

# Medical Laboratory Technology

Mississippi Delta Community College

## Student Handbook



2025 – 2026

MISSISSIPPI DELTA COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY PROGRAM  
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MISSISSIPPI DELTA COMMUNITY COLLEGE  
MEDICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK OVERVIEW STATEMENT

The Medical Laboratory Technology (MLT) Student Handbook is intended to provide enrolled and potential students in the MLT program with basic information and policies used in the classroom, laboratories and the clinical setting. Please read the MLT Student Handbook carefully and ask your instructor for clarification of any policies or procedures that are unclear. The Medical Laboratory Technology Program reserves the right to make, alter, or change any statement or policy without prior notice. Students will receive revisions as they occur.

The MDCC Catalog, MDCC website, and MDCC Student Handbook contain additional information on all services available at Mississippi Delta Community College and should be used by students to obtain full knowledge of all MDCC policies and procedures. The college reserves the right to alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

The MDCC College Catalog/Student Handbook continues to be the student's resource for student information and policies. Due to the nature of health science programs, health science and program specific policies will supersede comparable college policies.

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

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Notice of Non-discrimination Statement:

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Waunita Roberts Jones, Executive Director of Human Resources; 662.246.6309 or EEOC@msdelta.edu. Title IX: Christopher Lee, Dean of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Jalisha Kee, Coordinator of Counseling and Disability Support Services, 662.246.6442 or ADAcompliance@msdelta.edu. The mailing address for the above named representatives is P.O. Box 668, Moorhead, MS 38761.

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## **Section 1.0**

### **MISSISSIPPI DELTA COMMUNITY COLLEGE MEDICAL TECHNOLOGY PROGRAM ACCREDITATION**

#### **Mississippi Delta Community College**

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Delta Community College.

#### **Mississippi Delta Community College Medical Laboratory Technology Program**

Mississippi Delta Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Science.

National Accrediting Agency for Clinical Laboratory Science  
5600 N. River Road Suite 720  
Rosemont, IL 60018  
(773) 714-8880

## **Section 2.1**

# **MEDICAL LABORATORY TECHNOLOGY**

The Medical Laboratory Technology Program reflects the basic philosophy and goals of Mississippi Delta Community College. In an effort to structure the curriculum to achieve the maximum outcomes, the program philosophy, goals, and objectives are clearly defined and are communicated to the student.

## **MEDICAL LABORATORY PROFESSION**

The health of all Americans depends upon the educated minds and trained hands of the medical laboratory professional. The practice of modern medicine at the exacting standards currently required would be impossible without the scientific testing performed daily in the medical laboratory. Maintenance of these standards and progress toward improvement in the quality of laboratory services depends on the dedicated efforts of professional practitioners of medical laboratory science. Through their dedication, the medical laboratory professionals of the United States make a vital contribution to the quality of health care.

## **DESCRIPTION OF THE MEDICAL LABORATORY SCIENCE PROFESSION**

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information, direct and supervise clinical laboratory resources and operations, and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, and principles and practices of quality assessment for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions as defined by the profession. They have the requisite

knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm, reasoned judgment and a demonstration of commitment to patients are essential qualities. Communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

## **PHILOSOPHY OF THE MLT PROGRAM**

We believe that as educators, our role is to aid each individual's growth in self-worth and recognition of their maximum potential. To accomplish this task, we must not only promote professional competency but also at the same time, be aware of the student's personal and social needs.

Learning should be an intrinsic process evidenced by a lasting change in behavior. It is dependent upon individual abilities, needs, and motivation, and is based upon realistic goal setting developed through positive self-regard and self-knowledge. This learning is facilitated when the individual participates in the learning process and in the practice of applying principles and techniques in varying situations.

In the health care process, Medical Laboratory Technology is primarily concerned with the diagnosis and treatment of illness. In order to become skilled in these areas, it is of prime importance to understand the concept of health and to realize, when dealing with the ill, the importance of helping the patient become a well person.

Medical laboratory technicians should be dedicated to the promotion of health and the prevention and cure of disease while serving their fellow man by being a part of the medical team dedicated to alleviating suffering, developing new technology, and participating as teachers. Finally, we believe that Medical Laboratory Technology should not simply be a means of material gain, but a labor of love and respect for the progress of medicine in the preservation of human life with regard for human dignity and compassion for the suffering of others.



## **Section 2.2**

### **MISSION STATEMENT**

The mission of the Medical Laboratory Technology Program at Mississippi Delta Community College is to prepare graduates for entry-level MLT positions in a variety of health care settings in the area served by the college.

### **Section 2.3**

## **PROGRAM PURPOSE & GOALS**

The purpose of the MLT Program is to provide each of its graduates a sound background in all of the medical laboratory sciences as well as a general education in the areas of the arts and sciences. The two-year curriculum prepares each graduate not only with the technical skills but also with an ethical approach to laboratory work so that they may become an integral part of today's modern medical team. Upon satisfactory completion of the program, including the earning of the Associate of Applied Science Degree, the graduate of the MLT Program becomes eligible to take a National Registry Board Examination. Relevant Program Learning Outcomes established to help meet the program's goals are stated after the program goals.

### **Program Goals:**

1. Develop desirable ideals and attitudes as they apply to the service of the sick, and in personal and professional conduct and relationships.
2. Encourage development of a well-rounded sense of responsibility, integrity, tolerance and tact that are essential qualities for health care professionals.
3. Present and help develop the legal and ethical principles involved in the practice of medical laboratory technology.
4. Provide the biological, mathematical, and chemical scientific foundations as well as the technological education and clinical practice enabling graduates to:
  - a. Perform effectively as entry level Medical Laboratory Technicians as defined in the *NAACLS Standards for Accredited and Approved Programs for the Medical Laboratory Technician*.
  - b. Perform effectively as members of the health care team.
  - c. Successfully write an examination offered by a national certification agency.
5. Encourage an interest in and a desire for further professional growth and education.
6. Promote a sense of civic responsibility and community service in regard to community health education and public health services.
7. Provide the area served by the College with qualified Medical Laboratory Technicians.
8. Maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
9. Serve as a resource for the clinical laboratories in our area.

**Program Learning Outcomes:**

1. Students will be able to perform effectively as entry-level MLT's by demonstrating appropriate laboratory safety techniques.
2. Students will be able to perform effectively as entry-level MLT's by demonstrating the ability to communicate effectively in a professional manner.
3. Students will be able to perform effectively as entry-level MLT's by demonstrating clinical skill competency.
4. Students will be able to identify and synthesize the skills needed to successfully write a national MLT certification exam.
5. Students will be able to perform effectively as entry-level MLT's by utilizing critical thinking skills.
6. Students will model professionalism through professional conduct and development.
7. Students will demonstrate a variety of skills and knowledge gained through course theory and laboratory exploration that are necessary for entry-level employment in the workforce.

**Section 2.4**

**PROGRAM DESCRIPTION**

The MLT program curriculum includes courses in basic sciences, mathematics, social sciences, and the humanities, as well as the professional courses. Included are routine laboratory procedures and tasks in the areas of hematology, microbiology, immunohematology, chemistry, parasitology, serology, and urinalysis.

Students spend the first three semesters and one summer session in traditional classroom study on the Mississippi Delta Community College campus. As basic academic education progresses, more technical courses are added each semester. Technical courses offered on the college campus during these three semesters are taught in the MLT classroom and laboratory located in the Allied Health Building. Each of the MLT courses includes a laboratory component in which the student is introduced to basic technical skills and application of laboratory principles. During the first three semesters, students may be required to visit affiliated hospital laboratories for demonstration of automated procedures not available in the campus laboratory.

The practicum experience of 20 weeks duration (January-June), with 5 weeks being spent in each of the four major laboratory departments, provides the first major contact with the real world of laboratory work. The clinical schedule will be Monday thru Friday 7am-3pm (time will vary between clinical sites). Spring Break and ASCLS Student Bowl and

Board Review will occur during clinical rotation (2 weeks for a total clinical practicum of 22 weeks). By the time the practicum begins, the student has completed all didactic courses and student laboratory training. In order to progress to the practicum, the student must have completed all previous courses maintaining a "C" average in each. Students are assigned to one clinical facility for the entire practicum unless circumstances require a student to attend a second clinical site (for example, if their primary clinical site does not offer clinical microbiology). The student experiences at the clinical affiliates are equivalent with the same learning objectives, similar laboratory practical exams, and competency check-sheets being used at each affiliate.

The purpose of the practicum is to focus on application of principles and to broaden and refine clinical skills to produce competent, productive entry-level employees. The clinical instructors give no formal lectures during the practicum. A program instructor visits each hospital on a regular basis throughout the practicum. Students return to the MDCC campus once per clinical rotation period for review lectures and written tests administered by the MDCC faculty. The hospitals affiliated with the program are Northwest Regional Medical Center in Clarksdale, Delta Health The Medical Center in Greenville, UMMC in Grenada, Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center (Cleveland), North Sunflower Medical Center in Ruleville, Tallahatchie General Hospital (Charleston), Baptist Memorial Hospital (Yazoo City), and Chicot Memorial Medical Center in Lake Village, AR. The total time required to complete degree requirements is twenty-four (24) calendar months.

Upon completion of the program in June, students are eligible to sit for a national certification examination. Most students choose certification through the American Society of Clinical Pathology Board of Certification (ASCP) or American Medical Technologists (AMT). Mississippi does not require a state license, though a number of states do. Completion of the MLT Program is not contingent upon passage of any external certification examination.

## **Section 2.5**

# **SUMMARY STATEMENT OF CAREER ENTRY COMPETENCIES**

The objective of the MLT Program at Mississippi Delta Community College is to produce competent employees for the laboratory employers in the surrounding area. In accordance with this objective, the general competencies as stated in the 2014 *NAACLS Standards for Accredited and Approved Programs for the Medical Laboratory Technician* serves as a statement of general entry-level competencies:

At entry level, the medical laboratory technician will possess the entry-level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations.

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations compliance;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team.

Upon graduation and initial employment, the MLT should demonstrate entry-level competencies in the above areas of general professional practice. Specific competencies for each laboratory department and minimal acceptable degree of proficiency in each are available.

## **Section 2.6**

# **Standard Functions for Medical Laboratory Technology**

The following standard functions provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Medical Laboratory Technology program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans With Disabilities Act (ADA) as well as the Standard Functions for Admission and Progression. If you are uncertain as to your ability with any of these standard functions, please consult with the MLT Program Director.

In order to successfully complete the Medical Laboratory Technology program, an applicant/student must be able to do the following:

### **Standard Observation Functions**

**The MLT student must be able to:**

- Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products. Employ a clinical grade binocular microscope to discriminate among the structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

### **Standard Movement Functions**

**The MLT student must be able to:**

- Move freely and safely about a laboratory.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.

- Use an electronic keyboard to operate laboratory instruments and to calculate, record evaluate, and transmit laboratory information.

### **Standard Communication Functions**

#### **The MLT student must be able to:**

- Read and comprehend technical and professional materials
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

### **Standard Intellectual Functions**

#### **The MLT student must be able to:**

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- To exercise sufficient judgment to recognize and correct performance.

### **Standard Behavioral Functions**

#### **The MLT student must:**

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment.
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate their own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

- Works within environments of cultural diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.



## **Section 2.7**

# **CODE OF CONDUCT PROFESSIONAL BEHAVIOR**

Faculty of Mississippi Delta Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Mississippi Delta Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by MDCC and clinical agency policies during each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in disciplinary action.

## **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply is cause for immediate dismissal from the program.

## **ASCLS 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.

### **I. 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. Medical Laboratory Professionals 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.

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

Medical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity, competence, and reliability. They 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.

## **III. 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.

## **PLEDGE TO THE PROFESSION**

As a clinical laboratory professional, I will strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

## Section 2.8

# STUDENT CLUBS / ACTIVITIES

## ASCLS

The American Society for Clinical Laboratory Science (ASCLS), as the preeminent organization for clinical laboratory science practitioners, provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care.

ASCLS serves as the voice of all clinical laboratory professionals, creating a vision for the advancement of the clinical laboratory practice field, and advocating the value and the role of the profession ensuring safe, effective, efficient, equitable, and patient centered health care.

ASCLS recognizes that students have an integral role in shaping the profession's future. Students provide a reservoir of new talent, fresh ideas and energy. ASCLS is dedicated to create, direct and provide programs and guidance that will be of benefit to its student members.

Student members receive all of the membership services offered to full ASCLS Professional I members. Student members receive reduced fees at Society-sponsored continuing education programs and scholarship opportunities through ASCLS's Education and Research Fund. Students will benefit from networking opportunities and professional contact with leaders/active members of the profession. These networking contacts often result in employment for the student following their graduation. ASCLS offers discussions forums on the internet so students can communicate to each other about the profession, school, and other interests. The website section for New Graduates offers resources to recent graduates in the clinical laboratory science programs.

Sophomore students will be expected to attend the State Convention. Students attending the State Convention must have passing grades in all MLT courses. Clinical students will be dismissed from clinical to attend and participate in State Convention. Convention **attendance is not optional**. Students unable to attend the convention due to extenuating circumstances must attend clinical the week of the convention. Each MLT student will become a student member of the American Society for Clinical Laboratory Science.

## **Section 2.9**

### **PROGRAM OUTCOMES**

1. 70% of MLT Students that began the second half of program will complete.
2. 70% of graduates will be placed in a job related to training or continue their education.
3. 75 % pass rate on the certification examinations for those who take the exam within the 1<sup>st</sup> year of graduation.

**Outcome benchmarks are based on a three-year average.**

Outcome	2021-22	2022-23	2023-24	Average
Program completion of MLT Students that began final half of Program	89% (8 out of 9)	86% (6 out of 7)	92% (11 out of 12)	89%
Job Placement/Continuing Education	100% (8 out of 8)	100% (6 out of 6)	100% (11 out of 11)	100%
Certification Exam Pass Rate (ASCP & AMT)	67% (4 out of 6)	100% (6 out of 6)	82% (9 out of 11)	83%

## **Section 2.10**

### **MDCC Cell Phone/Electronics Use Policy**

The use of cell phones and other electronic devices is not allowed in classrooms, labs, shops, or other venues where teaching or testing is taking place, unless permitted by the instructor. This includes texting and/or earphone devices. First Offense: A warning will be issued if the device is used in the course of a teaching session. Subsequent infractions during teaching sessions will result in the student receiving appropriate disciplinary action, including but not limited to, being counted absent and possible withdrawal from the course. If such a device is used in the course of graded work, the work will be confiscated, and the student will receive a failing grade for that graded work with possible withdrawal from the course.

#### **ELECTRONIC DEVICES IN THE MLT CLASSROOMS**

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. Cell phones should not be out and/or in use during classroom/lecture time.

Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of iPad, PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks.

Our student laboratory is considered “contaminated” as we work with human blood and body fluids. If a student chooses to use tablet/cell phone applications during the laboratory component of the course, this item must have a protective cover that can be disinfected at the conclusion of the activity.

If a cell phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only.

These devices should be securely stored and used only during approved break times. These purposes will be determined by the clinical instructor. Tape recorders, cameras and

other recording devices are not to be used in the clinical setting for recording identifiable client data.

## **Section 2.11**

### **MDCC STUDENT DRESS CODE**

All students are expected to dress appropriately, in good taste, and well-groomed so as not to cause a distraction to the educational purposes of this institution.

Inappropriate dress includes:

- No shoes and shirt
- Sagging pants or shorts
- Headdress (“do rags”)
- Exposed Underwear
- Short shorts
- Halter or midriff tops
- Hats in buildings
- Unreasonably short dresses
- Pajamas

Any member of the faculty/staff reserve the right to hinder a student from entering a classroom or college sponsored event due to inappropriate dress. Any student who is found to be in violation of the Dress Code will be subject to disciplinary sanction by the VP of Student Services Office.

#### **MLT Student Dress Code (Beginning Spring semester of the freshman year)**

Beginning the spring semester of the MLT student’s freshman year, students will be required to wear solid-colored, traditional scrub sets. These scrubs should be worn in the MLT classroom, the student laboratory, and while participating in any function as a student in the MLT program.

- Scrubs should follow the basic MDCC dress code (no sagging pants, no exposed underwear, no shorts, no midriff tops, no unreasonably short dresses, or “pajama-like” scrubs)
- Scrubs should be in good condition (clean, no tears or rips, etc.)
- Shoes should be close-toed shoes due to safety regulations in the student laboratory.
- Solid-colored t-shirts (long or short-sleeved) may be worn under scrub tops due to temperature variations in the classroom and student laboratory. These shirts should be a conservative, solid color such as white, black, grey, or blue.

Therefore, it is suggested that scrub tops not be too fitted to allow for a shirt underneath.

**LABORATORY:**

1. Students are expected to purchase at least one disposable lab coat per semester; the coat can be purchased at the MDCC bookstore.
2. The lab coat must be worn, buttoned from top to bottom, at all times when working with biological samples.
3. When not in use, the lab coat is to be stored in a designated area in the student laboratory or on the hooks provided at the rear of the classroom. Lab coats may NEVER be worn outside the MLT instructional area/student laboratory.
4. With normal wear, the lab coat should last throughout one semester. If a spill occurs or there is other major damage to the coat, the coat should be properly discarded. Students may purchase additional disposable lab coats from MDCC bookstore.
5. Closed-toe shoes are required for all laboratory sessions. Lab sessions that involve blood, body fluids, cultures of microorganisms, or sharps will require the student to wear closed-toe shoes for safety purposes.

