

College of The Albemarle



Medical Laboratory Technology Student Handbook

Effective
June 2020


Revised

2007 TRR	2009 TRR	2011 TRR	2013 TRR	2014 TRR	2015 TRR	2016 TRR	2017 TRR
2018 TRR	2019 TRR	2020 TRR					

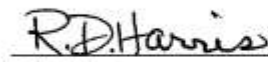
COLLEGE OF THE ALBEMARLE
DIVISION OF HEALTH SCIENCES & WELLNESS PROGRAMS
DEPARTMENT OF ALLIED HEALTH
MEDICAL LABORATORY TECHNOLOGY PROGRAM

MEDICAL LABORATORY TECHNOLOGY STUDENT HANDBOOK

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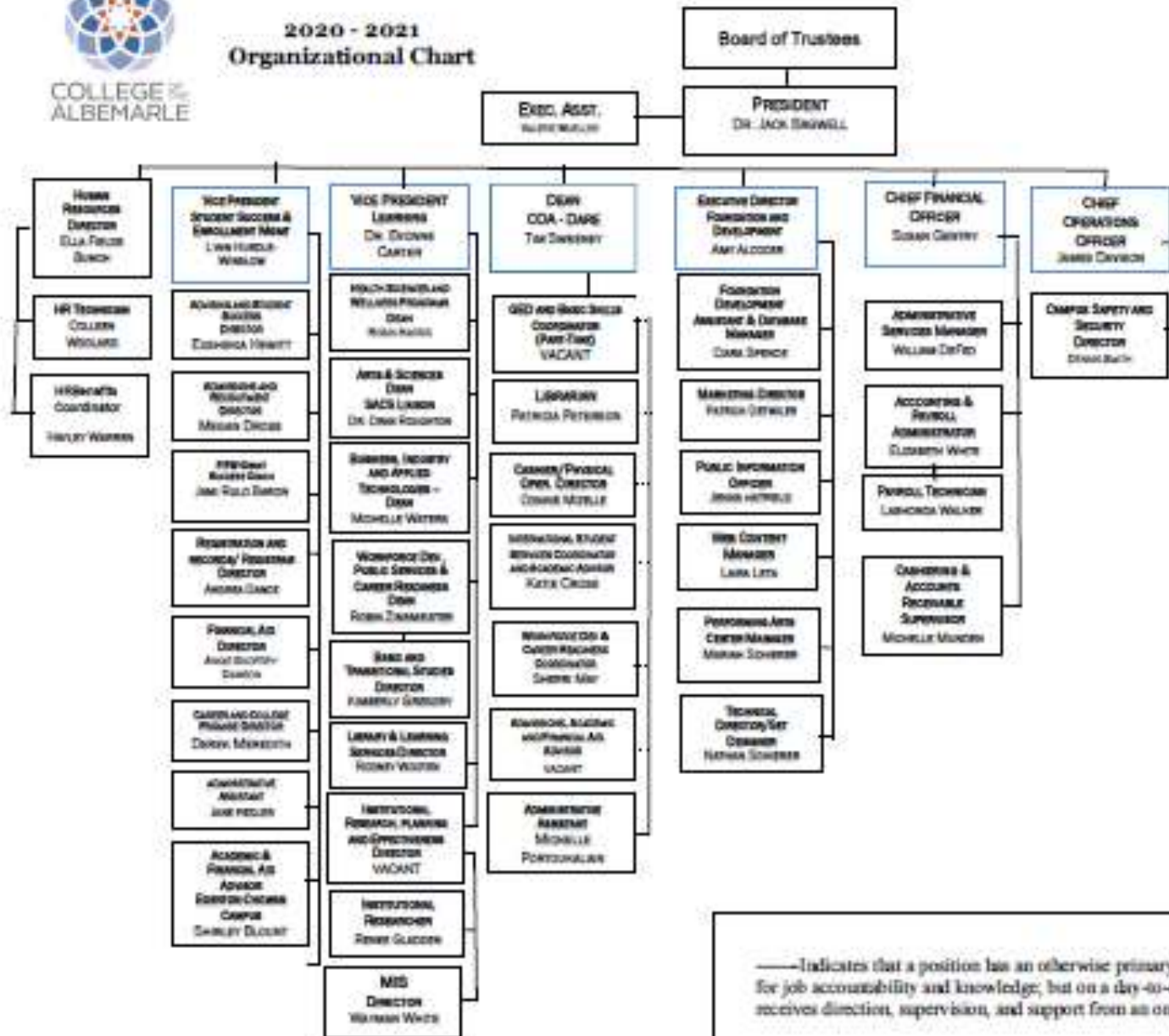
I. Introduction

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.

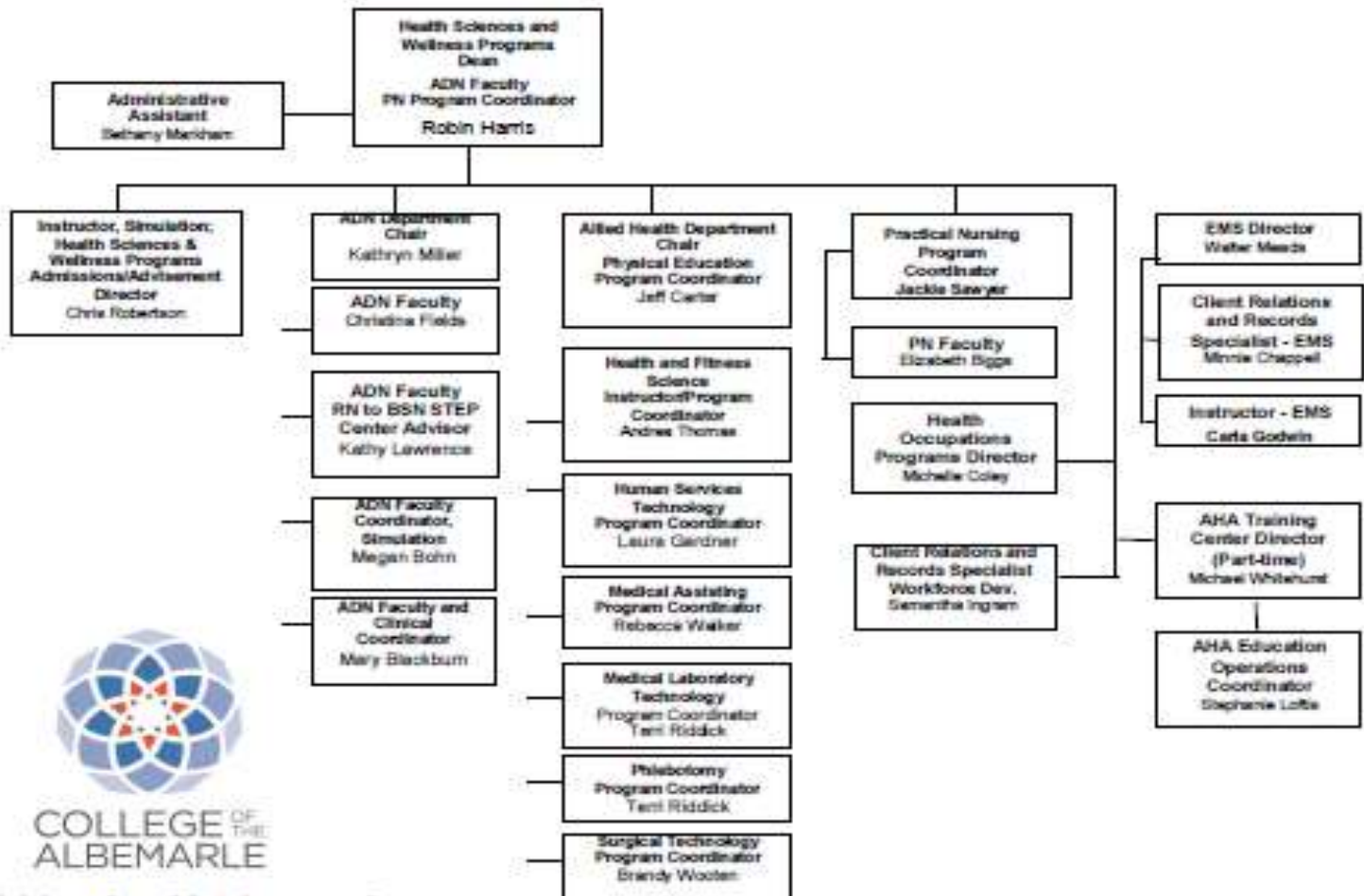
College of The Albemarle does not discriminate against any person on grounds of race, national origin, color, religion, gender, disability, age, or political affiliation.



