

**Medical Laboratory Technology  
Student Handbook  
2025-2026**

## Table of Contents

### **WELCOME / ACCREDITATION** .....

- Program Vision
- Program Philosophy
- Program Values
- Non-Discrimination Statement
- Accreditation

### **PROGRAM MISSION AND GOALS**.....

- Program Mission Statement
- Program Goals / Outcomes and Competencies

### **Medical Laboratory Profession**

- Program Description
- Philosophy
- ASCLS Code of Ethics
- Pledge to the Profession
- Essential Functions and Technical Standards

### **Program Policies**

- Policy for Admission
- Criminal Background Checks
- Background Affidavit
- Selection Process
- Credit By Examination
- Transfer Students / MLT program
- MLT Readmission
- Failure or Withdrawal from MLT program
- Assessment Tool for Readmission of Student
- MLT program Cost Estimate
- Medical Laboratory Technology Curriculum
- Degree Plan
- Program Length / Time Commitment
- Course Description
- Career Entry Competencies
- Didactic Affective Objectives

### **General Policies**

- Policies and Procedures
- Academic Dishonesty
- Testing and Laboratory Policy
- Classroom Guidelines
- Student Evaluation
- Didactic Course Evaluation
- Work Ethic Grade

Academic Courses  
Disciplinary Action  
Counseling / Probation / Dismissal  
Progressive Discipline Policy  
Dismissal from Program  
Student Complaint Procedure  
Student Appeals  
Student Records  
Attendance Policy  
Phone Calls  
Dress Code  
Blood Drive  
Instructor Office Hours  
Name Badges  
Cellular phones and Electronic Devices  
Group Chats / Internet / Social Media

### **Student Services**

Library Services  
Clinical Resources Advising and Guidance  
Counseling and Guidance  
Email  
Electronic Use Policy  
Canvas

### **Health and Safety Information**

Pregnancy  
Disability  
Communicable Disease Policy  
Accidents  
Liability Insurance  
Informed Consent  
Substance Abuse Policy  
Confidentiality Guidelines  
HIPAA  
Armed Intruder  
Sexual and / or Racial Harrassment Complaints  
Safety Policy  
Safety Agreement Form

### **Student Clubs / Graduation / Certification**

Student Clubs / Activities  
Graduation  
Board of Certification  
Hepatitis B policy  
Disability Statement

## Release of Information

### **Clinical Policies**

Clinical Guidelines  
Clinical Eligibility  
Clinical Assignment  
Clinical Assignment / Waiver / Alternate Status  
Semester Breaks and Holidays  
Inclement Weather  
Clinical Attendance Policies  
Clinical Attendance App / Trajecsys  
Determination of Clinical Grades  
Student Clinical Performance Evaluation  
Grading Scale  
Remediation  
Accidents at the Clinical Affiliate  
MLT Canvas Testing  
Request for Removal of Clinical Students  
Transportation  
Confidential / Social Network  
Social Network  
Employment / Service Work  
Hepatitis Vaccination  
TB Skin Tests  
Criminal Background Check  
Clinical Supervision Policies  
Student Conduct in Clinical Assignment  
Affective Domain Objectives for Clinical Students  
Professional Behavior for Clinical Rotation  
Clinical Dress Code  
Unacceptable Apparel  
Accessories  
Clinical Phlebotomy Competencies  
Certification and Licensure  
Hepatitis B Policy Form  
Student Policy Acknowledgement Form

**CAREER ENTRY COMPETENCIES EXPECTED OF GRADUATES.....**

**PROGRAM OFFICIALS..... 10**

**CLINICAL AFFILIATES..... 10**

**CLINICAL FACULTY ..... 12**

**MEDICAL LABORATORY STUDENT JOB DESCRIPTION ..... 14**

JOB SUMMARY: ..... 14

JOB RELATIONSHIPS: ..... 14

RESPONSIBILITIES AND AUTHORITIES: ..... 14

<u>QUALIFICATIONS:</u> .....	15
<u>ESSENTIAL FUNCTIONS</u> .....	15
<u>GENERAL STATEMENT:</u> .....	16
<b><u>CODE OF STUDENT CONDUCT</u></b> .....	16
<b><u>ABSENCES</u></b> .....	16
<b><u>STUDENT HEALTH SERVICES</u></b> .....	16
<b><u>SAFETY</u></b> .....	17
<b><u>HEPATITIS B VACCINE</u></b> .....	18
<b><u>EVALUATION/GRADING POLICY</u></b> .....	19
<b><u>ASSIGNMENT OF STUDENTS FOR CLINICAL PRACTICE COURSES</u></b> .....	20
<b><u>PLACEMENT OF STUDENTS IN A CLINICAL SITE</u></b> .....	20
<b><u>CLINICAL PRACTICE RULES</u></b> .....	21
<b><u>SERVICE WORK</u></b> .....	22
<b><u>CAUSES FOR DISMISSAL FROM THE MLT PROGRAM</u></b> .....	22
<b><u>ACADEMIC DISMISSAL PROCEDURES/ APPEALS</u></b> .....	22
<b><u>READMISSION TO THE MLT PROGRAM</u></b> .....	23
<b><u>MLT PROGRAM PHLEBOTOMY SKILLS</u></b> .....	14
<b><u>MLT PROGRAM CONSENT FORM</u></b> .....	15

Revised on July 11, 2025  
rhs

## **Welcome**

The administration, faculty and staff welcome you to the Medical Laboratory Technology (MLT) program. This student handbook will familiarize you with information relevant to your participation and ultimate success in the MLT program. You are responsible for reading the contents of this handbook. If you need any clarification, don't hesitate to ask. Your success in this program will depend on the mutual commitment of you, the student, and the campus and clinical instructors. This handbook is intended to provide students enrolled and potential students in the MLT program with basic information and policies used in the classroom, laboratories and the clinical setting. The MLT program reserves the right to alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

This handbook does not replace any policies stated in the "Northeast Ms Community College Catalog or Student Handbook."