Students not conforming to the dress code may be sent home from class or clinical at the instructor's discretion. Any and all class or clinical time missed will need to be made-up, regardless of reason.

**Section 2.12**

**TEACH OUT PLAN**

In the event of Program or Clinical Affiliate closure, currently enrolled students will be given time to complete the full program. In the event of immediate unexpected closure of the MDCC campus or Clinical affiliate students will be relocated to alternative locations. In the event of the MDCC main campus closure of greater than one week student campus lectures and labs will be relocated to one of MDCC's satellite campus locations (Greenville Higher Education Center or MDCC Greenwood Campus). In the event of a Clinical Affiliate immediate unexpected closure that is predicted to last greater than three weeks, students will be placed at an alternate Clinical Affiliate. Those students currently at the Affiliate will have first choice to complete before placement of additional students. Clinical completion dates will be extended to accommodate replaced students.



### **Section 3.0**

## **POLICY OF ADMISSION TO HEALTH SCIENCE PROGRAMS**

Applicants should obtain information regarding application for admission from the Health Sciences webpage, which can be accessed from the MDCC website at [www.msdelta.edu](http://www.msdelta.edu). All required application materials must be submitted by the specified deadline for the applicant to be considered for admission.

Applicants to the health science programs must meet the requirements for admission to the college. In addition, health science program applicants must complete all noted program specific academic required pre-requisites with a “C” or higher prior to program admission. Some sources may require a specific timeframe of completion; please refer to each program’s checklist for a list of all required preadmission courses.

The admission process is competitive. Each program uses an objective rating scale to evaluate each applicant. Specific areas that are evaluated include (but are not limited to) ACT scores, entrance test scores, academic course work required for the major, GPA, applicable previous degrees and certificates earned from an accredited college/university, healthcare background/experience, performance on core program courses, and timely submission of the application.

Acceptance into a Health Science Program is conditional pending results of a physical examination indicating satisfactory health, a drug screen, and criminal background check at the applicant’s expense. According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult. Additional requirements include CPR certification and specific summer course work, if applicable.

Applicants are notified by email of conditional acceptance or non-acceptance into a program. Applicants who are conditionally accepted must comply with all orientation requirements in order to preserve a place in the class. Academic and career counseling is available for applicants who are not accepted into Health Science Programs.

Students must be 18 years of age to be eligible for entrance into most Health Science programs. Age requirements for individual programs will be indicated under their stated minimum admission requirements.

## **POLICY ON ACCEPTANCE OF TRANSFER STUDENTS INTO HEALTH SCIENCE PROGRAMS**

The acceptance of transfer students into health science courses is based upon the following:

- space available in the specific course being requested
- evaluation of the applicant's college transcript and course materials including:
  - appropriate grades in all course work being considered for transfer
  - comparable content, semester hours, and clinical experiences in courses being considered for transfer
- letter documenting good standing from administrator of the transferring program
- ability to meet all MDCC requirements for graduation
- individual program guidelines

## **MINIMUM ADMISSION REQUIREMENTS FOR THE MLT PROGRAM**

### **Applicants must:**

- meet general admission requirements for health science students.
- be a high school graduate or have a satisfactory GED score.
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time OR a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a "C" average or better on courses approved by the MLT program.
- submit a signed, notarized Healthcare Criminal History Background Affidavit.
- take an Entrance test at the applicant's own expense.

### **PROCEDURE:**

Applicants must have the following documents on file in the Admissions Office by April 1<sup>st</sup> to be considered for admission to the Medical Laboratory Technology Program:

- MDCC application for admission or readmission to the college
- MDCC application to the Medical Laboratory Technology Program
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college
- An official college transcript for any college work that has been completed
- ACT score
- Signed, notarized Healthcare Criminal History Background Affidavit
- Entrance test score

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### **SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, entrance test scores, academic course work required for the major, GPA, and healthcare work experience. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program.

All applicants are considered on a competitive basis. If accepted to the program, admission into the fall semester is dependent upon:

- satisfactory completion of First Aid CPR taught during the summer
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster, and 2-Step TB skin test
  - Some clinical sites have required that students be vaccinated against the COVID-19 virus. During this changing pandemic, more clinical sites may begin requiring proof of this vaccination. Individual/unique clinical site vaccination requirements such as this will be addressed on a site-by-site basis.
- acceptable pre-admission drug screen
- Science academic courses: A & P I and II must be completed no longer than 7 years prior to being accepted into the program (but may be taken during the

program). General Microbiology and Chemistry must be completed no longer than 5 years prior to being accepted into the program (but may be taken during the program). **\*\*Note\*\*** The rules concerning the time limits on academic science courses will be considered on a case-by-case basis for those applicants who have already earned a B.S. degree or higher degree that includes those courses.

Applicants will be notified by email of their acceptance or non-acceptance to the program. The conditional acceptance email will include specific instructions regarding all requirements that must be completed prior to August admission.

**Incomplete applications will not be reviewed for admission.**

## **Section 4.0**

# **POLICY ON READMISSION TO HEALTH SCIENCE PROGRAMS**

A student may be considered for readmission to a specific health science program one time only. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception may be: a student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission. If an applicant has ever attended another health science program a letter of good standing from their former school's program must be sent following MDCC's program application instructions. A letter of good standing indicates that the student is eligible for immediate readmission into the former program of study.

Each student requesting readmission into a health science program will be considered on an individual basis. The student should contact the appropriate program director/supervisor for the readmission procedure. Space must be available in the class and clinical setting. No precedent will be set by the decision of an admissions committee.

At the discretion of the Dean of Health Sciences, with the recommendation of the Admission Committee, a student requesting readmission to a Health Science program may be required to take a challenge exam to assess placement. Per program policy, it may be necessary for the applicant to repeat courses.

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student may have one transfer to an alternate MDCC Health Science program. Students will be held to the readmission policies of the program.

OR

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student will be eligible for one additional consideration of readmission after a waiting period of up-to three (3) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student must follow all readmission requirements as outlined in the program's handbook.

Any MDCC student who was unsuccessful and not eligible for readmission due to non-academic dismissal will be eligible for one additional consideration of readmission after a waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student will be held to the program's readmission policies as outlined in the program's handbook.

Any applicant who has ever been accepted and attended a Health Science program at another institution of higher learning and has been unsuccessful more than once will be eligible for one additional consideration of readmission after a waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student will be held to the program's readmission policies as outlined in the program's handbook.

## **Section 5.0**

### **MLT PROGRAM COST ESTIMATE**

This **estimate** of cost is meant to be used only as a guide to students, parents, and sponsors. The figures are based upon previous school year averages and are not binding on the college or the MLT program.

#### **Summer Session**

Physical Exam, Drug Screen, Hepatitis B Vaccine	\$400.00 (approx.)
CPR certification, Background Check, Entrance test	\$175.00 (approx.)

#### **Freshman - Fall Semester**

Tuition	\$1,725.00
MDCC Lab Fee per lab	\$ 35.00
MLT Lab Fee	\$ 50.00
Lab Coat(s)	\$ 20.00
Duplication Fee	\$ 25.00
Accident Insurance	\$ 60.00
Healthstream	\$ 50.00
Safety Glasses, Scientific Calculator, Masks	

#### **Textbooks**

MLT 1112 Fund. of MLT  
BIO 2513/2511 A&P I  
CHE 1313/1311 Prin. Chem I  
ENG 1113 Comp I  
MAT 1313 Col Algebra  
\*Music OR Art App  
\*Psychology OR Sociology  
\*ELECTIVES

#### **Freshman - Spring Semester**

Tuition	\$1,725.00
MDCC Lab Fee per lab	\$ 35.00
MLT Lab Fee	\$ 50.00
Scrubs (2 pairs)	\$ 100.00
Duplication Fee	\$ 25.00

Large Loose-leaf Binder

**Textbooks**

BIO 2523/2521 A & P II and Lab  
 BIO 2923/2921 Microbiology & Lab  
 MLT 1212 Urinalysis  
 MLT 1313 Hematology I  
 MLT 1413 Immunology/Serology  
 MLT 2522 Pathogenic Microbiology I

**Freshman – Summer Semester**

Tuition 6 hours @ \$160/hour

**Textbooks**

SPT 1113 Public Speaking  
 Humanities Elective (Art or Music Appreciation, History)

**Sophomore - Fall Semester**

Tuition	\$1,725.00
MDCC Lab Fee per lab	\$ 35.00
MLT Lab Fee	\$ 50.00
Professional Liability Insurance	\$ 60.00
Accident Insurance	\$ 15.00
ASCLS Dues	\$ 40.00
Duplication Fee	\$ 25.00
Board Practice Test	\$ 100.00
Learning modules	\$ 240.00
2 Large Loose-leaf Binders	

**Textbooks**

MLT 1324 Hematology II – No additional textbook required  
 MLT 1515 Clinical Chemistry  
 MLT 2424 Immunohematology (Blood Bank)  
 MLT 2614 Pathogenic Microbiology II

**Sophomore – Spring Semester**

Tuition	\$1,725.00
MDCC Lab Fee per lab	\$ 35.00
3 Sets of Scrubs	\$ 150.00
Professional Work Shoes	\$ 60.00

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MS Clinical Lab Science Annual Meeting Registration	\$ 250.00
ASCP Board of Registry Exam	\$ 240.00
MLT Pin	\$ 75.00
Duplication Fee	\$ 25.00
Trajecs Evaluation System	\$ 75.00

**Textbooks**

Medical Lab Technology Review Books for Certification

**Sophomore – Summer**

Tuition	6 hours @ \$160/hr
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**(All fees, tuition & textbooks subject to change)**

# Mississippi Delta Community College Medical Laboratory Technology Program

REQUIRED COURSES:	Prev. Taken	FALL __	SPRING __	FALL ____	SPRING ____	SUMMER_
*BIO 2513/2511		BIO 2513/2511				
Anatomy & Physiology I (4 hrs)						
Social/Behavioral Science Elective (3 hrs)		Elective				
CHE 1313/1311 Prin. of Chemistry I & Lab (4hrs) <b>OR</b> CHE 1213/1211 General Chem I & Lab (4hrs)		CHE 1313/1311 <b>OR</b> CHE 1213/1211				
ENG 1113 Comp I (3 hrs)		ENG 1113				
MAT 1313 College Algebra (3 hrs)		MAT 1313				
MLT 1112 Fundamentals of MLT (2 hrs) <b>OR</b> PBT 1113 Phlebotomy & PBT 1123 Phlebotomy Clinical (6 hrs)		MLT 1112 OR PBT 1113 & PBT 1123				
BIO 2523/2521 Anatomy & Physiology II (4 hrs)			BIO 2523/2521			
BIO 2923/2921 Microbiology & Lab (4 hrs)			BIO 2923/2921			
MLT 1212 Urinalysis (2 hrs)			MLT 1212			
MLT 1313 Hematology I (3 hrs)			MLT 1313			
MLT 1413 Immunology/Serology (3 hrs)			MLT 1413			
MLT 2522 Path. Micro I (2 hrs)			MLT 2522			
Humanities Elective (3 hrs)						Elective
SPT 1113 Public Speaking I (3 hrs)						SPT 1113
MLT 1324 Hematology II (4 hrs)				MLT 1324		
MLT 1515 Clinical Chemistry (5 hrs)				MLT 1515		
MLT 2424 Immunohematology (4 hrs)				MLT 2424		
MLT 2614 Path. Microbiology II (4 hrs)				MLT 2614		
MLT 2916 Clinical Practicum I (6 hrs)					MLT 2916	
MLT 2925 Clinical Practicum II (5 hrs)					MLT 2925	
MLT 2723 Certification Fund. of MLT (3 hrs)					MLT 2723	
MLT 2935 Clinical Practicum III (5 hrs)						MLT 2935
MLT 2711 MLT Seminar (1 hr)						MLT 2711
<b>APPROVED ELECTIVES:</b>						
ENG 1123 English Comp II (3 hrs)						
CSC 1123 Computer Apps (3 hrs)						
Art or Music Appreciation (3hrs)						
ENG World or English Lit (3hrs)						
MFL Spanish or French (3hrs)						
MAT Calculus/Trig/Stats (3hrs)						
HIS World Civ I/II (3hrs)						
SOC 2113 Intro to Sociology I (3 hrs)						
PSY 1513 Gen Psychology (3 hrs)						
TAH 1113 Med Terms In Allied Health (3 hrs)						
CHE 1323/1311 Prin of Chemistry II & Lab <b>OR</b> CHE1223/1221 General Chem II & Lab (4hrs)						
<b>Total Hours: 80</b>		<b>19</b>	<b>18</b>	<b>17</b>	<b>14</b>	<b>12</b>
<b>Advisor Initials:</b>						
<b>Date:</b>						

## Medical Laboratory Technology/Clinical Laboratory Technician

An Associate in Applied Science degree will be awarded upon completion of not less than eighty hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements. Rev. 19

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## **Section 6.0**

### **MEDICAL LABORATORY TECHNOLOGY (MLT) CURRICULUM**

#### **MLT 1112. FUNDAMENTALS OF MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY.**

Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced.

(1-hour lecture, 2 hours lab)

#### **MLT 1212. URINALYSIS/BODY FLUIDS.**

Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to disease states.

(1-hour lecture, 2 hours lab)

#### **MLT 1313. HEMATOLOGY I.**

A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling.

(2 hours lecture, 2 hours lab)

#### **MLT 1324. HEMATOLOGY II.**

The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy.

Prerequisites: Hematology I

(MLT 1313) (2 hours lecture, 4 hours lab)

#### **MLT 1413. IMMUNOLOGY/SEROLOGY.**

Basic principles of serology/immunology; theory and performance of routine serology tests.

(2 hours lecture, 2 hours lab)

#### **MLT 1515. CLINICAL CHEMISTRY.**

Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids for aiding in diagnosis of disease processes.

Prerequisite: Approved Chemistry Elective. (3 hours lecture, 4 hours lab)

**MLT 2424. IMMUNOHEMATOLOGY.**

Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, identification, and investigation of hemolytic disease of the newborn.

Prerequisite: Immunology/Serology (MLT 1413).

(2 hours lecture, 4 hours lab)

**MLT 2522. PATHOGENIC MICROBIOLOGY I.**

Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical importance are emphasized in this course. This course covers the morphology, physiology, life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included.

(1-hour lecture, 2 hours lab)

**MLT 2614. PATHOGENIC MICROBIOLOGY II.**

Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course.

Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotics and other drugs. Prerequisite: BIO 2923/2921 Microbiology.

(2 hours lecture, 4 hours lab)

**MLT 2916, MLT 2925, MLT 2935. CLINICAL PRACTICE I, II, III.**

This course includes clinical practice and didactic instruction in a clinical affiliate and/or comparable simulated environment. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. Prerequisites: MLT core courses.

(18 semester hours; 24 weeks clinical)

**MLT 2723. Certification Fundamentals for Medical Laboratory Technology.**

This course is an in-depth study and review of material covered in the MLT curriculum. It is designed to prepare the student for the national certifying exams.

Prerequisite: MLT core courses

(Lecture 3 hours)

**MLT 2711. MLT Seminar.**

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. It is designed to facilitate activities incorporated in student and professional organizations and to allow students to select and present a case study.

**Section 7.0**

**General Health Science Policies**

## **Section 7.1**

### **HEALTH SCIENCES SUBSTANCE ABUSE OR MISUSE POLICY**

#### **I. PURPOSE AND GOALS**

Mississippi Delta Community College (“MDCC”) and its Health Sciences Department recognize that substance abuse is a significant public health problem in the United States, and that drug overdose is now a leading cause of death among Americans under 50 years of age. Abuse and misuse poses health risks, potential legal violations, and affects many individuals, including health care providers and patients.

Abuse or misuse may affect the ability of a health care provider to deliver safe, high-quality care. This policy promotes and assists the student’s ability to maintain personal and professional integrity and facilitates the student’s success both clinically and didactically. This policy promotes a healthy learning environment for the student. In the clinical and laboratory setting, this policy enhances patient safety and meets the mandated clinical requirements set forth by the clinical facilities utilized by MDCC.

It is the goal of MDCC to maintain an environment that is free from the abuse or misuse of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and/or clinical settings. It is our belief that a substance/drug free environment benefits the students and employees of MDCC as well as the surrounding community. MDCC Health Sciences will not tolerate abuse or misuse of drugs or alcohol while on any MDCC campus or clinical affiliate or as a student of any MDCC Health Sciences program.

#### **II. PROGRAM ENTRANCE AND OTHER REQUIREMENTS**

A satisfactory substance screen is required for admission, readmission, and/or progression in MDCC’s Health Science programs. All testing or screening will be done by certified laboratories who maintain normal chain of custody requirements. Substance screen results must meet all MDCC affiliated clinical agency requirements, and this issue may not be altered or changed by this policy. If a clinical requirement of a provider conflicts with this policy, the clinical agreement shall control.

Substance testing procedures will be carried out under the direction of the Dean of Health Sciences utilizing the college’s designated testing agency. Testing will generally be done by hair or urine, but MDCC reserves the right to use blood testing if the circumstances warrant such testing if deemed necessary by the Dean of Health Sciences in consultation with the collecting/testing agency.