2020 - 2021 Organizational Chart



— Indicates that a position has an otherwise primary reporting line for job accountability and knowledge, but on a day-to-day operational basis receives direction, supervision, and support from an on-campus dean.



**Division of Health Sciences and Wellness Programs
2020-2021 Organizational Chart**

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 available on the college's website and is discussed and reviewed 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
Terri R. Riddick, BS, MT (ASCP), MPA Assistant Professor; Program Coordinator Medical Laboratory Technology & Phlebotomy terri_riddick@albemarle.edu	2999	OC 207
Bethany Markham Administrative Assistant Health Sciences & Wellness Programs vivian_bridgers@albemarle.edu	2283	OC 102
Chris Robertson, BSN, RN Director Health Sciences & Wellness Programs Admissions/Advisement	2304	OC 107

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.

Accreditation

The COA Medical Laboratory Technology Program is an Associate Degree Program. The North Carolina Community College System, overseen by the State Board of Community Colleges supports the COA Medical Laboratory Technology Program. The program of instruction is governed by regulations and requirements of the North Carolina Department of Community College System, COA institutional policies and procedures, and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The program is fully accredited, as of April, 2010, by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

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

IV. Admissions

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Medical Laboratory Technology program must complete the following **steps by October 15, 2020** in order to be considered for acceptance for the Spring Semester 2020. (At the discretion of the MLT Program Coordinator, some applications may be considered after the deadline.)

- _____A. **Complete and submit a 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 all official post-secondary transcripts**, if applicable, to the Admissions Office. (Note: must be a high school graduate or equivalent prior to the start of the program).
- _____C. **Attendance at a Health Sciences & Wellness Programs (HSWP) Orientation Session is Mandatory**, for a review of the admission process. Check with the Admissions Office or the HSWP Admissions & Advising Director for scheduled dates and times. On-line orientation can be viewed at:
<http://albemarle.mediasite.mcnc.org/mcnc/Play/a7e132c69c964e929b1722b9a954ee961d>
(Print certificate to verify online attendance). A Certificate of Attendance is required to be submitted when completing the validation form.
- _____D. **Achieve minimum English, Math, and Reading competencies.**
Minimum English, Reading, and Math competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.
To qualify for the MLT program, the student must meet all the pre-requisites to be eligible to enter ENG 111 without a co-requisite requirement.

To qualify for the MLT program, the student must meet all the pre-requisites to be eligible to enter MAT 143 without a co-requisite requirement
Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.
- _____E. **Achieve and maintain a 2.5 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more). If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.5 minimum cumulative grade point average (regardless of the number of hours). If the most recent 12 hour transcript of record is the high school transcript, the **unweighted GPA** will be used. 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.
- _____F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.
- _____G. **Applicants must have completed one unit of chemistry in high school that counts as at least one full credit on the transcript** - or the equivalent at a post-secondary institution (CHEM 090 or higher). An official transcript must be provided.

_____ **Validation of requirements by the Health Sciences Admissions Technician**

(must be completed prior to advancing to Phase II)

REQUIREMENTS A, B, C, D, E F, and G must be met in entirety before applicants may a complete an admission application. Once students have met criteria A-G completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, AE 117, Ext 2221) for validation of requirements. One week after submitting the validation form, students may contact the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext. 2304), who will confirm their validation form has been reviewed and confirmed. At that time, the applicant may progress to Phase II and apply to the Medical Laboratory Technology Program

PHASE II: MLT APPLICATION REQUIREMENTS:

_____ **H. COMPLETE THE MEDICAL LABORATORY TECHNOLOGY ADMISSION APPLICATION.**

Once students have met all preadmission criteria A, B, C, D, E, F and G, and submitted the validation form - students must complete the application form for the COA Medical Laboratory Technology Program. Applications may be obtained from the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext 2304). Applications will only be given to students who demonstrate completion and validation of preadmission requirements A-G.

APPLICANTS SHOULD BE AWARE: STUDENTS WHO INDICATE FIRST PREFERENCE FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM (BY INDICATING ON THEIR HEALTH SCIENCES APPLICATION FORM THAT THEY DESIRE THE MLT PROGRAM FIRST – BEFORE ANY OTHER HEALTH SCIENCES PROGRAM) WILL BE SELECTED/RANKED SEPERATELY, PRIOR TO ALL OTHER APPLICANTS TO THE PROGRAM (See Section on the Selection Process).