**All enrolled students must read the entire MLT Handbook, sign the acknowledgement form and turn it in to instructor for permanent files.**

## **Program Vision**

The Medical Laboratory Technology Program at NEMCC will provide a well-rounded curriculum in MLT with the best available training and equipment. Students will be provided accessible, affordable, high-quality education.

## **Program Philosophy**

The MLT program at NEMCC is a creative health discipline based on the social and natural sciences. Practitioners provide a personal service to people of all ages and in all degrees of health and illness. Graduates are prepared for entry level positions in a variety of clinical service areas. They will also have the academic foundation to enter into advanced educational programs, and to assume responsibilities for their own continued professional growth. The program was developed with the philosophy that clinical training and theory are of equal importance in clinical laboratory education. The curriculum reflects a balance of courses which provide each student the opportunity to develop their potential cognitive, affective and psychomotor abilities.

## **Program Values**

As members of the NEMCC community of students, we are expected to act with respect, honesty, responsibility and accountability. Each of us is expected to be aware of the impact our behaviors have on the community. The NEMCC MLT program wishes each program student will commit to the following actions:

- Become an active and engaged learner
- Celebrate the richness of our diversity
- Respect the campus and its code of conduct
- Practice empathy and compassion
- Promote the empowerment of others

## **Program Goal**

The goal of the MLT Program at Northeast Mississippi Community College is to prepare a qualified individual to work in a medical laboratory under the supervision of a medical technologist or pathologist and/or other physicians. The MLT Program reflects the basic purpose and objectives of Northeast Mississippi Community College.

## **Non-Discrimination Statement**

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

## **Accreditation**

NEMCC is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

NEMCC MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

National Accrediting Agency for Clinical Laboratory Science  
5600 N. River Road Suite 720  
Rosemont, IL 60018  
(773) 714-8880  
[www.naacls.org](http://www.naacls.org)

## **Program Mission Statement**

The mission of the MLT program at NEMCC is designed to instruct students in the theoretical and practical skills required for the entry level practice of clinical laboratory science. The MLT is responsible for assuring reliable and accurate laboratory test results to meet the needs of the community and the medical profession.

## **Career Entry Competencies Expected of Graduates**

The educational experiences in the NEMCC MLT program are designed to ensure that students are well prepared to enter the profession at entry level as a Medical Laboratory

Technician and have the ability to continue their learning throughout their professional career.

At the completion of the NEMCC MLT program, the student will be able to function as a MLT who is competent in the following major program competencies and goals:

1. Collects and prepares samples for analysis. Stores and transports samples using appropriate preservation method. Specimens may include blood, urine, feces, sputum, exudates, secretions, and other body fluids.
2. Understanding and correctly performing laboratory testing in hematology, chemistry, microbiology, urinalysis, serology/immunology, coagulation, immunohematology, and laboratory operations including pre-analytical, analytical, and post-analytical processes.
3. Using critical thinking and problem-solving skills to recognize abnormal and erroneous results and take appropriate actions.
4. Correlate laboratory findings with common disease processes.
5. Attaining an academic foundation for passage of national certification and eligibility for advanced educational programs.
6. Calculates the results of tests performed if necessary.
7. Operates equipment or instruments necessary to perform high volume, less difficult analytical tests. Recognizes instrument malfunction and makes simple corrections using preset strategies or notifies a Medical Technologist or his/her supervisor.
8. Prepares reagents and media according to prescribed procedures.
9. Performs and records all quality control procedures required for the test assayed. Recognizes unacceptable quality control results. Corrects problems according to preset strategies or notifies an MLS/MT or the supervisor.
10. Recognizes abnormal or unusual test results and notifies a Medical Technologist, the supervisor, or follows the written policies of that particular laboratory.
11. Reports results in writing, orally or by computer according to the policy of the laboratory.
12. Performs and records routine instrument checks and maintenance procedures.
13. Takes an inventory according to an established list.
14. Observes established safety practices.
15. Maintains work area in clean, orderly, well-organized condition.
16. Demonstrating effective professional and interpersonal communication with patients, laboratory personnel, and other health care providers, and the public.
17. Developing professionalism with an understanding of continued professional development and ethical behavior.
18. Participates in quality assurance procedures.
19. Having graduated from a nationally accredited program through the National Accrediting Agency for Clinical Laboratory Science in order to serve the clinical laboratories in our area.



## **Program Description**

The MLT program at NEMCC is a two-year program which consists of four semesters of academic work on the campus and 3 different sets of clinical experience in affiliated hospitals / clinics. A “C” average or better is required for each class taken before and during the program. Clinical laboratory personnel are responsible for assuring reliable and accurate laboratory test results that contribute to the diagnosis, treatment, prognosis, and prevention of physiological and pathological conditions.