Testing results are submitted directly to the Dean of Health Sciences. Substance test results for the College of Health Sciences will be securely maintained under the supervision of the Dean of Health Sciences.

### **III. TESTING REQUIREMENTS**

To insure a drug-free workplace and learning environment, MDCC's College of Health Sciences' students are required to submit to substance testing prior to program admission, randomly each semester, and for reasonable cause. Pre-admission substance screening is required for all students admitted to the Health Science Programs. Random and/or group substance screening will take place each semester. Any person in the role of a student in a Health Science Program who exhibits symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a substance and/or alcohol screening performed immediately.

Faculty members, Program Directors, and the Dean of Health Sciences will consult to determine if there is reasonable suspicion of student impairment due to drug or alcohol use (including over-the-counter or prescribed medications) based upon but not limited to: unusual or aberrant behavior or patterns of abnormal or erratic behavior; physical symptoms of impairment; arrest or conviction of a drug or alcohol related offense; evidence of drug tampering, drug diversion, or misappropriation; direct observation of drug use or discrepant drug counts; alterations in student clinical, laboratory, fieldwork, and/or didactic performance; school, clinical, or work-related injury or illness; observation of poor judgement or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment. If tested due to suspicion, the student may be suspended pending test results and the student's demonstrated behavior and condition. Refusal by a student to participate in a substance screening is in violation of this policy and will result in dismissal.

All substance screening will be done in a manner to assure verification of an accurate specimen. Collection and testing will be performed by an authorized substance testing agency/laboratory designated by the MDCC Dean of Health Sciences. All students who are tested must be witnessed by an approved MDCC employee or a staff member of MDCC's designated collecting agency. Test results from an outside vendor will not be accepted, except as stated below during any appeal process. If the collected specimen does not meet the necessary testing standards of the collecting agency, the student may be subject to re-collection.

If any student(s) is caught falsifying a specimen or in possession of a falsified specimen, that individual(s) will be immediately re-tested and be subject to disciplinary action by MDCC and the College of Health Sciences. If a student does not report or

refuses substance testing at the designated time, or leaves the testing area without giving a specimen, the test will be considered positive and the student will be dismissed immediately from the program.

#### **IV. DUTY TO DISCLOSE**

All prescription or other medications taken regularly or as needed should be listed on the student Health Assessment Form. Students are responsible for updating their student Health Assessment record as medications change or are added.

#### **V. TEST RESULTS**

All testing will be done by certified laboratories. While MDCC reserves the right to use blood testing, the testing done pursuant to this policy will generally be done by hair or urine testing. If blood testing is used, it will be used in conjunction with a reasonable suspicion analysis and two separate blood samples will be taken and tested before any positive result is reported.

For hair testing, at the time of collection, two separate hair collections for each student will occur subject to customary chain of custody requirements. If the initial screening of the first sample shows a negative result, the test will be reported as negative. If the initial screening of the first sample shows a positive result, the same sample will be confirmed by Gas or Liquid Chromatography and Mass Spectrometry (“GC/LC-MS”) testing. If that confirmation process shows a negative result, the result will be reported as negative.

If the confirmation process of the first hair specimen shows positive, the student may challenge the result by having the collected, second sample tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student’s cost. The request for the second sample specimen testing must be made in writing within twenty four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO’s actions stated below. A copy of the submission of payment within 5 business days must be submitted to the program director (U.S. mail, whether first class, certified, or otherwise, or FedEx, UPS, wire, or the exact transmittal.). If either of the results of the initial or confirmation testing of the second sample show negative, the test will be reported as negative. If both the initial and confirmation screenings for the second sample show positive, then a positive result will be reported, subject to the Medical Review Officer’s (“MRO”) actions stated below.



For urine testing, a specimen will be collected by split specimen, and placed into two bottles by the collecting agency, bottle A and bottle B, which is sent to a certified lab by proper chain of custody. If the testing of the specimen in Bottle A yields a negative result, the test will be reported as negative. If the testing of the specimen in Bottle A shows a positive, confirmed result, the student may challenge that result by having Bottle B tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student's cost. The request to test the Bottle B specimen must be made in writing within twenty four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO's actions stated below. A copy of the submission of payment within 5 business days must be submitted to the program director (U.S. mail, whether first class, certified, or otherwise, or FedEx, UPS, wire, or the exact transmittal.)

If a student is confirmed positive by the certified laboratory, the MRO from the testing laboratory will contact the student to request verification/documentation of any controlled or prescribed drug. The MRO will make multiple attempts to contact the student. Failure of the student to respond to the MRO will result in a positive drug screen result. The MRO will review the information provided by the student. If the information provided to the MRO satisfies the requirements to report a negative drug screen, the MRO will issue a negative drug screen result.

Students with prescriptions must provide to the MRO acceptable documentation of prescriptions within 24 hours after notification of a positive test result. If the information provided by the student to the MRO does NOT satisfy the requirements to report as a negative drug screen, the MRO will issue a confirmed positive drug screen result.

## **VI. POSITIVE TEST RESULTS AND DISCIPLINARY ACTION**

Students who test positive—as reported by the MRO/testing agency or laboratory—will be immediately removed from all clinical, lab, and hands on activities or sessions. The student will be allowed to attend classroom lectures only, subject to the appeal procedures stated below. This includes positive tests reported to the College by an MRO or testing agency for employment purposes, law enforcement purposes, or school purposes. Nothing in this policy shall prohibit reporting of positive test results as required or allowed by law, subject to the Family Educational and Privacy Rights Act (“FERPA”). Prior to any report being made, an individual assessment of the facts and circumstances must be made regarding the specific student at issue.

Students who wish to file an appeal of a positive drug testing result must do so within forty eight (48) hours of MDCC receiving the positive result. The appeal must be in writing and must be hand-delivered to the Dean of Health Sciences. The student's

appeal will be heard within three (3) working/business days of the receipt of the appeal by the Dean. MDCC will create an appeal committee, chaired by the Dean of Health Sciences, to hear the appeal. The members of said committee will be knowledgeable of this policy and have no direct involvement or relationship with the student. This is the sole and exclusive appeal remedy for any Health Sciences student.

The appeal committee will not be bound by any formal rules of evidence or law and will use its best judgment, in its discretion, to receive evidence, information, and testimony during any appeal hearing. The committee shall have the authority to limit the time of and information received during any hearing. The committee shall have the authority to accept the positive result, not accept the positive result if the facts and circumstances warrant a rejection in the committee's discretion, or make any remedy it believes is necessary based on the information presented during the hearing.

The student will be allowed to present any information the student believes to be relevant, subject to the above limitations as established by the committee. The student will be allowed to have one advisor present during the hearing; however, the student should be aware that it is unlikely MDCC will have legal counsel present during the hearing. The committee will want to hear from the student (not the advisor), and the committee has the discretion to limit the involvement of the advisor during any hearing. There will be no exceptions made to the rule of only one advisor per student during any hearing.

The committee will hear the information presented during the hearing and any other information it considers relevant and render a decision to the student within twenty four (24) hours of the conclusion of the hearing. The committee's decision will be final, subject to an appeal directly to the College President. Any appeal to the College President must be made in writing and within twenty four (24) hours of the committee providing notice of its decision to the student. The appeal to the President will be solely in writing, and the President will render a decision within forty eight (48) hours of receiving the student's appeal. The student must also copy the committee chairperson on any appeal. The failure by the student to meet any of these timelines will result in dismissal of the appeal.

Any missed clinical, lab, or hands on work or assignments during the appeal process shall not be the liability or responsibility of MDCC. Further, MDCC shall not—and cannot—alter any clinical or laboratory requirements because of or due to any appeal.

Students who are dismissed due to a positive drug screen will be given an opportunity to meet with the Program Director and the Dean of Health Sciences for possible consideration of readmission the following year. The student may be considered

for probationary re-admission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. Once completed, the student is then eligible to be considered for re-admission into the Health Science program.

Any student being considered for re-admission into a Health Science program will be considered on an individual basis. Space must be available in the class and no precedent will be established based on any individual decision. At the discretion of the Dean of Health Sciences with the recommendation of the Admission Committee, a student requesting re-admission to a Health Science program may be required to take a challenge exam to assess placement. It may be necessary that courses be repeated. If probationary re-admittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense. The re-admitted student must meet and follow all policies of re-admission as outlined by the program.

I, \_\_\_\_\_, have read, understand, and shall abide by the substance abuse and misuse policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility or testing agency to release lab results to Mississippi Delta Community College.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian  
(If Under 18 Years of Age)

\_\_\_\_\_  
Date

## MEDICAL CANNABIS POLICY

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and clinical settings. The College of Health Sciences has a zero tolerance of illegal substance use/abuse and misuse of legal substances.

Mississippi Medical Cannabis (Marijuana) Act allows for the controlled use of medical cannabis in the State of Mississippi. Thus, Mississippi citizens may legally obtain a medical cannabis (marijuana) ID card from the Mississippi Department of Health.

Despite the passage of this legislation, the College will continue to schedule drug screens by department/ program as outlined in the MDCC Health Sciences Substance Use Policy.

1. If the student is taking a prescribed substance, they are required to disclose the prescription information on the Health Sciences' Health Assessment Exam Form. The student must notify and provide written proof of any medications which may affect behavior to the program director.
2. Students subsequently must also provide written documentation from their licensed health care provider to the drug testing agency that performed the screen indicating there is a medical necessity for the medication within two business days of notification.
3. Failure to submit appropriate documentation from a licensed health care provider for medical necessity for the medication will result in the test being considered a "positive" result.
4. Despite a medical necessity for taking Medical Cannabis (Marijuana), the student may not be able to participate in class/lab/clinical/internships/externships/fieldwork experiences if:
  - a. This medication impairs the student's ability to appropriately function and meet the physical and cognitive functioning required for the safety of the student, classmates, faculty, and/or patients. This determination may be made by MDCC employees and/or clinical site if impairment is observed or suspected.
  - b. If impairment is suspected per MDCC Substance Use Policy: *Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. If tested due to suspicion, the student will be suspended pending test results. If a student does not report or refuses substance testing at the designated time, or leaves the testing area without giving a specimen, the test will be*

*considered as a positive test and the student will be dismissed immediately from the program.*

- c. If the clinical facility does not permit students with a legal medical cannabis (marijuana) ID card to participate in clinical experiences at their particular location, the student will not be able to complete the required clinical contact hour requirements. There will be no accommodations made to ensure a student is placed at a clinical affiliate due to prescription use of this substance.
5. A decision regarding the student's ability to participate in clinical/internship/fieldwork experiences will be made at the program level utilizing each department's/program's current student review process.
6. Students are able to request a medical leave of absence if they believe that a medication condition and its subsequent treatments would prohibit them from appropriately functioning in their role as a student and/or health care provider.

By Mississippi's Medical Marijuana Law Statutory exemptions include:

1. This Law shall not: require any employer to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis;
2. This Law shall not: prohibit or limit the ability of any employer from establishing or enforcing a drug testing policy;
3. Authorized individuals can impose civil, criminal, or other penalties for individuals engaging in the following while under the influence of medical marijuana: Acting with negligence, gross negligence, recklessness, in breach of any applicable professional or occupational standard of care, or to the effect an intentional wrong as a result, in whole or in part, of that individual's medical use of medical cannabis

MDCC will follow the clinical affiliations' guidelines and the MDCC Substance Use Policy at all times.

I, \_\_\_\_\_, have read and understand the Medical Cannabis policy of Mississippi Delta Community College. I grant permission for substance testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a substance profile.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (if under age of 18)

\_\_\_\_\_  
Date

## **Section 7.2**

# **DIVISION OF HEALTH SCIENCES POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK**

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility. All MDCC Health Science programs are required to meet clinical facility and state requirements for criminal background check.

In pursuant to Section 37-29-232 of the Mississippi code of 1972 and Section 43-11-13 of the Mississippi Code of 1972, all Health Science students must submit to a fingerprint background check prior to admission and/or any clinical activity. Each student must receive a “clear or acceptable” criminal background check in order to be fully admitted and progress in a MDCC Health Science program.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

The background check is conducted by submitting fingerprints from MDCC’s College of Health Science office to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check **MUST** be completed before admission to a Health Science program or prior to clinical experiences, as defined by the program. Students with a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program chair/director. If the background clearance expires during a student’s program of study, the student must undergo the background check again. It is the responsibility of the student to immediately report any allegations or charges of misdemeanor(s) or felony(s) that occur after the criminal background check has been originally submitted.

Students may be required to repeat the background record check based on clinical agency requirements, changes in the Mississippi law, rules or regulations, or any suspicion of

criminal behavior. Students admitted to Health Science Programs may also need to complete additional paperwork and pay additional fees related to the background check requirement. Some agencies may also require additional background checks to comply with specific clinical agency contracts, which may include criminal record checks, credit checks, driving history checks, and license checks.

No disqualifying events: If the background check report returns as “no disqualifying events”, the student will be issued a notarized clearance letter from the Dean of Health Sciences that is good for two years, as long as the student is continuously enrolled. These letters are to be used for school purposes only.

May have a disqualifying event: If the student’s report is returned as “may have a disqualifying event”, the student is required to bring the RAP sheet and any supporting documentation to the program Chair/Director for admission/continuation decision. The following will be taken into consideration: the type and seriousness of the event, extenuation circumstances surrounding the event, the age at which the event occurred, if the event was isolated, or repetitive, length of time since the event, and accuracy of any additional documentation/information provided by the student. A copy of the RAP sheet will be maintained in a sealed envelope in the student’s record. The student should maintain the original copy.

If the student disagrees with the program director’s decision the student has the right to request an appeal. Students who wish to file an appeal must do so within forty-eight (48) hours. The appeal must be in writing to the Dean of Health Sciences. The student’s appeal will be heard within three (3) working/business days of the receipt of the appeal. MDCC will create an appeal committee, chaired by the Dean of Health Sciences. The members of said committee will be knowledgeable of this policy and have no direct involvement or relationship with the student. This is the sole and exclusive appeal remedy for any Health Sciences student.

The appeal committee will not be bound by any formal rules of evidence or law and will use its best judgment, in its discretion, to receive evidence, information, and testimony during any appeal hearing. The committee shall have the authority to limit the time of and information received during any hearing. The committee shall have the authority to accept the decision of the program director or not accept based on facts and circumstances warranting a rejection, or make any remedy it believes is necessary based on the information presented during the hearing.

A healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. Students with RAP sheets must meet with the clinical agency, for determination of clinical participation. It is the student’s responsibility to schedule the meeting with the clinical



site(s) prior to clinical rotation. Students must be able to attend clinical agency sites in order to meet the requirements of their specific Health Science Program. Therefore, if a student is barred from any clinical agency, they will lose the ability to progress in a program and will not be eligible to continue.

In addition to educational requirements licensure and certification boards may require a criminal background check or background check compliance statement prior to licensure/certification exam testing, and at their discretion, may deny any application to sit for the exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process.

*Procedure for Background Record Check:*

1. Students will register for a time to be fingerprinted by the Health Science Office Coordinator or Associate Degree Nursing (ADN) Administrative Assistant during their Health Science/ADN New Student Orientation. Fingerprinting will be conducted in the Allied Health or Horton Buildings as determined by the Program Director/Chair. Failure to attend assigned time may deter a student's admission into a program. Students WILL NOT be fingerprinted without an assigned time.
2. Student will be giving at orientation and must complete the Criminal History Background Application Information form prior to assigned fingerprinting time.
3. At the assigned time of fingerprinting, the student MUST bring a photo ID (driver's license or passport).

### **Section 7.3**

## **HEALTH SCIENCE DIVISION Confidentiality Guidelines**

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information will be provided to students on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers. Each student will complete the online learning modules specific to the appropriate field of study. HIPAA guidelines apply to all MDCC students and will be strictly enforced by the college and clinical agencies.

All patient medical and financial records, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to the student's learning requirements. Under HIPAA regulations, you can only discuss patient information if it is directly related to treatment, and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the client's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality violates the Code of Ethics Policy and thus may be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by these guidelines.

AGREEMENT TO MAINTAIN CONFIDENTIALITY GUIDELINES

I acknowledge that I have been instructed on the guidelines regarding patient protected health information and the HIPAA guidelines as it relates to healthcare workers.

I agree to abide by the confidentiality guidelines. I understand that in meeting the requirements of my education I will have access to protected health information. I understand I must maintain confidentiality of this information unless it relates to the performance of my assigned responsibilities.

I understand that health care agencies may require additional instructions on specific HIPAA policies and matters of confidentiality as it relates to their agency.

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Student Signature

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Witness Signature

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Date

## **Section 7.4**

# **HEALTH SCIENCE PROGRAMS BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES**

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be handling blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for you and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is required that you be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

## **PREGNANT HEALTH SCIENCE STUDENTS**

Pregnant health science students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, if during pregnancy a student becomes infected with HIV, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

## **HIV-POSITIVE STUDENTS**

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have defective immunity, are at risk of

- acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate college officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. Training includes but not limited to:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

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Student's Signature Date

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Instructor's Signature Date

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Parent/Guardian Signature (STUDENTS UNDER 18) Date

MUST BE NOTARIZED

## **VACCINE MANDATES AND CLINICAL FACILITIES**

### COVID Vaccination

The CMS Nov 4, 2021 rule requiring covid vaccination was lifted as of August 4, 2023. However, state and/or local requirements remain in place, these local mandates may have an impact on healthcare professionals' vaccination, separate from CMS' requirements. Clinical facilities used by Mississippi Delta Community College's College of Health Sciences for the clinical portion may require Covid vaccination, this applies to all students and clinical faculty. If requested MDCC's College of Health Sciences programs must provide a repository of Proof of Vaccination for all students and faculty accessing clinical facilities. Clinical facilities will have policies and provide a mechanism for students and faculty to file exemption request. It is the sole discretion of the clinical facility on the acceptance or rejection of the requested exemption.