- **Only those students who have completed an application form in its entirety will be considered for the admission ranking process. Applications must be received in the HSWP Admissions & Advising Director's Office (Owens Center, Office 107) by 4 p.m. on the deadline date.**
- **NOTE: ALL CORRESPONDENCE REGARDING ADMISSIONS TO PROGRAMS WILL BE SENT THROUGH YOUR COA EMAIL ADDRESS. BE SURE TO LIST YOUR EMAIL ACCURATELY AND TO CHECK YOUR COA EMAIL FREQUENTLY DURING THE ADMISSION PERIOD.**

_____ **H. ATTEND THE MLT PRE-ADMISSION MEETING**

After meeting the minimum PRE-ADMISSION qualifications for admission to the Medical Laboratory Technology program and submitting the Medical Laboratory Technology application, qualified applicants will receive a letter of notice and must attend a mandatory pre-admission meeting with the Medical Laboratory Technology faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the

Medical Laboratory Technology program and answer questions or concerns of the applicants. During the meeting, applicants may be 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 HSWP Administrative Assistant's office, Owens Center, Office 102, ext. 2283 or Ext 2304.**
- **It is the applicant's responsibility to maintain communication with the college via the HSWP Admissions and Advising Director, Owens Center 107, ext. 2304 or the HSWP Administrative Assistant's Office, Owens Center, Office 102, ext. 2283. Communication with potential students will occur through the student's COA email address only.**

MEDICAL LABORATORY TECHNOLOGY PROGRAM NUMERICAL RANKING PROCESS

Students who have met all the required criteria, have a completed Medical Laboratory Technology 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 if there are more applicants than allotted slots. This system is utilized to determine the most qualified students based on their performance including college or high school cumulative GPA (50%), and points awarded for courses completed in the Medical Laboratory Technology curriculum schema, previously earned degree(s), and health related work experience (50%).

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

1) OVERALL GRADE POINT AVERAGE – 50%

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 (unweighted GPA) will be used for ranking purposes if college transcripts do not meet the necessary criteria.

2) POINTS System – 50%

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

SPECIFIC COURSE POINTS

The Specific Course Points section of the ranking process assigns points based on academic performance from these eight (8) academic courses. All of these courses are required for the Medical Laboratory Technology program.

- BIO 163 - Basic Anatomy (or BIO 168 & 169)
- CHM 130/130A
- MAT 143 (or 152 or 171)
- ENG 111
- ENG 112
- PSY 150
- Hum/Fine Arts Elective
- CIS 111 (or CIS 110/110L)

Points will not be assigned for BIO 163 or BIO 168 & BIO 169 or CHM or MAT if the course(s) was/were completed five years or more prior to enrollment in first semester Medical Laboratory Technology classes.

In order to receive points – the course must be listed on the COA transcript – either as a course taken at COA or approved for transfer credit to COA. The course must be completed prior to the admission deadline date and must have received a grade of “C” or higher.

Points for courses will be calculated on the credit hours of the course multiplied by the letter grade earned; with a grade of A having the value of 4 quality points, the grade of B having the value of 3 quality points and the letter C having the value of 2 quality points. The grades of D and F will have no point value. Some courses are awarded bonus points if passed on the first or second attempt. Some courses are awarded bonus points if passed on the first or second attempt. Attempts at other colleges do count in this points determination.

*Basic Anatomy & Physiology - if a student elects to meet the Biology requirement of BIO 163 by taking the higher level BIO 168 and 169 courses, the ranking process will give **points** for the BIO 168 score as the grade for computing the 5 credit hour point total for BIO 163 (whether or not the student has completed BIO 169). BOTH courses must be completed with a “C” or better to receive **course credit** and both must be completed by the end of the Fall semester to continue to progress in the program).

COMPLETION OF THE PROGRAM’S ANATOMY AND PHYSIOLOGY REQUIREMENT IS STRONGLY ENCOURAGED BEFORE ENTERING THE PROGRAM.

MEDICAL LABORATORY TECHNOLOGY POINTS GRID

Course within Program	Credits (multiplier)	Points		
BIO 163 (or 168 – see note*)	5	If A&P passed on first attempt - points for grade x credit hours plus 30 Bonus points A= 20 + 30 Bonus = 50 B= 15 + 30 Bonus = 45 C= 10 + 30 Bonus = 40	If A&P passed on second attempt - points for grade x credit hours plus 10 Bonus points A= 20 + 10 Bonus = 30 B= 15 + 10 Bonus = 25 C= 10 + 10 Bonus = 20	No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago 0
CHM 130/130A (or CHM 151)	4	If CHM passed on first attempt - points for grade x credit hours plus 30 Bonus points A= 16 + 30 Bonus = 46 B= 12 + 30 Bonus = 42 C= 8 + 30 Bonus = 38	If CHM passed on second attempt - points for grade x credit hours plus 10 Bonus points A= 16 + 10 Bonus = 26 B= 12 + 10 Bonus = 22 C= 8 + 10 Bonus = 18	No points if CHM taken more than 2 attempts- or if taken greater than 5 years ago 0
MAT 143 (or 152 or 171)	3	If MAT passed on first attempt - points for grade x credit hours plus 30 Bonus points A= 12 + 30 Bonus = 42	If MAT passed on second attempt - points for grade x credit hours plus 10 Bonus points A= 12 + 10 Bonus = 22	No points if MAT taken more than 2 attempts- or if taken greater than 5 years ago

		B= 9 + 30 Bonus = 39 C= 6 + 30 Bonus = 36	B= 9 + 10 Bonus = 19 C= 6 + 10 Bonus = 16	0
ENG 111 - Writing and Inquiry	3	A= 12	B= 9	C = 6
ENG 112 - Writing/Research Across the Disciplines	3	A= 12	B= 9	C = 6
PSY 150 - General Psychology	3	A= 12	B= 9	C = 6
Hum/Fine Arts Elective	3	A= 12	B= 9	C = 6
CIS 111 (or CIS 110/110L)	2	A= 8	B= 6	C = 4

POINTS FOR SUPPLEMENTAL COURSES

IMPORTANT NOTE: Students should TALK WITH THEIR ADVISORS (including a financial aid advisor) before taking any courses on this grid below to ensure it fits with their declared major and other college/FA requirements. **Students should focus on completing courses WITHIN the program curriculum before taking any supplemental courses that are outside of the program of study.**

In order to receive points – the course must be listed on the COA transcript – either as a course taken at COA or approved for transfer credit to COA. The course must be completed prior to the admission deadline date and must have received a grade of “C” or higher.

If the course is within the curriculum of a student’s major or program of interest – they may only receive points once in the admission system, and those points will be based on the program’s specific course points (not this supplemental points grid).

