

# MEDICAL LABORATORY TECHNOLOGY PROGRAM HANDBOOK



**SHELTON STATE**  
COMMUNITY COLLEGE

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2025-2026

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**COMMUNITY COLLEGE**

## **Medical Laboratory Technology (MLT) Program Handbook**

**C.A. Fredd Campus  
3401 Martin Luther King Jr. Blvd.  
Tuscaloosa, AL 35401  
Building #500/ MLT Laboratory Classroom #507**

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment.

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## **Accreditation Information**

Shelton State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate in arts, associate in science, and associate in applied science degrees. Please contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033- 4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

## **Program Accreditation Statement**

The MLT Program at Shelton State Community College is seeking accreditation from the National Accrediting Agency for Clinical Laboratory Science (NAACLS). NAACLS 5600 N. River Rd, Suite 720 Rosemont, IL 60018-5119; phone: 773.714.8880; fax: 773.714.8886.

## Introduction

The Medical Laboratory Technology (MLT) Program operates within the policies of Shelton State Community College (SSCC). All policies and services common to students enrolled in the College are in effect for MLT students, as well. The purpose of this handbook is to provide additional information regarding specific policies and procedures unique to the performance of responsibilities as an MLT student. Failure to read the MLT Program Handbook does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

The MLT Program Handbook is developed by the faculty, staff, and students and is reviewed and/or updated at least once every two years.

MLT students are required to obtain and/or have access to a copy of the MLT Program Handbook upon admission to the MLT Program. Students are responsible for knowing and abiding by the information presented in the MLT Program Handbook as well as the SSCC Catalog and SSCC Student Handbook. Any changes in policy will be disseminated. In addition, by following the provisions of the handbook, students will be assisted in their overall educational process and program progression.

Click the links below to view the complete documents.

[SSCC College Catalog](#)

[Student Handbook](#)

### Non-Discrimination Statement

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment.

### Title IX

Shelton State faculty are committed to helping create a safe and open learning environment for all students. If you or someone you know have experienced any form of sexual misconduct, including sexual harassment, sex discrimination, sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all community members to take action, seek support, and report incidents of sexual misconduct to the Title IX Coordinator. Please be aware that faculty members must disclose information about suspected or alleged sexual harassment or other potential violations of the Policy to the Title IX Coordinator. If the Title IX Coordinator receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a campus community member. You are not required to respond to this outreach.

Title IX explicitly forbids discrimination against students due to pregnancy, childbirth, termination of pregnancy, or lactation. This protection extends to school-sponsored extracurricular activities, internships, athletics, financial aid and scholarships, career counseling, as well as laboratory and clinical work.

For more information about reporting options and resources at Shelton State, visit [Title IX](#).

## A Message from the Director



Dear MLT Students,

Congratulations and welcome to the Medical Laboratory Technology Program (MLT) at Shelton State Community College (SSCC)! You have been selected as part of the next Medical Laboratory Technology Program (MLT) cohort class. Each one of you is unique and embarking on a life-changing journey of learning and growth, both personally and professionally. The MLT Program Handbook will provide policies and procedures to guide you as you matriculate through the program.

The faculty and staff will provide you with available tools necessary for your success. However, you as the MLT student oversee the results of your educational outcomes. You must remain focused and dedicated to your studies to reach your chosen career goal of becoming a MLT. The MLT Program is one of excitement and intrigue, but also a very demanding healthcare science profession. Remaining active and engaged during your program of study will increase your completion and success. I strongly encourage you to bring your curiosity, enthusiasm, and passion for lifelong learning. The faculty and staff of the MLT Program at SSCC wish you the best academic achievements in the program.

Again, welcome again to the MLT Program at SSCC. Have fun, and we will work to provide a challenging and rewarding high quality learning experience!

Best regards,

*Candy Hill*

Candy Hill MAEd., MLS(ASCP)  
Director of MLT Program Shelton State Community College



## Medical Laboratory Technology Faculty and Support Staff

### **Candy Hill MAEd., MLS(ASCP)**

Program Director

[chill@sheltonstte.edu](mailto:chill@sheltonstte.edu)

205.391.2677

C. A. Fredd Campus, Office #505  
3401 Martin Luther King, Jr. Blvd  
Tuscaloosa, AL 35401

### **Erin Hurt BS, MLS(AMT)**

Clinical Education Coordinator

[ehurt@sheltonstate.edu](mailto:ehurt@sheltonstate.edu)

205.391.2673

C.A. Fredd Campus, Office #507  
3401 Martin Luther King, Jr. Blvd.  
Tuscaloosa, AL 35401

### **Dr. Andrea' Bowden-Evans**

Associate Dean of Health Services

[abowden@sheltonstate.edu](mailto:abowden@sheltonstate.edu)

205.391.2452

9500 Old Greensboro Rd.  
Tuscaloosa, AL 35405

### **Classroom/Laboratory**

MLT Building #500/Classroom #507

C.A. Fredd Campus

3401 Martin Luther King, Jr. Blvd.  
Tuscaloosa, AL 35401

## **Program Information**

### **Program Mission**

The Medical Laboratory Technology Program's mission and goals are consistent with the College's mission and goals. The MLT faculty and staff also endorse the following:

The Shelton State Medical Laboratory Technology Program (MLT) will prepare its graduates to be successful, confident, and competent medical laboratory technicians who demonstrate professionalism and moral judgement. The program will respond to the workforce needs of the West Alabama community by educating and training skilled laboratory professionals.

### **Program Goals**

Based on NAACLS Standards, upon successful completion of the MLT Program, the MLT Program graduate will have basic knowledge and skills to execute the following:

1. Exhibit compliance in the application of safety and governmental regulations in handling chemical and biological materials.
2. Monitor, evaluate, correlate, and assure accuracy, validity, and quality control of laboratory information.
3. Demonstrate entry-level competency for patient specimen analysis in hematology, coagulation, clinical chemistry, immunology, immunohematology, microbiology, urine/body fluid analysis, and laboratory operations according to established protocols and procedures.
4. Exhibit legal and ethical behavior which adheres to the professional conduct standards for clinical laboratories.
5. Communicate effectively with patients, the public, and the healthcare team members regarding laboratory practice.

### **Educational Outcomes**

Upon completion of the MLT Program, all graduates will demonstrate competency in the cognitive, psychomotor, and affective domains in the field of Medical Laboratory Technology. The goals of the Medical Laboratory Technology Program include the following:

1. Prepare graduates for entry level routine clinical laboratory tests. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory.
2. Prepare graduates to perform entry level diverse functions in areas of pre-analytical, analytical, and postanalytical processes.
3. Prepare graduates for laboratory information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.
4. Prepare graduates with entry level knowledge and essential skills for applying safety protocols and governmental regulations as it relates to clinical laboratory testing.
5. Prepare graduates to have entry level knowledge and skills in principles and practices of professional

conduct and continuing professional development.

6. Prepare graduates to have entry level knowledge and skills in communications to meet the needs of patients, the public, and members of the health care team.

### Measurable Program Outcomes

1. **Completion Rates:** 70 percent or higher of the students entering the final half or third semester of the program will graduate.
2. **Employment Rates:** 70 percent or higher of the MLT graduates will be employed within one year of graduation.
3. **Certification Exam Rates:** 75 percent or higher of MLT graduates will pass the National Board of Certification Exam within one year after graduation.
4. **Employer Satisfaction:** 80 percent or higher MLT employers will report/agree the graduates possess entry-level competencies necessary to perform routing medical laboratory testing.
5. **Graduate Satisfaction:** 80 percent or higher of MLT graduates will report/agree satisfaction that they possess entry-level competencies necessary to perform routing medical laboratory testing.

### Program Minimum Admission Requirements

1. Applicants must have unconditional admission to the College.
2. Applicants must apply for the MLT Program.
3. Applicants must meet certain essential functions as recommended by National Accredited Agency for Clinical Laboratory Sciences (NAACLS's Standard). Essential functions are the abilities and tasks that a student must be able to perform to be successful in the learning experience and completion of the program. (See Appendix 1)
4. Applicants must submit a copy of a minimum score of one of the following: ACT reading score of 17 or Next Generation ACCUPLACER reading score of 244 or higher.
5. Applicants must have a minimum of 2.5 GPA on 4.0 scale in general education courses required for the MLT Program.
6. Applicants must have a minimum of 2.0 GPA on 4.0 scale on all completed college coursework.
7. Applicants must have completed prerequisite courses with a grade of C (70) or above: BIO 103 - Principles of Biology I, CHM 104 - Introduction to Inorganic Chemistry or PHS 112 Physical Science II, ENG 101 - English Composition I, and MTH 100 - Intermediate College Algebra or higher-level math course.
8. Applicants must attend or view a Health Services Program Information Session within the last year before applying to the program.

**Note:** Meeting minimum requirements does not guarantee acceptance. The number of students selected each year is limited, and the application process is competitive.

### MLT Instructional Methods

Students will learn through independent reading of discipline-specific textbooks, in-person and recorded online lectures, audio-visual presentations, discussions, case studies, demonstrations, assignments, and supervised campus laboratory practice and clinical experiences. Supervised lab experiences include

performance of blood collection procedures, including fingerstick blood sampling and venipuncture, on fellow MLT students under the direct supervision of MLT faculty. Performance of simulated laboratory procedures will also be required. Student laboratory experience will be documented by successful demonstration of required skills on practice lab examinations and skill competency practical experiences in the integrated simulated laboratory MLT 161.

### **Canvas Learning Management System**

Course contents are available on the Canvas app under the myShelton link on the SSCC webpage. The coursework is posted on Canvas under the respective MLT courses, including syllabi and learning objectives, assignments, projects, and general course information. Instructors communicate regularly with students in the course announcements section of Canvas and may require assignment submission via Canvas. MLT students must familiarize themselves with Canvas use. Students are responsible for knowing all course information posted on Canvas.

### **Virtual Learning**

In the event of adverse weather conditions, local emergencies, or other unforeseen occurrences that prevent safe access to campus, the College may transition to virtual learning. Classes will be conducted online via Microsoft Teams. Students are responsible for checking their email and course announcements for instructions and links for access. **Attendance at virtual learning days is required, and all classroom and attendance policies remain in effect.**

## Curriculum Sequence for Medical Laboratory Technology Program

### Semester I (Summer)

#### PREREQUISITE COURSES (ACADEMIC/GENERAL EDUCATION)

Course	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
ORI 101 Orientation to College	2	2	0	0	2
BIO 103 Principles of Biology I	4	3	2	0	5
CHM 104 Introduction to Inorganic Chemistry or PHS 112 Physical Science II	4	3	2	0	5
ENG 101 English Composition I	3	3	0	0	3
MTH 100 Intermediate College Algebra or higher-level math course	3	3	0	0	3
<b>Semester Total</b>	<b>16</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>18</b>

### Semester II (Fall)

Course	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
MLT 131 Laboratory Techniques	4	3	1	0	5
MLT 121 Hematology	5	3	2	0	7
MLT 181 Clinical Immunology	2	1	1	0	3
<b>Semester Total</b>	<b>11</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>15</b>

### Semester III (Spring)

Course	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
*Humanities Elective	3	3	0	0	3
MLT 141 MLT Microbiology I	5	3	2	0	7
MLT 191 MLT Immunohematology	5	3	2	0	7
<b>Semester Total</b>	<b>13</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>17</b>

\*Choose from ART, ENG 251, ENG 252, ENG 261, ENG 262, ENG 271, ENG 272, HUM 299, MUS, PHL 206, REL 100 REL 151, REL 152, SPA 101, or SPA 102.

