

**MEDICAL LABORATORY TECHNOLOGY  
STUDENT HANDBOOK  
FALL 2020**



**Southern West Virginia  
Community and Technical College  
School of Career and Technical Studies  
Department of Allied Health and Nursing  
P.O. Box 2900  
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### Accrediting Agency Information

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## **Affirmative Action**

Southern West Virginia Community and Technical College is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provisions of its education and employment programs and services.

It is the policy of Southern West Virginia Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans status, or national origin.

This nondiscrimination policy also applies to all educational programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education.

Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans status, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

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For further information on notice of nondiscrimination, contact the Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323; Phone: 215-656-8541; Fax: 215-656-8605; TTY: 877-521-2172; or email [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov).

## **MEDICAL LABORATORY TECHNOLOGY PROGRAM**

### **Philosophy**

The medical laboratory technician provides information to physicians and other healthcare providers, who use the laboratory to assist in diagnosis, prognosis and management of the patient. The aim of the medical laboratory technician is to provide accurate, precise measurements or assessments of the various body fluids and tissues in the body. Having an adequate understanding of the processes involved with laboratory results enable the technician to achieve optimal accuracy and precision.

The Associate Degree medical laboratory technician - the MLT - is a "generalist" who works under the guidance of an experienced registered medical technologist or pathologist. He/she performs a wide variety of tests, and also fulfills a number of other functions, including quality control of laboratory tests, maintenance of the many types of instruments used in the modern laboratory, effective communication with other members of the health-care team and the patients themselves, and other laboratory services.

Southern's medical laboratory technology faculty complies with the goal of the institutional mission (See College Catalog). We recognize that the needs of health care agencies in our communities may include skills beyond those taught in the Associate Degree program. We consider it to be the responsibility of the health care agency to properly orientate and prepare the Southern graduate to assume basic duties as well as those skills not included in our curriculum.

To prepare the Associate Degree graduate for beginning laboratory practice, faculty develop and implement a curriculum which includes activities in the classroom, college laboratory, and clinical setting. These planned educational activities are designed to help students achieve stated curriculum and behavioral objectives. When students are at the clinical site, they are supervised by their clinical instructor. In addition to medical laboratory technology courses, the

curriculum includes a background study in the humanities and in the clinical, biological, physical and behavioral sciences.

MLT faculty maintain their level of cognitive and practical skills through continuing education, laboratory practice, and/or advanced studies. The faculty actively participate in various roles such as advisors, supervisors and evaluators.

### **Conceptual Framework**

The conceptual framework of Southern's MLT Program represents the faculty's plan for organizing cognitive, psychomotor and affective learning experiences to fulfill educational objectives and produce competent and conscientious medical laboratory technicians.

Learning is defined as an observable degree of permanent change in response or behavior due to experience. We regard the process of learning as hierarchical, beginning with simple relationships, progressing to more complex ones. Teaching is the facilitating or arranging of experiences within the learner's world in a way that helps them find meaning and purpose. It involves the act of communicating in a variety of ways with the individual or group at the actual point of the learner's experience so that they can reach their unique potential according to their individual talents, will and fortitude. Learning/teaching is a process in which the learner is an actual participant guided by the teacher. The teacher presents facts and relationships which allow the learner to employ inductive and deductive reasoning to analyze concepts and synthesize content. A variety of educational techniques are employed within small and large groups of students to foster recall and problem solving.

Fundamental to the learning/teaching process is the teacher's recognition that students, who represent the widely divergent age and social-cultural heritage characteristic of our community, approach learning with a unique background of formal and experiential education. Therefore, our MLT faculty adhere to the philosophy and mission of Southern West Virginia

Community and Technical College in providing for the student the opportunity to meet their educational and career goal.

Man is a living organism, exhibiting biologic needs such as oxygenation, nutrition, fluid balance, elimination, activity, sensory stimulation, and psychosocial needs such as social interaction, safety and security, and self-esteem. The curriculum focuses on techniques (and their underlying chemical or biological principles) used to evaluate disease and health in man, the living organism. Learning experiences are begun at a simple cognitive level and progress to a more complex, higher cognitive level as the student progresses through the program.

The first semester introduces the student to operations of the medical laboratory and examination of the blood cells (hematology) is introduced, as well as the role of the blood in respiration and defense. Studies in human biology, chemistry and laboratory applications enable the student to acquire the background in science and math necessary in this field.