A student entering the MLT program may integrate the following academic courses with the MLT courses: Intermediate / College Algebra, General Microbiology, Principles or General Chemistry, Fine Arts Elective, Social Science Elective, English Comp., A & P I and II, and Computer Applications.

All academic and MLT courses (classes and clinical practices) must be passed with a minimum of a “C” average. Each technical course culminates in the development of basic skills, understanding principles and mastering the procedures involved. Each technical course has a companion lab with procedures progressing to the level consistent with entry into the profession.

Students are assigned to three different clinical facilities for their clinical experience. The clinical experience at each affiliate is equivalent to the learning objectives and competencies, with checklists being used at each clinical, for each section.

The purpose of the clinical experience is to focus on application of principles and to broaden and refine clinical skills to the point of producing competent, productive employees. The clinical instructors give no formal lectures during the practicum.

Students are assigned to one clinical facility for each of their clinical experiences. The clinical experience consists of three clinical practice rotations in the Summer, Fall and Spring, and consists of a large hospital, medium-sized hospital, and a small hospital or medical clinic.

## Program Officials

President of the College:	Dr. Ricky Ford
Vice President of Instruction:	Dr. Michelle Baragona
Associate Vice President -Health Sciences:	Jennifer Davis, M.A.R.T. (R) (T)
Program Director:	Rosalyn Singleton, MHS, MLS(ASCP)
Clinical Education Coordinator:	Bree Cartwright, MS, MLS(ASCP)

## Clinical Affiliates

The MLT program has eighteen clinical affiliates. The following table describes the hospitals.

<b>Clinical Affiliate</b>	<b>Location</b>	<b>Number of students they usually accept</b>	<b>Size (# beds)</b>
Helen Keller Hospital	Sheffield, AL	2	150
Helen Keller Hospital	Red Bay, AL	1	<100
Magnolia Regional Health Center	Corinth, MS	2	150
North Mississippi Medical Center	Tupelo, MS	4	>500
Baptist Memorial-Booneville	Booneville, MS	1	<100
Baptist Memorial-Union County	New Albany, MS	2	150
Baptist Memorial North Mississippi	Oxford, MS	3	250
Baptist Memorial Golden Triangle	Columbus, MS	2	328
NMMC-Booneville Clinic	Booneville, MS	1	Clinic
NMMC-Pontotoc	Pontotoc, MS	1	<100
North MS. Health Services- Internal Medicine Associates Clinic	Tupelo, MS	1	Large Clinic with 16 Doctors and 1 Nurse Practitioner
Barnes Crossing Medical Clinic	Tupelo, MS	1	Large Clinic
Segars Clinic	Iuka, MS	1	Clinic
Magnolia Regional Health Center Family Medical Clinic	Corinth, MS	1	Clinic

North Ms Internal Medicine clinic	Booneville, MS	1	Large Clinic
Tippah County Hospital	Ripley, MS	1	100
Alliance Healthcare Systems	Holly Springs, MS	1	<100
Monroe Regional Medical Center	Aberdeen, MS	1	100
North Alabama Medical Center	Florence, AL	2	>500
NMMC – Gilmore Memorial Hospital	Amory, MS	1-2	250
NMMC Iuka Hospital	Iuka, MS	1	100
Methodist- LeBonheur Hospital	Olive Branch, MS	1	250

## Clinical Faculty

The clinical faculty and their responsibilities are listed below:

<b>Helen Keller Memorial Hospital</b> <a href="http://www.helenkeller.com">www.helenkeller.com</a>	Rita Kelly, MT (ASCP) Lab Director Karen Wilhide, Lab Supervisor Elsie Strickland, MLT (ASCP) Deborah Walters, MT (ASCP) Janet McMillan, MT(ASCP)
<b>Helen Keller Memorial Hospital-Red Bay, AL</b> <a href="http://www.helenkeller.com/red-bay-hospital">www.helenkeller.com/red-bay-hospital</a>	Leslie Poling, Lab Supervisor
<b>Magnolia Regional Health Center</b> <a href="http://www.mrhc.org">www.mrhc.org</a>	Heather C. Rhodes, MT(ASCP) Marcella Harville, MT ASCP Katey Ginn, MT(ASCP) Katie Kiefer, MLT(ASCP) Donna Benjamin, MT(ASCP) Jennilyn McDaniel MT(ASCP) Strickland, Kim, MLT Wadkins, Labrista Cindy Benefield
<b>North Mississippi Medical Center</b> <a href="http://www.nmhs.net">www.nmhs.net</a>	Cindy Holman, MLS (ASCP) Program Director Stacey Lowrey, MLS (ASCP) MLS Program Instructor Brian Metz, MLS (ASCP) Tammy Lancaster MT(ASCP) Daphne Carr, MLS(ASCP) Reece Wilbanks, MLS (ASCP) Mary Belew MT(ASCP) Autumn Dodson MLS(ASCP) Kane Hardin MLS(ASCP) Justyn Nolan, MLS(ASCP) Michael Phillips, MT(ASCP) Courtney Wright, MLS(ASCP)
<b>Baptist Memorial Hospital-Booneville</b> <a href="http://www.bmhcc.org/facilities/booneville">www.bmhcc.org/facilities/booneville</a>	Kayla Brown, MLS (ASCP) – Lab Manager Brittanie Rogers, MLT(ASCP) Valerie Hoover, MLT(ASCP) Brianna Cartwright, MLT(ASCP) April Todd, MLT (ASCP) Kayla Edlin, MLT(ASCP)
<b>Baptist Memorial Hospital-Union County</b> <a href="http://www.bmhcc.org/facilities/newalbany">www.bmhcc.org/facilities/newalbany</a>	Amy Goolsby, MT(ASCP)- Lab Manager Shannon Rasberry, MLS (ASCP) Chris Tables, MT (ASCP) Diana Wren, MT (AMT) Victoria Waldrop, MLT (ASCP)