### Semester IV (Summer)

Course	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
Speech 106 or 107	3	3	0	0	3
MLT 111 Urinalysis and Body Fluids	4	3	1	0	5
MLT 142 MLT Microbiology II	3	2	1	0	4
<b>Semester Total</b>	<b>10</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>12</b>

**Semester V (Fall)**

Course	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
PSY 200 General Psychology	3	3	0	0	3
MLT 151 MLT Clinical Chemistry	5	3	2	0	7
MLT 161 Integrated Laboratory Simulation	2	0	2	0	4
<b>Semester Total</b>	<b>10</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>14</b>

**Semester VI (Spring)**

Course	Total Credits	Theory/Lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
MLT 293 MLT Clinical Seminar	2	2	0	0	2
MLT 294 Medical Lab Practicum Hematology and Urinalysis	2	0	0	2	6
MLT 295 Medical Lab Practicum Microbiology	2	0	0	2	6
MLT 296 Medical Lab Practicum Immunohematology	2	0	0	2	6
MLT 297 Medical Lab Practicum Chemistry and Immunology	2	0	0	2	6
<b>Semester Total</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>26</b>

**Program Totals****Credit Hours: 70****Total Contact Hours: 1530 (102 x 15)****General Education Hours: 25****MLT Hours: 45**

## Estimated Program Expenses

Uniforms	2025 Fees for Two Years
Closed toe leather shoes	\$100.00
2 (SSCC monogrammed scrubs)	\$125.00
<b>Subtotal</b>	<b>\$225.00</b>
Tuition, instruction fees, includes Buccaneer Buc books (70 Credit Hours)	For residents \$ 14,560.00 For Non-resident \$23,730.00
Tuition, instruction fees, not to include Buccaneer Buc books (70 Credit Hours)	For residents \$ 12,880.00 For Non-resident \$22,050.00
Textbooks (Estimate if purchasing required textbooks to own.)	\$1000.00
LSU Bottom Line Approach review book	\$56.00
Media Lab subscription	\$250.00 per year
Trajecsys Online Tracking Reporting System	\$75.00
Accident Insurance each semester \$13.50	\$67.50
Liability Insurance annually	\$15.00
Health Form including physical exam and immunizations	Cost will vary depending on health status and medical insurance \$330.00 average
Proof of Health Insurance (Medical Insurance)	Cost will vary
DISA HealthCare drug screening \$38.80, background check \$37.00, and compliance document tracking \$34.49	\$110.29
BOC Certification *National Certification subject to change. Please check the appropriate certification body fees.	\$225.00
Student Membership (Optional) American Society for Clinical Pathology American (ASCP), American Society for Clinical Laboratory Science (ASCLS), and Medical Laboratory Observer (MLO)	Free
MLT Pin (optional)	\$40.00
Cap and gown for Graduation (Optional)	\$50.00
Diploma (Optional)	\$15.00
Subtotal	For Resident \$13,472.79 For Non-Resident \$22,362.79
<b>Total Approximate Cost for SSCC MLT Program</b>	<b>For Resident \$15,233.79</b> <b>For Non-Resident \$24,943.79</b>

## General Information & Policies

### Financial Obligations

Tuition/fees are due the day of registration. If a portion of the registration expenses is to be paid by financial aid or by a sponsoring agency, it is the responsibility of the student to provide written evidence of such arrangements to the Cashier's Office at or before registration. Students who do not complete financial obligations are not issued transcripts, and they are not allowed to register again until all financial obligations are satisfied.

### Late Registration

There is no late registration for MLT courses. Late registration is allowed for the academic co-requisite courses (dependent on space availability) until the end of the Schedule Change/Late Registration period. Space in courses is not guaranteed. Specific dates are published each semester at [sheltonstate.edu](http://sheltonstate.edu).

### Drop/Add Policy

MLT courses cannot be added after the registration period. MLT courses must be taken in sequence; therefore, students who drop or withdraw from an MLT course cannot progress in the program until all required courses are complete.

### MLT Program Withdrawal Policy

In addition to the College policies, withdrawal from the SSCC MLT Program requires the following:

1. Completion of a withdrawal form
2. A scheduled student exit interview with the Director of the SSCC MLT Program to determine a progression plan
3. Return of all equipment, books, etc., belonging to the department
4. A student who wishes to withdraw from an MLT course must do so officially on or before the last day designated to withdraw.
  - a. A withdrawal from an MLT course for ANY reason or at ANY time during the semester is counted as one attempt at trying to complete the course and will result in out of progression status.
  - b. In the event a student makes a final grade below 75 in any MLT course in a term, the student may not be able to proceed to the courses taught in the next term and may be withdrawn from the Program.
  - c. This will be dependent on the course and semester where the failure occurs and the progression plan as determined by the program director.
5. The student may apply for readmission to the Program the following year. Acceptance is conditional based on the following:
  - a. completion of admission application
  - b. fulfillment of readmission criteria
  - c. space availability in the next class
  - d. only one prior admission

- e. all courses except for MLT 131 will be retaken unless MLT 131 was not completed with a “C” or better.

**NOTE:** Students who fail to follow these procedures may be denied reinstatement to the program. Leaving the College or the SSCC MLT Program without filing formal withdrawal notices and following the appropriate procedures will result in a failing grade in all courses in which the student is enrolled.

### **Noncompliance with Program Policies**

Noncompliance with the policies and procedures of the MLT Program or clinical affiliates may be grounds for dismissal from the program.

### **MLT Student Self Reporting Policy**

All MLT students must keep the MLT Program Director informed about anything that might have a bearing on their continued eligibility in the MLT Program. (Appendix 7b) This form should be completed and submitted to the program director should there be a change of status that may affect your success in this program.

### **Student Records Policy**

Students who are seeking admission and/or are enrolled in a health services program at Shelton State Community College are required to apply online to the program and submit academic information, health, medical, and related information to the third-party screening and compliance tracking company. All information submitted to this site becomes the property of that office and is held confidentially.

Students and graduates of the program are encouraged to obtain and maintain copies of the health, medical, or related information submitted for future reference (i.e., medical exam record, TB skin test results, immunization record, etc.). **No health, medical, or related information that may be in the program office file will be released to persons or agencies for employment or personal reasons. Student health, medical, and related information will be managed through a third-party screening and compliance tracking company.**

### **Academic Misconduct**

This policy applies only to those violations of the Shelton State student conduct regulations relating to academic dishonesty. Academic misconduct includes all acts of dishonesty in any academically related matter and any knowledge of helping, intentionally helping, attempt at helping, or conspiracy in helping another student commit an act of academic dishonesty. Academic misconduct includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity:

1. Cheating: the use or attempted use of unauthorized materials, information, study aids, answers of others, or electronic information.

2. Plagiarism: claiming as one's own work (i.e., ideas, words, data, computer programs, creative compositions, artwork, etc.) what was done by someone else, improperly citing referenced works, using commercially available scholarly papers, failing to cite sources, or copying another's ideas.
3. Misrepresentation: the falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.

Whether or not academic misconduct has occurred and what classroom sanctions, if any, are to be applied are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the appropriate Associate Dean.

## **Ethics**

### **Professional Ethics and Confidentiality**

MLT students must always remember that the information in a medical laboratory is confidential. This means that all lab results are to be directed only to physicians, nurses, and other health professionals for diagnosis and treatment. Students should not tell patients, parents, friends, relatives, or non-laboratory hospital employees the results of tests or the nature of any illness. This information is given only by the physician to the patient.

It is expected that laboratory professionals may encounter very ill or possibly contagious patients in routine practice. As an MLT student, you should expect occasions when you will be working with these patients or their specimens as part of your clinical experience. It would be considered unprofessional and unethical to refuse to treat these patients and their samples respectfully and appropriately. Failure to comply with the above is cause for immediate dismissal from the Program.

### **Professional Code of Ethics**

#### **Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

#### **Duty to the Patient**

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change yet practicing within the limits of their level of practice. Medical Laboratory Professionals

exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

### **Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### **Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

## **Student Services & General Information**

### **Scholarships**

Applications and information regarding scholarships for MLT students will be made available by the Director of the SSCC MLT Program, posted in the course management system, and included on the SSCC MLT Program's webpage. Scholarships specific to Health Services students are offered through the SSCC Foundation each year. Students should contact the SSCC Scholarship Office for these scholarship opportunities and/or review the SSCC Scholarship webpage.

### **Advising/Educational Planning**

The College Educational Planning staff serve as pre-admission academic advisors for prospective MLT students. The MLT faculty serves as academic advisors to students currently enrolled in the SSCC MLT Program. The Health Services Clerk develops a record of all applicants for admission to the SSCC MLT Program and maintains record information. After admission, student records are maintained by the Health Services Clerks office.

Office hours are posted on each faculty member's door. Additional hours may be provided by appointment. All faculty members have voicemail for telephone messages and email. Students are encouraged to contact faculty members directly. In the event of an emergency, the student may contact the Health Services Clerk at 205.391.2654 for assistance.

## MLT Program Information

### Medical Laboratory Technology Advisory Committee

Leigh Bleazard MLS(ASCP)  
Acting Laboratory Manager,  
Laboratory Services  
Tuscaloosa VA Medical Center

Debbie Bowman  
Bibb Medical Center Human Resources

Kelly Cox MT(ASCP) Manager  
Laboratory Medicine  
UAB Lab Medicine/UAB Hospital  
Laboratories

Gina DeFrank MT, MB(ASCP)  
Sr. Director  
UAB Lab Medicine/UAB Hospital  
Laboratories

LaTondra Eaton MLS(AMT)  
Laboratory Director  
Hale County Hospital

Jacquese M. Smith, MS, MLS(ASCP)  
Laboratory Education Coordinator  
Children's of Alabama

Ameenah Bishop MLS(ASCP) MBA,  
MSHQS, LSSGB  
Senior Director, Critical Care Labs and  
Quality  
UAB/ The University of Alabama, Birmingham

Mary Englebert- BS MLS(ASCP)  
Administrative Supervisor-Blood Bank  
Laboratory Services  
DCH Health System

Jennifer Lowe MLS(ASCP)  
University Medical Center, Tuscaloosa

Ingrid J. Poindexter, MSHQS, MT (ASCP),  
LSSGB | Quality Manager  
Quality Office/Hospital Laboratories

Neda Poran MT(ASCP)  
Laboratory Manager  
UAB Medical West

AnnMarie Whitfield- BS MT(ASCP)  
Technical Consultant/Laboratory Manager  
Tuscaloosa Internal Medicine, LLC

Paul Miller, MLS(ASCP)  
Administrative Laboratory Director  
Orlando Health, Shelby Baptist Medical Center

**MLT Clinical Affiliates**

Current clinical affiliates include the following facilities. Contracts are on file and updated annually with current clinical affiliates. Additions and deletions may occur at any time during your time in this program.