During the second semester, the student begins the study of biochemistry of the complex human organism, and learns techniques for evaluating various organ systems, body fluids and tissues. The student will study immunology and immunohematology becoming familiar with the procedures and techniques necessary to function in the blood bank and serology departments of the clinical laboratory. The student continues his/her studies in human biology. The study of English composition is included to foster the development of communication skills.

During the two week summer practicum, students will travel to area hospitals for their first clinical experience when he/she will practice his/her phlebotomy skills in the hospital environment under the guidance of on-site clinical supervisors.

In the third semester students will study clinical microbiology, urinalysis and body fluids. Clinical microbiology concentrates on the study of organisms that cause disease in man while urinalysis and body fluids reflect on those diseases and conditions related to the urinary tract



system as well as other body fluids. The student continues their study of support courses in communication, computer applications, and sociology or psychology.

In the fourth and final semester, students will undertake a minimum 15 week clinical practicum, which allows students to experience and become familiar with the internal workings of a clinical laboratory. Students will be able to see how theory, procedure and techniques learned in previous MLT courses translate to the clinical laboratory setting. Students will take a MLT seminar course designed to review various laboratory topics and case studies in preparation for the certification examination as well as various aspects of employment. Additionally, students may be exposed to new trends in the field of Medical Laboratory Technology and possible guest speakers.

## **MLT MISSION STATEMENT**

The Medical Laboratory Technology program at Southern West Virginia Community and Technical College exists to provide competent qualified medical laboratory technicians for health care agencies located in the college service area and beyond. The program emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success.

The program provides a high quality, affordable, and accessible education. The program is flexible in responding to state and community demands for highly skilled providers of health care.

## **PROGRAM OUTCOMES/OBJECTIVES (Graduate Competencies)**

Graduates of Southern West Virginia Community and Technical College's MLT Program should be able to demonstrate entry level competencies for the following upon initial employment:

1. Collecting, processing, and analyzing biological specimens and other substances.
2. Performing analytical tests of body fluids, cells and other substances.
3. Recognizing factors that affect procedures and results, and taking appropriate actions within pre-determined limits when corrections are indicated.
4. Performing and monitoring quality control within pre-determined limits.
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs.
6. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
7. Recognizing the responsibilities of other laboratory and health care personnel and interacting with respect for their jobs and patient care.
8. Applying basic scientific principles in learning new techniques and procedures.
9. Relating laboratory findings to common disease processes.
10. Applying principles of safety.
11. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

**REFERENCE:** The above was taken in part from NAACLS' Preamble in "Guide to Accreditation for Clinical Laboratory Technician/Medical laboratory Technician Programs."

## **MLT PROGRAM GOALS**

The SWVCTC MLT Program has developed the following goals:

### **MLT-AAS Goal 1 - General, Technical Education, Skills, Attitudes, and Knowledge Goal**

1. Graduates will demonstrate skills, knowledge and proper attitudes to realize a career as entry level Medical Laboratory Technicians in hospitals and other health care environments.

### **MLT-AAS Goal 2 - Growth and Development Goal**

2. Graduates must demonstrate professionalism and conduct that reflects safe, legal, and ethical behavior.

### **MLT-AAS Goal 3 - National Certification Goal**

3. Graduates will have the necessary knowledge to be able to pass a national certification examination.

### **MLT-AAS Goal 4 - Communication Goal**

4. Graduates must be able to communicate in a facilitative, purposeful and respectful manner with patients, families, colleagues, and other members of the health care team.

### **MLT-AAS Goal 5 - Placement Goal**

5. Graduates will have knowledge of prospective job information in an effort to achieve 100% placement within 3 months of graduation or for continuing their undergraduate education in medical technology or other field of their choice.

## **ESSENTIAL FUNCTIONS**

**Purpose:** To provide the applicant/student with a clear understanding of the demands required of the student/graduate of the MLT Program based on the tasks performed by the clinical laboratorian.

### **Essential Observational Requirements for the Clinical Laboratory Sciences**

The MLT student must be able to:

- observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) 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 fine 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.