<b>Baptist Memorial Hospital-North Mississippi</b> <a href="http://www.bmhcc.org/facilities/oxford">www.bmhcc.org/facilities/oxford</a>	Tony Beard, MT (ASCP) – Lab Manager I’Esha Bowen, MLS(ASCP) Lab Supervisor Jessica Landrum MLS(ASCP) Jeremy Nichols, MT(AMT) Steve Tutor, MT(ASCP)
<b>Baptist Memorial Hospital-Golden Triangle</b> <a href="http://www.baptistonline.org/golden-triangle/">www.baptistonline.org/golden-triangle/</a>	Don Ward, MT(ASCP)- Lab Director Drew Hicks, MT(ASCP) – Lab Manager Chiquitta Tillmon, MT (ASCP)- Chemistry/Immunology Supervisor Stacey Culley, MT(ASCP)- Hematology/Coagulation/Urinalysis Supervisor Korey Kizziah-Phlebotomy Supervisor
<b>North MS Health Services-Internal Medicine Associates</b> <a href="http://www.nmhs.net/ima_tupelo_clinic.php">http://www.nmhs.net/ima_tupelo_clinic.php</a>	Gloria Harper – Clinical Supervisor / HR Shanna McCarley, MLT (ASCP) Christy Flurry, MT Millie Sprayberry, MT
<b>NMMC-Pontotoc</b> <a href="http://www.nmhs.net/pontotoc.php">http://www.nmhs.net/pontotoc.php</a>	Kim White, MT (ASCP) Steve Tutor, MT(ASCP) Vickie Rowell, MLT(ASCP) Alison Frederick, MLT(ASCP) Kaye Finley, PBT(ASCP)
<b>North MS Health Services – Barnes Crossing Medical Clinic</b> <a href="http://www.nmhs.net">http://www.nmhs.net</a>	Kerry Hood – Office Manager Aimree Brinkley, MLT(ASCP)
<b>North Mississippi Medical Center-Gilmore Memorial</b>	Jesse Humbers, MLS(ASCP)- Lab Manager
<b>Segars Clinic – Iuka, MS</b>	Courtney Hemphill, MLT(ASCP)
<b>Magnolia Family Medical Clinic – Corinth, MS</b>	Bryan Jackson, MT(ASCP) Kimberly Gambill, MLT(ASCP)
<b>North Ms Internal Medicine Clinic, Booneville, MS</b>	Melanie Jackson, MT(ASCP) Valerie Hoover, MLT(ASCP)
<b>North Alabama Medical Center</b> <a href="http://www.namccares.com">http://www.namccares.com</a>	Shetal Key, MT(ASCP) Lab Supervisor Norma Grace Pate MLT
<b>Methodist Hospital, Olive Branch</b>	Crystal Fortenberry MLS(ASCP) Lab Supervisor Astrid Perez, MT(ASCP) Taylor Easley

**The responsibilities of the clinical faculty are:**

1. Provide orientation and instruction to the assigned student.
2. Supervise the learning experiences of the student, and to provide assistance or correction if necessary
3. Provide continual feedback of the student's performance by completing a weekly progress report and verbal interview with the college faculty.
4. Evaluate the student's performance by completing an evaluation form after the student has finished the evaluation period.
5. Notify the college faculty of any behavior that would result in a failing grade as soon as the instructor becomes aware of it.
6. Provide input to campus faculty on development of essential knowledge, skills and attitude necessary to the student in the clinical setting.

**Medical Laboratory Student Job Description*****Job Summary:***

The Medical Laboratory Technician Student obtains clinical education, training and experience in the hospital laboratory. The MLT student utilizes college classroom activities and training in actual working conditions. The student is trained and supervised by Medical Technologists and other qualified Medical Laboratory Technicians. The MLT student is taught laboratory methods and procedures but does not report laboratory results unsupervised. The MLT student is instructed in age specific needs for performing, evaluating and resulting lab procedures for the diagnosis and care of patients.

***Job Relationships:***

Responsible to the Laboratory Director, Teaching laboratory employees. May obtain guidance from Pathologists, physicians, or other hospital employees. Communicates with laboratory employees. May obtain exposure to working relationships with Pathologists, physicians, lab staff, or other hospital employees and patients.

***Responsibilities and Authorities:***

The responsibility of the MLT student is to obtain a basic understanding of medical technology and laboratory function by learning test procedures, equipment operations, technical skills and laboratory theory. The work performed includes:

- Rotates through all clinical sections of the laboratory and follows the outline of study for each area.
- Completes performance checklists
- Completes written/reading assignments
- Learns clinical, skills and competency in test performance

- Demonstrates accuracy, organization, dependability, initiative, and consciousness in student performance
- Performs other related duties as assigned or requested
- Communicates clearly with co-workers, other hospital staff, patients and the public.
- Participates in quality assurance data collection, data analyses and data interpretation
- Participates in the hospital safety management/infection control programs
- Participates and attends in hospital and departmental in-services and continuing education programs
- Performs other related duties as assigned or requested

### ***Qualifications:***

**Education:** Participant in a College Medical Laboratory Technician Program in pursuit of an Associates of Applied Science degree and eligibility for registry by a recognized certification agency.