Name	City, State
Bibb Medical Center	Centreville, Alabama
Children’s of Alabama	Birmingham, Alabama
DCH Healthcare Authority includes: DCH Regional Medical Center Northport Medical Center Fayette Medical Center	Tuscaloosa, Alabama Northport, Alabama Fayette, Alabama
Alabama Healthcare Holdings includes: Shelby Baptist Medical Center and Walker Baptist Medical Center	Alabaster, Alabama Jasper, Alabama
The University of Alabama College of Community Health Sciences	Tuscaloosa, Alabama
University of Alabama Hospital, Birmingham	Birmingham, Alabama
UAB Medical West	Bessemer, Alabama

**Lines of Communication**

Students are encouraged to seek guidance when a classroom, clinical rotation, general problem, or concern arises. If the concern is directly related to MLT courses, resolution should be sought through conference with the course faculty member. If the concern is not resolved at that level, subsequent steps include a conference with the MLT Program Director with documentation of the complaint or concern in writing and then a conference with the Associate Dean of Health Services. If the student, the instructor, MLT Program Director, or Associate Dean of Health Services cannot successfully resolve the issue, students should follow the appropriate Academic Grievance Policy or Grade Appeals Policy found in the SSCC Catalog and SSCC Student Handbook.

**Student Concern/Feedback**

MLT faculty and staff are open to student feedback regarding educational and College experiences. Students are encouraged to use the Student Concern/Feedback Form. (Appendix 2) This form serves as a communication tool for constructive input in the following areas: curriculum, teaching, methodologies, resources, services, and miscellaneous items. The student should complete the form and place it in the designated receptacle. The receptacle will be checked at least once weekly and directed to the appropriate individual or group.

**Bulletin Boards**

Designated bulletin boards are located near the MLT classroom. These bulletin boards and the learning management system (currently Canvas) are used to post general Health Information Program information and notices, as well as relevant information specific to MLT courses. Students should check student email and Canvas notifications daily for Program information and announcements. Students are responsible for reading information and notices as posted. When possible, students are notified about forthcoming events or changes in schedule, etc. Students should verify their mailing address, email address, and phone number each time they

register and at other times as changes occur. Commercial notices are not permitted on the bulletin boards.

### **Electronic Communications**

Information specific to the SSCC MLT Program is posted on the Health Services Programs webpage, which can be accessed from the College website or by visiting [Medical Laboratory Technology Program – Shelton State](#). The course management system (Canvas) is used to post general SSCC MLT Program information and notices, as well as relevant information specific to MLT courses. Students should check Canvas daily for program information and announcements. Students are responsible for reading information and notices as posted.

Students are required to use their SSCC email account to communicate with faculty and staff. It is the policy of the College and of the SSCC MLT Program that grades will not be emailed.

### **Shelton State Email Communications**

Shelton State Community College regularly communicates campus-wide information via SSCC Microsoft Outlook email. This is the official method used to deliver information related to enrollment.

MLT faculty regularly communicate by Shelton State email. Students are responsible for all posted information. MLT students are advised to check their SSCC email regularly.

### **Social Networking Policy for Health Programs**

This policy will require a signature of receipt and will be one of the documents uploaded on DISA Healthcare account

Definition: As non-limiting examples of social networking sites, this policy is intended to cover Facebook, LinkedIn, Twitter, Snapchat, TikTok and any other site normally considered under social networking.

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to and including dismissal from the health program. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is thus deemed insufficient to protect confidential patient information.

Students are not to make negative, disparaging, or unprofessional remarks about fellow students, instructors, patients' visitors, clinical sites, or other healthcare professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines are to be followed:

1. Do not save confidential or sensitive patient information, or information of any sort that could serve as identifying information, on any personal computer or other electronic device.
2. Email or texting correspondence with faculty should be treated confidentially and should not include patient

identifying information.

3. Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussions with cell phones or other personal devices.
4. Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There's no such thing as a "private" social media site.
5. Comply with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency.
6. Maintain patient privacy and confidentiality at all times.
7. Report breaches of confidentiality or privacy to the health program instructor promptly.
8. Health Services students will not bring negative attention to the College or the organization.
  - a. This includes all forms of social media.
  - b. Health Services students whose behavior in the community is inappropriate or unlawful will be dismissed.

**A Health Program student may be dismissed for any of the following reasons:**

1. Violation of code of conduct as determined by the College and Health Services Programs.
2. Behavior that compromises the integrity of the Health Services Programs or the reputation of the College (at the discretion of the Associate Dean of Health Services and the Dean of Students).

**Liability Insurance /Accident Insurance**

All students enrolled in clinical rotation courses are required to have liability insurance. SSCC will enroll students in a blanket insurance policy for liability and accidents. Insurance fees are attached to the MLT 161 course each second fall semester of the program sequence to facilitate the process. The policy insures students while they are participating in clinical activities that are a requirement of the curriculum. Eligibility for insurance coverage is made through annual and/or interval premiums to the insurance companies. Students are encouraged to obtain personal medical and hospital insurance while enrolled in the MLT Program as healthcare will be provided if needed while in the clinical laboratory setting. The student will be charged for any medical care and is responsible for payment

In addition to liability insurance, SSCC requires students to purchase and participate in Student Accident Insurance which also covers the student for activities while under the care and direction of the College.

Fees are assessed at registration each semester. For further information or to file a claim, the student may contact the program director and the Office of the Dean of Students.

**Identification Cards**

All students enrolled at SSCC are required to have an official student identification (ID) card. MLT photo ID badges are issued to MLT students prior to their first clinical lab assignment. MLT photo ID badges are worn as a required part of the MLT uniform and are used for identification as a SSCC MLT Program student to the clinical agency.

### **Cell Phones**

Unauthorized use of cell phones is prohibited during class, lab, or clinical. Students are permitted to bring approved handheld devices that support the required software to class, lab, and clinical, but these devices must be used in accordance with MLT Program's guidelines and the clinical agency's guidelines. Use of a cell phone or other portable electronic device is not permitted during any assessment or test time. Students found using these devices will be sanctioned according to instructor and/or course policies. The student will be reported to the Associate Dean of Health Services and academic misconduct procedures may be instituted. Penalties may range from a reprimand to expulsion from the College.

## **Academic & Classroom Information**

### **Textbooks and Required Course Materials**

Each MLT course has one or more required textbooks. The course materials contain pertinent information related to that course, including, but not limited to, course syllabus, affective objectives, course objectives, topical outline, method of instruction, class schedule, grade determination, clinical rotation/lab objectives, clinical rotation/lab evaluation form, student learning outcomes, and criteria for written assignments. Course materials will be available through the learning management system.

Textbooks and/or eBooks and other course materials must be purchased to increase student success. Information regarding Buccaneer Book program can be found in the learning management system. Students must opt in or out and are responsible for purchasing textbooks if they opt out of the book program. Students must have access to course documents prior to the first day of class as they are used in orientation to the course. The class instructor will review the course material and students will use it as a resource for the remainder of the semester. Students are encouraged to retain textbooks purchased for MLT courses to be used as references and in preparation for the MLT Board of Certification Examination by American Society for Clinical Pathology. These books are also often listed as required or recommended texts in subsequent courses. Students will also be required to use additional course resources. These resources may be provided as a resource paid for by the college OR students may be required to purchase these resources as part of the course requirements. Students entering the MLT Program are required to have a personal device capable of running software used in their coursework and clinical experience throughout the program.

### **Class Attendance Policy**

Registration for a class makes the student accountable for attending the class as scheduled until completed or officially withdrawn. Excessive absences and/or tardiness may interfere with the students' ability to complete the course successfully. In an online course, attendance is demonstrated by a student's participation in an academic-related activity, such as logging into a class lecture, submission of an academic assignment or exam or contributing to an online discussion forum.

The way make-up work, tests, or assignments are given for excused absences is determined by the instructor. Possible excused absences include, but not limited to, representing the College in official and approved activities, military service, accidents, court appearances, illness of student or an immediate family member, or the death of an immediate family member. The student must submit appropriate documentation of

extenuating circumstances for an excused absence to the instructor and make arrangements for any make-up work within seven days of the last day of the excused absence. It is the student's responsibility to make arrangements with the instructor to make up missed course work. Work-related excuses, childcare issues, and/or travel are not considered excused absences. Instructors are not required to provide make-up opportunities for unexcused absences or to give additional time to students who are tardy for tests or quizzes.

### **Student Laboratory Attendance**

Absences from student laboratory sessions are unacceptable. Laboratory schedules require a "building block" approach in which skills learned in one lab is utilized as the "building block" of another. The skills learned in student laboratory experiences are essential for entry into the rotations in a clinical laboratory to develop competency. Missed laboratory sessions are challenging to make up. Make-up labs to assess critical lab skills will be arranged at the discretion of the instructor. The amount of credit achieved for the activity will vary according to each course's syllabus.

### **Classroom Behavior**

Students are expected to be alert, attentive, and courteous to others while in class; show a willingness to respond to questions and participate in class discussions; and have a lively interest in the subject matter, as evidenced by attention to/participation in classroom activities. The MLT Program has zero tolerance for disruptive class behavior. Students are expected to demonstrate common courtesy and cooperation in the classroom. Disruptive behavior will be reported to the Associate Dean of Health Services, and appropriate steps will be taken on all such violations. Unauthorized use of cell phones, unsanctioned talking, eating, sleeping, arriving late, leaving early, argumentative discourse, and reading of unrelated materials during a class will be considered rude or disruptive to the learning environment. Students will be asked to leave the classroom if rude or disruptive behavior occurs. Students who are asked to leave must meet with the faculty member, Director of the MLT Program, and/or the Associate Dean of Health Services before the student will be allowed to return to class.

### **Classroom Restrictions**

Food and drink are not permitted in the laboratory classroom. Special health problems will be considered on an individual basis. Visitors (including children) are not allowed in the class or lab. All phones or other electronic devices must be set to silent or vibrate while in the classroom. The instructor may establish guidelines and restrictions for electronic device use in the lab classroom. Students found using these devices outside of established lab classroom guidelines will be reported to the Director of the MLT Program and the Associate Dean of Health Services. Academic misconduct procedures may be instituted. Penalties may range from a reprimand to expulsion from the College.