### **Essential Movement Requirements for the Clinical Laboratory Sciences**

The MLT student must be able to:

- move freely and safely about a laboratory.
- reach laboratory benches 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 (i.e., 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

### **Essential Intellectual Requirements for the Clinical Laboratory Sciences**

The MLT student must:

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

## **Essential Communication Requirements for the Clinical Laboratory Sciences**

The MLT student must be able to:

- read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
- follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- clearly instruct patients prior to specimen collections.
- 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 (writing, typing, graphics, or telecommunication).
- independently prepare papers, prepare laboratory reports and take paper, computer and laboratory practical examinations.

## **Essential Behavioral Requirements for the Clinical Laboratory Sciences**

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 within 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 (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., "stat" test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- 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 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 and uncertainty. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Reference: Fritisma, G.A., Fiorella, B.J., and Murphy, M., **Essential Requirements for Clinical Laboratory Science**, Clinical Laboratory Science, Vol. 9, No. 1, Jan/Feb 1996, p. 40-43.

**MEDICAL LABORATORY TECHNOLOGY PROGRAM**  
**Associate in Applied Science**

**60 Credit Hours**

**Purpose:**

The Medical Laboratory Technology Program at Southern West Virginia Community and Technical College was developed to fulfill southern West Virginia's need for qualified Medical Laboratory Technicians (MLT). There is a growing demand for Medical Laboratory Technicians in West Virginia as well as the country. These professional and competent laboratory personnel who are certified to examine and analyze laboratory specimens are essential to the delivery of quality health care. Although graduates generally work in hospitals, clinics, or doctor's offices, opportunities also exist in commercial or pharmaceutical industries, scientific research, and infection control in both the public and private sectors. Southern's program aims at helping students attain the basic knowledge and skills necessary to begin their career in the field of Medical Laboratory Technology.

The full Medical Laboratory Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only. For a better understanding of the physical and mental requirements related to the job performance duties of this profession, students should review the Medical Laboratory Technology Program's technical/academic standards.

<b>First Semester</b>	<b>Title</b>	<b>Credit Hours</b>
BS 124	^Human Anatomy and Physiology I	4
<sup>1</sup> CH 203	~Fundamentals of Chemistry	4
ML 100	Introductions to Clinical Laboratory Operations	2
ML 101	Clinical Hematology	5
<sup>2</sup> ML 104	Laboratory Applications	2
		17
<b>Second Semester</b>	<b>Title</b>	<b>Credit Hours</b>
BS 125	^Human Anatomy and Physiology II	4
<sup>2</sup> EN 101 or EN 101A	~English Composition 1	3
ML 102	Clinical Chemistry	5
ML 103	Immunochemistry and Serology	5
		17
<b>Third Semester</b>	<b>Title</b>	<b>Credit Hours</b>
ML 200	Phlebotomy Practicum	1
		1
<b>Fourth Semester</b>	<b>Title</b>	<b>Credit Hours</b>
<sup>1</sup> AH 203	Communication Skills for the Health Care Professional	1
ML 201	Urinalysis and Body Fluids	2
ML 202	Clinical Microbiology	5
PY 218 or SO 200	~Life-Span Developmental Psychology or ~Introduction to Sociology	3
		11
<b>Fifth Semester</b>	<b>Title</b>	<b>Credit Hours</b>
ML 205	MLT Seminar	2
ML 210	MLT Clinical Practicum	12
		14

~Designates courses on the statewide Core Coursework Transfer Agreement.

^Denotes course equivalency.

<sup>1</sup>Students planning to continue their studies toward a BS degree in MLT are advised to take ^CH 213, ^CH 214, and ~SP 103 in place of or in addition to these courses or consult the institution to which you plan to transfer.

<sup>2</sup>Students planning to continue their studies toward a BS degree in MLT are advised to take ~MT 130 and ~EN 102 or ~EN 201 in addition to these courses or consult the institution to which you plan to transfer.

## **ACADEMIC/GENERAL POLICIES**

Additional academic and general policies covering topics like admission procedures, grading, withdrawal, academic dishonesty, tuition, fees, refunds, as well as policies governing student rights, responsibilities, standards of conduct, etc. can be located in the college catalog. Additionally, tuition, fees, and refunds are published in Southern's schedule of classes and web page ([www.southernwv.edu](http://www.southernwv.edu)), or by calling the cashier's office during normal operating hours.

## **POLICIES OF ACADEMIC STANDING AND PROGRESS**

Refer to the College Catalog for general policies.

