should you become aware of any materials or equipment that is not in proper working order, please report it immediately to the faculty. Material should not be removed from the classroom/lab area without specific permission.

The College of the Albemarle Library and computer lab has various texts and software related to Medical Technology and other health care areas. In addition, Internet access is available in the library and computer lab.

Student Support Services provides programs designed to increase student retention and graduation rates, and promote a climate of support for the students. Student Support Services can help you develop study skills, test-taking abilities, and provide tutorial services. Student Support Services is located in the A-building and the telephone number is (252) 335-0821 ext. 2253.

Essential Functions of the MLT Student

To successfully complete the clinical component of the MLT program, the student must be able to perform all of the essential functions of a Medical Laboratory Technician.

Students should possess and be able to demonstrate the following:

1. **Manual Dexterity:** Bilateral use of hands or terminal devices that involves coordination and strength.
2. **Fine Motor:** Ability to manipulate small objects with fingertips or adaptive devices.
3. **Vision:** Ability to distinguish red color from yellow color; distinguish clear from cloudy; and see through a microscope. Must be able to discern primary colors and/or shades thereof; and differentiate shapes macroscopically and microscopically.
4. **Hearing:** Ability to adapt (i.e. phone receivers, hearing aids, etc.)
5. **Communication:** Demonstrate effective written and oral communication abilities sufficient for interaction with others. This includes, but is not limited to, reading, following instructions, and other forms of communication.

Writing: Ability to communicate effectively in legible written form.

Speaking: Ability to verbally communicate understandably in English.

Reading: Ability to read, understand, and follow directions printed in English.

6. **Emotional stability:** Ability to work independently maintaining composure and competence under stressful situations. Be able to function as a supportive member of the health care team to maintain the highest standards of the laboratory in it's delivery of patient care.
7. **Interpersonal skills:** Sufficient ability to interact with individuals, families, and other health care professionals from a variety of emotional, cultural, and intellectual backgrounds.
8. **Mobility:** Physical abilities sufficient to move from room to room, maneuver in small places, and stand and walk for extensive periods of time.
9. **Cognitive Abilities:** Ability to be oriented to time, place, and person: organization responsibilities, prioritizing appropriately, and making decisions in a timely manner.
10. **Health Status:** Students, who pose a risk to the health, safety or well being of patients or other students, whether due to infectious disease or otherwise, may be removed from clinical settings. If a student should contract or be a carrier of any infectious disease whether acute, chronic, active or inactive, it is the student's responsibility to report this immediately to the course/clinical instructor. Patient well being, safety and health are the primary concern of all clinical faculties and clinical sites. All clinical sites and clinical facilities, as well as COA, reserve the right to require medical verification that a student may participate in a clinical setting without posing a risk to the health, safety or well being of patients, other students or staff.

Immunizations

Each individual is required to complete the immunization section of the Student Health Form prior to the designated date. Immunization requirements are subject to change as a result of any clinical agency's policy revisions.

Hepatitis Status

Because of the increasing incidence of Hepatitis B as well as the necessity for healthcare workers to handle needles and other sharp instruments, it is required of Allied Health students to be vaccinated for Hepatitis B. Each student will be required to

complete a Hepatitis B Status Sheet. (Appendix A of the Exposure Control Plan for Bloodborne Pathogens)

- A. Students who need to obtain the vaccine will indicate this on the status sheet. Students may receive the vaccination at a physician's office of their choice or may receive the vaccination at the Albemarle Regional Health Services (Pasquotank County). Students will be responsible for making the appropriate arrangements for obtaining the vaccination, and must receive the first vaccination prior to the first day of the 1st Year, Summer Semester. Students will be responsible for completing the series, and providing College of The Albemarle with the appropriate documentation. Students are responsible for the cost of the vaccination.

- B. Students who cannot take the vaccine due to an existing medical condition need to note this on the Hepatitis B Status Sheet. Immune status also needs to be noted. A Hepatitis B Waiver Form will need to be completed, (Appendix C of the Exposure Control Plan for Bloodborne Pathogens), as well as documentation by a physician validating this status.

- C. Students who have already had the vaccination are to complete the Hepatitis B Status Sheet providing documentation of the location and dates of the vaccinations.