### **Examination Attendance**

Students are expected to make every effort to be present for all examinations. Students are expected to notify the class instructor prior to an expected absence on examination day.

With documented extenuating circumstances and the instructor's permission, students arriving late to written examinations are expected to complete the examination within the same specified time frame as

other students who arrived on time. Make-up work, tests, or assignments given for excused absences, as allowed by the Standard College Policies, shall be left solely to the discretion of the instructor. (See the specific course syllabus for further information.) The student must arrange with the instructor to make-up missed exams. Make-up exams can be of any format (i.e., essays, multiple choice, etc.). Any missed assignments or exams must be made up within one week from the original date.

## **Examination Policy**

### **Online Classes**

Students must abide by the guidelines given by the course instructor. Online assessments are administered via the College course management system and are given in several formats such as proctored exams on campus, discussion boards, open book exams/quizzes, etc. Student assessments which are proctored will be monitored by the College approved proctoring service, and students must follow the policies and procedures available through that service. Any identified questionable behavior or violation of the examination policy during an assessment may result in loss of points and or zero on that assessment or referral to the Associate Dean of Health Services.

### **Lecture Exams**

Lecture exams will be given on campus. Students will be expected to bring their laptop to class on testing days. Please contact the instructor if you need to use a computer in the classroom. Any identified questionable behavior during an assessment may result in loss of points and or zero on that assessment or referral to the Associate Dean of Health Services.

### **On-Campus Student Lab Classes**

To ensure equal opportunity and prevent distractions during examination writing, the following policies will apply:

1. Instructors reserve the right to control seating arrangements, departures from the room, and communication among students.
2. Books, notebooks, cell phones, and personal property may be required to be placed in a designated area or collected as directed by the instructor before writing an examination.
3. Students may not leave during the exam testing period without prior permission from the instructor.
4. Caps and sunglasses are prohibited during the exam testing period.
5. Cell phones of any type are prohibited during the exam testing period.
6. Other electronic devices, including smart glasses and smart watches, are prohibited unless permission is given by the instructor.

**Note:** The electronic method of administering course assessments and examinations is the preferred method used by the MLT Program. Students who have an excused absence from an exam will be given an opportunity to write the exam within seven days from the original exam date. (See “Examination Attendance” for further information.)

### **Grading Policy**

The MLT Program records student achievement by means of a letter grade system. To facilitate the

completion of grade averages, a grade point value is placed on the letter grade. The following table gives the letters used, the meaning, and the corresponding grade-point values. See the individual course syllabus for further specific grading information.

1. Theory/Lab: No rounding of test scores will be done. (Example: 78.6 is 78.6.) Only the final grade is rounded. For example, 0.5 or higher will be raised to the next whole number.
2. Clinical Rotation: A student who fails to meet a grade/evaluation of satisfactory in the Clinical Rotation component of the program will receive an "F" for that course regardless of the grade in the theory component.
3. Grade Scale for All MLT Courses
  - A = 90 – 100 = Excellent
  - B = 80 – 89 = Good
  - C = 75\* – 79 = Average
  - D = 60 – 74 = Poor, Failure in MLT Program
  - F = 59 and below Failure in MLT Program

\*A minimum letter grade of C (75) is required in all MLT courses to pass the course and progress to the next semester in the MLT Program.

#### **Course Grades that Do Not Affect Academic GPA**

W = Withdrawal

AU = Audit

I = Incomplete

The grade point average (GPA) is determined by multiplying the number of grade points for each grade received by the number of semester hours for the course; then, the total number of grade points is divided by the total number of semester hours attempted. A grade of Incomplete (I) indicates that the student, for reasons satisfactory to the instructor, has been unable to complete the requirements of the course by the end of the semester. For credit in the course, the work must be completed by midterm within the following semester; otherwise, the grade (I) is automatically calculated as a failure.

#### **Progression Policy**

The progression policy for the MLT Program is as follows:

1. A student must achieve a minimum grade of **C (75)** or above in every MLT course.
2. MLT courses are designed to be taught sequentially.
3. **A student must have a minimum final grade of 75 in every course in each term of work to proceed to the courses taught in the next term.**
4. Students will be tracked and advised related to academic progress. A plan for success will be developed when deficiencies are noted. The plan will be placed in the student's file.
5. In the event a student makes a final grade below 75 in any MLT course in any term, the student may not be able to proceed to the courses taught in the next term and will be withdrawn from the Program.
6. The student may apply for readmission to the program the following year; acceptance is conditional upon the following:

- a. Completion of admission application
  - b. Fulfillment of readmission criteria
  - c. Space availability of the next class
  - d. One prior admission only
  - e. All courses except for MLT 131 will be retaken unless MLT 131 was not completed with a “C” or better.
7. A student absent from the MLT course sequence for more than three semesters must apply as a new student.
  8. A student will not be readmitted to the MLT Program more than once.

### **Reinstatement Policy**

Reinstatement to the MLT Program is not guaranteed. Students must adhere to the following guidelines:

1. Provide completed reinstatement forms (Appendix 4) no less than six (6) weeks prior to the beginning of the semester to reinstate.
2. Request reinstatement within one year (less than twelve months) from the term of withdrawal or failure.
3. Adhere to the current MLT curriculum, program policies, and procedures in effect in the **SSCC Catalog/Student Handbook** at the point of reinstatement.
4. Meet academic eligibility, which includes a grade point average of 2.0 in MLT courses completed at SSCC and a cumulative grade point average of 2.0 or higher at SSCC.
5. Submit to clinical facility/laboratory space availability.
6. Meet acceptable criteria for placement at clinical facilities for clinical experiences.
7. Have not been reinstated to a MLT program prior to present request
8. Have not been dismissed from a previous MLT program for disciplinary reasons and confidential breeches of management of MLT program at a facility.
9. Submit to a drug screen.

### **Definitions:**

**Reinstatement** - Students who have a withdrawal, failure in a MLT course, or an interruption in the Program and are eligible to return to that course may be considered for reinstatement to the Program.

**Readmission** - Students ineligible for Program reinstatement may apply for Program admission as a new student. If accepted as a new student, the failed MLT course(s) must be retaken and all labs before taking the remainder of MLT courses to complete the MLT Program.

### **Transfer Policy**

Students wishing to transfer into the SSCC MLT Program from another MLT program must fulfill the following:

1. Meet the entry and admission standards for SSCC and the SSCC MLT Program.
2. Provide official transcript that demonstrates all required general education and MLT courses taken at previous institution(s) were completed with a grade of “C” or better.
3. Maintain a 2.0 cumulative GPA in all previous college work at the time of transfer.
4. Be able to pass SSCC MLT course final exam for all transfer MLT coursework except for MLT 131, Laboratory

Techniques.

5. Complete at least 25% of the total program at SSCC to graduate from the SSCC MLT program, which would be 19 credit hours for AAS. Please see SSCC transfer policy for additional information.

## **Health & Safety Policies**

### **Student Health and Health Related Policies**

Because participation in clinical rotation/laboratory instruction is an integral part of the MLT curriculum, each student is required to comply with all policies and procedures of the contracted agencies and the MLT Program. Therefore, each student is expected to uphold the contractual terms upon being admitted to the MLT Program. All costs/expenses associated with meeting the health and general policy requirements of the MLT Program are the responsibility of the student. Upon acceptance to the MLT Program all students are required to follow the policies and procedures:

1. Submit a completed health form from a certified medical health care provider
2. Submit proof of vaccinations, or Health Requirement Declination form to include the following:
  - a. Hepatitis B series or evidence of immunity;
  - b. MMR (German Measles, Mumps, Rubella) if born after 1957 or evidence of immunity;
  - c. Varicella immunity (immunization record or titer);
  - d. Tetanus vaccination; TB skin test or QuantiFERON Gold TB Blood Test;
  - e. Flu vaccine
3. Purchase liability and accident insurance through the College
4. Complete a pre-clinical drug screen (The student must have a negative screen before being admitted to the MLT program).
5. Complete a background check upon acceptance to the MLT program All students must sign a release form for permission to perform a background check as required by federal law. The student must abide by the MLT Program's Background Check Policy and clinical facility agency policy for which the student is assigned. Any student denied access by an affiliate is subject to dismissal from the Program.)
6. All admission policies and procedures will be included in your DISA Healthcare student account.

### **Vaccination Exemption Policy**

Students must submit the Health Requirement Declination form to the Program Director requesting to be exempt from vaccination requirements due to religious preferences or medical reasons. This form can be downloaded from your DISA Healthcare account. Once approved by the Program Director, the signed declination must be uploaded into your DISA Healthcare account. Students who are unable to receive vaccinations due to medical reasons must provide medical documentation from their physician stating that they are exempt from receiving vaccinations.

### **Drug Screen Policy**

Any student who enrolls in the Shelton State Community College MLT Program is required to participate in an initial pre-clinical drug screening. The initial pre-clinical drug screening will be conducted prior to entering the MLT Program. The student must abide by the MLT Program drug screening policy and clinical agency policy for which the student is assigned clinical rotation. This policy includes pre-clinical and random drug screening should the student exhibit behaviors indicative of substance abuse at any time while enrolled in the MLT Program. (Appendix 5) Acknowledgement of receipt of policy and agreement to participate will be included in the DISA Healthcare student account.

### **Background Check Policy**

All students who enroll in the MLT Program are required to submit to a background check. Students may also be required to have a background check if requested by the clinical facility agency for which the student is assigned for clinical rotations. All students must give permission to perform a background check as required by federal law pursuant to the Fair Credit Reporting Act. The student must abide by the MLT Program background check policy and the policy at the agency to which the student is assigned for clinical facility. (Appendix 6). Any student denied access by a clinical affiliate regarding the background check results or any other matter will be subject to dismissal from the Program. Acknowledgement of receipt of policy and agreement to participate will be included in your DISA Healthcare student account.

### **Change of Health Status**

The SSCC MLT Program requires students to submit a "Change of Health Status" form if severe illness, surgery, hospitalization, or pregnancy occurs after entry into the MLT Program. (Appendix 7.b) The form must be submitted to the MLT Office.

### **Health Insurance**

All students enrolled in the MLT Program are responsible for health care costs sustained while enrolled in MLT courses. Contracted clinical facility agencies and the MLT Program require all students carry personal health insurance coverage.

### **Accident and Injury Policy**

Clinical facility agencies, by contractual agreement must provide access to emergency care in the event of injury to a student. Students who are injured should immediately notify the clinical facility preceptor and/or MLT Clinical Education Coordinator (CEC) who will initiate the action for treatment.