Course Number	Course Name	Points awarded (must have a grade of C or higher to receive points)
BIO 275	Microbiology	2
CHM 151 OR CHM 130/130 A	General Chemistry I (only one course will be awarded points for this category)	2
CHM 152	General Chemistry II	2
MAT 152	Statistics	2
MAT 143	Quantitative Literacy	2
MAT 171	Pre Calculus Algebra	2
MED 121	Medical Terminology I	2
MED 122	Medical Terminology II	2
BIO 155	Nutrition	2
PBT 100 and 101	Phlebotomy and Phlebotomy Practicum (must have C or higher in both class & practicum)	2
PHI 240 or HUM 115	Ethics or Critical Thinking I (only one course will be awarded points for this category)	2

POINTS FOR PREVIOUSLY EARNED DEGREE(S)

- **10 points will be assigned for a bachelor’s degree** which was earned at a regionally accredited institution. (Limit of one degree)

- **5 points will be assigned for a master's degree** which was earned at a regionally accredited institution. (Limit of one degree)
- **7 points will be assigned for a HSWP Diploma Program with a clinical component.** These include: PN, ST, MA, PBT Diploma Pathway, and NA Diploma Pathway
- **10 points will be assigned for a HSWP Associates Degree with a clinical component.** These include: ADN, ST, and MA

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 Laboratory Technology, 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.

PHASE III: SELECTION PROCESS

- A. **Two rounds of ranking may occur for the Medical Laboratory Technology program** based on documented interest in the program on the health sciences application form. Weighted point assignments based on the **Overall Grade Point Average (50%)** and **Points System (50%)** will be added together for the total weighted points assigned to each applicant.
- B. **Round One of the selection process** will take all applicants who indicated on the HSWP application form a desire for the Medical Laboratory Technology Program as their primary/first program of interest. If the number of applicants exceeds the number of slots available, results from the Points System and Overall Grade Point Average point assignment will be added together for the total points assigned to each applicant. These applicants will be ranked in a descending numerical order which is based on total points. Round two will not take place if the number of first choice applicants fills the available slots for the Medical Laboratory Technology Program.
Round Two of the selection process will rank all other applicants who indicated on their application form a desire for the Medical Laboratory Technology Program, but not as their first choice. These applicants will be ranked in a descending numerical order which is based on total points to fill any remaining slots/seats in the program after Round One has been completed.
- C. **Email notification of contingent acceptance** will be sent to the top applicants for the number of program slots available.

- D. **Email notification to other applicants who qualified**, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their total ranking points.
It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the MLT Program Coordinator, whose decision is final, starting with “Alternate 1.”
- E. **The admission process ceases and the alternate list is void beginning with the first day of class in fall semester.** Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

An applicant who has concerns about the admissions process to the Medical Laboratory Technology Program should contact the MLT Program Coordinator (Owens Center Office 207, Ext. 2999).

OTHER IMPORTANT INFORMATION RELATED TO THE MLT PROGRAM

Upon contingent acceptance, but prior to MLT 285: Clinical Practicum, applicants will be required to provide additional information including:

- A. **Documentation of current BLS CPR Certification through the American Heart Association** – must be received by the MLT Program Coordinator prior to the beginning of the MLT 285 Practicum. Students who do not meet this requirement may be dropped from consideration for the MLT program, even if they have met all other criteria and have initially been accepted into the program.
- B. **The fully completed and signed COA Health Care Examination Form indicating physical and emotional health and record of immunizations. This must be submitted via the assigned third party vendor and available for review prior to the beginning of the MLT 285 Practicum. Students who do not meet this requirement may be dropped from consideration for the MLT program**, even if they have met all other criteria and have initially been accepted into the program. Students will be required to sign a release to allow the program to provide specific medical information that may be required by authorized clinical sites (example: immunizations record).
- C. **Criminal background check and/or drug testing** may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited license and employment opportunities.
- D. **Students admitted must be at least 18 years of age by the start of the first course of the program** in order to be able to enter clinical facilities.

READMISSION PROCESS:

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

- Applicants applying for readmission into the first semester of the Medical Laboratory Technology

program should contact the MLT Program Coordinator (ext. 2999) or the Director of HSWP Admissions & Advising Office, Owens Center Office 107, Extension 2304 for information concerning this special situation.

- 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)

Transfer of Credit

Any individual desiring to transfer to either the MLT program must:

- a. Follow the same procedure required by the COA for all transfer students as outlined in the COA catalog.
- b. Meet the same admission criteria required of all MLT students
- c. Request the following items from his/her former MLT School and have them mailed to the appropriate Program Coordinator:
 - course outlines of those MLT courses for which one is seeking to receive transfer credit,
 - scores from any tests or other standardized assessments taken at former schools,
 - letter of recommendation from MLT instructor who most recently supervised applicant.
- d. Have been enrolled in a MLT program within two years immediately preceding transfer to COA's MLT program.
- e. Satisfy the COA resident requirement by completing at COA a minimum of twenty-five percent of the credit hours for a degree.

Transfer credit for MLT courses is granted only in the following instances:

- Space available to accommodate the applicant.
- The Program Coordinator for MLT Program, in consultation with appropriate faculty, recommends acceptance of the specific MLT course(s).
- Final course grade in any MLT course(s) is 77 or C or better.
- Final course grade in required non-MLT courses is C or better.

SPECIAL ADMISSION CIRCUMSTANCES – “DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)” AND “UNDOCUMENTED IMMIGRANT” STUDENTS

COA Health Sciences and Wellness programs will allow the admission of students with DACA classification. However, DACA students should be aware of the following:

- a. Neither federal law, nor North Carolina law permits individuals with DACA classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). Ability to obtain other certifications may also be limited.
- b. It is the current position of the State Residence Committee that individuals with DACA classification do not have the capacity to receive in-state tuition.

COA Health Sciences programs will allow the admission of students with “undocumented immigrant” classification. However, undocumented immigrant students should be aware of the following:

- a. For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States.
- b. An undocumented immigrant admitted shall not be considered a North Carolina resident for tuition purposes.
- c. Federal law prohibits states from granting professional licenses to undocumented immigrants. Ability to obtain other certifications may also be limited.
- d. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

DISCRIMINATION POLICY

No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination in the MLT Program at College of the Albemarle on any basis prohibited by applicable law, including, but not limited to age, race, color, creed, national origin, religion, sex, physical or mental disability, or marital status.

V. Progression

A. Class Schedule

The MLT program schedule is configured to facilitate the student learning process. It is strongly suggested that students take as many general education courses as possible before starting the MLT courses. Once the student completes all of the MLT and general education courses, they are prepared to enter the clinical setting. The clinical setting is four, 4-week practicums in a clinical laboratory. The practicum will provide students entry – level clinical laboratory experience in each of the main laboratory departments which correspond to the four modules.