If a student leaves the program for any reason before the vaccination series is complete, she/he will assume all responsibility for completing the series.

Liability Insurance

Each student is required to have Liability insurance. MLT students are enrolled in a group policy through C. Berry & Smith Insurance Company with the premium being paid by the applicant to the Business Office when 2nd Year, Spring Semester tuition and fees are collected. Applicants who enter the program must pay their insurance prior to enrollment in clinical course during the summer semesters.

Disability Services

College of the Albemarle seeks to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Section 504 is a Federal Civil Rights Law, which prohibits discrimination against individuals with disabilities. The Americans with Disabilities Act expands the scope of institutional and service provider responsibility for providing reasonable accommodation to people with disabilities.

Elizabeth City or Edenton-Chowan students requesting accommodations based on a disability must register with the Disability Services Director, Andrea Temple (Building A, Room 119) (335-0821 ext. 2277) (atemple@albemarle.edu). Students attending the Dare Campus should contact Lori Britt (Main Office, Room 108) (473-2264 ext 223) (lbritt@albemarle.edu).

Clinical Environment:

The student should realize that student medical laboratory technicians are, by nature of the profession, exposed regularly to: body fluids, infectious diseases, combative and difficult patients.

Student Conduct

Students of the College of the Albemarle MLT Program are considered adults. Student conduct, which reflects the dignity and integrity of the college, is expected to be professional at all times. The Student Conduct Policy stated in the College of the Albemarle Catalog will be adhered to at all times.

Eating, drinking and use of tobacco products in the lab or classroom are prohibited. Students are expected to leave classrooms and labs clean and in order.

Criminal Background Check and Drug Screening

MLT students will be required by certain clinical sites to have a criminal background check, sex offender check, and a drug screen prior to clinical rotations. Currently, Albemarle Hospital provides this service for students. By applying for admission to the MLT Program, a student consents to drug and alcohol screening and criminal background checks. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check may be provided to any hospital or other clinical

facility prior to clinical rotations. COA does not guarantee the admission of any student to a clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site are subject at all times to the approval and consent of the clinical site. For these reasons, all MLT students must understand that it is critical that they comply with all policies and procedures of these clinical sites and that they must satisfactorily perform and conduct themselves at any clinical site. Students are under a continuing obligation to supplement the information provided to COA and any clinical facility concerning background checks, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from a clinical facility or clinical site and/or from the MLT program.

Clinical Performance Policy

The faculty will provide learning opportunities in the classroom and student laboratory to develop MLT competencies before students are placed in clinical settings. Once students are placed in clinical settings, clinical faculty will participate in clinical practicum evaluations of students. The instrument used and method of grading for student evaluations are included in each MLT course syllabus. The ability of students to meet clinical objectives, demonstrate competencies, and maintain patient/client safety is required to receive a passing grade. When a student is unable to meet these criteria, the faculty may dismiss the student from the clinical assignment resulting in failure.

Students must agree to comply with all rules and requirements of the clinical facilities to which the student may be assigned. Should a student be dismissed from a clinical facility for any reason, the student may be unable to complete the requirements of this Program.

Patient/Client Privacy and Confidentiality

At no time shall discussions regarding any patient/client be conducted in a public place (this includes breaks, lunch, elevator, etc.). Should the student not adhere to this policy, he/she will be dismissed from the MLT Program.

Visitors

Family members/visitors **may not** accompany students to class, lab, or clinical areas due to legal implications and responsibility for safety of the persons attending state supported schools/colleges. **NO** personal phone calls or personal visits are allowed in the clinical settings, except in emergency situations.

Student Service Work Policy

1. Students are not encourage to work, but may do so if the work is performed outside of the required academic hours.
2. Students must successfully complete their clinical evaluation before working independently as a technician or phlebotomist to ensure all MLT competencies have been demonstrated.
3. Service work by students must be paid, supervised and subject to the institution's employee regulations.
4. Students must inform their MLT Instructor or Program Director if they are performing any service work at any time during their clinical rotation.