Emergency care will be handled according to clinical facility agency policy. A written summary of the occurrence and care rendered will be submitted by the CEC to the MLT Program Director. Specified forms will be completed and submitted. (Appendix 8) Follow-up medical reports will also be submitted to the MLT Program Director. Expenses for emergency treatment and/or medical intervention are the responsibility of the student. Neither the College nor the clinical facility agencies are responsible for any claims or expenses that result from the action of a student in the clinical agency. Students are required to purchase personal health insurance. The College requires students to purchase and participate in Student Accident Insurance, which also covers the students for activities while under the care and direction of the College. Fees are assessed at registration each semester. For further information or to file a claim, the student may contact

the MLT Program Director and Office of the Dean of Students.

### **HIV/HBV Reporting Policy**

Per Chapter 420-4-3 of the Alabama Administrative Code and “The Alabama Infected Healthcare Worker Management Act,” healthcare workers, including students, who become infected with HIV or HBV are required to report to the State Health Officer their condition within thirty days of the time they are aware of the infection. The infected healthcare worker must realize that any physician providing care to any infected healthcare worker must notify the State Health Officer of the infected status within seven days of the time he or she is diagnosed. All students must comply with this law.

### **Laboratory Safety Policy**

It is the responsibility of the student to prepare for each lecture and laboratory session. Laboratory exercises must be read before attending the laboratory session to provide the student with a basic understanding of what will be expected of him/her during the laboratory session. Each student is responsible for his/her work and the cleaning up of their workstation.

Blood, urine, and other biological specimens, possibly containing pathogenic organisms will be collected and used in the Program.

### **Potential Risk for Students**

Students entering the MLT Program are informed that certain risks are involved in medical laboratory. These risks include but are not limited to exposure and contact with infectious/communicable diseases (Tuberculosis; Hepatitis A, B or C; HIV/AIDS), radiation or chemical hazardous material, and physical injury. Should pregnancy occur during the study, the unborn child will also be exposed to these risks. In the event of a pregnancy or a change in medical status, students must complete and submit to the program director the Change of Status Form (appendix 7.b.).

### **Students must adhere to the following safety precautions while in student laboratory:**

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid resistant lab coats must be worn while performing lab procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill-kit.
7. All body fluid spills must be decontaminated immediately using a 10% bleach solution.
8. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately and follow-up action initiated as directed (see Bloodborne Pathogen Exposure Policy).

The program director may dismiss a student from the program at any time if unsafe behavior is observed. If a student is exposed to blood or body fluids while participating in student labs on campus or training at affiliated clinical sites, the policy outlined below will be followed.

### **Bloodborne Pathogen Exposure Procedure**

1. Immediately report exposure to the instructor.

2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
3. Report to the nearest emergency room/occupational health department for first aid and baseline testing. Note: The student is responsible for any treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under the College's accident policy.
4. Complete necessary reports (Incident Report & Report of Exposure to Blood Borne Pathogen) within 24 hours of the incident.
5. Return to educational activities following illness or injury.
6. Based on the nature of the illness or injury, the program may require medical clearance before the student may resume participation in clinical, laboratory, or classroom activities.

### **Standard Precautions Policy**

The concept of standard precautions must be followed in all clinical and laboratory settings when there is a potential for exposure to bloodborne pathogens. To reduce the potential for transmission of infectious diseases, every student will treat all body fluids, with or without visible blood (excluding sweat) as potentially infectious regardless of the perceived health status of the source individual. Appropriate personal protective equipment, such as gloves, mask, eye protection, and protective gowns, must be worn when there is potential for exposure to bloodborne pathogens. Failure to follow standard precautions is considered an act of professional misconduct.

### **Regulated Medical Waste Management**

The regulated medical waste generated in clinical/laboratory/classroom settings must be handled and disposed of according to the Regulated Medical Waste Management Program. All sharps, contaminated or not, must be disposed of in rigid containers appropriately labeled and designed for this purpose. Non-sharp medical waste must be collected in appropriately labeled bags or receptacles for proper disposal. Students will receive appropriate instruction in handling and disposal of medical waste.

### **Chemical Agents**

Working with chemicals requires extra precautions. Students will receive appropriate instruction in dealing with chemical agents. All chemicals must be handled, disposed, and transported according to their SDS specific information guidelines.

### **Pregnancy**

A student who is pregnant or who may become pregnant while enrolled in the MLT Program must notify his/her Program Director. Instructors will attempt to accommodate the student with alternate clinical assignments whenever possible. Areas of particular concern are infectious/communicable diseases and noxious fumes such as nitrous oxide, radiation, and antineoplastic agents.

In alignment with Title IX of the Education Amendments of 1972, Shelton State provides reasonable accommodations to pregnant students who have recently experienced childbirth and/or have medical needs related to pregnancy or a pregnancy-related condition. A pregnant or parenting student experiencing related medical conditions may request accommodation by clicking on the link for this service in the course syllabus. For more information about pregnancy accommodations and resources at Shelton State, please visit

the “Title IX” section of the SSCC website.

## **Laboratory/Clinical Information**

### **Student Eligibility**

The student will be eligible to participate in 16 consecutive weeks of the clinical rotation during the spring semester of last year of the program if all academic requirements have been successfully met. If a student failed any MLT course during the previous semester, the student will not be eligible for clinical rotations until after the failed MLT course (s) are completed and successfully passed with a grade of 75% or higher.

### **Rules Affecting Clinical Practicum**

The clinical practicum provides an opportunity for students to gain experience in a hospital laboratory under the supervision of the staff. Students will not be expected to function independently as an additional staff member, but they will be expected to perform routine laboratory procedures with minimal supervision.

The clinical laboratory professionals do not expect to teach basic procedures. The student must demonstrate this ability through satisfactory completion of all classroom competencies and laboratory task sheets. If a student has not satisfactorily completed course work and demonstrates the ability to perform required procedures, he or she will not be allowed to go on to a clinical assignment. The instructors and program director must make sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program.

It is the student’s responsibility to ensure that all requirements have been completed.

### **MLT Clinical Policy**

The current MLT Clinical Policy will be distributed to students in the fourth semester of the program and will also be posted in the program policies and procedure section in MLT 161 and MLT 293 courses. The three following policies are important to review as a new student and will be discussed in detail prior to the clinical semester.

### **Clinical Assignment**

The student will be assigned to a clinical agency within a 100- mile radius of the College campus. Transportation to the clinical facility and any associated costs are the responsibility of the student. The MLT Program Director and faculty will determine clinical rotation sites during the fourth semester of the program. The primary factors in making this determination will be the commuting distance required for each student to the various affiliate locations as well as the clinical facility’s ability to meet the MLT program’s practicum outcomes. Other considerations will be grades and preference requests made by students; however, the Program Director will make the final decision.

### **Alternate Status**

The MLT program has several affiliate hospitals in which students spend the last semester in Clinical

Practicum. To provide quality one on one instruction, affiliates have agreed to take a limited number of students per semester. If more students are prepared for this final phase than there are clinical openings, the order of priority exists as follows:

1. Those students who have progressed full-time, the order of the program without breaks or dropout periods.
2. Those students who progressed through the program with a higher GPA being selected first. Students will be placed in Clinical Practicum as soon as an available space occurs. Students will be notified in writing of their status. Students must also agree to work with the Program Director in completing the requirements for the degree. A statement to this effect must be signed by all students in the MLT Program.

### **Clinical Supervision/Service Work**

It is the policy of the MLT program that students will receive no financial remuneration for the clinical practicum experience. Students will have the status of learner and will not replace clinical staff nor give service apart from its educational value. Students must not be used in an unpaid status to perform work ordinarily performed by paid laboratory personnel. MLT students must always be supervised by a clinical instructor in all laboratory areas. After demonstrating proficiency, students may perform tests on actual clinical specimens with all responsibility for the accuracy of the procedure or task being accepted by the supervising clinical instructor.

If a student is employed in a laboratory as a phlebotomist, clerk, specimen processor, etc., the student may be allowed to be assigned at that laboratory as part of their clinical rotation. However, the student must be off the clock while completing clinical hours. There will be no exceptions. The student will be paid and treated as an employee. This work has no connection to the clinical education activities of the program course.

### **Scheduling Process**

The Program Director contacts the clinical facility sites to obtain availability of the site. Then with the information collected from the students during the orientation session, the coordinator matches the student with a clinical site. The coordinator will present the students with the suggested schedule. If changes are needed, the coordinator will make efforts to develop a schedule acceptable to all parties if possible.

## Program Closure/Teach Out Plan

In the event of a temporary or permanent closure of the MLT Program, a teach-out plan will be implemented to ensure the continuity of instruction for active and enrolled students in the MLT Program allowing students to reach the intended goal of successful acquisition of the degree and subsequent gaining of the required credential. The College will continue to offer core MLT courses until such time as all enrolled students have met the degree requirements or a period not to exceed three years.

## Honors & Awards

Recognition for outstanding academic performance is granted to full-time students each semester. Medical Laboratory Technician students may qualify for, but are not limited to, the following honors:

**President's List:** The President's List is comprised of students who have maintained a semester grade point average of 4.0 and have completed a minimum of twelve hours of college-level work.

**Dean's List:** The Dean's List is comprised of students who have maintained a semester grade point average of 3.5 or above and have completed a minimum of twelve hours of college-level work.

**Phi Theta Kappa:** Phi Theta Kappa is the international two-year college honorary society for students who have a grade point average of 3.5 or above and have completed a minimum of twelve hours college-level work. Information regarding the Alpha Epsilon Iota Chapter at SSCC is available by contacting 205.391.2469.

### MLT Program Awards

The MLT Program honors and awards its students by recognizing outstanding achievement in academics, clinical excellence, leadership, personal qualities, and classmate support are recognized and honored during the MLT Pinning Ceremony.

**Academic Excellence Award:** This award recognizes the student with the highest cumulative GPA upon completion of the MLT Program. The award recipient must meet the following criteria:

- Must exhibit academic excellence in the classroom and laboratory
- Must have successfully completed four consecutive semesters in the SSCC MLT Program
- Must possess the highest cumulative grade point average as calculated by the Office of Admissions and Records
- Must be selected by the MLT faculty and staff

**Clinical Excellence Award:** This award recognizes the student showing superior performance throughout the clinical phase of the MLT Program. The award recipient must meet the following criteria:

- Demonstrate the ability to work collaboratively with other health care team disciplines

- Model the exemplary practice of Medical Laboratory Technician through critical thinking, inquiry, and evaluation
- Model respiratory care practice and team behaviors that acknowledge and respect the diversity of others
- Demonstrate strong professionalism and values with patients and families
- Be selected by clinical preceptors and the Program Director

## Graduation Information

### Graduation Requirements

Students must earn a total grade-point average of 2.00 (C) on all Shelton State work to be eligible for graduation from the MLT Program, with a minimum grade of “C” required to pass each course. Performance in campus labs as well as in clinical rotations will be assessed, along with written examinations and assignments to determine the grade for each course.