B. 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 hour of 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. Any time that a student is absent from an assigned clinical day, it is the responsibility of the student to contact the facility AND the program coordinator, prior to the assigned start time.

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. Students 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.

C. 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.

D. 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

All courses required in the MLT program must be taken in the sequence outlined in the curriculum. General education courses may be taken prior to enrollment in the MLT courses. In order to progress to the next semester's course, the student must successfully complete (1) each MLT course with a final grade of 7 ("C") or better, (2) each general education course with a final letter grade of "C" or better, and (3) must maintain a minimum cumulative grade point average (GPA) of 2.0 each semester.

VI. Academic Policies

1. The student must complete all required MLT courses in sequence as stated in the curriculum.
2. A grade of C or better must be earned in each major MLT course. A final grade *below C* (77%) in one major MLT course will result in dismissal from the program.
3. Withdrawal from a major MLT course due to unsatisfactory grades or excessive absences will result in dismissal from the program. If a student withdraws from a MLT course, they cannot progress in the program because courses must be taken in a set sequence.

4. In the MLT curriculum, a student may withdraw (W) up to the 75% point of the course. After the 75% point, withdrawal is not allowed and the student will receive an F if not completing the course.

VII. 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 without specific permission.

The College of the Albemarle Library and the Owens Center 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 Success and Enrollment Management provides programs designed to increase student retention and graduation rates, and promote a climate of support for the students. Academic Support can help you develop study skills, test-taking abilities, and provide tutorial services for general education courses. Student Success and Enrollment Management is located in the AE-building and Academic Support is located in C-building, phone 335-0821 x 2244. If tutoring is necessary for any of the MLT courses, the student should contact the MLT Program Coordinator.

VIII. 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:** Auditory ability sufficient to complete competencies and tasks associated with sound. For example, hear monitor alarms, emergency signals, equipment sounds.
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 its 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 with appropriate speed from room to room; to maneuver in small spaces; to bend, stoop, kneel, squat; to stand and walk for extended periods of time; and sufficient balance to enable carrying various items when walking; for example, frequent trips from work station to other rooms, lab areas.
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 wellbeing 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 wellbeing, 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 wellbeing of patients, other students or staff.

The College may take a number of steps and precautions at all campuses providing additional information and resources related to COVID 19 for students; implementing additional health and safety protocols; adjusting some facility, physical space and campus operations; and modifying classes and academic delivery as needed.

Students should understand that COVID-19 and other communicable diseases are a public health risk; that COA and clinical facilities cannot guarantee safety or immunity from any infection; and that each student voluntarily assumes all risks associated with participating in health science programs related activities on campus and at clinical facilities, including the risk of exposure or infection with COVID-19 and other infectious diseases.

11. 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 Health Science 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 semester. 1st Spring 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.

Religious Observance Policy

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, College of The Albemarle will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days and must be taken within the absences allowed in the College's approved attendance policy as published in the COA Academic Catalog and specific program handbooks for those students enrolled in a program. Students must submit a "Request to be Excused For Religious Observance Form" to the Vice President of Student Success and Enrollment Management within the first two weeks of the semester in which the absence will occur.

IX. 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.

X. 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, (Building AE, Room 119) (335-0821 ext. 2277) Students attending the Dare Campus should contact (Main Office, Room 108) (473-2264)

XI. Student Conduct

General Guidelines

Students should be constantly aware that they represent the health science program and the College to the public when dressed in the COA program uniform and that they will be viewed by the College, by other professionals, and by the public in general as representatives of COA. Therefore, students are charged with portraying a positive image of health science and wellness occupations and the college. The COA health science program and the College reserve the right to dismiss any student whose on or off campus behavior violates any of COA's rules or policies governing expected conduct of students including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by COA policy; or any other conduct or behavior particularly while dressed in uniform or otherwise while representing COA that tends to portray the student, the program or COA in a negative fashion or otherwise tends to cause harm to the reputation of the program or COA.

MLT Student's Professional Behavior

The following characteristics are consistent with professional behavior and are expected at all times:

To maintain professional conduct the MLT student:

- Refrains from loudness, profanity, sneering, rudeness, and sleeping in class or clinical
- Is truthful

- Listens receptively and respectfully
- Takes advantage of self-learning opportunities
- Assumes responsibility for course preparation and participation
- Approaches individuals with kindness, gentleness, helpfulness and respect
- Offers companionship without becoming involved in a non-therapeutic manner
- Accepts constructive criticism
- Is neat, clean and appropriately attired, wears make-up in moderation.
- Is consistently punctual
- Accepts assignments and willingly assists others
- Recognizes and performs within own limitations
- Uses break time appropriately
- Uses correct spelling and grammar
- Communicates in a medical professional manner
- Cooperates with agency policies
- Observes legal and ethical standards of practice
- The use of cell phones is prohibited in the classroom and clinical settings. Refrain from using social networking, text messaging or other electronic media for posting insulting, disparaging or inflammatory comments regarding COA, the MLT program, any member of the COA campus community or affiliated internship sites and their employees. Criticisms of or concerns regarding these issues should be expressed through the COA chain of command so that the concerns may be addressed, and not in a manner which could disrupt the clinical program or operations at practicum sites. Students are also prohibited from disclosing confidential information through such media or from discussing confidential information in any other manner that may reach third parties outside of COA staff or clinical site personnel. COA Health Sciences and Wellness Programs Social Media Policy does not allow students in clinical/practicum/internship related activities to post ANY pictures or information depicting or while engaged in activities relating to hospital, practicum, and/or internship activities, facilities, staff, volunteers and/or patients without express, written consent from the College and the facility. This includes, but is not limited to, “selfies” taken while at these facilities and social media posts about facility events or staff. Such actions have the tendency to disrupt program activities, to portray the student and COA staff in a negative and/or unprofessional light, to potentially violate the rights of facility staff, volunteers or patients, and to otherwise negatively impact COA’s programs and reputation.

Each student is also required to maintain a reliable means of communication including a valid telephone number and email address via the COA Moodle account.

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 Code of Conduct Policy stated in the College of the Albemarle Catalog will be adhered to at all times.

Eating and drinking in the lab or classroom are prohibited. Students are expected to leave classrooms and labs clean and in order.

A. 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 the clinical phase 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 the clinical phase due to limited clinical sites, the student will be given the opportunity to complete clinicals in the following semester (summer) or as soon as a clinical site opens. The student will be granted a degree upon completion of clinical phase.

B. 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. Students must be dressed in the program selected scrubs at all times, when at an assigned clinical site.
7. Lab coats and uniforms must be clean and neatly pressed.
8. Clean white or black, closed-toed 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. Ear gauges are **not** acceptable, only small post earrings.
10. All visible tattoos must be covered, at all times, while in the clinical setting.
11. Fingernails should be short, clean, and well-manicured. Artificial nails are **not** allowed.
12. College of the Albemarle student ID must be worn at all times while in clinical rotations.