Medical Laboratory Technician Certification Examinations

Graduates of the College of the Albemarle MLT Program are encouraged to take a national certification examination for Medical Laboratory Technicians. The granting of a degree is NOT contingent upon a student's passing of a certification examination. Certification represents the recognition of someone who has met all of the required qualifications specified by the certifying agency or association. COA recommends the American Society for Clinical Pathology (ASCP) Board of Registry.

Contact information for the American Society of Clinical Pathology Board of Registry is:

ASCP Board of Registry
P.O. Box 12277
Chicago, IL 60612-0277
Phone: 312-738-1336
Website: www.ascp.org/bor

NCA National Credentialing Agency for Laboratory Personnel
18000 W. 105th Street
Olathe, KS 66061-7543
913-895-4613
Website: www.nca-info.org

Causes for Dismissal:

MLT students may be dismissed from the program for any of the following reasons:

1. Failure to comply with the attendance policy of this Handbook.
2. Behavior, either physical or emotional, that conflicts with patient/client safety.
3. Negligent acts that could result in harm to the patient/client.
4. Breach of patient/client confidentiality.
5. Cheating or plagiarism.
6. Conduct not in accord with the College of the Albemarle catalog.
7. Any improper conduct which causes the student to be dismissed from a clinical facility.
8. Use of alcohol and drugs, other than ones prescribed to the student by a physician and taken in compliance with the physician's instruction. Discovery of such action will be cause for immediate dismissal from the clinical facility, and the program.

Complaints

The Program Director and faculty are responsible for responding to complaints. In addition, any member of the college community may refer issues to the COA Student Affairs Committee.

Complaints should be made in writing, but may be verbally and/or anonymously. The Program Director or faculty is responsible for consulting with the appropriate individuals to develop a response to the complaint. A written response will be made, in response to a written complaint. If the response is unsatisfactory, the complainant may contact the Health Science Chair. If the response remains unsatisfactory to the complainant, The COA due process procedures described in the College of the Albemarle catalog should be followed. Records of complaints will be maintained by the MLT Program Director and/or the Health Science Department Chair.

1. Complaints regarding the MLT Program curriculum or its policies and procedures should be presented to the Program Director.
2. Complaints regarding the actions of a MLT Program faculty member should be directed to the faculty member involved. If the student feels uncomfortable with this, the Program Director should be contacted. If the complaint concerns the Program

Director, the student should contact the Health Science Department Chair.

3. Complaints regarding the actions of affiliations should be presented to the faculty and/or the Program Director.
4. Complaints regarding individuals outside the MLT Program should be presented to the Program Director.

Due Process

Any student having questions regarding courses, tests, clinical progress evaluations, or other concerns is expected to first seek assistance from the appropriate faculty. If a student has a concern he/she should address the faculty involved. If the problem cannot be resolved at this level, the student should refer to the Academic Review Committee and Disciplinary Due Process procedures described in the College of the Albemarle catalog.

Appeals Process

The student disciplinary procedure set forth in Section 4-15 of the COA Policy and Procedure Manual shall apply to all students in the MLT program. Students removed from the program, shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the COA Policy 4-15 (attached).

Clinical Assignment Determination Procedure

Every effort will be made by the college to ensure that there are enough clinical sites for all of the MLT students entering into Phase III of the program. If for some reason there are not enough clinical spaces available for all students, the following procedure will be followed.

At the beginning of the Second Year Fall semester, each student will be randomly assigned a number. This number will serve as the rank number for which a student is guaranteed a clinical site space. If a student is not able to complete Phase III (clinical phase) due to limited clinical sites, the student will be given the opportunity to complete Phase III in the following semester (Summer) or as soon as a clinical site opens. The student will be granted a degree upon completion of Phase III (clinical phase).

Clinical Dress Guidelines

All students will adhere to the following dress guidelines while in the clinical setting. Remember, the MLT student should dress to convey professionalism.

1. Effective personal hygiene must be practiced at all times.
2. Perfumes are **NOT** permitted in any clinical setting.
3. Hair must be neat, clean, and worn in a conservative style at all times.
4. Male students should be clean-shaven or have a neatly trimmed mustache/beard.
5. Make-up should be used only in moderation.
6. Lab coats and uniforms must be clean and neatly pressed.
7. Clean white socks or hose may be worn under pants.
8. Clean white shoes are to be worn in the clinical settings.
9. Jewelry worn in the clinical setting should be conservative. Large Hoop earrings are unacceptable. Jewelry worn in nose, eyebrow, tongue, or other visible pierced body parts is **NOT** acceptable.
10. Fingernails should be short, clean, and well manicured.
11. College of the Albemarle student ID must be worn at all times while in clinical rotations.