Fully vaccinated will be defined using current CDC guidelines  
<https://www.cdc.gov/vaccines/covid-19/clinical-considerations/interim-considerations-us.html#covid-vaccines> .

MDCC's College of Health Sciences programs have different clinical schedules. Students must check with their program faculty to determine the dates to comply with vaccine mandates. Those who are requesting an exemption must submit their request to the clinical facility and be informed of the decision before they can attend clinical. Proof of COVID vaccination(s) or an approval of exemption request must be obtained one week before clinical rotation start date (if required by the clinical site).

Mississippi Delta Community College is not mandating the COVID vaccinations. However, all Health Science programs require satisfactory completion of the clinical component as outlined in the program's curriculum and handbook. If the clinical facility mandates vaccination and rejects the requested exemption you will not be allowed in their facilities. This will affect your ability to complete the Health Science program. NO accommodations will be made to ensure a student obtains rotations through selective clinical facilities due to unvaccinated status. Therefore, unvaccinated students may not be able to complete clinical course requirements. MDCC will follow clinical facilities' guidelines as it applies to vaccination and vaccination exemptions at all times.

I \_\_\_\_\_ (print name) have read and understand the MDCC Covid-19 Vaccine Mandates and Clinical Facilities statement and understand the how it relates to my clinical experience/ expectations.

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

\_\_\_\_\_  
Date



## **Section 7.5**

# **Medical Laboratory Technology**

## **INFORMED CONSENT**

In health science courses, the possibility of exposure to blood or other body fluids exists. Accepted safety practices for the profession must be followed.

During the year you will be participating in classroom, laboratory, or clinical activities in which learning requires student subjects as part of the training procedures, demonstrations/and or experiments. As part of your learning activities you will be asked to perform specific skills or be asked to be the subject of specific skills practiced by other students.

In addition, laboratory samples are sometimes obtained from hospitalized patients. Though specimens that present a known health hazard (e.g., Hepatitis or HIV positive) will not be acquired for campus laboratory use, specimens have not been tested for disease and should always be handled using "standard precautions". Students in MLT academic and clinical courses will be required to work with live cultures and/or body fluids that have the potential to cause infections under certain circumstances.

Learning activities that use student subjects or otherwise use infectious materials will be conducted under the supervision of the instructor who has been assigned to teach the course.

### **Benefits**

The experiences listed below have been selected because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and, therefore, may result in less effective learning.

### **Risks/Discomforts of Invasive Procedures**

Participation may create some anxiety for you. Some of the procedures may create minor physical discomfort. Specific risks/discomforts are listed.

## Your Rights

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear.

Learning activities	Specific Benefits	Specific Risks/Discomforts
1. Venipuncture using both syringe and vacutainer	Student gains experience prior to performing actual procedure on patients in clinical setting.	Possibility of hematoma with venipuncture, slight temporary pain with puncture
2. Capillary puncture using finger	Student gains experience prior to performing actual procedure on patients in clinical setting.	Minimal possibility of infection when area is kept clean, slight temporary pain with puncture
3. Bleeding time	Student develops: <ol style="list-style-type: none"> <li>proficiency in skills</li> <li>confidence</li> <li>ability to communicate appropriately with patient</li> </ol>	Minimal possibility of infection when area is kept clean, slight temporary pain with puncture
4. Laboratory test procedures on specimens from patients	Student performs test procedures that cannot otherwise simulated	Usual risk of infection associated with bloodborne pathogens
5. Culture and susceptibility tests on live microorganisms	Student performs test procedures that cannot otherwise simulated	Usual risk of infection associated with live pathogens

## **Section 7.6**

### **Health Sciences LATEX ALLERGY POLICY**

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching, nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program advisor the first week of the school term. If allergic condition develops while in the program the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. **No additional accommodations for latex allergy are available.**

## Section 7.7

# Health Sciences

## SOCIAL NETWORKING (MEDIA) POLICY

***Social media*** includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications --ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post.

**For all Health Science students and employees, all social media postings must be made with the program, division, state and national Code of Conduct, Professional Behavior, Professional Ethics and Confidentiality, and Safe/Unsafe Clinical/Practicum policies in mind that are outlined in the program specific student and/or faculty handbook.** Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action that may include placement on probation, failure in a course and/or dismissal. Therefore, think carefully

before you post any information on a website or application, and consider your goals in participating. The following best practices are encouraged:

You are personally responsible for the content you publish:

- Do NOT post the personal information or photograph of any patient/client at clinical sites. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do NOT represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do NOT share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval.
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do NOT post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do NOT post copyrighted content.
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.
- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.
- As a rule faculty should not extend or accept a "Friend" or "Follow" request from current students. This may result in the appearance of favoritism.
- Faculty/staff can NOT post any information concerning a current or past student's progress, board pass rate or other personal information. Faculty should not use social media to contact students regarding assignments, grades, classroom participation, remediation, or anything related to school activities. This is to ensure the security of the communication between student and instructor in accordance with the FERPA privacy act.

### Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may NOT represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

### Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

- Make sure posts are relevant and accurate.
- Do not display vulgar language.
- When commenting on other individual's posts refrain from posting potentially inflammatory or unflattering material.

### Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for other's privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.
- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors or other unverified information. Not everything posted on social media is true.

### Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

### Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your posts including future and/or current employers.

## **Section 7.71**

### **AGREEMENT FOR USE OF PHOTO, VIDEO, AUDIO, AND/OR INTERVIEW**

I authorize and grant permission to Mississippi Delta Community College (the “College”) and/or others acting with authority from the College the right to record, photograph, publish, stream live, broadcast, distribute, exhibit, digitize, copyright, license, transfer, reproduce, edit, or otherwise use my name, image, likeness, biographical information, voice, video, photograph, interview and/or performance, including adaptations and derivative works thereof, in any and all media now known or hereafter developed (including without limitation print, television, radio, electronic media, publications, websites, internet streaming and downloading, social media, and other digital transmission methods) for any and all purposes at the College’s sole discretion (including without limitation news, informational, educational, trade, advertising and promotional purposes) throughout the world and in perpetuity.

I hereby release and discharge the College, its trustees, administrators, employees, and affiliates from any and all claims, actions, suits, or demands of any kind or nature whatsoever arising out of or in connection with any use hereunder, including without limitation any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity and/or copyright.

I hereby waive any right of inspection or approval, and I have no right or claim to any royalty, payment, or other compensation arising out of or in connection with any use hereunder.

I hereby agree that the College is not obligated to utilize any of the rights granted in this Agreement, and all such rights herein extend and apply to the College and its affiliates.

This Agreement shall be governed by the laws of the State of Mississippi without regard to its principles of conflicts of laws and shall be binding on me, my heirs, successors, and legal representatives.

I have read and understood the foregoing, and I am over the age of 18 (and, if I am not, this Agreement has been signed by my parent or legal guardian). This Agreement expresses the complete understanding of the parties.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

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#### **PARENT/GUARDIAN CONSENT [INCLUDE IF THE PERSON IS UNDER 18]**

I am the parent or guardian of the minor named below. I have the legal right to consent to and hereby do consent and agree to the terms and conditions of this Agreement.

Minor’s Name: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_

## **Section 7.8**

### **Consensual Relationships Policy**

MDCC may restrict consensual relationships between employees and students, and between employees.

- All college employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not any real authority over the students exists. Therefore, situations that may present the appearance of a consensual romantic or sexual relationship between a college employee and any student of the college should be avoided.
- No college employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the college.
- No college employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the college, in the case of a student, or termination, in the case of an employee. Due process for *employees* will be followed according to sections 4.1.M and 4.1.N in the MDCC Policies & Procedures Manual. Due process for *students* will be followed according to the disciplinary process for students in the MDCC College Catalog.

This policy shall not apply to students, faculty, or staff who are married to each other.

For purpose of this policy and procedure, the following terms are defined:

- **Employee**: An employee is any person employed by MDCC as a faculty or staff member, whether full-time or part-time. For purposes of this policy and procedure, adjunct instructors are considered employees of the college.
- **Student**: A student is any person enrolled full-time or part-time in any instructional program at MDCC.
- **Consensual relationship**: A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.



## **Section 7.9**

### **Release of Information Policy**

Students in the MDCC MLT program are required to perform a clinical rotation at a local, affiliated hospital. Due to the nature of healthcare, some personal information of the students such as their name, address, or other information must be released to the clinical site/healthcare facility for purposes of clinical assignments and/or employment. If the student at any time chooses to withdraw from the MLT program, their name will no longer be made available to the clinical site/healthcare facility.

## **Section 8.0**

### **ADVANCED PLACEMENT**

The Medical Laboratory Technology Program at Mississippi Delta Community College offers an option for successful completers of the MDCC Phlebotomy Program to apply for early enrollment into the MLT Program. Students successfully completing the MDCC Phlebotomy program (PBT 1113 and PBT 1123) that have been selected into the Medical Laboratory Technology program may waive enrollment in MLT 1112 Fundamentals of Medical Laboratory/Phlebotomy and join the current MLT Freshmen.

#### **Eligibility**

- ACT score of 16 or above
- Taken an entrance exam
- Have no more than 11 hours of required academic courses to complete\*
- Acceptable criminal background check, as required by Mississippi State Law
- Satisfactory pre-admission physical exam and drug screen
- Applicants into the MLT Accelerated Track are subject to the admission requirements as listed under "Requirements for Admission."

\*PBT graduates applying for the Accelerated Track admission into the Spring term can only lack 11 hours of other non-MLT courses. PBT graduates applying for admission into the Fall term will be evaluated with incoming freshmen and will be allowed to forgo the Fundamentals of MLT course (MLT 1112).

The program director is responsible for evaluating transfer and advanced placement credit.

College policies concerning advanced placement in the academic division are stated in the College Catalog. Students applying for the MLT program who have earned credits by transfer, exam, or evaluation which are equivalent to the entire first year of the program would be placed into the second year courses on a space-available basis.

## **Section 9.0**

### **Didactic (Classroom/Campus Lab) Policies for MLT**

## **Section 9.1**

### **CLASS ATTENDANCE**

Full time attendance is required in both academic classes and clinical experience. Exceptions to these circumstances must be made prior to entering the program. Students are expected to prepare and attend all learning activities. Regular attendance is a significant factor that promotes success in college work. Specific attendance policies for technical courses are listed in course syllabi. Numbers of cuts allowed in each class are published in the College Catalog. For MLT classes, absences are recorded for laboratory also. Therefore, if you miss lecture and laboratory on the same day, that is recorded as two absences.

Habitual absences, tardiness and immature behavior are disruptive to the educational process and place an unfair burden on faculty and fellow students. Learning activities are carefully planned for the student's benefit. As a matter of respect to fellow students and instructors, please be on time for all classes. Tardiness, especially after laboratory directions have been given, may constitute dismissal from that particular class and make-up conditions will then go into effect. If you miss a scheduled examination, you are allowed to make it up according to college policy. A grade of "0" will be given if no make-up is allowed. At the discretion of the program director and course instructor, extended or frequent absences may result in the student's dismissal from the course or special contingencies placed in the student's continuation in the course and/or the MLT program. Absences and tardiness may result in the deduction of points from the student's final grade as stated in the MLT course syllabi. You are expected to check with the instructor about missed assignments, tests, and class work. Obtain class notes from a reliable classmate.

Always come to class and clinical prepared. This includes bringing the correct text, any assignments, materials for note taking, calculators, and accessories to be used in the lab. You may be dismissed from class or clinical if not prepared. **NO CELL PHONES ON DURING CLINICAL.**

### **TARDINESS**

Promptness for both class and clinical assignments are important. Habitual tardiness will not be tolerated and may result in dismissal. **Three (3) tardies is considered excessive and will be recorded as one absence.**

## **Section 9.2**

# **ASSIGNMENTS, HOMEWORK, PROJECTS**

The instructor reserves the right to penalize the student for negligence or reluctance in completing assignments, homework, projects, etc. This could include but is not limited to:

- deducting grade points for missing deadlines
- grade of "0" for incomplete assignments
- remaining after hours to complete assignments
- probation until complete
- dismissal from class
- dismissal from the program for habitual offenders

### **Section 9.3**

## **RULES OF BEHAVIOR FOR THE MLT CLASSROOM**

1. No cell phone use is allowed in the classroom or the student laboratory. If an emergency occurs that requires the use of a cell phone, the student must step outside the classroom.
2. Small snacks and/or drinks are permissible in the classroom. No large meals should be brought into the classroom during times of instruction. Eating is prohibited inside the student lab.
3. Students entering the classroom greater than 30 minutes late during a test will not be able to begin the test at that time. They will have to schedule a time with the instructor to take that test.
4. Disruptions to the class will not be tolerated. This includes talking, note-passing, and rude and/or inappropriate behavior.
5. Children of students may not be brought to class during times of instruction/laboratory.
6. Any materials that need to be printed by the student should be printed at home or in one of the computer labs on campus. Most handouts that are given to the students are also available online through Canvas.
7. Sleeping in class may result in the receipt of an absence for that class.
8. If absent, it is the student's responsibility to obtain missed work.
9. An excused absence is still recorded as an absence; use your cuts wisely.
10. Calculators cannot be shared during a test or quiz. Cell phones cannot be used as substitutes for calculators during a test or quiz.
11. Take care of business before entering classroom or lab.
12. Only writing utensils and calculators are permitted at your desk during testing (written quizzes, exams, and lab practicals). All other materials: backpacks, purses, notes/notebooks, cell phones, etc. are to be left in your vehicle or stored in a designated area in the classroom or lab.

**A successful student attends class regularly, takes notes, participates in classroom instruction, completes assignments and knows when to ask for help.**

## **Section 9.4**

# **HEALTH and SAFETY**

The school is interested in not only your health when you are first enrolled, but also in your continued good health. Prior to admission you completed a student health form. The MLT program makes every effort to protect students by maintaining a safe working environment on campus and at clinical affiliates. You will be taught and expected to practice good patient contact procedures. Due to the nature of the medical laboratory profession, you will come in contact with potentially infectious patient specimens. The Occupational Safety and Health Administration (OSHA) issued a standard that is designed to substantially reduce the risk of contracting a blood borne disease. You will be taught the correct methods of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease for you or for your fellow workers. Habitual disregard for safety will result in dismissal.

After instruction in safety precautions, the student assumes the risk for infection due to their own actions in the laboratory or to the inherent risk involved due to the nature of the profession.

If injury occurs in the classroom or student laboratory, the accident must be reported to the instructor and an incident report completed. Minor accidents will be treated with customary first aid procedures. If additional attention is needed, the policies published in the “Master Plan for Campus Safety” will be followed. Help may be obtained by calling 911, Campus Police, or Dean of Students Office. The student is financially responsible for any emergency care provided by a physician or healthcare facility.

Students are required to attend an orientation at the hospital in which safety will be discussed. Personal protective equipment will be provided for students by MDCC and the clinical affiliates. Students are expected to purchase disposable Lab Coats for use on campus student labs. Students are expected to abide by all hospital safety regulations.

## **PREGNANCY**

**It is the option of the student to notify the instructor that she is pregnant** for her own safety.

The pregnant student will be expected to meet all assignments and perform all duties required.

No exceptions will be made due to pregnancy.

## **DISABILITY**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990m MDCC endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for those students who are disabled. If you are disabled you should discuss this with the MLT faculty or the Counseling and Disability Support Services Coordinator (662.246.6361 or ADAcompliance@msdelta.edu) at the beginning of the semester. Campus resources are available for all students with special needs. If no disability is declared, the student will be expected to perform at the standard expected of all students in the program.

## **COMMUNICABLE DISEASE POLICY**

Since exposure to disease is inherent to performance of laboratory testing, it is required that students strictly adhere to established safety practices. Before handling laboratory specimens, students should begin the series of vaccinations against Hepatitis B virus. A signed declination statement is required if one chooses not to receive the vaccine. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

In the event that a student leaves the program due to exposure to a communicable disease, the student's position within the program will not be jeopardized. The point at which the student may resume their education will be determined by the program director and based in part on the month the student leaves the program.

## **COVID-19**

Although the pandemic was ended recently, the following rules apply to the COVID-19 virus.

1. Students will be assigned desks and lab stations, and will be required to properly clean and sanitize their lab station prior to leaving when lab is over.
2. Hand sanitizing stations will be set up throughout the building and classrooms for convenient, timely use.
3. Students who feel ill or think they may have been directly exposed to someone with an active COVID-19 infection should NOT report to campus. The student

should contact their instructor as soon as possible to alert them and create a plan for any missed class or laboratory sessions.

4. Students who become ill with COVID-19 will be required to isolate themselves at home away from the classroom for the time period required by the CDC during that current time. However, all course material will be made available on Canvas for students to view/download. Accommodations will be made as much as possible for students to catch up when they return to class.
5. If the situation with the COVID-19 virus changes, guidelines may have to be adjusted. Please check your Canvas frequently for communications from your instructor and/or campus administration.