Clinical/lab attire will be addressed in each clinical course. Each student is required to have the school's designated uniform the first clinical day or as designated by the program coordinator. The uniform must be neat, clean, well-pressed/ironed and well fitted throughout the student's participation in the program. Uniforms and physical appearance must meet the guidelines developed by the Program faculty and worn properly at all times while in uniform. Students will not be allowed to deliver patient health care if the uniform guidelines are not met and any missed time from clinical will count as attendance hours missed.

The COA health program uniform may only be worn when engaged in the role of a COA program student for an approved program activity. Students shall not visit units in assigned or unassigned health care agencies in a visitor role while wearing the COA student uniform. Students should not wear the uniform in public places such as grocery stores, malls, etc. before, during, or after clinical experiences.

The College Student Code of Conduct applies to students at all times they are in a COA uniform whether on or off campus; and whether or not they are actively engaged in a college sponsored event.

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.

C. Criminal Background Check and Drug Screening

MLT students must successfully complete rotations at clinical sites as part of their program requirements. MLT students will be required by clinical sites to have criminal background checks and drug screens prior to clinical rotations. By applying for admission to any health science program, a student consents to drug and alcohol screening and criminal background checks and sex offender checks as required by the contracted clinical affiliate and may be responsible for payment. 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 will be provided to any hospital or other clinical facility prior to clinical rotations upon request. **COA does not guarantee the admission of any student to any clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. Students must be able to attend and progress in the assigned clinical facility for each course. Alternate assignments will not be made because of inability to progress in an assigned clinical setting.**

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 at all times. 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.

The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden on campus, at campus sponsored functions, at clinical laboratory experiences or any time while in the COA Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action up to and including immediate dismissal from the Program with a grade of "F" and removal from all Program courses.

D. 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 and/or preceptors will participate in clinical practicum evaluations of students. The instrument used and method of grading for student evaluations are included in the MLT Clinical Manual and MLT 285 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 will be unable to complete the requirements of this Program.

Students are expected to adhere to the College's Drug-Free and Smoke-Free Environment Policies and Student Code of Conduct. No smoking, use of tobacco, use or purchase of alcohol, drug consumption, or other violations of the College Student Code of Conduct are allowed in college vans, campus buildings, campus parking lots, or in or on the grounds of clinical facilities or any time while in a COA health science program uniform.

Students may not buy, sell or consume alcoholic beverages or illicit drugs while in a COA health science program uniform (including street clothes while in facilities) or lab coat. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in clinical, consequently an "F" in the health science course, and immediate dismissal from the Program and all program courses.

Students may not smoke while in a COA uniform health science program uniform (including street clothes while in facilities) or lab coat. The smell of smoke on a student uniform will be considered unprofessional in the clinical setting and a "noxious odor". The student will be removed from the clinical setting until they are able to return without the odor as determined by the clinical instructor. Any missed time will count under the attendance policy as absent clinical time for the course. Repeated violations of this policy may result in disciplinary action up to and including clinical failure and dismissal from the clinical site, and/or consequently dismissal from the program.

E. 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.). The student will recognize that improper use of and/or disclosure of protected health information may result in disciplinary action, up to and including dismissal from the program.

F. 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.

G. 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.

H. Student Service Work Policy

1. Students are not encouraged 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.

XII. 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 Certification is:

ASCP Board of Certification
PO Box 12277
Chicago, IL 60612-0277
312-738-1336
www.ascp.org

Certification Eligibility

Students are, at all times, responsible for determining and maintaining their own eligibility for taking the ASCP certification exam.

XIII. Dismissal

The Medical Laboratory Technology Faculty reserves the right to recommend the dismissal of a student from the Medical Laboratory Technology Program. The Program Coordinator has the right, authority, and responsibility to make a decision on such a recommendation.

Causes for Dismissal

The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the Medical Laboratory Technology program. The following reasons, though not intended to be all-inclusive, also constitute cause for a student to be dismissed from the Medical Laboratory Technology Program.

- 1. Failure to meet the academic standards as set forth in the COA Catalog and the Medical Laboratory Technology Student Handbook.**
- 2. Health problems and disabling conditions.** A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems which result in excessive absences or non-completion of classroom, lab or clinical competencies may be grounds for dismissal from the Program. It is the philosophy of the Medical Laboratory Technology faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.
- 3. Excessive absences or habitual tardiness.**
- 4. Student performance in the clinical setting which (1) indicates difficulty in making clinical judgments or (2) conflicts with patient safety essential to safe Medical Laboratory Technology practice, leading to unsatisfactory clinical performance and failure.** Such behavior is defined as a failure to assess or act appropriately on information other students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of an instructor's time in the clinical setting because of concerns related to poor judgment, poor decision-making skills, or safety violations will be subject to failure and dismissal from the Program.
- 5. Intentional Falsification of information in any form – verbal, non-verbal, or written.** Any student who submits false, misleading, incorrect, and/or incomplete information as part of the Medical Laboratory Technology Program Admission Process or while enrolled in the program may be dismissed from the program.
- 6. Cheating.** It is expected that all Medical Laboratory Technology students will be honest

in their dealing with members of the faculty and staff at COA, their peers as well as with staff members and patients at all clinical facilities. Students are expected to report any observed instances of dishonesty to the instructor. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will ensure that the matter is fully investigated. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Coordinator who will meet with all parties involved.

- Cheating in any form as designated by the college Academic Integrity Policy will not be tolerated and could result in automatic, immediate dismissal from the program and the student will receive a grade of "F" for the course grade.
 - Students that are discovered sharing information or passing notes during any testing situation will be found guilty of cheating.
 - Students who are found in possession of any information on test content in advance of all students taking the test, during a test administration, or during/after a test review may also be found guilty of cheating.
7. **Plagiarism.** Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The instructor who detects a first instance of plagiarism will review with the student the circumstances which constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any period of the Medical Laboratory Technology Program will be considered cheating and treated as such. **Refer to Policy as printed in the College Catalog on Plagiarism and Cheating.**
8. **Infraction of health agency policies while on affiliation in that agency.** Each student is to review a copy of the Contractual Agreement between the College and the clinical agency as well as the policy regulations and rules of the affiliating clinical agency at the beginning of the course. It is the student's responsibility to understand and abide by these policies.
9. **Violation of the patient's right to confidentiality.** The Medical Laboratory Technology student is legally (Privilege Doctrine and HIPAA Regulations) and ethically obligated to maintain confidentiality regarding any information concerning a patient's illness or treatment which is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient's permission.
It is appropriate to discuss patient conditions in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting. The student will recognize that improper use of and/or disclosure of protected health information may result in disciplinary action, up to and including dismissal from the program.
10. **Negligent acts resulting in harm to patient.**
11. **Drug/Alcohol Use.** The substance abuse policy set forth COA's Policy and Procedure Manual shall apply.
- (a) The presence, purchase, sale, consumption or use, and/or being under the influence

of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden on campus, at campus sponsored functions, at clinical laboratory experiences or any time while in the COA Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action including immediate dismissal from the Program with a grade of "F" and removal from all Program courses.