Professional appearance is expected to promote patient/client confidence in your ability. The MLT student represents College of the Albemarle and the clinical laboratory profession. The student is expected to look neat and clean at all times. If the student is not appropriately dressed while in the clinical setting, the faculty will dismiss them from the clinical experience.

MLT Program Schedule Fall 2009

Course	Credit Hours	Special sessions
<i>1st Fall</i>		
BIO 163 Basic A & P	5	
CHM 130 Gen, Organic, & Biochem	4	
Humanities elective	3	
MAT 115 Math Models	3	
MLT 110 Intro. To MLT	3	
MLT 115 Lab Calculations	<u>2</u>	
TOTAL	21	
<i>1st Spring</i>		
ENG 111 Expository Writing	3	
PSY 150 Gen. Psychology	3	
CIS 111 Basic PC Literacy	2	
MLT 120 Hematology I	4	1 st 8-weeks MTWTh 9-12 & 1-3:30
MLT 220 Hematology II	3	1 st 8-weeks
MLT 130 Clinical Chemistry	4	2 nd 8-weeks MTWTh 9-12 & 1-3
MLT 111 Urinalysis	<u>2</u>	2 nd 8-weeks
TOTAL	21	
<i>2nd Fall</i>		
ENG 114 (112 or 113)	3	
MLT 126 Immunology/ Serology	2	1 st 8-weeks MTWTh 9-12 & 1-3
MLT 125 Immunohematology	5	1 st 8-weeks
MLT 140 Intro. To Microbiology	3	2 nd 8-weeks MTWTh 9-12 & 1-3
MLT 240 Special clinical Microbiology	<u>3</u>	2 nd 8-weeks
TOTAL	16	
<i>2nd Spring</i>		
MLT 285 MLT Practicum I	13	
MLT 215 Professional Issues	<u>1</u>	Hybrid
TOTAL	<u>14</u>	
Grand Total	<u>71</u>	

Essential Competencies for Each MLT Module

<u>Module</u>	<u>Essential Competencies</u>
Hematology/Coag	Manual cell counts: WBC, RBC, platelet Microhematocrit Erythrocyte sedimentation rate Reticulocyte count Normal peripheral blood smear evaluation Abnormal RBC morphology Abnormal WBC morphology PT&aPTT
Microbiology/Parasitology/ Mycology	Gram stain Inoculation & isolation Colonial morphology Biochemical testing Bauer-Kirby susceptibility testing Recognition & identification of clinically significant isolates Differentiation of pathogens from normal flora Identify microscopic morphology of selected parasites
Serology/Blood Bank	Serology slide agglutination tests ABO & Rh typing Antibody screening & identification Type & screen Type & crossmatch (compatible & incompatible) Direct antiglobulin test & DAT profile Rh immune globulin work-up & fetalbleed screen
Chemistry/Urinalysis	Phlebotomy Preparation of reagents, controls & solutions Pipetting skills Manual spectrophotometric procedures Operation of tabletop analyzer Routine urinalysis: physical, chemical, microscopic

Facilities Utilized for Clinical Rotations

Each student will be scheduled for clinical rotations through one or more of the following clinical facilities that College of the Albemarle MLT Program has a contractual agreement. Every effort will be made to schedule each student in one acute care facility. Every attempt will be made to schedule students in Labs with full service Microbiology and Transfusion services. Specific schedules are distributed to students prior to the start of MLT 256. Clinical facilities are listed below. This list is may change during the course of a semester.

Chowan Hospital 211 Virginia Rd. Edenton, NC 27932	Albemarle Hospital 1144 N. Road St. Elizabeth City, NC 27909
Outer Banks Hospital 4800 S. Croatan Hwy. Nags Head, NC 27959	

Although there are certain hazards present in a medical laboratory, it is possible to make it a safe working environment. All personnel and students must agree to observe all safety rules, which are enforced by the employer or instructor. The following are some general rules, which will aid in your safety.