### **Restricted Laboratory Access**

Due to the possible presence of potential biohazardous materials, the laboratory must be considered “off-limits” to non-MDCC persons, such as students’ roommates, family members, the public at large, etc. The door to the laboratory will be kept locked except during times when a faculty member or their designee is present. Non-laboratory persons must be escorted by an MDCC faculty member or their designee when in the laboratory. Exceptions to this policy include other Health Science and MDCC faculty or staff and their supervised students as well as MDCC custodial personnel. Other exceptions to this policy are at the discretion of Program faculty. At no time are individuals below the age of 18 allowed to be in the laboratory unsupervised.

### **EMERGENCY INSTRUCTIONS**

Mississippi Delta Community College has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. To reach the MDCC Police Department dial 8011 from any campus phone or 246-8011 from any cell phone, pay phone, or off campus. See Emergency Instructions in the MDCC college catalog.

### **SERIOUS INJURY OR ILLNESS**

Report the injury/illness to the Dean of Student Services Office (246-6442) or the Campus Police Emergency Line (246-8011).



1. The Dean of Student Services or designated representative will call for emergency medical services and/or transportation to local health care facilities.
2. In case of injury or illness, the Dean of Student Services will notify the involved person's family.
3. All safety precautions should be enforced and injured persons should not be moved until they have been checked.
4. A full report should be given to the Dean of Student Services by the person administering aid to the victim.

## **MISSISSIPPI DELTA COMMUNITY COLLEGE MEDICAL LABORATORY TECHNOLOGY DEPARTMENT SAFETY POLICY**

Despite certain safety hazards the clinical laboratory can be a safe work environment. Each laboratory worker must be responsible, use safe work habits, and observe all safety rules posted or not posted which are required by the instructor or employer. No set of safety rules can cover every situation that might arise. Also, nothing can replace the use of good common sense when working with laboratory equipment and chemicals. However, several general rules listed below should always be observed:

1. Refrain from horseplay.
2. Do not eat, drink, smoke, chew gum or apply cosmetics or lip balm in the work area.
3. Wear a long sleeve, disposable, buttoned laboratory coat and closed-toe shoes.
4. Hair should be pinned up or pulled back where it is off the shoulders to prevent contact with infectious material, chemicals, equipment, or flames. Hair should not drape over the student's shoulders or into their face to risk possible contamination.
5. Do not wear chains, bracelets, large rings, or other loose-hanging jewelry. Do not wear extremely long false eyelashes as that may pose a health hazard.
6. Use gloves AT ALL TIMES when handling blood and other body fluids, biological specimens, and hazardous chemicals or reagents.
7. Use standard precautions in handling patient and biological specimens, including, but not limited to, human blood and diagnostic products made from human blood.
8. Clean and disinfect work area with 10% bleach or appropriate disinfecting solution before and after laboratory procedures and at any other time necessary.
9. Wash hands BEFORE and AFTER any laboratory procedures, after removing gloves, and any other time as appropriate.

10. Discard all contaminated materials into an appropriate, labeled biohazard container. A rigid, puncture-proof container must be used for disposal of sharp objects such as needles and lancets.
11. Wear safety glasses, goggles or face shields or use a countertop acrylic shield when working with strong chemicals and whenever splashes are possible.
12. Wipe up spills promptly using the appropriate procedure for the type of spill.
13. Use an appropriate mask or respirator when working with chemicals or other materials that give off dust or fumes.
14. Follow the manufacturers' instructions for operating all equipment.
15. Handle all equipment with care and store properly.
16. Report any broken or frayed electrical cords, exposed electrical wires, or damage to equipment.
17. Do not use bare hands to pick up broken glass; use a broom or brush and a dustpan. Discard into specimen containers for broken glass.
18. Do not allow visitors into the work area of the laboratory unless they are properly attired and have been instructed in patient confidentiality issues and safety precautions.
19. Report any accident immediately to the supervisor or instructor.
20. Absolutely NO PIPETTING by mouth.
21. Use and store microscopes carefully. Use only LENS paper when cleaning glass lens, objectives, condensor lens, etc. Be sure and clean all oil off of the oil immersion lens before storing and return the revolving nosepiece to the low power objective.
22. Plainly label all lab bottles, slides, glassware, etc. When reagents have been used, return them to the proper storage place.
23. Cover all centrifuges when operating. DO NOT OPEN centrifuges before they have completely stopped.
24. Locate and be able to use first aid and safety equipment in the lab.

## **Section 9.5**

# **STUDENT EVALUATION**

Students must demonstrate discernable progress in their chosen program of study. If a student fails one or more designated courses, the student may be dismissed from the program. As per our program policy, a failing grade in any MLT course is cause for dismissal. To be considered for readmission the student must inform the program director in writing of the student's desire to be readmitted into the MLT program. Students seeking readmission to the program are considered on an individual basis according to the readmission policies.

## **DIDACTIC COURSE EVALUATION**

Grading systems and the objectives to be used in each MLT course are included on the course syllabus provided to students at the first meeting for each course. Quizzes, lab practicals, study questions, or any other criteria to be used in grading are marked and returned to the students promptly. Unit tests and examinations are the property of the MLT program and will NOT be returned to the students to keep. Failure to return exams will result in a deduction of 10% of the student's grade.

The didactic courses (courses taught on campus) may include at least four unit tests, assignments, laboratory practicals, daily/pop quizzes, and a final examination. In some courses, rather than a giving a separate laboratory practical, each written test may include some laboratory procedures. Since students require different amounts of time for mastery of technical skills, no separate grade is given for the laboratory component of didactic courses. The student laboratory is regularly available from 8:00 to 3:00 Monday thru Thursday unless otherwise specified, and instructors are regularly available outside of regularly scheduled laboratory time to assist with mastery of laboratory skills. It is the student's responsibility to seek additional help.

**If a student has less than a "C" in any course at mid-term, a conference with the instructor is advised.** Student grades will be posted on Canvas. If a student scores lower than 75% on a major unit test, the student may be asked to complete a test remediation form to help identify and rectify the cause of failure. The Medical Laboratory Technology/Phlebotomy program instructors may not automatically hold midterm progress conferences. However, if a pattern of deficient class, laboratory or clinical practicum performance is noted, a conference between the student and the MLT faculty will be scheduled. If any questions or concerns arise pertaining to your grade do not hesitate to ask instructor or program director.

Canvas can be accessed through the main MDCC web page ([www.msdelta.edu](http://www.msdelta.edu)). Once in Canvas, log-on using your portal ID and password. Choose the course in which you wish to view your progress. Using the course navigator, choose “Grades” to view your grades. This web site will also be utilized to post “Handouts” which may include but are not limited to: Power Points, lecture objectives, lecture outlines, videos, assignments and study guides. Quizzes and tests may also be given through the Canvas platform.

Students who score 75% or lower on any unit test will be required to complete the “Test Remediation and Analysis Form” that can be found in each course syllabus. This form is designed to help students reflect on ways to improve their test preparation skills and inform the instructor of any specific areas in which students need help. The form must be completed and submitted to the instructor within 48 hours of receiving the test grade.

Students are required to maintain a "C" average in both academic and clinical aspects of the program at all times to progress in the program.

## **Section 9.6**

### **PROBATION/DISMISSAL/COUNSELING**

The Mississippi Delta Community College Medical Laboratory Technology program recognizes that a wide range of problems not directly associated with one's school function can have an effect on performance. In most instances, the student will overcome personal problems independently. In other instances, normal counseling will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level. Counseling sessions are confidential.

The MDCC Medical Laboratory Technology Program reserves the right to dismiss a student at any time for any of the following reasons:

1. Inability to maintain satisfactory grades.
2. Failure to develop those qualities considered essential to the ethical practice of Medical Laboratory Technology. (After counseling, if needed.)
3. Infraction of hospital or college rules and policies.
4. Insubordination (deliberately acting in a disrespectful manner toward their instructor/superior or intentionally disobeying a lawful and reasonable order or request)
5. MDCC maintains the highest level of academic integrity. Any student who chooses to compromise this integrity through cheating on coursework, exams, plagiarism, etc. will receive an "F" on the work and/or dismissal with a final grade of "F."

Depending on the severity of the infraction, the student may be given a warning, placed on probation, or dismissed from the program.

Failure to maintain satisfactory grades will result in dismissal from the program in most instances. Re-tests will not be administered on written tests or laboratory practicals. MLT courses are only offered one time per year; therefore, any failure of these courses would result in the student waiting a year to repeat a course.

In some cases, neither the efforts of the student or counseling staff have the desired effect of resolving the student's problems, and unsatisfactory performance persists over a period of time, either constantly or intermittently, despite warnings or probation. Therefore, it is in the interest of the student and the program, to terminate the student from the program after hearings and due process as stated in the MDCC catalog.

## CODE OF CONDUCT/ETHICAL CODE

All Medical Laboratory Technology students and professionals must abide by a Code of Conduct/Professional Behavior (See “Section 2.7”). All students are responsible and accountable for their own actions. Students will be considered for ethical probation and dismissal from the MLT program if evidence indicates violation of the code of conduct.

When a student in the course of their classroom or clinical learning activities demonstrates a pattern of repeated irresponsible and/or unethical behavior, the MLT faculty may recommend to the program director that the student be placed on ethical probation and/or dismissed from the program. Acts constituting misconduct are listed in the section entitled “Articles of Conduct Which Constitute Violation of the Code of Conduct/Ethical Code.”

When a student in the course of their learning activities demonstrates behavior resulting in danger to a patient, other student(s), or didactic and/or clinical faculty, the MLT faculty may recommend to the program director immediate dismissal of the student.

**Ethical Probation** is defined as the period of time designated by the MLT faculty and administration in which the student’s behavior must meet criteria set in the terms of probation in order to remain in the program. The purpose of probation is to redirect student behavior toward the desired ethical conduct. Probation is considered a warning.

**Dismissal** is permanent removal from the MLT program. The purpose of dismissal is to enforce the maximum penalty for violation of the code of conduct/ethical code.

## **Articles of Conduct Constituting Violation of the Code of Conduct/Ethical Code**

### **The student:**

- demonstrates characteristics consistent with the suspected use of mind-altering substances in the college or clinical site.
- demonstrates dishonest behavior in assigned written work, testing, falsification of records or any other aspect of the program of study (may include unauthorized notes, tests, materials, etc.).
- is convicted of any felony.
- demonstrates behavior and/or performance that indicates mental or emotional incompetence that endangers the students' and/or the patient's safety.
- falsifies or alters a patient's record, or any laboratory record.
- performs procedures that are beyond the limit of past or current instruction in the MLT program.
- misappropriates equipment or supplies.
- leaves a clinical assignment without properly advising appropriate personnel.
- violates the confidentiality of information or knowledge concerning a patient.
- takes articles belonging to another person.
- participates in inappropriate social networking related to personal and professional behavior.
- communicates inappropriately with faculty, students, patients, or healthcare providers.
- consistently is absent from class or clinical, or is consistently tardy.
- is insubordinate to instructors or healthcare providers (deliberately acts in a disrespectful manner toward their instructor/superior or intentionally disobeys a lawful and reasonable order or request).
- fails to follow specific rules and guidelines for each MLT course.
- fails to follow guidelines as stated in the MLT Student Handbook.

### **Procedure for Placing Students on Ethical Probation and/or Program Dismissal**

1. A description of the incident(s) will be written by the clinical/classroom instructor, the students, and witnesses (if applicable). If the incident occurs in the clinical setting, an Incident Report may need to be completed and also documented on the student's evaluation.
2. The student will be counseled by the instructor regarding the incident and documentation of the counseling will be made by the instructor. The student will sign a copy of the documentation stating they read the violation of the code of conduct.
3. The MLT instructor will meet with the other instructor/program director to discuss the incident. After review of the documentation, the program director may approve the recommendation of probation or dismissal, and a statement will be



prepared for the student to review and sign. A copy will be given to the student and a copy will be put in the student's file.

4. The student may be required to meet with the Dean of Health Sciences.
5. The student may appeal dismissal in accordance with the Student Complaint Process in the MDCC Catalog/Student Handbook.

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY PROGRAM  
Incident Report**

**Student:** \_\_\_\_\_  
**Instructor:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_  
**Course:** \_\_\_\_\_

**Type of Incident:**

<input type="checkbox"/> Safety Violation	<input type="checkbox"/> Performance	<input type="checkbox"/> Other
<input type="checkbox"/> Physical <input type="checkbox"/> Psychosocial <input type="checkbox"/> Microbiological or Chemical	<input type="checkbox"/> Skills <input type="checkbox"/> Documentation	<input type="checkbox"/> Unprepared for clinical <input type="checkbox"/> Decision making <input type="checkbox"/> Accountability <input type="checkbox"/> Professionalism <input type="checkbox"/> Dishonesty <input type="checkbox"/> Conviction <input type="checkbox"/> Confidentiality <input type="checkbox"/> Theft <input type="checkbox"/> Absenteeism <input type="checkbox"/> Consistent tardiness <input type="checkbox"/> Insubordination <input type="checkbox"/> Other:

**Other questions/related issues:** (check if yes; leave blank if no)

- ☐ Was there any harm to a patient as a result of the incident?  
☐ If so (to above question), was the physician notified?

<b>Description of incident by student:</b>  Signature/Date:
<b>Description of incident by instructor:</b>  Signature/Date:
<b>Description of incident by witness (if applicable):</b>  Signature/Date:

**Recommended action:** ☐ Counseling/Education ☐ Probation ☐ Program Dismissal  
**Describe details of action and/or student referral:**

**Student Response:**

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## **Section 9.7**

# **MLT READMISSION PROCEDURE**

A Medical Laboratory Technology student must maintain a grade of “C” in all MLT, mathematics, and science courses to progress in the program

- I. MDCC policy of readmission to Health Science Programs must be followed and is found in THE MDCC College catalog and MLT handbook in Section 4.0.

## **II. MLT readmission policy:**

- A. To be considered for readmission the student must inform the program director in writing. The written request should include the MLT Assessment Tool for Readmission found in the MLT student handbook.
- B. A student is eligible for readmission **only ONE time**. This applies to courses attempted in any MLT program, whether at MDCC or MLT program at another institution. The only exception to this is
- A student who has a passing grade in the clinical and the classroom setting who is forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission. If reason for withdrawal was health related a health examination form or doctor's release will be required.

The MLT program may consult the Dean of Health Sciences, a counselor, one or more impartial instructors, and clinical affiliate (if applicable) to determine readmission.

- C. Each student will be considered for readmission into the MLT program on an individual basis. Space must be available in the class. No precedent will be set by the decision of the committee.
- D. Students who have been absent from the program for one semester or longer may be required to take a challenge exam/s to assess placement. A minimal score of 75% on challenge exam/s is required. A student may be required to repeat previous MLT course/s. This will be dependent upon length of time since the course was taken, exam score/s, and the changing of content.
- E. Graduation requirements must be met within four years of initial program entrance.
- F. All academic courses must be taken in sequence and prior to clinical rotation.
- G. Clinical rotation must be completed within twelve months of completion of all academic and MLT core courses.
- H. Students who have never been enrolled or withdrawn are given priority for

admission and progression.

III. Students accepted for readmission must follow graduation requirements at time of reentry.

After information is reviewed, every effort is made to readmit students. However, readmission may be denied based on objective data regarding the individual's application.

### **FAILURE OR WITHDRAWAL FROM MLT PROGRAM**

- I. Failure of **one** MLT course or withdrawal from **one** MLT course due to grades, financial, personal or health reasons (Exclusion of Clinical Practicum):
  - A. The freshman student who fails or withdraws from the fall semester must re-apply for admission into the MLT program and be competitively scored as any in-coming applicant. MLT and MDCC readmission policies must be followed. Students who have never been enrolled or withdrawn are given priority.
  - B. The freshman student who fails or withdraws from the spring semester may seek readmission the following year if space is available. MLT and MDCC Readmission policies must be followed.
  - C. The sophomore student who fails or withdraws from fall/spring semester may seek readmission the following year if space is available. MLT and MDCC Readmission policies must be followed.
  - D. Upon reentry the student (freshman or sophomore) will be required to repeat all MLT courses in the semester of withdrawal or failure.
- II. Failure of **two or more** MLT courses or withdrawal from **two or more** MLT courses due to grades, financial, personal or health reasons (Exclusion of Clinical Practicum):
  - A. Results in dismissal from the program. Student must re-apply for admission to the MLT program and be competitively scored as any in-coming applicant. MLT and MDCC readmission policies must be followed. Students who have never been enrolled or withdrawn are given priority for admission and progression.
  - B. Upon reentry all MLT courses must be retaken except Fundamentals of MLT 1113 (if initially passed with a C average or better).

III. Failure or withdrawal from MLT **Clinical Practicum/Certification Fundamentals for Medical Laboratory Technology** courses

- A. If the Clinical practicum must be repeated, the student must seek readmission to the program following MLT and MDCC readmission policies. If readmitted, it is preferred that the practicum be repeated in a different affiliate. The laboratory manager and clinical instructors will be informed of the reason the practicum must be repeated and may require an interview with the student. All of the student's records pertaining to the prior practicum experience will be available to the laboratory manager of the repeat clinical location. Consultation with the clinical affiliate(s) will take place prior to the acceptance or rejection of student for repeat of the practicum.
- B. The clinical affiliate has the right to refuse acceptance of any student previously discharged by a clinical affiliate for any reason that would make acceptance of the student inexpedient.
- C. Students will be allowed to repeat a practicum only if clinical space is available after non-repeating students are assigned clinical spots. Repeating students have least priority of clinical assignment. Repeat of the practicum will be allowed only once.
- D. Failure to meet the minimum requirements in MLT 2723 will necessitate repetition of the ENTIRE PRACTICUM.