### Eligibility for Certification

Students enrolled at Shelton State Community College may earn an associate in applied science degree in Medical Laboratory Technology by following the progression schedule in completing the program degree plan. The plan consists of a core of courses designed to provide general skills and broaden the students’ perspectives, as well as an approved curriculum for the MLT Program course of study. Students must complete the approved curriculum for the Medical Laboratory Technology Program and meet the College degree requirements. Students shall be awarded the associate in applied science degree upon satisfactory completion of the requirements of the degree program as specified by the College and by the State Board of Education.

**Conferment of the associate in applied science degree is not contingent upon graduates passing external certification or licensure examinations.**

Successful completion of the program leads to an associate in applied science degree and eligibility for national MLT certification by agencies such as the American Society of Clinical Pathologists (ASCP) and American Medical Technologist (AMT).

Credentialing agencies require formal application and fees, official copies of college transcripts indicating completion of the program and satisfaction of degree requirements, as well as successful completion of their respective examinations. Graduates who achieve passing scores on the examination are awarded certificates by the credentialing agency validating their *registered* status and the right to indicate those credentials in their formal signatures [i.e., Jane Doe, MLT(ASCP)].

### Graduation Ceremonies

Shelton State Community College conducts formal graduation exercises at the end of each semester (fall, spring, and summer). The application for graduation is to be completed during the last semester of the Program. The College reserves the right to withhold diplomas, certificates, or transcripts from students who do not satisfy their financial obligations to the College.

### **Participation in the Pinning Ceremony**

MLT students who complete the Associate in Applied Science degree in MLT Program have the option of participating in a pinning ceremony. The pinning ceremony is a symbolic event serving as a transitional step signaling the end of the training period as a student and the beginning of a career as a professional. Each graduating student will be awarded the SSCC-designated MLT pin for hard work and dedication.

The ceremony is held at the end of the spring semester each year and will be under the auspices of Shelton State Community College and thus under the general control of the MLT Program administration and faculty. Students participating in the pinning must adhere to the established dress code for the ceremony and are required to purchase a pin for the ceremony.



## Appendix 1 – SSCC MLT Program Essential Function Standards

The Alabama College System and Shelton State endorse the Americans with Disabilities Act. In accordance with College policy when requested, reasonable accommodations may be provided for individuals with disabilities.

In order to be admitted and to progress in the MLT Program, one must possess a functional level of ability to perform the duties required of a Medical Lab Technician. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations. The MLT Program reserves the right to amend the essential functions as deemed necessary. The MLT staff reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

The essential functions delineated below are necessary for MLT Program admission, progression, and graduation as well as for the provisions of safe and effective MLT care. These technical standards are based upon the minimum tasks performed by students in a Medical Laboratory Technician Program as recommended by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The Council recognizes NAACLS for Higher Education Accreditation (CHEA). These Essential Functions are reviewed annually by the SSCC Medical Laboratory Technology Advisory Committee.

The essential functions include but are not limited to the ability to perform the following:

### Essential Function I: Observation

- Distinguish red, yellow, and blue colors; distinguish clear from cloudy; distinguish and discriminate objects in the range of 1 micron through the microscope.
- Observe demonstrations and exercises in which biological fluids are tested.
- Perceive pertinent detail in objects or in pictorial or graphic material; make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines; comprehend forms in space and understand relationships of the plane and solid objects; visualize objects of two or three dimensions.

### Essential Function II: Communication

- Communicate effectively with patients from different social and cultural backgrounds and develop an effective professional rapport with patients and co-workers.
- Record diagnostic results clearly, accurately, and efficiently.
- Communicate effectively with patients, family, and other health care professionals in various settings.
- Communicate effectively in person or via the telephone.

### **Essential Function III: Motor**

- Maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms. Movement utilizing shoulders, arms, and neck; bending; twisting the body; standing; reaching and grasping overhead, in front of the body, and down.
- Manipulate small objects and control adaptive devices with gloved hands.
- Manipulate instruments, perform manual procedures, and have sufficient eye/hand and eye/hand/foot coordination to perform required duties in a laboratory.

### **Essential Function IV: Intellectual-Conceptual, Integrative and Quantitative Abilities**

- Demonstrate various modalities, including, but not limited to, classroom instruction; small group, team, and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology.
- Assimilate a large amount of complex, technical, and detailed information.
- Discern abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form.
- Perceive pertinent detail in verbal or tabular material; observe differences in copy, proofread words and numbers, and avoid perceptual errors in arithmetic computation.
- Synthesize, coordinate, analyze, compile, compute, copy, and compare data.

### **Essential Function V: Behavioral and Social Attributes**

- Function effectively under stress and adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways.
- Accept responsibility, exercise good judgment, and promptly complete all duties attendant to the diagnosis and care of patients.
- Work effectively, respectfully, and professionally as part of the healthcare team and interact with patients, their families, and health care personnel.
- Contribute to collaborative, constructive learning environments; accept constructive feedback from others, and take personal responsibility for making appropriate positive changes.
- Interact with individuals and/or groups from various social, cultural, emotional, and intellectual backgrounds.
- Comprehend and follow instructions; perform simple and repetitive tasks; maintain a work pace appropriate to a given workload; relate to other people beyond giving and receiving instructions, perform complex or varied tasks, make generalizations, evaluations, or decisions without immediate supervision, accept and carry out responsibility for directions, control, and planning, maintain own health and safety and present a professional appearance.

### **Essential Function VI: Ethical and Legal Standards**

- Comprehend and comply with the legal and ethical standards of the medical profession.
- Possess attributes that include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- Recognize limitations in knowledge, skills, and abilities and seek appropriate assistance when needed.

**Other Essential Functions:**

- Possess olfactory (smell) sense to maintain patients' and environment safety.
- Ability to work indoors, be around moving machinery; fumes, gases, odors, irritating particles, possibly be exposed to toxic or caustic chemicals, blood and body fluids, noise, radiation or electrical energy, vibration; work in confined spaces, use a computer monitor; work alone, with others, and/or around others.
- Ability to wear safety glasses, face mask/shield, protective clothing, and gloves in the laboratory.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the Program or reasonable accommodations inflicting an undue burden on the College. In order to be admitted, one must be able to perform all the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, then the student will be withdrawn from the MLT Program. The MLT staff reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the Office of Disability Services.



## Appendix 2 – SSCC Health Programs Concern/Feedback Form

What are you thinking? This form serves as a communication tool for constructive input in the following areas for the health programs: curriculum, teaching methodologies, resources, services, and miscellaneous items. You are encouraged to share your ideas and place the completed form in the designated receptacle or submit it to a MLT Program Staff member, and it will be forwarded to the appropriate individual.

**Date:** \_\_\_\_\_

**Concern/Feedback(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**Suggestion(s):** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comment(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**



### Appendix 3 – SSCC MLT Program Readmission/Reinstatement Policy

The very nature of the profession requires that the Medical Laboratory Technician (MLT) Program student must have a firm grasp of previously learned and updated materials. This includes both theory and skills for safe and competent MLT practice and successful course completion. The College acknowledges that there are academic and personal reasons why a student may not be able to complete the MLT Program within the scheduled sequence of time.

Therefore, the guidelines below have been established to meet the needs/desires of the returning student and enhance their opportunity to succeed in the MLT courses.

1. Any student who has been absent from the MLT Program for more than three semesters must apply for readmission/reinstatement to the MLT Program as a **new student**.
2. For any student who has failed to make passing scores for a class, the following guidelines will apply:
  - a. The student must participate in an exit interview with the Program Director.
  - b. No MLT class can be repeated more than one time.
  - c. Readmission will be at the discretion of the MLT Program Director and the Associate Dean of Health Services.
  - d. A student desiring to be readmitted to a course or courses in the MLT Program must register the intent with the MLT department by submitting a Request for Readmission Form (Appendix 5) and complete the appropriate readmission checklist. This checklist must be completed prior to registration. Failure to follow this procedure may result in denial of readmission to the Program.
  - e. Students dismissed from the previous program for disciplinary reasons, academic dishonesty, and/or unsafe/unsatisfactory performances in the laboratory **will not** be allowed readmission/reinstatement to the MLT Program.
  - f. All students readmitted under this policy are required to conform to the current MLT department requirements and are subject to all rules and regulations regarding attendance, grades, discipline, health status, physical limitations, etc.
  - g. All students readmitted to the MLT Program must register for the required courses scheduled during the semester of the student's return.
  - h. Selection of students requesting readmission to the Program will be based on, but not limited to, the following:
    - 1) Fulfillment of admission criteria (academic and laboratory)
    - 2) Student/teacher ratio (class and clinical)
    - 3) One prior admission
    - 4) Space availability of course(s) and clinical(s). (Students in regular progression have enrollment priorities.)
    - 5) Minimum overall grade point average of 2.0 from courses completed
    - 6) Successful completion of any laboratory validation requirements for previously

completed courses

- 7) No more than three semesters lapsing since the student was enrolled in the MLT Program
3. Validation (Cognitive/Knowledge/Academic Content) - Cognitive/knowledge/academic content validation must be successfully validated. A student must achieve a minimum grade of C (75) or above in a comprehensive examination in the first attempt in the MLT 131 Laboratory Techniques course.
4. The student will be informed in writing of the decision.

## SSCC MLT Program Readmission Checklist

Things to be done	Yes	No	N/A	Faculty/Staff Signature
Student has repeated and passed previously failed courses.				
Student has completed individual plan for success.				
Student has current required health documents on file with MLT Program. (i.e., physical, CPR certification, Hepatitis B vaccine or current Hepatitis Titer, evidence of drug screen, Vocational/Tech form)				
Student has paid premium for liability and accident insurance.				
Student has validated psychomotor skills. (if applicable)				
Student has validated cognitive content. (if applicable)				
Student has received and/or has access to current MLT Program Handbook/Policies.				
Student has signed readmission contract/conditions of readmission. (if applicable)				

**Official Use Only:**

<b>Readmission Granted:</b>	
Yes _____	No: _____



## Appendix 4 - SSCC Medical Laboratory Technician Program Request for Readmission/Reinstatement

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student A# (User ID) \_\_\_\_\_

Address: \_\_\_\_\_  
(Route, House Number, Box Number) City State Zip

Email Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_, hereby apply to re-enter the MLT Program at Shelton State Community College for the) \_\_\_\_\_  
(Semester) (Year)

I understand this form and a copy of my current transcript(s) must be received in the MLT Director's office at least six (6) weeks prior to the semester in which I plan to seek readmission. I further understand a current medical exam/physical, TB Skin test, Hepatitis B Vaccine series or titer, Influenza vaccine, and CPR training for health care providers must be completed (within the last six months of admission date). Failure to follow this procedure may result in being denied readmission/clearance to re-enter the MLT Program. (Please see readmission policies in the MLT Student Handbook for details.)