**Job Knowledge:** Should utilize college classroom training and education in the clinical setting

### ***Essential Functions***

**Physical requirements:** Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching and squatting are involved in lab inventory control, instrument operation and repair and phlebotomy procedures. Testing procedures require the MLT student to use a computer and telephone and employ writing and organizational skills. Electronic and highly technical instrumentation is involved in the job responsibilities. General repair tools such as screwdrivers and wrenches are also used in equipment repair.

Manual dexterity, mobility and good vision that includes near acuity, depth perception and accommodation are physical requirements necessary for test performance and close technical work

**Communication requirements:** Communication expected of the MLT student includes writing, speaking, hearing, and dealing with the public. Electronic communications via computers, printers, interfaces and fax machines are utilized in this job role. Inter-relationships define the broad level of communication needs involved in these technical responsibilities.

**Cognitive requirements:** Cognitive requirements for the MLT student include reading, writing, simple arithmetic, math reasoning, algebraic relations, weighing, measuring, and analyzing data and report information. Judgment and actions required of the MLT student in performing and reporting analyses under supervision could result in decisions regarding patient management.

**Working environment/safety:** The laboratory work environment is indoors with major activities of the MLT student performed at a work bench. There are mechanical, electrical, chemical, and infectious material hazards in existence.

Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes and risk of blood-borne disease. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the MLT student to some odorous

chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the laboratory is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquiries exists.

Safety for the MLT student is provided in the form of personal protective equipment and barrier precautions. Gloves, face shields, goggles, fluid resistant lab coats and manual pipetting devices are in use in the laboratory. Additionally, adequate lighting, ventilation, adjustable work surfaces, sufficiently located utilities and area security are present in the laboratory.

### **General Statement:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **Code of Student Conduct**

The NEMCC code of student conduct and student's rights and responsibilities (grievances and appeals procedures) are published in the NEMCC Student Handbook and Planner 2009-2010 (28-35). Specific policies regarding clinical practice conduct are found within the section on clinical practice policies. The Division of Health Sciences has a drug screening for cause policy. This policy is distributed and explained to incoming students during the Fundamentals of Medical laboratory Technology course.

At times during examinations or quizzes, students will not be allowed to have access to any electronic devices to include cell phones, iPods, iPads, programmable calculators, mp3 players, lap top computers, etc. All book bags, coats, and caps/hats will be placed at the front of the room. Cheating of any form will not be tolerated. Violation of this rule could lead to grounds for immediate dismissal. In the case of an anticipated emergency, an exception may be made for cell phones if prior approval has been granted by the instructor.

### **Absences**

The campus wide absentee policy will be followed. This policy is found on page 30 in the College catalog. Absenteeism will be included in the affective evaluation performed in every MLT course. During clinical practice courses, only one day may be missed without penalty. Any day missed after that must be made up at the convenience of the clinical facility if and when possible.

If a test or exam is missed due to an **absence**, the student will take a special make-up exam or complete the exam on the day prior to final exams at the end of the semester. All make-up work will be completed on this day. If the test or exam is not made up and is incomplete, a grade of 0 will be recorded.

There will be NO MAKEUP DAY FOR LAB PRACTICALS, so you must be present on the day that the lab practical is given, or you will receive a "zero" for that exam. NO MAKE UP OPPORTUNITIES will be given for QUIZZES EITHER. You must be present on the day that a quiz is given, or you will receive a "zero" for that quiz. Quizzes can be pop quizzes,

\*unannounced\* or known.



## Student Health Services

The general health and safety of all students, faculty and staff is of prime importance at Northeast Community College. Any person suffering an accident or illness on school property shall be provided immediate and temporary care until the services of a medical professional can be obtained.

During school hours, In the event of imminent danger to life or property, call 911 first for fire or ambulance then contact Campus Police/Security/Personnel as follows: 720-7160 (office) or 720-6687 (cell) Campus Security; 720-7235 – Executive Vice President; 720-7207 – Dean of Student Services. Baptist Memorial Hospital will treat students, faculty, staff or visitors at the emergency entrance. The hospital is located at 100 Hospital Street in Booneville, approximately one mile from campus.

If an injury occurs at a clinical affiliate, the student will have access to the Emergency Departments of that facility.

**Students are financially responsible for all medical bills resulting from a hospital or physician's visit. The college assumes no financial responsibilities.**

## Safety

MLT safety rules are covered every semester in dedicated units of instruction every MLT Course. Following these units, questions covering safety will be included on unit exams and laboratory practicals. During the freshman year, students are required to complete these units of instruction, pass the exams, and sign a consent form stating they will follow all rules and regulations set forth in this handbook.

The majority of the body fluid samples or blood products that students use while on campus have been tested for Hepatitis B and AIDS (these would include laboratory controls, standards, and portions of donated blood units). They do not come in contact with patient samples until Hematology I laboratory. Students are required to purchase a blanket malpractice insurance policy before they can register for any clinical practice course. In the event of an accident, an incident report is filled out and kept in the student's file.