- (b) Any student who diverts any controlled substance from a clinical facility will be dismissed from the Medical Laboratory Technology Program and may face criminal prosecution.
- (c) Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications in violation of subparagraph (a) of this section - may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Medical Laboratory Technology faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for disciplinary action up to and including dismissal from the program. A positive test indicating use or being under the influence during class, labs, meetings or clinical rotations of controlled substances, mind altering chemicals or alcoholic beverages will be grounds for dismissal from the program and all program courses.

The Dismissal Process

Any student who is recommended for dismissal from the Medical Laboratory Technology Program will have a conference with the Instructor to discuss the reason(s) for the dismissal. Then the student, the Instructor, and the Program Coordinator will discuss the reasons(s) for the dismissal. The student will receive a letter stating the reason(s) for dismissal.

Students dismissed from the program related to item number 1 will receive the grade as earned per the course syllabus and program academic policies. Dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical for that course. If a student is enrolled in multiple program courses within the same semester, the student will be allowed to complete any other program courses specific to progression within the program that they are enrolled in for the same semester, and then will be dismissed from the program at the end of that semester.

Students dismissed from the program related to item number 2 will receive a grade of "W." The program dismissal will take effect immediately and the student will not be allowed to return to class, lab or clinical and will be immediately withdrawn from all program courses specific to progression within the program.

Students dismissed from the program related to item number 3 will receive a final course grade of "F"; and the dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical for that course. If a student is enrolled in multiple program courses within the same semester, the student will be allowed to complete any other program courses specific to progression within the program that they are enrolled in for the same semester, and then will be dismissed from the program at the end of that semester.

Students dismissed from the program related to items numbered 4, 5, 6, 7, 8, 9, 10, and 11 involving a program course will receive a final course grade of “F”; and the program dismissal will take effect immediately. The student will not be allowed to return to class, lab or clinical for any program courses and will be immediately withdrawn from all other program courses specific to progression within the program.

Any student dismissed from the Medical Laboratory Technology program for the above reasons with the exception of 1, 2, and 3 is NOT encouraged to apply for readmission to the program.

A. The Appeals Process

The Grade Appeal policy set forth in the COA Catalog shall apply to all students in the Medical Laboratory Technology program. Students dismissed from the program related to items 1,2,3, and 4 shall have the right to appeal his/her grade and dismissal from the program as provided in the Grade Appeal procedure set forth in the COA Policy on Grading, Grade reporting, and Grade Appeal.

The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the Medical Laboratory Technology program. Students dismissed from the program related to items 5,6,7,8,9,10, and 11, 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 on Student Code of Conduct.

B. Complaint Policy

Students have rights and responsibilities to express concerns regarding faculty-student matters and perceived problems. Students are encouraged to follow the chain of command and seek assistance from faculty members and academic advisors to resolve issues at the lowest level of authority. If the matter cannot be resolved at the level of occurrence, the student is to use the established policies for grievances and complaints in the college catalog. Complaints are defined as any written appeal that has been filed by a student in accordance with the student grievance procedures for Disciplinary, Sexual Harassment, or Non-disciplinary issues as noted in the college catalog of the current year or any written complaints filed with agencies that have governance over the health science program. A record of the student complaint and its resolution will be placed in the program’s student file and a copy kept in a Complaint file located in the locked file cabinet that serves Health Science Division.

Complaints should be made in writing, but may be verbally and/or anonymously. The Program Coordinator 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 Sciences and Wellness Programs Division 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 Coordinator

1. Complaints regarding the MLT Program curriculum or its policies and procedures should be presented to the Program Coordinator
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 Coordinator should be contacted. If the complaint concerns the

Program Coordinator, the student should contact the Health Sciences and Wellness Programs Division Chair.

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

C. 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 COA Policy and Procedure Manual shall apply to all students in the MLT program

XIV. Medical Laboratory Technology Curriculum Schedule

Associate in Applied Science

First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Total Contact Hours	Total Credit Hours
MAT 143 Quantitative Literacy Or MAT 152 Statistical Methods I	Pre-Requisites: DMA 010-050 and DRE 098	4-5	3-4
BIO 163 Basic Anatomy & Physiology	<i>Pre-Requisites: One unit of HS Biology or BIO 090 or higher, and ENG 090 and RED 090, or ENG 095, or DRE 098, or appropriate placement. (BIO 168 & BIO 169 will be accepted – must take both)</i>	6	5
ENG 111 Writing & Inquiry	<i>Pre-Requisites: ENG 090 and RED 090, or ENG 095, or DRE 098, or appropriate placement</i>	3	3
MLT 110 Intro to MLT	<i>Pre-Requisites: Admission into the MLT program</i>	5	3
MLT 111 Urinalysis	<i>Pre-Requisites: MLT 110 Co-Requisites: MLT 130</i>	4	2
MLT 130 Clinical Chemistry	<i>Pre-Requisites: MLT 110 Co-Requisites: MLT 111</i>	6	4
TOTAL SEMESTER HOURS		28-29	20-21
First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Total Contact Hours	Total Credit Hours
CHM 130 Gen., Organic, & Biochemistry	<i>Pre-Requisites: CHM 090 or one unit of HS chemistry Co-Requisites: CHM 130A</i>	3	3
CHM 130A Gen., Organic, & Biochemistry Lab <i>(CHM 151 and 152 will be accepted – must take both)</i>	<i>Pre-Requisites: CHM 090 or one unit of HS chemistry Co-Requisites: CHM 130</i>	1	1
MLT 120 Hematology/ Hemostasis I	<i>Pre-Requisites: MLT 110,; BIO 163 or BIO 168 and 169 Co-Requisites: MLT 220</i>	6	4
MLT 220 Hematology/ Hemostasis II	<i>Pre-Requisites: MLT 110,; BIO 163 or BIO 168 and 169 Co-Requisites: MLT 120</i>	5	3
TOTAL SEMESTER HOURS		15	11