**Mississippi Delta Community College  
Medical Laboratory Technology and Phlebotomy  
Assessment Tool for Readmission of Students**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Program

\_\_\_\_\_  
Date

- I. Average in Program at time of departure. \_\_\_\_\_
- II. Directions: Evaluate your past performance in the program as satisfactory or unsatisfactory. If unsatisfactory, please explain why under comments. Answer the attached questions.

	S	U
Attendance/Punctuality		
Assignments turned in on time		
Appearance		
Attitude at time of departure		
Need for additional courses		
Problems in other areas- courses		
Instructors		
College		
Campus class participation		
Campus Lab practice/participation		
Rotation/Clinical participation		
Responsibility/accountability		
Ability to apply knowledge		
Acceptance of constructive criticism		

Comments:

Briefly discuss the following:

1. Date of withdrawal from program.
2. Specific reason for unsuccessful program completion.
3. Actions taken to correct item identified in #2.
4. Activities since withdrawal (educational, vocational, professional).
5. Interpersonal and financial status.
6. Plans for problem prevention if readmitted.
7. Attitude toward readmission/plans if not readmitted.

**Section 10.0**

**Clinical Practicum**

**General Information**



## **Section 10.1**

### **General Information**

Each MLT student who has successfully completed all previous curriculum courses will qualify for assignment to an affiliate laboratory for a clinical practicum. In order to gain practical experience required to perform the duties of a Medical Laboratory Technician, it is necessary for you to spend a certain amount of time in the actual work environment where the type of work you will do takes place. To provide this experience, MDCC has affiliated with nine excellent hospitals in this area. The MLT affiliate laboratories are valuable partners in health care education. All are acute care hospitals providing surgical, pediatric, maternity, and emergency services. Each laboratory offers a wide menu of laboratory testing utilizing up to date instrumentation. Experienced technologists teach student interns how to organize a workload, assess quality, operate and maintain instrumentation, and validate test results. Although no two sites are identical, each provides a high-quality clinical experience. Students may be placed at Delta Health, The Medical Center (Greenville), Greenwood Leflore Hospital, UMMC of Grenada, Northwest Regional Medical Center in Clarksdale, Chicot Memorial Medical Center in Lake Village, AR, North Sunflower Medical Center in Ruleville, Tallahatchie General Hospital in Charleston, or Baptist Memorial Hospital in Yazoo City. The clinical schedule will be Monday thru Friday 7am-3pm (time will vary between clinical sites). Clinical rotation will begin at the beginning of the spring semester in January. Approximately 675 hours over the course of the entire practicum should be spent at the clinical site to meet program requirements. Clinical instructors will evaluate students daily for competency. If competency has not been met additional time will be assigned.

**UMMC of Grenada:** 227-7035(Lab)      960 Avent Drive, Grenada, MS 38901

UMMC of Grenada is a 128-bed acute care hospital. Each year approximately 500,000 tests are performed in the clinical laboratory. Approximately 21 technical personnel (MT's and MLT's) are employed in the 6,767 square foot laboratory. The hospital lab is accredited by CLIA.

Pathologist:	Dr. John Hancock
Lab Manager:	Crystal Williams

**Delta Health The Medical Center:** 334-2100 (Lab) 1400 East Union, Greenville, MS 38701

DRMC is a 300-bed acute care hospital owned by Washington County. Over 350,000 tests are performed annually in the clinical laboratory. Approximately 23 technical personnel (MT's and MLT's) are employed in the 4,200 square foot laboratory. The hospital lab is accredited by CLIA.

Pathologist: Dr Eric L. Reimund  
Lab Manager: Regina Taylor

**Greenwood Leflore Hospital -** 459-2665 (Lab) Hospital Street, Greenwood, MS 38930

GLH is a 260-bed independent, not-for-profit, acute care hospital. Each year more than 900,000 tests are performed in the clinical laboratory. A separate Stat Lab serves the Emergency Department. In addition, a high volume of reference testing is provided for outlying physician clinics. Approximately 33 technical personnel (MT's and MLT's) are employed in the 11,000 square foot laboratory. The hospital lab is accredited by CAP.

Pathologists: Dr. Joyce Bradshaw  
Dr. Marsha Lucas  
Lab Manager: Will Jacobs

**Bolivar Medical Center:** 662-846-2512 (Lab) Highway 8 East, Cleveland, MS 38732

Bolivar Medical Center in Cleveland, Mississippi, is a JCAHO accredited, 164-bed, acute care hospital, which includes a Medicare/Medicaid-approved Extended Care Facility. Approximately 12 technical personnel (MT's and MLT's) are employed in the 3,000 square foot laboratory.

Pathologist: Dr. Andrew Martin  
Lab Manager: Candy McDaniel

**Northwest Mississippi Medical Center:** 624-3421 1970 Hospital Drive, Clarksdale 38614

Northwest Mississippi Medical Center in Clarksdale, Mississippi, is a JCAHO accredited, 195-bed, acute care hospital, which includes a 20-bed Medicare/Medicaid-approved Extended Care Facility. The hospital's Medical Staff consists of more than 50 physicians representing 25 medical specialties and sub-specialties. Approximately 12 technical personnel (MT's and MLT's) are employed in the 3,000 square foot laboratory. Approximately 240,000 clinical laboratory tests are run annually.

Pathologist: Dr. Andrew Martin  
Lab Manager: Ginger Coats

**North Sunflower Medical Center:** 662-756-4000 840 North Oak Ave., Ruleville 38771

NSMC has a CLIA-accredited laboratory with 25 acute care beds, 60 skilled nursing care beds, and a 10 bed senior care unit. There is an active Sunflower Clinic next door which is part of the hospital. There are around 500 employees total in the healthcare system. Approximately 10 technical personnel (MT's and MLT's) are employed.

Pathologist: Dr. Andrew Martin  
Lab Manager: Danielle Ervin

**Chicot Memorial Medical Center:** 870-265-9200 2729 Hwy 82 S, Lake Village AR 71653

CMMC is a critical access hospital with 25 acute care beds and SNF beds. There are approximately 10-12 technical personnel employed.

Lab Manager: Cynthia Warren

**Tallahatchie General Hospital:** 662-647-5535; 141 Dr. T.T. Lewis Circle, Charleston, MS 38921

TGH is a 98-bed critical access hospital that also hosts a 40-bed nursing home facility. There are approximately 10-15 technical personnel employed.

Lab Manager: Kelli Jones

**Baptist Memorial Hospital-Yazoo:** 662-746-2261; 823 Grand Avenue, Yazoo City, MS 39194

Baptist Memorial Hospital in Yazoo City is a 25-bed critical access hospital with several affiliated clinics.

Lab Manager: Kamala Neel

## ELIGIBILITY FOR CLINICAL PRACTICUM

Requirements for enrollment in the MLT 2916, 2925, & 2935 Clinical Practice, MLT 2723 Certification Fundamentals of MLT, and MLT 2711 MLT Seminar:

- Successful completion of all academic and core MLT courses
- Liability and Accident Insurance: purchased through MDCC
- Completed and up-to-date Physical Health Form, including but not limited to:
  - TB Screen
  - Hepatitis B (or waiver)
  - MMR/Varicella/RPR
- Background Check
- Drug screen

## ROTATION ASSIGNMENTS

After the successful completion of all previous curriculum courses and during the final twenty-two weeks of the program, students will be assigned to each of the four major laboratory departments for five weeks each. Immunology/Serology and Urinalysis will be included in one of the four rotational departments (areas will vary between clinical sites). Students are under the direct supervision of the technologist assigned to each area. Instructors reserve the right to make day-to-day changes in this assignment as is deemed necessary to ensure departmental continuity and a good balance of clinical experience.

Phlebotomy experience will consist of: successful completion of a minimum of 50 venipunctures and 5 capillary punctures. Phlebotomy is often performed during the Chemistry or Hematology rotations. If the instructor leaves the hospital at an earlier time of

day than the student, the student should assist with phlebotomy until time to leave. Once entry-level competency is achieved, phlebotomy will be limited to that amount of time needed to maintain skills. Students who have successfully completed the Phlebotomy program or are currently employed as a phlebotomist (including documentation from their employer) are not required to perform phlebotomy during their MLT clinical rotation.

The MLT affiliate laboratories are valuable partners in health care education. These laboratories donate employee time, supplies and patient specimens to help educate new members of the profession. In return, MDCC agrees to assign to the affiliates only those students who meet academic and ethical standards. The MDCC MLT program agrees to dismiss any student from the affiliate hospital if the student is unacceptable to the hospital for reasons of health, performance, criminal record or other reasonable cause. Please remember that the primary responsibilities of the clinical instructors are patient service and maintenance of quality laboratory results. You are expected to be of assistance in any way that you can. Even though there may be times when you feel the instructor is over-utilizing or neglecting you, please understand that you are there as a guest of the clinical laboratory and the instructors are being asked to assume an extra duty by instructing you. You are there to learn as much as possible in a very limited time. Please take advantage of this opportunity by being present all hours as scheduled.

In assigning students to a hospital, the objectives of the course and the number of students in the area must be considered. Students may be changed from one clinical site to another if the faculty or clinical coordinator considers it necessary to ensure objective evaluation.

## CLINICAL ASSIGNMENT

The Medical Laboratory Technology program at MDCC is affiliated with the following hospitals:

UMMC of Grenada	4 or fewer students
Delta Health, The Medical Center, Greenville, MS	5 or fewer students
Greenwood Leflore Hospital, Greenwood, MS	4 or fewer students
Northwest Regional Medical Center, Clarksdale, MS	4 or fewer students
Bolivar Medical Center, Cleveland, MS	2 or fewer students
North Sunflower Medical Center, Ruleville, MS	2 or fewer students
Chicot Memorial Medical Center, Lake Village, AR	2 or fewer students
Tallahatchie General Hospital, Charleston, MS	2 or fewer students
Baptist Memorial Hospital-Yazoo, Yazoo City, MS	2 or fewer students

The clinical practicum (last 20 weeks of the program) is spent gaining experience in one of the hospital laboratories with which the MLT program is affiliated. It is the responsibility of the student to provide their own transportation to the assigned hospital. Prior to the hospital assignment, the student will be asked to list their preference for clinical training. The hospital will receive student files prior to the practicum. These files will include a transcript and details of any disciplinary or probationary action taken against the student while at the college. The hospital may also require an interview with prospective students. Though students will be asked their preference for clinical assignment, the final decision is at the discretion of the college and the hospital.

In the event that the number of students admitted to the program exceeds the number who can be accommodated in the affiliated hospitals, students will be assigned on a competitive basis based on GPA in MLT courses, math, and science courses and on interviews with the hospitals. Students who have never been assigned to a practicum will have preference over any students who are repeating the practicum. Those who are not assigned immediately will be placed on an alternate list. As places become available, these students will be given preference to progress to the clinical-related courses.

## **Section 10.2**

### **Transportation**

All students are required to provide for their own transportation to and from the Clinical Affiliates. On occasion, students may be asked to participate at educational work-shops at any of the other clinical affiliates or to return to campus for scheduled activities. Transportation is the student's responsibility.

## **Section 10.3**

### **SERVICE WORK PERFORMED BY STUDENTS**

Students will perform only that service-related work which is clearly defined by clinical objectives and only during the hours of clinical assignment. After demonstrating proficiency, students may be permitted to perform laboratory procedures with qualified supervision, if hospital regulations permit. All test results reported by students **must be verified and/or initialed by a staff technologist**.

#### **Section 10.4**

### **STUDENTS AS HOSPITAL EMPLOYEES**

Occasionally an MDCC student is also an employee of one of the affiliate hospitals. The college has no authority to specify who qualifies for work, when they work, or who hires or supervises them. All agreements concerning student employment are between the student and the hospital. The terms of the student's employment and compensation are the same as for any other employee, and are not in any way contingent on or related to the status as a student. Student employment is NOT a substitute for clinical hours, and student clinical hours are NOT to be considered employment—clinical hours must be performed during regularly assigned clinical times, and not while a student is “on the clock” at their place of employment. Students who are found to be working as a clocked-in hospital employee while they are clocked in Trajecsyst as a student will be subject to disciplinary action by the program.

#### **Section 10.5**

### **HOSPITAL BENEFITS**

Students are not eligible for any of the benefits provided for employees as covered in the Personnel Policies with the exception of Cafeteria discounts. Therefore, we advise students to carry Hospitalization Insurance, or remain on a parent's or spouse's insurance. Students must also provide liability insurance through the college group policy or on their own. Proof will be necessary if they choose to purchase other than through the group policy.

#### **Section 10.6**

### **CLINICAL ATTENDANCE**

It is most important to be present as scheduled. Attendance habits as students usually reflect work attitudes as employees. Prospective employers frequently contact the clinical affiliate for pre-employment references. **Students are subject to the same attendance policies as the employees of the hospital to which they are assigned.**

## **POLICY FOR CLOCKING IN USING TRAJECSYS ONLINE SYSTEM**

The MDCC MLT program utilizes the online program Trajecsyst for student evaluations and competency checks performed at the clinical site, and also for clocking in/out purposes. The following steps will be taken by the student when arriving to and departing from the clinical site:

1. When the student arrives at the hospital laboratory, they should access the Trajecsyst website either by using their cell phone or a lab computer, and clock in.
  - a. The student **SHOULD NOT** clock in when they are at home, in the parking lot, or on the road. Trajecsyst has a GPS coordinate system that lets the program director know the location of the student when they are clocking in. Students clocking in **ANYWHERE OTHER** than the hospital lab will receive a demerit. 3 demerits within one rotation area will result in 1 point being deducted from the final clinical average in that area.
  - b. Students should clock out using the same system when it is time for them to depart the clinical site. Students should clock out as they are leaving the laboratory-- **NOT** at home, on the road, or in the parking lot. Students clocking out **ANYWHERE OTHER** than the hospital lab will receive a demerit. 3 demerits within 1 rotation area will result in 1 point being deducted from the final clinical average in that area.
  - c. If students “forget” to clock in or clock out or are absent from clinical, they are responsible for logging in to Trajecsyst and creating a “time exception”. Instructions for performing this task will be handed out prior to clinical rotation. If the student does not create a time exception for “forgetting” or for being absent, they will receive a demerit. 3 demerits within 1 rotation area will result in 1 point being deducted from the final clinical average in that area.  
However, creating a time exception for “forgetting” to clock in or out should only rarely occur. Each time a student creates a time exception for forgetting or neglecting to clock in or out, they will receive a demerit. 3 demerits within 1 rotation area will result in 1 point being deducted from the final clinical average in that area.
2. The MLT Program Director and Faculty will frequently check Trajecsyst to ensure students are clocking in and out appropriately. For the initial 2 weeks of clinical in January, any student not performing this task as required will be reminded by email to clock in/out as they have been instructed. After the 2-week “grace period” the student will begin receiving demerits when deemed necessary by the MLT Program Director/faculty.



## **Section 10.7**

### **NIGHT, WEEKEND, AND HOLIDAY SCHEDULE**

1. Students will not be scheduled to work any shift other than the day shift. Hours that are considered “day shift” will be determined by the clinical site.
2. If asked to work at night, weekends, or holidays, students should only do so if they are hospital employees, and will be compensated by the hospital and will be governed by all hospital employee regulations. This will not be a part of training and the student will be expected to be present for any scheduled clinical rotation time.
3. During rotation, students will observe the same **published** holidays as MDCC **other than Spring Break**. MLT students will be given a week of spring break during clinical rotation time. This spring break may or may not fall on the same week as MDCC’s college campus spring break. Holidays observed that may fall within the clinical rotation period will be Martin Luther King Day, Good Friday, Memorial Day, and Fourth of July.

## **Section 10.8**

### **ABSENCES FROM CLINICAL**

1. **Any absences** from clinical rotation will be required to be made up. The clinical faculty will determine the makeup days.
2. Only **2 absences** will be allowed in each of the following departments -- Chemistry, Hematology, Microbiology, and Immunohematology. **Each absence beyond the allowed number will result in a \*\*5 POINT deduction from the final clinical grade per absence\*\***; excessive absences may result in dismissal from the program. The only exceptions to this policy are the following: absences related to approved school functions; medical emergencies/illnesses/hospital stays all documented with a written excuse from the medical facility; death in the immediate family documented by written proof; and, absences approved in individual cases by the MLT Program Director.

### **TARDIES**

If a student arrives past the scheduled arrival time, they are considered tardy. Tardiness refers not only to arrival in the morning but also return after breaks and lunch.