## MLT Safety Rules

### The purpose of safety rules:

- A. To eliminate or minimize students' exposure to blood or other body fluids.
- B. To comply with OSHA Bloodborne Pathogens Standard.

### Standard Precautions:

A method of infection control that requires students assume that all human blood and human body fluids are infected with bloodborne pathogens. All body fluids are to be considered potentially infectious.

### Rules: Follow Standard Precautions

1. Every student is expected to purchase safety glasses. (There are a few in the lab that you can borrow.) The glasses can be purchased in the bookstore and may be charged to a grant.

Prescription eyeglasses may be worn in place of safety glasses, but side shields must be worn.

2. Disposable laboratory coats and gloves will be provided by the program.
3. Lab coats, safety glasses, and gloves must be worn during all laboratory experiments.
4. Wash hands often and after removing gloves.
5. Gloves are to be worn at ALL times and changed between patients.
6. No horseplay will be tolerated in the classroom or laboratory. Any unprofessional or unsafe behavior may be grounds for dismissal from the program.
7. Pipetting is to be performed by safety devices only. NO mouth pipetting is allowed.
8. No eating, drinking, smoking, chewing gum or application of cosmetics is allowed in the laboratory or classrooms. Students guilty of this will be expelled from the laboratory or may be asked to leave the classroom.
9. Pin long hair away from face and neck to avoid contact with chemicals, equipment, testing media or biohazardous specimens.
10. Avoid wearing chains, bracelets, rings, or other loose hanging jewelry.
11. Do not handle contact lenses in the laboratory.
12. Do not put pencils, pens or other objects in your mouth.
13. No hats or caps will be allowed in the student laboratory.
14. Excessively long fingernails or artificial fingernails that are capable of piercing laboratory gloves are not permitted. Such fingernails must be trimmed to no longer than the fingertips or must be removed.
15. Notify instructor immediately if there is a chemical or biohazardous spill. Wipe up spills promptly and appropriately, following MSDS directions.
16. Handle all equipment with care, mishandling equipment could be grounds for dismissal.
17. Report any problems with equipment and instruments to the instructor. Lab equipment must not be used without instructor being present.
18. Report any accident to the instructor immediately.
19. Visitors will be allowed only in the nonworking areas of the laboratory, with instructor permission ONLY.
20. Handle all specimens as if they are infectious.
21. All laboratory exercises must be labeled properly, unlabeled tubes or slides will be discarded, and the experiment must be repeated. Specimen identification rules must be followed at all times. Documentation of results rules must also be followed at all times.
22. Laboratory counters are to be decontaminated after each lab experiment. The laboratory must be left clean and orderly after each session.
23. Used sharps are to be disposed of into sharps disposal containers.

## **Hepatitis B Vaccine**

Each student will be provided with information concerning the Hepatitis B vaccine. It is recommended that each student receive this vaccine prior to entering the first clinical practice course. Each student must provide proof of receiving the vaccination series or must have on file a signed statement that he/she has declined the vaccination after being informed of the risk of Hepatitis B infection in the clinical setting. Hepatitis B information is given to the student every year as part of the units on safety described in the safety section of this handbook. The Hepatitis B consent form is signed and placed in the student's permanent file. Please be advised that some

of the program's clinical affiliate institutions will not allow an unimmunized student to come into the hospital for a clinical practice course.

## Evaluation

Within each division, the grading scale will be standardized for each course. The MLT program uses the following grading scale for every MLT course:

93-100	A
85-92	B
75-84	C
70-74	D
below 70	F

This grading scale will be found on the title page of every MLT course syllabus. No grade will be dropped or tests retaken to raise a grade. If a student is not able to take an exam due to illness or other emergency absence, the exam can be made up at the end of the semester.

A grade of "C" or above must be obtained in each MLT course and each required course in order to progress in the program. A MLT course may be repeated only one time. This includes courses from which a student has withdrawn. Exceptions will be reviewed by program officials.

The criteria for evaluation for any MLT course can be found on the title page of every course syllabus. An example is shown below:

Unit Exams/Lab Practicals	60%
Daily Grades	10%
Affective Eval	10%
Final Exam	20%

### **MLT Policy on Rounding of Grades:**

Averages are computed to the third place past the decimal. Scores are then added. Only the **final course grade** is "rounded". Grades will be rounded in the following fashion: 0.50 or greater will be rounded up; 0.499 or less will be rounded down i.e., **74.5 = 75 or a grade of "C"; 74.499 = 74 or a grade of "D"**.

EXAMPLE:	Exam 1	80%
	Exam 2	73%
	Exam 3	82%
	Exam 4	<u>70%</u>
	Total	$305/4 = 76.250\%$
	<ul style="list-style-type: none"><li>• Unit Exams -60% or <math>.60 \times 76.250 = 45.750</math></li><li>• Affective Evaluation – 10% or <math>.1 \times 85 = 8.500</math></li><li>• Daily Grades – 10% or <math>.1 \times 82 = 8.200</math></li><li>• Final Exam grade – 20% or <math>.2 \times 81\% = 16.200</math></li><li>• Add them all together <math>45.750 + 8.5 + 8.2 + 16.2 = 78.65 = 79\text{ C}</math></li></ul>	

## **Cheating on any examination or Student Laboratory Report will be basis for expulsion from the MLT program.**

### **Assignment of Students for Clinical Practice Courses**

The MLT program will accept more students than there are available clinical practice slots. If there are more students registered for a clinical practice course than can be accommodated, the students with the highest GPAs in the MLT courses will be placed first, the remaining students will be placed on an alternate list and will be required to register for that clinical practice course at a later time. As slots become available the students on the alternate list will be placed in clinical based on their GPA obtained in the MLT courses. Students will be required to sign a release form stating they have been informed of the policy regarding assignment to Clinical Practice courses.