If I am accepted for readmission and decline or fail to return, then I realize that I must complete another application for readmission or seek application as a new student.

I was enrolled last in the MLT Program during \_\_\_\_\_  
(Semester) (Year)

My reason(s) for leaving the MLT Therapy Program included the following:

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I request readmission for the following reason(s):

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By signing this document, I indicate the following:

I understand that this form and a copy of my current transcript (s) must be received in the Office of the Director of MLT at least six weeks prior to the semester in which I plan to seek readmission/reinstatement.

I understand that a current medical exam/physical, TB skin test, Hepatitis B Vaccine series or titer, and CPR training for healthcare providers must be completed (within the last six months of reinstatement date).

I understand that failure to follow this procedure may result in being denied reinstatement/clearance to re-enter the MLT Program.

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Student Signature Date

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Student Printed Name

\*\*\*\*\*

Return form to the following:  
 MLT Program Director  
 Shelton State Community College  
 3401 Martin Luther King, Jr. Blvd  
 Tuscaloosa, AL 35401

<b>Comments (Office Use Only)</b> <hr/> <hr/> <hr/> <hr/>
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It is the policy of the Alabama Community College System, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

## **Appendix 5 – SSCC Health Services Programs Student Drug Screen Policy**

Any student who enrolls in the Shelton State Community College Health programs and desires to participate in courses, which have a clinical component, is required to have an initial pre-clinical drug screening. The initial pre-clinical drug screen will be conducted prior to entering the Medical Laboratory Technology Program. The student must abide by the College's Drug Screen Policy and any agency policy for which the student is assigned clinical practice. This policy includes random drug screening and reasonable suspicion screening.

### **I. PRE-CLINICAL SCREENING**

1. All students will receive notice of the drug screening guidelines prior to admission to the MLT Program.
2. The MLT Program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the drug-screening program will not be permitted to participate in courses with a clinical lab component.
3. Drug screening will be scheduled and conducted by an Employment Screening Company at the cost of \$38.80 per student. The fee for testing is to be paid by the student.
4. Any student failing to report for screening at the designated time and place (Laboratory Corporation of America) must complete testing within 24 hours of that date and/or provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result on the Classes of Drugs as required by the College and/or clinical agency will prohibit the student from completing the clinical component of required respiratory courses.
6. The Medical Review Officer will confirm positive drug screens. No sample is reported as positive before it has been tested at least three times.
7. Results will be sent to the Respiratory Therapy Program Director at Shelton State Community College.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Respiratory Therapy Program. The student will be considered for readmission according to the criteria in Section VI of this document.

### **II. RANDOM DRUG SCREENING**

At any point or time in a student's enrollment, a student may be subject to a random drug screen. The MLT Program Director will establish the number of the random screening sample. The selection will be made from all currently enrolled respiratory students using a statistically random procedure. After being notified of their selection, students will report to Laboratory Corporation of America at the designated time and place. The same procedural steps (2-13) outlined in Section IV Student Drug Screen Procedure will be used except that there is no cost to the student for a random screen (step #1 Section IV).

### **III. REASONABLE SUSPICION SCREENING**

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the College and/or clinical agency while participating in clinical experiences. Reasonable

suspicion is defined as but not limited to the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug.
2. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness, or deterioration in performance.
3. Evidence of tampering with a drug test.
4. Information that the individual has caused or contributed to an incident in the clinical agency.
5. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the Medical Laboratory Technology Program.

At any point or time in a student's enrollment, the student may be subject to a reasonable suspicion drug screen. After a student's behavior is noted as suspicious, the student will report to Laboratory Corporation of America at the designated time and place. The same procedural steps (1-13) outlined in Section IV Student Drug Screen Procedure will be used.

#### **IV. STUDENT DRUG SCREEN PROCEDURE**

1. Students must pay the \$38.80 screening fee prior to the time of specimen collection Employment Screening Services.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will ask the student if he or she is currently taking any medications. It is important that the student bring all prescription medication at the time of testing.
6. The collector will collect a monitored urine specimen.
7. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label with a code number.
8. The student will verify the information on the identification label, initial the security seal, read, and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine specimen and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for ten (10) classes of drugs:
  - a. Amphetamines
  - b. Barbiturates
  - c. Benzodiazepines
  - d. Cocaine
  - e. THC
  - f. Methaqualone

- g. Methadone
  - h. Opiates
  - i. Phencyclidine
  - j. Propoxyphene
12. Positive screens will be confirmed by the Medical Review Officer.
  13. Students will be informed of the screening results by Employment Screening Services within seven working days of testing.

## **V. CONFIDENTIALITY**

The Medical Laboratory Technology Program Director will receive all test results. Confidentiality of the test results will be maintained. Only the Program Director and the student will have access to the results; exceptions may be made if any legal action occurs which requires external access to test results.

## **VI. APPEALS PROCESS FOR POSITIVE SCREENS**

1. If a student drug screen is positive for drugs, the student will contact the Program Director and/or Chair.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure. Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and/or Chair will have seven working days to respond.
4. If the student cannot reach an agreement with the Program Director and/or Chair, the student's next step is to present documentation to the Associate Dean of Health Services. The Associate Dean will have seven working days to respond.
5. If the student does not reach a satisfactory conclusion with the Associate Dean, the student should make an appointment with the Dean of Students.

## **VII. READMISSION**

To be considered for readmission, students who withdraw from the Medical Laboratory Technology Program due to positive drug screen must:

1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program approved by the MLT program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

Drug screening policies/programs suggested or required by Shelton State Community College, and/or various institutions with which the College contracts may vary from time to time in any or all of their

aspects. Students will be required to comply with the screening which satisfies the Program or requirement established by the College and/or any clinical agency with whom the College contracts for clinical experience, whether it is pre-clinical drug screening, random drug screen, or reasonable suspicious screening.

Some of the ten classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the nine classes of drugs, which are legally prescribed by a health care practitioner, does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and give a recommendation(s).



## Appendix 6 – SSCC Health Related Programs Background Screening Policy

Students must abide by the policies established by the health care (clinical) agencies with which Shelton State Community College Health Programs (Medical Lab Technician) contracts for clinical experiences. This may include a pre-clinical background screening. The student must pay fees for all background screening.

1. All students will receive notice of the background screening requirement prior to admission and will receive a copy of the policy upon admission to the Program.
2. Background screening will be scheduled and conducted by the assigned clinical agency and/or by Screening Service Company.
3. Failure to pay appropriate fees or to consent to the background screening by the published deadline will prohibit the student from completing the clinical component of the required MLT courses.
4. A student who is denied acceptance at a clinical facility due to a questionable/suspect background screen may be assigned to an alternative clinical facility for the required clinical experience. If the alternative-clinical facility denies acceptance due to the questionable/suspect background screen, the student will not be able to complete the required course(s) to complete the Program. (See Progression and Readmission criteria for further information.)

### **Procedure:**

1. Students must pay \$37.00 (or fee in effect at the time of screening) to cover the cost for the background screening to DISA Healthcare.
2. Students must sign appropriate consents prior to the screening. Consent will be kept on file in the office of the program clerk.
3. Background screening may include the following:

Skip Trace: Checks for other names used, other states lived in, or addresses used by the individual for linking of cases

Criminal History: Reveals felony and misdemeanor convictions, and pending cases usually include date, nature of offense, sentencing date, disposition, and current status.

Nurse Aide Registry:	Reports whether a Certified Nurse Aide is in good standing or if the individual has been involved in an abuse case
Social Security Number Trace:	Verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased
Office of Inspector General:	Identifies those individuals who may no longer be capable of being provided with Medicare benefits

The Program Director will notify the student of questionable/suspect findings prior to notification of the clinical facilities for a determination regarding student acceptance for clinical experience.

Questionable/suspect findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate clinical facility. The clinical facility will determine if the student will be accepted for clinical experience. If a clinical facility denies a student's placement, the Clinical Education Coordinator will seek placement in a similar clinical facility for which the program has a contract using the same procedure of notification as described above. If a student is unable to meet the student learning outcomes of the MLT Program with a limited number of clinical facilities willing to accept them, they will not be able to successfully complete the program.

Background screens rendering a student ineligible for placement include, but are not limited to, certain convictions or criminal charges that could jeopardize the health and safety of patients and sanctions or debarment.

**Confidentiality:**

1. The Program Director will receive all screening results through the Employment Screening Services website. Follow a security plan to protect confidentiality and integrity of users' information. Confidentiality of test results will be maintained with the program staff and the student having access to the results except for legal actions that require access to test results.
2. Students must sign consent prior to disclosure of the screening results to the Director of Human Resources or other designated person at the clinical facility.



## **Appendix 7A – Hepatitis B Information Sheet**

Hepatitis B is a serious infection producing not only a short-term illness but also the probability of chronic active hepatitis. It is an inflammation of the liver, viral in origin, usually transmitted by blood or blood products, through an exchange of bodily fluids (usually through sexual contact), through the sharing of IV drug needles, or from birthing mother to child.

Hepatitis B is caused by a virus (HBV) and is an unpredictable disease with a variety of presentations and outcomes. Approximately 60-70% of the people who are infected do not become ill. In this circumstance, prior infection can only be detected by the presence of an antibody in the blood. On the other hand, acute symptomatic Hepatitis B infection may result in serious liver injury incapacitating a person for weeks to months with approximately 5-10% of the people with hepatitis becoming chronic carriers of the virus. Death occurs in 1-2% of the infected patients either as a result of acute liver failure or chronic liver disease (cirrhosis). There is no effective treatment for individuals who have contracted the Hepatitis B disease.

### **Hepatitis B Vaccine**

The Hepatitis B vaccine is a non-infectious, inactivated vaccine that affords good protection against symptomatic infection, acute Hepatitis B, and chronic active hepatitis, cirrhosis, and some forms of liver cancer. This vaccine will not prevent Hepatitis caused by other agents, such as Hepatitis A, non-A, non-B Hepatitis viruses or other viruses known to infect the liver. Full immunization requires three doses of vaccination over a six-month period although 4-15% of those immunized may not develop protective immunity even after three doses. There is no evidence that the vaccine has ever caused Hepatitis B. The duration of immunity is unknown at this time, and booster doses may be necessary at intervals of five or more years.

### **Who is required to take the vaccine?**

Students in health care professions where there is some risk of becoming exposed accidentally to the disease and to the subsequent potential liability of spreading the disease are required to take the vaccine.

### **Who could probably NOT take the vaccine?**

The Hepatitis B vaccine is contraindicated for pregnant or MLT mothers, children below the age of three months, and individuals with severely compromised cardiopulmonary status (because of risk of immediate hypersensitivity reaction).

### **What are possible vaccine side effects?**

Side effects of the Hepatitis B vaccine have been rare. Mild temporary soreness at the injection site occurs in about 10-15% of those vaccinated. No serious immediate long-term adverse reactions have

been reported.