**\*\*Three (3) tardies in any one rotation equals 1 absence.**

### **POLICY IN EVENT OF ABSENCE, TARDIES, OR EARLY DEPARTURES**

1. If the student must be absent for several days such as for school activities (which do not count in your maximum of 2 days absence from each rotation), hospitalization, death of an immediate family member, etc., they should notify the appropriate person in advance if possible. These "excused" absences are still included in the student's allowable 2 days absence from the rotation (EXCEPT for school activities).
2. Students are to **phone the clinical instructor** or the laboratory manager one **hour before their expected time of arrival** (or as soon as a phone is accessible) if they must be absent or tardy. This is required for everyone. Do not call a campus instructor for clinical absences; **always call the clinical site.**

3. Students who must leave the lab early for good reason (such as emergencies, illness, doctor's appointments that cannot be scheduled during off-hours) must obtain permission from their clinical instructor prior to leaving. Frequent requests to leave early will not be honored. **\*\*Make every effort to schedule all appointments in the afternoon, preferably after clinical concludes for the day. If you cannot wait until clinical concludes, make your appointments in the afternoon;** many important procedures in the lab take place in the morning, and you will be disruptive if you miss morning hours.
4. **Tardies and early departures will be made up;** tardies on the day they occur with exception for emergencies; early departures on the next scheduled clinical day or scheduled day off. **Only the clinical instructor in that department will grant exceptions to this rule.**  
**Do NOT ask to leave early if you are not busy. Find something to do (clean counters, file, help with phlebotomy, etc.).**

**\*\*As with tardies: 3 early departures in one rotation equals 1 absence.**

Remember, if you are unable to be present when scheduled for any reason, **YOU** are to call the clinical instructor **YOURSELF**, if physically able. If not, someone should call for you. If all phone lines are out, then you are expected to notify the instructor as soon as service is restored.

### **DISCIPLINARY ACTION FOR FAILURE TO ABIDE BY ATTENDANCE POLICIES**

1. **Failure to phone instructor *if more than 1 hour tardy* will result in an unexcused absence plus a loss of 5 points on the final clinical grade.** Repeated infractions may result in probation or dismissal from the program.
2. **Three (3) tardies in any one rotation equals 1 absence.**
3. Clinical instructors will notify the Program Director of unexcused or excessive absences, tardies, or frequent requests to leave early, etc. at the weekly visit, or by phone or email. This will go on permanent records and may result in the Director requiring verification of reasons given for these and/or future absences.
4. **Each absence beyond the allowed number will result in a 5 POINT deduction from the final clinical grade;** excessive absences may result in probation or dismissal from the program. **Only 2 absences** will be allowed in each of the

following departments -- Chemistry, Hematology, Microbiology, and Immunohematology. The only exceptions to this policy are the following: absences related to approved school functions; medical emergencies/illnesses/hospital stays all documented with a written excuse from the medical facility; death in the immediate family documented by written proof; and, absences approved in individual cases by the MLT Program Director. If a student has excessive absences for justifiable causes, the student may appeal to the attendance committee for an extension of allowed absences. If dismissed from the program, an appeal must be made by the student, in writing to the MLT Program Director, within three (3) days from the dismissal date to be considered for reinstatement in the class. The student will remain in class pending the committee decision.

The attendance committee will consist of the Dean of Health Sciences, an MLT Program Instructor, the Clinical Coordinator (or Lab Manager), and the Clinical Instructor in the department in which the absences occurred. This committee will hear the student's case and decide whether sufficient reason was provided to allow the student to remain in class.

5. If the Attendance Committee allows the student to remain in the program, the student will be required to make up the time missed **at the convenience of the Clinical Instructor.**

**(5 POINTS per absence over the allowed amount will still be deducted from the final clinical grade even if the student remains in the program.)**

Appeals of decisions made by the Attendance Committee may be made to the Dean of Health Sciences for consideration of readmission according to procedures outlined in the college catalog.

## **Section 10.9**

### **INCLEMENT WEATHER**

If **road conditions** are dangerous (ice, snow, heavy wind or rain) **in the area where you must travel** you are not required to report to the hospital. Listen to TV or radio announcements, check the website, and/or be aware of any MDCC Alerts that have been sent out to determine if MDCC is having class. If MDCC is having class, you are expected to report. However, if you are unable to safely arrive at the clinical site, you must contact the clinical site so they will be aware that you are unable to travel safely. Check your local weather and travel conditions.

If MDCC is closed but you live close enough to the hospital to arrive there **safely**, it is **highly recommended** that you report for clinical. There may be laboratory staff who could not get in and your help will be **greatly** appreciated. If "snow days" must be made up by MDCC and you have taken the days off, you, too, must make the time up at the hospital.

If the MDCC campus is closed for other reasons (i.e., local flooding, tornado, wind damage, power outage, etc.) you are expected to be at the hospital unless those situations are present at your clinical site, also.

Note: There may be occasions when you are not required to attend clinical due to inclement weather, but as a substitute may be required to complete an online assignment in lieu of clinical attendance. This assignment may be used as an attendance marker. Be informed that you should always visit Canvas if you are in this situation to check for assignments with specific due dates.

**Use common sense concerning attendance during such conditions. If you can get to the hospital safely - GO.**

## **Section 10.10**

### **ACCIDENTS AT THE CLINICAL AFFILIATE**

If injured while on duty, **immediately** report to your immediate clinical instructor. There will be an accident report filled out **NO MATTER HOW SMALL** it may seem. Immediate care must be rendered in the Emergency Room if the Pathologist or Laboratory Manager feels it is necessary. If further attention is required, you will be referred to a private physician. The hospital or college is not liable for accidents not reported **AT THE TIME THEY OCCUR**. The student is responsible for all expenses incurred while at the hospital for clinical rotation. All students are covered by accident insurance purchased through MDCC. Before insurance is filed the student must present a bill and any documentation regarding the accident. The MLT Program Director will coordinate paperwork between the student, lab manager, and the Dean of Student Services. However, the student may be asked to meet with and/or fill out additional paperwork with the Dean of Student Services for insurance purposes.

**Patient accidents must be reported immediately, no matter how minor**, to the Laboratory Supervisor. Accident reports must be completed before the patient leaves the department and they should be shown to the Pathologist or Hospital Safety Officer, if one is present in the hospital.

***Medical Professional Liability Insurance***--Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through and charged to your student account.

***Accident Insurance***-- MDCC students purchase Student Accident Insurance by paying the applicable Insurance Fee when they register and pay for classes. The Student Accident Insurance pays for injuries occurring from school-sponsored activities related to the selected classes. The policy pays for reasonable and customary charges for treatment of injuries. It does not pay for illnesses such as allergies, influenza, or fainting.

## **Section 10.11**

# **RULES OF BEHAVIOR FOR CLINICAL ROTATION**

1. When assigned to a department, work in that area only. No loitering in unassigned areas unless you have business concerning a patient.
2. If the clinical instructor to whom you are assigned has no laboratory duties or reading assignments for you, check with other departments to see if you can be of assistance. However, always inform your instructor before you leave the department.
3. If you do not have assigned laboratory duties, you are expected to study for the next assigned test, read laboratory journals, replace laboratory supplies, or study the procedure manuals. You **MAY NOT** play cards, work on craft projects, read non-professional newspapers, books, or magazines, or play on your cell phone. **NEVER** fall asleep at the clinical site. If you feel sleepy, excuse yourself to go to the restroom, and splash some cool water on your face. **FIND SOMETHING CONSTRUCTIVE TO DO.**
4. Interpretation of laboratory tests and discussion of test results is the responsibility of the Pathologist. Please refer any questions of this type to the attending physician, pathologist, or your clinical instructor.
5. **Absolutely no laboratory tests are to be performed without a written or verbal order from a physician.** If a patient, friend or relative asks you to perform a test, refer the person to their physician.
6. You will be instructed in the correct safety procedures for handling specimens, reagents, and equipment. Apply these at all times. Replacement and repair of equipment is costly and time consuming. Negligence will not be tolerated.
7. Follow quality control procedures explicitly. If your QC results do not fall within accepted limits, notify your instructor immediately. **DO NOT REPORT ANY PATIENT RESULTS UNTIL THE CAUSE OF THE INCORRECT Q.C. RESULT IS DETERMINED AND CORRECTED.**
8. Results of all laboratory tests performed by students must be reviewed and/or initialed by a staff technologist before being reported.
9. Any intentional falsification of laboratory results on patient specimens or on quality control specimens will result in dismissal from the program.

10. **Please limit your usage of departmental telephone lines.** If you are busy, all incoming callers will be asked to leave their name and number or a message, except in cases of emergency, so that you can return the call later. Please ask friends and relatives not to call you at the hospital except for emergencies. Cell phone use is prohibited during clinical hours. Cell phones are **not** to be used in laboratory area.
11. If you must leave the laboratory for personal or business reasons, check with your clinical instructor **BEFORE LEAVING** and as far in advance as possible.
12. **Health and business appointments should be made on your time off.** If it is necessary for you to miss school due to one of these, time missed will be made up at the discretion of the teaching staff. If absolutely necessary to make an appointment during clinical hours, the appointment should be made in the afternoon as close to the end of the day as possible to avoid disrupting your instructor.
13. Leave the hospital at the end of your assigned duty or school day. You may return or remain only if you have school assignments or permission from the instructor.
14. Be prepared to stay or possibly be called back to assist at the hospital in times of emergency or disaster.
15. In order to maintain accurate records, report any address or telephone number changes immediately to the teaching staff. This is necessary in case of emergencies.
16. Gum chewing is not permitted. You may carry mints in your pocket.
17. Smoking or vaping is not permitted within the Hospital. Follow hospital policy.
18. One of the campus instructors will visit each of the clinical sites on a frequent, regular basis for the purpose of discussing your progress with you and your clinical instructors. The clinical instructor will report clinical progress each week for discussion. You are **NOT** to utilize clinical time for Canvas assignments or testing. Valuable laboratory time is lost if you spend time studying.

***DO NOT ASK THE CLINICAL INSTRUCTOR IF YOU MAY STUDY FOR YOUR TEST.***

19. In addition to these rules and policies, when applicable, you are also expected to follow those outlined in the Personnel Policies of the hospital to which you are assigned. If you are in question as to what is applicable to you, check with your clinical instructor or the program faculty.



## SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES

The Health Sciences programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program. Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of disciplinary action.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive:

**Physical Safety:** Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

**Biological Safety:** Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

**Unprofessional Practice:** Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter

- judgment and interfere with safe performance in clinical or the classroom
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

## **Section 10.12**

# **CLINICAL DRESS CODE**

Students must be properly and professionally attired when on duty. The way you appear to patients and hospital staff is a reflection on the Hospital, the Laboratory, and MDCC. The following are the guidelines you will be expected to follow while in this program.

## **Males and Females**

1. **Students will follow the same dress code as the technologists employed at the hospital to which you are assigned.** The purchasing of scrubs is the student's responsibility.
2. If the laboratory allows employees to wear "street clothes" you may do so also, but they must be professional style. Clothes and lab coats are to be kept clean and **pressed** each day.
3. Shoes: White, black, or grey **leather** athletic with no additional color must be worn (unless an individual lab specifies another color of leather). If the laboratory allows professional clogs the same color as the scrubs, you may wear these also. Shoes that give adequate support and have soft (quiet) soles are recommended for everyone. Keep shoes clean. For safety reasons, **no canvas shoes, shoes with perforations, "Crocs" with perforations, or sandals will be allowed.** Socks must be worn with shoes.
4. No body piercings, other than small inconspicuous earrings, should be visible. This is at the discretion of the teaching staff.

5. Hair should be clean and worn in a manner that is neat and will not create a health hazard for you or the patient. Hair should be pinned up or pulled back to keep it off the shoulders and face. Extreme hairstyles, hair colors and accessories are considered unprofessional. This is at the discretion of the teaching staff.
6. It is necessary for all personnel to keep themselves in such a manner as not to be offensive to others. This includes good personal hygiene (daily baths, deodorant, oral hygiene, etc.). You will often be working quite close to your clinical instructor. Ask if you can carry breath mints in your pocket.
7. You are asked to wear appropriate clothing when returning to the hospital when off duty, whether it be to complete assignments or to visit patients. No "cut-offs", halter tops, etc.
8. All tattoos or body art should be covered at all times during clinical experiences. The student is responsible for taking appropriate measures to ensure tattoos or body art are not visible. This is at the discretion of the teaching staff.
9. No strong-smelling colognes or body sprays should be worn. Patients and/or other personnel may be allergic to these odors and find them offensive.

## **Females**

1. Bras **must** be worn while on duty.
2. Make-up should be worn sparingly and in good taste. Please don't overdo!
3. **No artificial fingernails. Artificial eyelashes** that are not permanently attached to the student's eyelids may **NOT** be worn at the clinical site. They pose a biohazardous safety risk to the student (eye infections from microscope contact) and patients/other personnel (risk of falling off the student's eye, contaminating microscope oculars, etc.).
4. Jewelry should be worn with good taste and comfort for working in mind. **Small** pierced earrings only, please--not the long dangling type. This is for safety reasons. Rings may be worn, but they should be small enough so as not to puncture gloves. Keep in mind that your jewelry should not detract from a professional appearance.

## **Males**

1. If you do not wear scrubs, dress trousers must be worn - no jeans. If the men employed in the lab wear neckties, it is recommended that you wear one also (though this is not required).
2. If you wear "street clothes," you should wear soft-soled casual or dress shoes, not white athletic shoes.
3. Mustaches, beards, and sideburns should be clean and neatly trimmed.
4. Jewelry should be worn with safety and professionalism in mind. In our region of the country, earrings for males are not considered professional.

### **\*\*\*\*\* Unacceptable Apparel \*\*\*\*\***

1. Underwear type T-shirts, tank tops, tops revealing the abdomen
2. Exceptionally tight or baggy pants, scrubs, skirts, sweat pants or shirts
3. Jeans or denim pants of any color
4. Socks with lace, patterned hose
5. Visible long underwear
6. Sandals, perforated, or canvas shoes
7. Strong perfumes or aftershave
8. Caps, bandanas, or head covering of any type unless approved by the clinical site; large bows, barrettes, or other hair accessories
9. Pins or badges that may be construed as advocating any political, religious, or otherwise controversial belief.

The teaching staff reserves the right to make judgments regarding appropriate dress, good taste, and other grooming aspects. If at any time you are corrected about your dress, you are expected to correct this problem **at that time**, unless stated it may be taken care of later. This may include going home to make the correction. Time needed for this will be made up **THAT DAY**.

## **ACCESSORIES**

### **ID TAG**

Will be furnished by each hospital. Wear these at all times. They are helpful to patients and other personnel. In times of disaster, the hospital badge will be required to gain admittance to the hospital.

**NOTEBOOK** You should carry a small notebook and pen in your pocket to note any special instructions given to you by your instructor.

**PENS** Pens (ball-point and felt markers such as Sharpies) are required. Pencils are not to be used for recording results, QC, etc.

### **Section 10.13**

## **CONFIDENTIAL INFORMATION**

Confidential information learned about a patient must be regarded as a sacred trust and **must never be divulged**. Through the professional relationship with the patient, students may learn many things about the patient's illness, treatment, and even their personal lives. This information should not be discussed inside or outside the hospital with, or within hearing distance of, **ANYONE** not professionally connected to the patient. Confidential information is never discussed outside the hospital environment, or with anyone not having a need to know.

### **Social Network**

All persons involved in healthcare delivery, including students enrolled in the Medical Laboratory Technology program, have a definite responsibility to protect the privacy of the patient at all times. The professional information the students obtain in caring for patients is confidential, as is information concerning student files, personnel files, business office reports, and certain other records. Students are obligated not to discuss confidential information except as necessary in the performance of their duties.

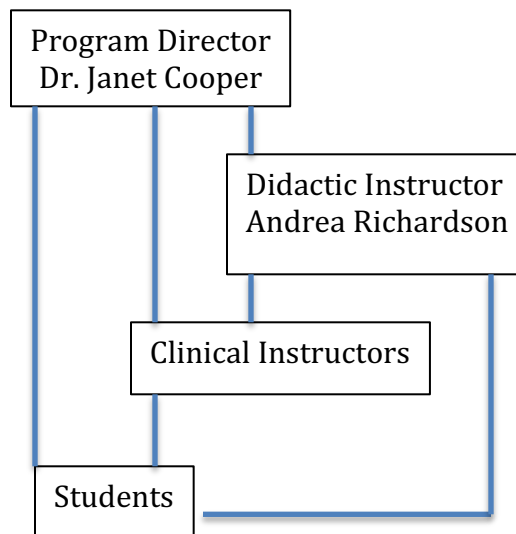
Confidential information is never discussed outside the hospital environment, or with anyone not having a need to know. This includes Facebook, Twitter, and other social networks. Inappropriate use of cell phones or any types of computers also falls into this category. Please refer to the Social Media policy found earlier in this student handbook.

Any breach of this policy could result not only in dismissal, but legal action by the patient as well.

## **Section 10.14**

### **Grievance, Complaints, and Appeal Procedures**

The MLT program adheres to the MDCC Student Grievance Procedures as outlined in the MDCC Catalog/Student Handbook. The MLT faculty take any student's grievance or complaint seriously. A student with a grievance in the classroom should follow the MLT department organizational chart which begins with the faculty member followed by the director of the program. If the grievance is in clinical it begins with the clinical instructor, followed by the clinical coordinator/didactic instructor and ends with the director. If the grievance/complaint cannot be resolved within the department the student should seek resolution with the MDCC Student Grievance Procedure.



## **Section 10.15**

### **STUDENT RECORDS**

Academic and health information pertinent to each MLT student is maintained in a secure manner by the MLT Program in the Program Director's office or Allied Health Administrative office. After the student graduates or withdraws from the program, the files are moved to the secured storage room in the Allied Health building and kept for 5 years. Permanent transcripts and pertinent information will be sent to the Office of Admission and Records and stored according to college policy. All other documentation will be destroyed according to college policy.