### **Placement of Students in a Clinical Site**

The clinical practice courses are a valuable and irreplaceable part of your education. Lecture courses with their laboratory practice that are taught on campus are meant to prepare you for the three clinical practice courses. During clinical practice you will be exposed to instrumentation, laboratory supplies and samples that we could never reproduce on campus.

Many factors will be considered in placing a student in a clinical site. Program officials must weigh a good clinical experience with practical factors such as distance to the site, hours for the clinical, and staffing of the affiliate in the department.

Because of our service area and the location of our clinical affiliates, student travel is a necessity. Students that live within the district can expect to travel 60-70 miles one way to at least one clinical affiliate. Students that live out of district can expect to travel from 60-90 miles one way. During a clinical practice course you must make arrangements to be able to arrive at the start of the day shift and stay for the length of day shift.

The procedure for placing a student at a clinical site is:

1. Approximately **two weeks** before the start of the clinical practice course, program officials will contact each affiliate and determine how many students that affiliate will accept.
2. Students can submit a list of the top two choices for that clinical practice course. The list is usually done for all clinicals, right before the first clinical. If a student has attended an affiliate during the previous clinical practice course, that affiliate cannot be included in the choices for the next clinical practice course. This does not mean that the student will be placed at one of the two choices, **instructors will make the final assignments to best benefit all students.**
3. Based on those lists, Program officials will assign students to a clinical affiliate. If more students wish to be placed at an affiliate than that affiliate can accommodate, the student(s) with the highest average in the MLT courses will get first priority. If the averages for the MLT courses are the same, the overall college GPA's will be used.

Program officials realize that extenuating circumstances will arise, whenever possible we will try to accommodate these needs but not at the expense of being fair and equitable to the other students or compromising a clinical experience.

## Clinical Practice Rules

At least two different hospitals and a clinic (if possible) must be used for each student during their clinical practice courses. **It is recommended that a different affiliate be used for each of the three courses.** It is preferred that students see a small, a medium or large hospital, and a clinic to get a better variety of experiences.

Malpractice insurance must be purchased by students before they go to the first clinical practice course. This is usually taken out at the beginning of the fall semester. Medical health forms, shot records, and CPR certification must also be completed and turned in before October 1<sup>st</sup> or by the previously established due date, and updated going into each clinical practice course. Criminal Background/Fingerprinting Records must be carried to each Clinical during the orientation visit prior to a clinical practice course.

It is mandatory that students report on time to the clinical site each day. Any time the student is to be tardy or absent the student must call the clinical instructor as soon as possible so the patient care is not compromised. When a student is absent from clinical, the student is also responsible for calling the campus faculty to record the absence and discuss the makeup days if applicable. Clinical time is monitored by the *Trajecsys System* app. **Two unexcused tardies or absences would be grounds for dismissal from the clinical practice course.**

The student will abide by the dress code, shift times, and behavior code of the clinical affiliate to which they are assigned. Adherence to professional ethics is expected at all times. Any breach of the above will result in the student being removed from the clinical site and evaluation by the Program Officials for dismissal/readmission to the MLT program. Under no circumstances should a clinical site or anything related to a clinical site or clinical course be discussed on any type of social media (facebook, twitter, etc.). Doing so will be considered a breach of confidentiality and could be grounds for dismissal from the MLT program.

Unnecessary and loud conversation should be avoided at all times. This applies to corridors, elevators, cafeteria as well as patient care areas. Students are expected to be courteous and respectful to everyone at all times. No personal phone calls or visits are to be received during clinical. If an emergency call is necessary, the family of the student should know to route this to the area of the laboratory where the student is located and not the general switchboard to have the student paged.

Transportation to and from the hospitals or other assigned agency is the responsibility of the individual student. Students must have reliable transportation. Students can expect a one hour to one hour and fifteen-minute commute for at least one clinical practice course. Students who live at the far edges of the district may have to commute that distance more than once.

Students are assigned to clinical affiliates by the program officials with permission of the clinical affiliate. Program officials take into consideration where the student lives and how long the

commute would be. It may be necessary to send a student past one hospital to get to another facility.

The Program Director will withdraw any student upon request in writing from the affiliating hospital, whose conduct or work in the opinion of the Laboratory Director of the affiliating hospital may have a detrimental effect on its patients or laboratory staff.

## **Service Work**

During the scheduled clinical times the students operate solely in the capacity of students. They are not paid for any work they might perform in the normal course of their learning experience, as stated in the affiliation agreement with the hospital. The students are not substituted for clinical staff (employees) while they are present in the laboratory as a student. Outside of academic hours, service work at the clinical setting is noncompulsory.

## **Causes for Dismissal from the MLT Program**

To progress in the MLT program a student must obtain a grade of C or higher in each MLT course and each science course. If a grade below a C is obtained the student must repeat the course. The MLT courses can only be repeated once. A student may not repeat any more than two MLT courses.