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Total Contact Hours	Total Credit Hours
ENG 112 Writing/ Research in the Disciplines	<i>Pre-Requisites for any of these courses: ENG 111</i>	3	3
PSY 150 General Psychology	<i>Pre-Requisites: ENG 080 and RED 080, or ENG 085, or DRE 097, or appropriate placement</i>	3	3
CIS 111 Basic PC Literacy Or CIS 110 Intro to Computers	<i>Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 090 and RED 090 and DMA 010-050, or ENG 095 and DMA 010-050, or DRE 098 and DMA 010-050 or appropriate placement</i>	3-4	2-3
MLT 125 Immunohematology	<i>Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220; BIO 163, or BIO 168 and 169</i>	7	5
MLT 140 Intro to Microbiology	<i>Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220; BIO 163, or BIO 168 and 169 Co-Requisite: MLT 240</i>	5	3
MLT 240 Special Clinical Microbiology	<i>Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220; BIO 163, or BIO 168 and 169 Co-Requisite: MLT 240</i>	5	3
TOTAL SEMESTER HOURS		26-27	19-20
Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Total Contact Hours	Total Credit Hours
Humanities/ Fine Arts Elective (<i>Can not be a COM course or a foreign language course</i>)		3	3
MLT 285 MLT Practicum II	<i>Pre-Requisites: Completion of all MLT modules Co-Requisites: MLT 215</i>	39	13
MLT 215 Professional Issues	<i>Pre-Requisites: Completion of all MLT modules Co-Requisites: MLT 285</i>	1	1
TOTAL SEMESTER HOURS		43	17
TOTAL DEGREE HOURS			67-69

XV. Essential Competencies for Each MLT Discipline

Discipline	Essential Competencies
Hematology/ Coagulation	Manual cell counts: WBC, Plt estimates 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 Colony morphology Biochemical testing Kirby-Bauer susceptibility testing Recognition & identification of clinically significant isolates Differentiation of pathogens from normal flora Identify microscopic morphology of selected parasites and fungi
Blood Bank/ Serology	ABO & Rh typing Antibody Screening & identification Type & screen Type & crossmatch (compatible & incompatible) Direct antiglobulin test Rh immune globulin work-up & fetal bleed screen Serology slide agglutination tests
Chemistry/ Urinalysis	Phlebotomy Preparation of reagents, controls, & solutions Pipetting skills Manual spectrophotometric procedures Operation of tabletop analyzers Routine urinalysis: physical, chemical, microscopic

XVI. 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 285. Clinical facilities are listed below. This list is may change during the course of a semester.

Vidant Chowan Hospital 211 Virginia Rd. Edenton, NC 27932	Sentara Albemarle Medical Center 1144 N. Road St. Elizabeth City, NC 27909
Vidant Roanoke Chowan Hospital 500 South Academy Street, Ahoskie, NC 27910	Outer Banks Hospital 4800 S. Croatan Hwy. Nags Head, NC 27959
Sentara Medical Group Laboratory Norfolk Diagnostic Center 850 Kempsville Road Norfolk, Virginia 23502	Bons Secours Health System Mary View Hospital, Portsmouth, VA DePaul Hospital, Norfolk, VA Mary Immaculate Hospital, Newport News, VA
Sentara Healthcare System Sentara Norfolk General Hospital, Norfolk, VA Sentara Obici Hospital, Suffolk, VA Sentara Williamsburg Regional Hospital, Williamsburg, VA Sentara Va. Beach General Hospital, Virginia Beach, VA Sentara Care Complex, Hampton, VA	Children's Hospital of the King's Daughters 601 Children's Lane Norfolk, VA
Vidant Edgecombe Hospital 111 Hospital Dr. Tarboro, NC	Chesapeake Regional Medical Center 736 N Battelfield Blvd. Chesapeake, VA

XVII. MLT Program Outcomes

College of The Albemarle's Medical Laboratory Technology uses the following criteria as outcomes measures of effectiveness of the program.

1. 75% of those that begin the program will be retained and graduate within two years.
2. A minimum of 70% of students taking the MLT ASCP Certification Examination will pass, within the first year.
3. Four year average of 90% of all those who desire employment will be gainfully employed in a medical laboratory related occupation within 9 months of graduation.
4. A four year average of 90% of graduates returning graduate surveys will evaluate the quality of instruction in program area courses in positive terms of either "satisfied" or "very satisfied".

XVIII. COA MLT Performance Measures Based on Program Outcomes

Retention - Class of:	2009	2011	2013	2015	2017	2019	2020
New Admits – Retention (by COA tracking)	3 of 3 = 100%	7 of 9 = 78%	9 of 10 = 90%	7 of 11 = 64%	7 of 8 = 88%	5 of 7 = 71%	5 of 7 = 71%
Readmits	none	none	none	none	none	none	none
MLT Retention Threshold:	75%	75%	75%	75%	75%	75%	75%
Retention % by class (NAACLS tracking, beginning 2013)	100%	78%	9 of 9 = 100%	7 of 7 = 100%	7 of 8 = 88%	4 of 7 = 57%	5 of 5 = 100%

MLT ASCP Exam Pass Rates (within 1st yr of graduation) Class of:	2009	2011	2013	2015	2017	2019	2020
MLT/ASCP pass rate Threshold:	70%	70%	70%	70%	70%	70%	70%
COA MLT Exam Pass Rates	67%	100%	89%	86%	86%	100%	

Employment Information Class of:	2009	2011	2013	2015	2017	2019	2020
MLT/ASCP Graduate Placement Threshold	90%	90%	90%	90%	90%	90%	90%
COA Graduate Placement within 9 months	67%	100%	100%	86%	86%	100%	

Graduate Information Class of:	2009	2011	2013	2015	2017	2019	2020
MLT Graduate Survey Satisfaction Rate Threshold	90%	90%	90%	90%	90%	90%	90%
COA Graduate Survey Satisfaction Rate	Not avail	100%	100%	100%	100%	100%	

XIX. MLT Student Learning Outcomes

Upon successful completion of College of The Albemarle's MLT Program, the graduate should demonstrate the following competencies:

1. Perform routine clinical laboratory tests as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values.
2. Exhibit the ability to problem-solve and trouble-shoot at level appropriate for an entry-level MLT.
3. Perform, develop, evaluate, correlate, assure accuracy and validity of laboratory information and collaborate in the diagnosis and treatment of patients.
4. Exhibit communication skills that extend to consultative interactions with members of the healthcare team, external relations, customer service, and patient education.
5. Demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining patient confidentiality.

XX. MLT Student Contractual Agreements
Safety Agreement Form
Medical Laboratory Technology Program

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
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;
4. and have had the opportunity to have my questions answered regarding the policies and guidelines as stated in the Medical Laboratory Technology Student Handbook and the Health Science 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

Student ID #

Date