- Refrain from horseplay
- Avoid eating, drinking, smoking, gum chewing, or applying makeup in the work area
- Wear a buttoned laboratory jacket and closed-toe shoes (canvas shoes are not accepted)
- Pull long hair away from the face
- Avoid wearing loose hanging jewelry and keep your jewelry to a minimum
- Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Wash your hands before and after procedures, before and after gloving, and any other time that is necessary
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets
- Wear safety goggles when working with chemicals or when splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Report any broken or frayed electrical cord to your supervisor
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Do not allow visitors in the working area of the Laboratory
- Report any accident to your supervisor

_____ I agree to follow all set rules as required.

_____ I have been informed that any biological specimen or blood product may possess the potential of transmitting diseases such as hepatitis and human immunodeficiency virus, which is the cause of AIDS.

_____ I understand that I must not remove any supplies or equipment from the lab without written permission. I am also aware that I should not practice invasive or potentially hazardous procedures on persons outside of the supervised laboratory setting.

_____ I understand that even though diagnostic products are tested for HIV antibodies and Hepatitis B Surface Antigen (HbsAg), no known test offers 100% assurance that products derived from human blood will not transmit disease.

_____ I am giving permission to have my blood collected by another student using venipuncture and capillary techniques as part of my learning process.

_____ I will follow all universal precaution measures but am aware that a blood spill, accident, or needle stick is a possibility of which I will not hold College of The Albemarle, staff or faculty, or fellow student responsible.

_____ I am covered by the malpractice insurance policy offered by College of The Albemarle.

_____ I am responsible for any medical attention (doctor's bill, etc.) that may be the result of an accident during laboratory classes.

Student's Name (please print): _____

Date: _____

Student's Signature _____

Date: _____

COLLEGE OF THE ALBEMARLE
Medical Laboratory Technology Program
Venipuncture/Microcollection
INFORMED CONSENT FORM

I, the undersigned, volunteer for venipuncture and microcollection procedures to be performed on me as part of the MLT class. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases.

I have read and agree to follow all lab rules and procedures listed for my protection and the safety of others as outlined in the safety agreement form. I have no knowledge of having any communicable disease such as hepatitis, HIV, or other disease such as anemia, cancer, TB, etc.

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

I do not hold College of The Albemarle, faculty, or classmates responsible for any untoward effect from these procedures.

If applicable, I will obtain a physician's excuse which will exempt me from either/or both venipuncture and/or microcollection procedures to be performed on me before the beginning of MLT 110 course. The physician will need to specify which technique(s) I will be exempted from.

My grade will not be jeopardized by an exemption from these procedures.

Student signature: _____

Date: _____

Witness signature: _____

Date: _____

Venipuncture/Microcollection Exemption Form

To Whom It May Concern:

The following student, _____, is exempt
from **venipuncture** procedures to be performed on him or her.

The following student, _____, is exempt
from **microcollection** procedures to be performed on him or her.

Physician's signature: _____

Date: _____

College of The Albemarle
Allied Health Programs

Exposure Control Plan

Hepatitis B Virus Vaccination Declination Form

THIS IS A LEGAL DOCUMENT. READ IT CAREFULLY BEFORE SIGNING.

- I. I understand that due to the potential exposure to blood or other potentially infectious materials during my clinical learning experiences I may be at risk of acquiring Hepatitis B virus (HBV) infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. The college has discussed with me the following information:
- A. The purpose of the vaccination: to immunize me against Hepatitis B virus, which I may encounter during the course of enrollment in the Medical Assisting program;
 - B. The known risks associated with the vaccination as indicated on the attached “Information on Hepatitis B” including but not limited to injection-site soreness, fatigue, induration, erythema, swelling, fever, headache, and dizziness, as well as the possibility of more rare, unknown, adverse reactions;
 - C. The possibility that I may not develop an immunity to the Hepatitis B virus upon vaccination and that the vaccination may not prevent the Hepatitis B infection; and
 - D. The fact that if I do not receive the vaccination I risk infection and developing the virus.