Any violation of the rules for student conduct or the rules governing clinical practice may be grounds for dismissal. This includes **cheating**. See Code of Conduct section.

## **Academic Dismissal Procedures/ Appeals**

The procedure for the disciplinary process can be found on in the NEMCC 2017-2018 Student Catalog here <http://catalog.nemcc.edu/content.php?catoid=5&navoid=336> This procedure will be followed for a student who has committed an act which is of an academic nature or while in a clinical or training setting that is not in compliance with the standards taught or not within the role of the student.

## **TEACH OUT PLAN FOR DIDACTIC AND PRACTICUM COURSES**

If a catastrophic event occurs that results in an interruption of the college's ability to operate the MLT Program, the program will attempt to transfer students to the Corinth or New Albany sites of NEMCC to finish didactic courses. Should these campuses also be incapacitated, attempts will be made to accommodate courses at clinical affiliates.

If a catastrophic event halts the operation of one or more of the MLT Program's clinical affiliates, steps will be taken to place students at other functioning clinical sites to finish the remainder of their practicum training.

## Readmission to the MLT Program

Any MLT course may be repeated only once. A student may not repeat any more than two MLT courses. (Exceptions may be made by the Program Director when *extenuating circumstances* are found to be responsible for the student's failure to complete the course). After the second unsuccessful attempt the student must wait **five years** to re-apply for the program. The student will then apply through the regular admission processes.

The student must notify the Program Director two months prior to the beginning of the semester of re-entry. Re-entry is subject to the Program Director's approval and openings in the clinical facilities.

## MLT Program Phlebotomy Skills

MLT students are to be aware of the importance of practice in developing quality phlebotomy skills, which are performed as safely as possible.

In consideration of the educational opportunity being offered by Northeast Mississippi Community College, students, within this MLT Program, will be allowed to practice phlebotomy techniques, including venipunctures and capillary punctures, in the presence of an instructor, on each other.

There are risks, some of which are very rare, associated with phlebotomy that include, but are not limited to infection, bruising, and other potential damage to surrounding tissue. Phlebotomy should only be performed **ONLY** in the presence of an MLT Instructor.

## MLT Program Consent Form

Please initial the following statements, indicating you have read them and agree to follow them:

\_\_\_\_\_ I have been informed of the essential functions necessary for this program and I feel I can meet those functions as stated.

\_\_\_\_\_ I understand and agree to follow all set rules and regulations as required by the instructor, including those listed in the MLT student handbook. I understand that cheating is grounds for immediate dismissal from the MLT program.

\_\_\_\_\_ I have been informed that biological specimens and blood products may possess the potential of transmitting diseases such as hepatitis and acquired immunodeficiency syndrome (AIDS).

\_\_\_\_\_ I understand that even though diagnostic products are tested for Hepatitis B surface antigen (HBsAg) and antibody for Human Immunodeficiency Virus (HIV), no known test can offer assurance that products derived from human blood will not transmit hepatitis or AIDS.

\_\_\_\_\_ I understand that I will receive a syllabus for each MLT course. This syllabus contains course goals and objectives that are the basis by which I will be evaluated. I accept responsibility for completion of all course work.

\_\_\_\_\_ I have been informed and read the Substance Screening Policy.

\_\_\_\_\_ I understand that the MLT program will accept more students than there are available clinical practice slots. If there are more students registered for a clinical practice course than can be accommodated, the students with the highest GPAs will be placed in clinical first. The remaining students will be placed on an alternate list and will be required to register for that clinical practice course at a later time. As slots become available the students on the alternate list will be placed in clinical based on their GPA obtained in the MLT courses.

\_\_\_\_\_ I consent to allow students within this program to practice phlebotomy techniques, including venipunctures and capillary punctures on me in the presence of an instructor, just as I will practice these same techniques on other students in the program. I understand that there are possible risks involved with this procedure as described in the MLT Student Handbook. I accept these risks and agree to perform these skills as safely and professionally as possible. I hereby agree to release and hold harmless Northeast Mississippi Community College, its officers, and staff from any and all liability arising out of or related to injuries that I may receive as a result of such phlebotomy practice.

\_\_\_\_\_  
Student Name (Please Print)

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

\_\_\_\_\_  
Parent signature (if student is under 18)

\_\_\_\_\_  
Date



**Cell Phone and iPad use in the classroom**

Cell phones will not be allowed in sight at any time during class or lab. iPads will be used for most assignments. If a cell phone is visible during a test, a zero will be given on that test. iPads are only to be used for pulling up lecture notes or the ebook used for that class in the classroom or guided instruction that uses apps.

If games are being played on the iPad, FaceTime or social media is being used during class time or lab time, the student will be asked to leave the class and will have an absence recorded and earn a zero on any work given that day.

During a review of a test, no phones or iPads are to be out for any reason. No notes are to be taken about the test being reviewed as well. If cell phones go off during class or lab, the student will be asked to leave and counted absent for that day. The only exception to this rule is if the student has a sick child, parent, etc. and clears this with the instructor first, allowing them to have their phone on vibrate and out for that class period.

**TEST TAKING**

All coats will be taken off, backpacks lined against the wall or left in other classroom, no hats or hoods will be worn, and pockets emptied in front of instructor before every test given. If the student has a long sleeve, they will need to push it up during the test taking. Testing will be monitored by Apple Classroom, or by any other test monitoring system in use by NEMCC.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_