**NOTE:** Please make sure you have read and understand the information on Hepatitis B and the benefits and risks of the Hepatitis B vaccine. As a condition of enrollment in MLT-210 and attendance in clinical rotations in the MLT Program, you must upload proof into your DISA Healthcare account no later than October 15, proof that the vaccination series is in progress (i.e., the second dose has been administered). You must submit further proof of the third dose when it is completed. As with any medical treatment, there is no guarantee you will acquire immunity or not experience side effects from the vaccine.



### Appendix 7B – SSCC MLT Program Change of Health Status Form

Any change in health status while enrolled in the SSCC Medical Laboratory Technician (MLT) Program must be reported to the course coordinator, clinical instructor, and the Director of the SSCC MLT Program. Medical clearance from the healthcare provider that is treating the condition that caused the change in health status is required for the student to continue class and clinical coursework. Students will need to have their physician complete the bottom portion of this form as well as a reevaluation of the Essential Functions. (See Appendix A in the **SSCC MLT Program Student Handbook**.) It is the right of the course coordinator, clinical instructor, and/or Director of the SSCC MLT Program to determine if a student demonstrates the ability to achieve course and clinical objectives.

**To be completed by student:**

Last Name:	First Name:	Middle Name:
A#:	Date of Birth:	Gender:
Mailing Address:	City, State:	Zip Code:
Email:	Home Phone:	Cell Phone:
Emergency Contact:		Phone Number:
Describe change in health status.		
Are you taking any medications? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, then list the medication. (Name, dosage, and frequency)		

I understand it is my responsibility throughout the program of study to inform my course coordinator, the Director of the SSCC MLT Program, and clinical instructor(s) of any change in my health status. I understand that this disclosure is necessary to protect my health and well-being as well as the health and well-being of patients for whom I may provide care. I acknowledge the information contained in this form is accurate, current, and complete. I am aware that falsification of any health information is sufficient cause for dismissal from the SSCC MLT Program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To be completed by physician:**

Please indicate below if the student who is currently under your care can participate in the SSCC MLT Program at this time considering his or her current medical state and ability to perform the required Essential Functions.

Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any restrictions or comments.

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Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Appendix 7C – SSCC MLT Program Hepatitis B Vaccination Policy**

The Centers for Disease Control (CDC) recommend that students in health professions be vaccinated with the Hepatitis-B vaccine. MLT students at the College should be aware of the risks involved in exposure to Hepatitis-B and the benefits of the Hepatitis-B vaccine. The following consent to receive the Hepatitis-B vaccine must be submitted within two weeks after enrollment in the MLT Program. You must complete and submit the attached validation forms at the appropriate times and within six months following enrollment in the first MLT class.

Vaccination can be arranged through your personal physician or the County Health Department at an approximate cost of \$200.

The following information on Hepatitis-B is extracted from the “Morbidity and Mortality Weekly Report,” June 23, 1992, published by the U.S. Department of Health and Human Services/Public Health Service.

- Hepatitis-B virus (HBV) infection is a major cause of acute and chronic hepatitis, cirrhosis, and primary hepatocellular carcinoma in the U.S. and worldwide. Hepatitis-B is the most reported type of hepatitis in the U.S.
- A safe and effective vaccine for prevention of Hepatitis-B is available. It is given in a series of three doses over a six-month period or the equivalent.
- Health care workers having blood and/or blood products contact (such as accidental needle-stick exposures) are identified as persons for whom the Hepatitis-B vaccine is recommended.
- In vaccinated persons who experience percutaneous or needle exposure, serologic testing to assess immune status is recommended unless testing within the previous twelve months has indicated adequate levels of antibody. In other words, once you have developed antibodies, no further action is required for approximately seven years.

### **Please keep in mind the following items:**

1. When an incident occurs involving accidental exposure to blood or blood products, the situation demands immediate attention because of the potential effects it can have on the health of the student.
2. Students are responsible for reporting immediately to their preceptor (and family members) any incident that involves accidental exposure to blood or blood products.

3. Students assume responsibility for adhering to established policies and procedures of the clinical agency when situations of accidental exposure to blood or blood products occur.
4. Students have an accident policy through Shelton State to cover the cost of emergency room fees and laboratory tests should an accidental exposure to blood or blood products occur. However, the cost of prophylaxis will be the student's financial responsibility.

Your signature below indicates that you have read and understand the information printed in this policy. Please note you have two copies of these forms. One is for you to keep; the other is to be signed and returned to the school.

I consent to receive the Hepatitis-B vaccine and understand it is my responsibility to arrange and pay for vaccinations. I agree to receive the complete series of immunizations according to the following schedule:

**1st dose** of vaccine during the last week in August at the latest **2nd dose** of vaccine one month later and before October 1 **3rd dose** of vaccine six months after the initial dose

**Failure to complete the vaccine series will result in dismissal from the MLT Program.** I agree to hold SSCC and all its agents, officials, or employees harmless for injury, complication, or side effect(s) caused to me by the administration of said vaccine.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
A# (User ID)

\_\_\_\_\_  
Date

**Student must provide proof of 3 Hepatitis B vaccines or a positive titer. Student must provide proof of a Hepatitis B Booster if titer is negative.**



## Appendix 8 – SSCC MLT Program Student Exposure Incident Report

(Please print.)

Name: \_\_\_\_\_ Student A# (User ID): \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

Location of Incident (Specify clinical agency and area.):

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Potentially Infectious Materials Involved: BLOOD: \_\_\_\_\_ OTHER: \_\_\_\_\_

Type of Exposure: Needle Stick: \_\_\_\_\_ To Which Body Part: \_\_\_\_\_

Contact of Bare Skin with Blood/Other (Describe the part of the body exposed, the condition of the skin, and amount of potentially infectious material.):

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Contact of Mucous Membranes, Eyes, and/or Mouth with Blood/Other (Describe the part of the body exposed, the condition of the skin, and amount of potentially infectious material.):

Describe any Injuries Suffered in the Event:

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Name Other Persons Exposed or Injured:

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Personal Protective Equipment Being Used at the Time of the Exposure:

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Witnesses to Exposure Incident:

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BRIEFLY DESCRIBE EXPOSURE INCIDENT (work being performed, how incident was caused, estimation of duration of exposure):

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ACTIONS TAKEN (persons involved, decontamination, clean-up, reporting, etc.):

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RECOMMENDATIONS FOR AVOIDING REPETITION:

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SOURCE OF EXPOSURE KNOWN: YES \_\_\_\_\_ NO \_\_\_\_\_

WAS BLOOD TESTING DONE ON EXPOSURE SOURCE: YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NO, THEN WHY NOT?

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NAME AND ADDRESS OF PHYSICIAN I PLAN TO SEE FOR FOLLOW-UP:

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WERE YOU TOLD TO KEEP THE NAME OF THE SOURCE CONFIDENTIAL BY YOUR CLINICAL LAB INSTRUCTOR:

YES \_\_\_\_\_ NO \_\_\_\_\_

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Student's Signature

Date

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Signature of Clinical Lab Instructor

Date

Follow-up care of the above incident:

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Signature of person completing report

Date



## Appendix 9 – SSCC MLT Program Student Behavior Contract

As a student enrolled in the MLT Program at Shelton State Community College, I am entitled to receive the best clinical experience possible. In order to attain this goal and privilege, I am to comply with the guidelines and policies stated in the **MLT Handbook**. Failure to adhere to these guidelines and policies will result in dismissal from the MLT Program despite academic standing. I understand that I must comply with the following guidelines/policies and expectations:

- I will be responsible for doing all things required by my clinical preceptors, host clinical sites, and the Shelton State Community College MLT Program. This includes adhering to all policies and procedures of host clinical sites. I will always do my best to do this task without being asked or reminded. Failure to do so will result in my dismissal from the Shelton State Community College MLT Program.
- I will present myself in a professional manner as required by my clinical preceptors, host clinical sites, and the Shelton State Community College MLT Program. I also must respect patients’ and families’ rights under the guidelines stated by HIPPA. Failure to do so will result in my dismissal from the Shelton State Community College MLT Program.
- I will communicate effectively with all members of the clinical agency staff as required by my clinical preceptors, host clinical sites, and the Shelton State Community College MLT Program. I will accept all instruction and advice given to me by the clinical preceptors, and I will not display a negative response towards my preceptors or other clinical agency staff member.

I understand that failure to abide by the behaviors listed above and by Program policies will result in my dismissal from the MLT Program. I further understand that this contract is based on my prior clinical experiences as well as evaluations submitted to the Clinical Education Coordinator.

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Student Signature

Date

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Clinical Coordinator Signature

Date

**Shelton State Community College**  
Medical Laboratory Technician Program

**Student Behavior Contract**

Student Name: \_\_\_\_\_ A#(User ID) \_\_\_\_\_

Infraction			
Date		Time	
Location			
Description			
Disciplinary Action Taken			

Student \_\_\_\_\_ Date \_\_\_\_\_ Instructor \_\_\_\_\_ Date \_\_\_\_\_



## Appendix 10 – SSCC MLT Program Student Handbook Agreement

1. I understand that it is my responsibility to read the MLT Program Student Handbook and College Catalog Failure to do so does not excuse me from the rules and procedures described therein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and regulations.
2. I have had an opportunity to ask questions about this material and have had those questions answered to my satisfaction. My signature verifies my understanding of all policies from the Program Orientation.
3. I am able to comply with the listed Essential Functions found on the program application. I understand that the essential functions require a provider signature and can be found on the MLT health form. This health form **MUST** be uploaded to your DISA Healthcare account by the given deadline.
4. I hereby permit the Program Director to have access to my academic and health records (if needed), and to release such records to the appropriate individuals at affiliated clinical agencies

### MLT Clinical Specific Policies

1. **Alternate Status Policy:** I understand that if enrollment in the Medical Laboratory Technology program exceeds the number that can be accommodated by the affiliate, I may be assigned to an alternate status. If this happens, I expect to be placed in a regular status as soon as places become available. I understand priority placement during that semester will be awarded based on progression status, grade point average, class attendance, professional attitude, and overall performance in the classroom and campus laboratory.
2. **Service Work:** It is the policy of the MLT program that students will receive no financial remuneration for the clinical practicum experience. Students are not permitted to perform service work. Students must not be used in an unpaid status to perform work ordinarily performed by paid laboratory personnel. The lab may choose to hire the student to work outside the clinical hours as a phlebotomist or lab assistant. The student will be paid and treated as an employee. This work has no connection to the clinical education activities of the MLT program.

The MLT Student Handbook document contains **official policies and procedures** for the MLT Program at Shelton State Community College. It is intended as a resource for academic program students and faculty.

Within this document are the rules and regulations for the MLT Program, and many of the policies are reiterated in the MLT Clinical Handbook and/or the course specific syllabi.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