I acknowledge that College of The Albemarle has made no guarantees concerning the results of the proposed vaccination. I have had sufficient opportunity to discuss the administration of the vaccination with College of The Albemarle officials. I have read the attached “Information on Hepatitis B” and all of my questions have been answered to my satisfaction. I believe that I have adequate knowledge upon which to base an informed consent to decline the vaccination.

- II. I personally assume all risks incident to not being vaccinated. I also waive, release and forever discharge the College of The Albemarle and any of its employees or agents from all liabilities, losses, damages, claims, actions, causes of action, demands or costs of any nature whatsoever that may arise as a result of not being vaccinated. I hereby agree not to file suit against the College of The Albemarle,

its students, agents or any of its employees on account of not being vaccinated.
The terms of this document shall bind me, my heirs and personal representatives.

III. Prior to signing this document, I have had adequate opportunity to read it, ask questions about it, and to understand it, and any questions I have had have been answered to my satisfaction. I further state that I am _____ years old and competent to sign this document.

Name _____

Signature _____

Date _____

Note: If the student is younger than 18, a parent's signature is required.

I am the parent or guardian of the student identified above who is under eighteen years of age. I have carefully read this document, fully understand its contents, agree to its terms and sign it voluntarily ON BEHALF OF MY CHILD. I agree to release the College of The Albemarle and its employees or agents from all liabilities, losses, damages, claims, actions, causes of action, demands or costs of any nature whatsoever that may arise as a result of my child not being vaccinated and to indemnify and hold the College of The Albemarle, its employees or agents harmless for any liability arising out of claims or suits made by my child against the College of The Albemarle, its employees or agents arising out of my child not receiving the Hepatitis B vaccination.

Parent's Signature:

Date _____

**College of The Albemarle
Allied Health Programs**

Exposure Control Plan

VACCINATION WAIVER

_____ SHOULD NOT RECEIVE THE Hepatitis

B virus vaccine due to the fact that:

_____ Tests indicate that this person has protective antibody titers.

_____ Existing medical conditions prevent this person from receiving the vaccine.

Physician's Signature: _____ Date: _____

College of The Albemarle
Department of Allied Health
Medical Laboratory Technology Program
Clinical Involvement Agreement

As an applicant for or a student currently enrolled in a program of College of The Albemarle which includes clinical practice involvement, I, the undersigned, understand fully the sensitive nature of such programs and recognize that it is a privilege to be accepted as a student in a health sciences program. I further understand that as a student participating in clinical practice, I should be free from any controlled substances that might impair the abilities to perform my assignments in the clinical area. This is true whether the substances are prescribed or not.

In view of the foregoing, I affirm that I do not currently use any illegal drugs, nor do I abuse alcohol or prescribed/non-prescribed medications.

During my clinical practice involvement as a student at College of The Albemarle, I agree to voluntarily give body fluid samples should the instructor or manager of the unit where I am assigned so request on the basis of impaired job performance. I understand and agree that refusal to provide samples, when requested, will make me subject to disciplinary action as provided in the rules and regulations of the college which could include dismissal from the health sciences program I am enrolled in. I further agree that the college should be relieved from any liability for taking and testing of samples of my body fluids, which shall be done by independent medical or laboratory personnel.

FURTHERMORE, I authorize the release of the results of these tests and examinations to the designated College of The Albemarle representatives. By this authorization, I do hereby release the previously designated doctors, medical personnel, and/or employees of the college and clinical facility from any and all liabilities arising from the release or use of the information derived from or contained in my physical examination and test results.

I have read and do fully understand the foregoing and have executed this agreement of my own free will and volition without any compulsion or coercion whatsoever.

Signature

Witness Signature

Date

Date

College of The Albemarle
Department of Allied Health
Medical Laboratory Technology Program

Student Acknowledgement

I, the undersigned, have

- (1) received a copy of;
- (2) read;
- (3) received an explanation of; and understand

the policies and guidelines as stated in the Medical Laboratory Technology Student Handbook and the Allied Health Program's Exposure Control Plan for Blood-borne Pathogens.

I also understand that I must comply with and follow these guidelines and policies during my enrollment as a MLT student at College of The Albemarle. I also understand that this signed agreement will be filed in my student file.

Signature

Social Security #

Date