The custodian of the records at Mississippi Delta Community College is the Office of Admissions and Records. Mississippi Delta Community College maintains records to show continued pursuit of course enrollment and the progress made. Student records include the grade in each course per semester and record of withdrawal from any course. These records are maintained in a fire proof vault in the Office of Admissions and Records. The College maintains a written or electronic record of previous education and training which clearly indicates that appropriate credit has been given by the College for previous education and training, with the training period shortened proportionally, if applicable, and the person and other appropriate agencies notified. Proof that entrance requirements are met is part of the student's record.

Students can access their academic and health files by arranging an appointment with the MLT Program Director to review these records. Students are expected to keep their file information current in case emergency notification becomes necessary. Student files are stored to protect the file and the information contained in the file. Any public inquiries concerning a student will be referred to the Department Chair.

## **Section 11.0**

# **DETERMINATION OF GRADES FOR THE PRACTICUM**

## **CLINICAL COMPETENCY CHECK-SHEETS**

Prior to clinical, students will be supplied with rotation objectives for each clinical area, along with an overall clinical schedule and quiz/assignment schedule. Clinical instructors will complete final evaluations and competency check sheets online using a system called Trajecsys.

Once you have attained the entry-level competency, **the instructor will check you off on the competency checksheet portion of the evaluation found on Trajecsys.** You may need to remind the instructor that this check needs to be performed—remember, their main responsibility is patient testing. Since these records must be part of your permanent file and may be required as proof of your clinical experience, probation and dismissal may result for reluctance on your part to properly maintain these. They become a part of your permanent record.

Your **final grades will not be submitted** to the Office of Admissions and Records or to any certification board (i.e., ASCP Board of Registry or AMT) until these sheets are electronically submitted to the Program Director.

## **WEEKLY VISITS**

Campus instructors will make frequent and regular visits to the clinical sites to visit with clinical instructors and students. Clinical instructors will be given the opportunity to report on the student's progress and performance, attendance, behavior, etc., to the visiting campus instructor. The campus instructor will record on the clinical contact sheet "satisfactory" or "unsatisfactory" in regard to the report from the clinical instructor.

Performance is satisfactory when student meets expectations for knowledge, performance, and attitude appropriate to the typical MLT student at this level of preparation. The campus instructor will place a comment on the visit form to briefly explain the reason student performance was satisfactory/unsatisfactory.

If a pattern of unsatisfactory performance occurs on one or more performance criteria during two or more clinical rotations, a joint student-faculty performance review by the clinical coordinator, clinical faculty and program director will be conducted.



## **PRACTICUM EVALUATION**

Evaluation of the practicum is the responsibility of both the clinical instructor and the program instructors. The program instructors provide the rotation schedule, course syllabus, clinical objectives, and schedule of quizzes/assignments to each student at the beginning of the practicum. It is the student's responsibility to review all clinical material prior to clinical rotation. Instructors will have access to the Trajecsyst website to enter evaluation scores and data. Students will have viewing access to Trajecsyst to monitor their evaluation data.

During each 5-week rotation (MLT 2916, 2925, 2935 -- Clinical Practicum I, II, and III), the clinical instructor will be responsible for administration of 1-3 laboratory practicals that are constructed by the program instructors or the clinical instructors with the content suggested from the advisory meeting. All students in all hospitals take practicals that require performance of similar procedures, however the methods used and the values obtained vary from one affiliate (and from one student) to another. Instead of practicals or accompanying the practical, the clinical instructor may elect to administer instrument-specific written tests. Tests will be reviewed by MDCC instructors and approved before and during clinical rotation and discussed at the advisory meeting if necessary. Clinical instructors will be responsible for student final evaluations and competency check sheets. At the completion of each rotation, the clinical instructor evaluates the student, using the Clinical Evaluation Form.

## **MLT 2723 Certification Fundamentals for MLT**

During each 5-week rotation, MLT 2723 Certification Fundamentals for Medical Laboratory Technology will utilize: Module quizzes/assignments and proctored final exams (Hematology, Clinical Microbiology, Immunohematology, Clinical Chemistry, Immunology, and Urinalysis). The exams will be given by the MDCC instructors on the main campus. Immunology exams will be administered during the student's Immunohematology rotation (regardless of which department the actual Immunology rotation takes place) and Urinalysis exams will be administered during the student's Hematology rotation.

## **COMPUTER ACCESSIBILITY**

The MDCC Allied Health student laboratory is usually available from 8:00 to 2:00 Monday thru Thursday and campus instructors are available by appointment outside of regularly scheduled laboratory time to assist with mastery of laboratory skills. It is the student's responsibility to seek additional help. The MDCC library computer lab is

available to all students. Library hours are posted on the MDCC main web site. In addition to main campus access, all campus sites provide a student computer lab (Greenville and Greenwood). Students will need to contact these campus sites for hours of available use. Public libraries also provide computers for public use.

### **MLT MediaLab and Canvas Policy**

Rotation assignments will be administered through Medialab and Canvas. The following are the guidelines you will be expected to follow while in this program.

1. MediaLab/Canvas assignments are scheduled in advance; students will receive a monthly schedule of dates.
2. If a computer malfunction occurs, quizzes/assignments may be reset one time without penalty. However, the student should immediately contact a campus instructor to inform them of the malfunction. Any repeat occurrence may result in a deduction of 10% per reset.
3. If an assignment is missed a deduction of 20% will result if turned in after the due date.
4. MediaLab Training Modules and Canvas Modules will be utilized in all rotations (access for MediaLab: [www.medialabinc.net](http://www.medialabinc.net)). A penalty of a 10% deduction per day will be imposed for each day late and a grade of "0" will given if more than 3 days late.

The password for MediaLab will be provided prior to the beginning of rotation. Medialab module assignments may be taken as many times as necessary prior to the due date until the student scores "100".

5. It is the student's responsibility to periodically check Canvas for assignments and announcements.

## **SUCCESSFUL COMPLETION OF THE PRACTICUM**

### **Grading Rubric**

A high level of technical proficiency is essential to the Medical Laboratory Science profession. It is essential that the Medical Laboratory Technology student strive to achieve the highest level of technical performance using current technology and

knowledge. The expected level of professional behavior is high, to reflect the importance of integrity, judgment and skill required in dealing with patient materials and with other health care practitioners. Grades for MDCC Medical Laboratory Technology program clinical courses are calculated using the Student Competency Check Sheets, Student Clinical Evaluation Forms, Student Clinical Practical/s and Clinical written quizzes (if applicable). A separate percentage grade is calculated for each clinical practicum rotation. Examples of evaluations and competency checksheets will be provided in the rotation notebook given to students prior to the clinical rotations.

### Evaluation of MLT 2916, 2925, 2935 Clinical Practicum I, II, III

Competencies (Check Sheets)	Pass/Fail
Clinical Evaluations:	70%
Clinical Site Practical/s and Quizzes (if applicable)	30%

Grades for practicums will be posted to the student transcript in the following manner:

MLT 2916 Clinical Practice I	Chemistry	75% of grade
	Urinalysis	25% of grade
MLT 2925 Clinical Practice II	Microbiology	75% of grade
	Serology	25% of grade
MLT 2935 Clinical Practice III	Hematology	50% of grade
	Immunohematology	50% of grade

A **minimum of a "C (75)" average** must be maintained in **EACH** of the six disciplines listed above. For example, if your average in immunohematology is 80 and in hematology 70, though your average is 75, you would receive a "D" on your transcript because **BOTH** grades must be above 75. If all are passing, the average will be recorded based the percentage for each department.

**Remedial Action for MLT 2916, 2925, 2935:** Students will be allowed to repeat one department if less than a "C" average is made or failure of competencies occurs. If the student does not raise their average to a "C" or better, or if a grade below "C" or failure of competencies is made in a second rotational department, the student will not pass the clinical practicum.

**Remedial time is allowed in one department only.**

### **Evaluation of MLT 2723 Certification Fundamentals of MLT**

Final Examinations Average*	50%
Learning Modules and Canvas assignments	40%
Mock Board Exam	10%

**Remedial Action for MLT 2723:** Students will be allowed to retest in one department final exam if less than a “C” average is made in MLT 2723. The Mock Board Exam and Learning Modules/Assignments may not be repeated. If the student does not raise their average to a “C” or better, the student will be assigned a failing grade in MLT 2723.

\* At the end of each clinical rotation the student will be given a comprehensive final examination. The exams will be proctored at MDCC main campus. The Immunology exam will be given during the Immunohematology/Serology rotation. The Urinalysis exam will be given during the Hematology rotation.

### **Evaluation of MLT 2711 MLT Seminar**

MLT 2711 is a course geared toward student involvement in a professional organization, creating a professional résumé, professional communication, and demonstrating the ability to create and present a case study. The final grade will be calculated as follows:

Professional Communication Assignment	50 points
Preparation of a Professional Résumé	50 points
Case Study Presentation	50 points
Participation in Student Bowl Activities	50 points

A minimum grade of “C” must be made in this course for successful completion of the course to occur. Students will be allowed to repeat one component of the course if a “C” average is not obtained. If the student does not raise their average to a “C” or better, the student will be assigned a failing grade in MLT 2711.

**Failure to meet the minimum requirements in ANY practicum course will necessitate repetition of the ENTIRE PRACTICUM. Failure to meet the minimum requirements in MLT 2723 or MLT 2711 will necessitate repetition of the ENTIRE PRACTICUM. The student has the right to appeal as outlined in the College Catalog.**

## **Section 12.0**

# **REQUEST FOR REMOVAL OF STUDENTS FROM THE CLINICAL PRACTICUM**

The Hospital may request withdrawal of any student whose performance is unsatisfactory or whose conduct or disregard for hospital regulation compromises quality patient care or has a detrimental effect on laboratory operation and/or personnel. Students may be changed from one clinical site to another if the faculty or clinical coordinator considers it necessary to ensure objective evaluation.

When it becomes obvious that a student is not maintaining standards necessary for the training and, in the opinion of the College and the Hospital, cannot improve their status to satisfactory performance, the student can be dismissed from the program. This requires the mutual agreement of the College and the Hospital. The student will remain in attendance until a formal hearing is held.

Examples of cause for dismissal include (though are not limited to) the following:

- \* Inadequate academic and technical competency
- \* Theft (regardless of amount) or dishonesty
- \* Threatening, intimidating, or coercing patients or others
- \* Unauthorized possession of weapons, firearms, or explosives on premises
- \* Conviction of a felony
- \* Willful damage of hospital equipment or property
- \* Immoral or indecent conduct
- \* Physical assault/battery on employees, other students, or patients during working hours or anywhere on Hospital premises
- \* Verbal assault on employees, other students, or patients during working hours or anywhere on Hospital premises, to include cursing and inflammatory or derogatory comments made to these people
- \* Deliberate omission or falsification of significant information on timesheets or hospital records
- \* Possessing, consuming or being under the influence of intoxicants, narcotics, or non-prescribed barbiturates on the premises
- \* Excessive absence of scheduled clinical days in any department. (See attendance policy)
- \* Willful acts or conduct detrimental to patient care or hospital operations that result in neglect or abuse of any patient
- \* Insubordinate acts or statements, or failure to carry out orders

- \* Altering or adjusting timesheets (individual's or other student's)
- \* Unauthorized copying of hospital records, including patient medical charts
- \* Violation of safety standards that could result in harm to patients/employees or major damage to equipment

The hospital has the right to refuse admission (or re-admission) to the practicum to any student on the basis of:

1. Academic record
2. Violation of hospital policy
3. Negligent, incompetent, or intentional actions that jeopardize patient care
4. Negligent or intentional violations of quality control practices
5. Failure to meet the Hospital's standards for safety, health, or ethical behavior

If the practicum must be repeated, the student can re-apply for admission to the program. If readmitted, it is preferred that the practicum be repeated in a different affiliate. The laboratory manager and clinical instructors will be informed of the reason the practicum must be repeated and may require an interview with the student. All of the student records pertaining to the prior practicum experience will be available to the laboratory manager. Following consultation with the pathologist and clinical instructors, Mississippi Delta Community College assumes the responsibility for the final decision concerning acceptance or rejection of the student for repeat of the practicum.

Students will be allowed to repeat a practicum **only if clinical space is available** after non-repeating students are assigned clinical spots. Repeating students have **last priority** for clinical space. If a student fails or wishes to reapply for the program, the student may appeal to the Allied Health Advisory Board consisting of the MLT Program Director and instructors, Dean of Health Sciences, a vocational-technical counselor, and the clinical instructor (if applicable). Request for an appeal must be initiated in writing by the student and directed to the MLT Program Director. **A student will have the opportunity for appeal only ONE time. This applies to courses attempted in any MLT program, whether at MDCC or MLT program at another institution.**

The **Hospital** shall have sole discretion regarding acceptance of any student previously discharged by a clinical affiliate for any reason that would make acceptance as a student inexpedient.

## **Section 13.0**

### **Certification and Licensure**

Upon completion of the program, students are eligible to sit for a national certification examination. Most students choose certification through the American Society of Clinical Pathology Board of Certification (ASCP) or American Medical Technologist (AMT). The Program Instructors will facilitate the completion of applications. The cost for the exam is approximately \$240. This may be charged against your Pell Grant.

Research has shown that students who register for and take the board certification exams as soon as possible after graduation are more successful and have higher pass rates. Students are encouraged to take the exam within 1-2 months after graduating from the MLT program.

Pass/Fail Results are received immediately and numerical scores are received within 1-3 weeks. You may be employed by some facilities as “registry eligible” before taking the examination or receiving scores.

Mississippi does not require a state license, though a number of states do. In most states requiring a license, national certification exams are accepted as proof of competency and no other testing is required. Some hospitals require proof of certification.

Completion of the MLT Program is not contingent upon passage of any external certification examination.

## **Section 14.0**

### **MDCC MLT Clinical Practicum Student Contract**

Your role as a student is to do your best to learn all you can by actively participating in the clinical practicum and to correlate classroom knowledge with real world clinical experience. You are expected to develop and/or strengthen your entry-level competencies. Due to the involvement of health care agencies and their clients in your training, you must observe rules developed to maintain standards of service provided by those agencies. You must not behave in a manner that might disrupt patient care or the orderly conduct of business within the health care agency.

I understand that in the clinical rotation I am a student of Mississippi Delta Community College and will project a positive image of the clinical affiliate, the Medical Laboratory program, and MDCC. As a condition of participating at the clinical facility, I hereby agree to:

- Adhere to clinical affiliated policies while on its premises.
- Read and follow procedure manuals and policies of the clinical affiliate and the college.
- Adhere to the attendance policy of the clinical affiliate and the MDCC MLT program
  - Inform the clinical affiliate at least one hour before my scheduled rotation time if absent.
  - Make up any material missed, if absent, at the convenience and discretion of the clinical affiliate. I understand that this may include extension of my clinical practicum.
- Arrive prepared to begin clinical responsibilities on or before the time required by the clinical affiliate. I understand that tardiness and absences will not be tolerated.
- Read and take responsibility for completing the clinical objectives.
- Respect and preserve the confidential nature of all medical and personal information related to patients of the clinical facility.
- Adhere to professional standards as outlined in the MDCC MLT Code of Ethics (handbook)
- Cooperate with clinical faculty and other health care workers to provide quality patient care in a timely manner.
- Acquaint myself with the location of reference materials, reagents and supplies.
- Ask appropriate questions, when necessary.
- Bear financial responsibility of any cost for required medical treatment during the clinical experience due to illness, injury, or exposure. All students are covered by accident insurance purchased through MDCC. Report any exposure incidents to MDCC MLT program faculty and clinical affiliate at time of exposure or accident.
- Adhere to this contract and also the regulations of MDCC outlined in the MDCC college catalog and MLT Student handbook.

I have read and understand the above information and agree to comply with the terms of this contract. I understand that the clinical affiliate and/or college has the right to terminate the clinical experience at anytime for lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of student to meet their performance standards or failure to follow their policies.

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

NOTE: If a student is an employee of the clinical affiliate, work performed during paid hours (including phlebotomy) cannot be used toward meeting academic objectives.



**MISSISSIPPI DELTA COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY**

I have received a copy of the Student Medical Laboratory Technology Handbook and understand that I am responsible for knowing the contents and policies and abiding by them. These materials include but are not limited to the following:

1. Program Description
2. Medical Laboratory Technology Program Philosophy & Goals
3. Cost Estimate
4. Code of Ethics/Conduct
5. Readmission and Admission Policies
6. Attendance, Tardiness, Assignments
7. Performance Standards
8. Requirements for Graduation
9. Grading and Evaluation
10. Clinical Attendance
11. Rules of Behavior
12. Dress Code
13. Accidents at Clinical
14. Practicum Grading Policy
15. Removal of Student from Program
16. Confidential Guidelines
17. Substance Use/Cannabis Policy
18. Criminal Background information
19. Standard functions of MLT
20. Information Release
21. Safety
22. Informed Consent
23. Bloodborne Pathogens and Clinical Site COVID Policies
24. Hepatitis B Vaccine
25. Social Networking and Agreement for Image/Media Release
26. Consensual Relationships
27. Clinical Assignments
28. Cell Phone/Electronics Policy
29. Latex Allergy Policy

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

\_\_\_\_\_  
Date of Signature

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

Sign, date, remove this page from the handbook and turn in to your instructor.