MLT students must achieve a minimum grade of "C" in each MLT course, as well as in all other required courses (as listed in the MLT curriculum), including the restricted elective selected by the student.

In the event that a student earns less than a "C" in a required course or withdraws from a required course, that course may be repeated and must be taken during the next scheduled offering when possible. If a student earns less than a "C" or withdraws from a required course on their **second attempt, he/she may be dismissed from the MLT program**. A student who earns less than a "C" or withdraws from two or more required courses may be dismissed from the MLT Program at the MLT Coordinator's discretion and will be handled on a case by case basis. Also, should a student make less than a "C" or withdraw from a MLT course, that **student will be** dismissed from the MLT program. (Dismissal from the MLT program does not allow students to register for subsequent MLT courses.)

In relation to MLT courses that have a lecture and student lab section or in the case of ML 210 which has an examination and clinical section, students must maintain a "C" or better in **BOTH** sections of these courses in order to obtain a minimum "C" grade for the course. Should a student fail to obtain a "C" or better in each individual section, this would result in the student receiving a "D" or "F" for the course and constitutes dismissal from the MLT Program.

At the conclusion of the last semester, immediately preceding graduation, MLT students must have a grade point average of 2.0 in order to be eligible to graduate from the MLT program. This will include courses transferred from other colleges. Students concerned about whether they can achieve an overall GPA of 2.0 by graduation must inform the MLT Coordinator as soon as possible.

## **POLICIES GOVERNING THE REPETITION OF AN MLT COURSE OR READMITTANCE TO THE PROGRAM**

Any student who withdraws from or makes less than a "C" in the first MLT course (ML101) during their first semester in the MLT program and wishes to re-enter the MLT Program the following year will be required to apply along with all other applicants according to the general application process. These students will be judged along with that year's pool of applicants and are not guaranteed re-admittance to the program.



Any student who successfully progresses to the second semester or any subsequent semester and withdraws from an MLT course in good standing (passing) or **does not** make a minimum grade of a “C” in an MLT course or withdraws from an MLT course while having less than a “C” and desires readmission to the MLT Program must follow the following guidelines:

- Students must have a minimum overall grade point average of 2.0.
- Request in writing to the coordinator their intention to re-enter the MLT Program one semester in advance (April 15 for repeating Fall courses and November 15 for repeating Spring courses).
- Provide a 1-3 page, double-spaced, typewritten narrative explaining specifically why they feel they would be successful if given a second opportunity to complete the MLT Program.
- Achieve a 76% or better on a cumulative final exam(s) of the previously completed MLT courses. (ex: Hematology, Chemistry and/or Immunohematology)
- Submit a certified background check and/or negative drug screen once approval for re-admittance is granted.

Each situation will be reviewed by the MLT Program Coordinator and a decision made on a case by case basis. The student’s past conduct, attitude, abilities, attendance record, and study habits as well as other factors including course grades since dismissal or withdrawal from the MLT Program will be considered. Students seriously considering readmission are urged to complete and do well in additional MLT support courses to provide additional evidence of their desire to continue and succeed.

**NOTE:** There must be a vacancy in the program in order for a student’s readmission to occur. From the second semester through the last semester, 15 students will be considered a full class and therefore no vacancy for re-admission would be available.

A student who withdraws while in good standing will be given **preference** over students making less than a “C” or withdrawing while having less than a “C”.

If a student fails to maintain a “C” or better in ML 102 in the first eight weeks, he/she may still complete ML 103 in the second eight weeks of their first year. However the outcome, the student will be dismissed from the program and must follow the above outlined procedure for re-admittance.

Students are expected to complete the MLT program in two (2) years, however, if this is not possible, it is **mandatory** that the MLT program be completed within three (3) years of admission to the program. Failure to comply with this policy requires the student to apply for readmission to the MLT program and subsequently repeat all MLT courses or test out of any previously passed MLT courses by achieving a 76% on a cumulative final exam. Students who are unsuccessful in completing the MLT program after two (2) attempts **will not** be considered for readmission barring documentable extenuating circumstances which will be reviewed and a decision rendered by the MLT Program Coordinator.

All students re-admitted to the MLT program will fall under **the most recent and current student handbook**. It is the STUDENT’S RESPONSIBILITY to obtain a new handbook, read and discuss it with the MLT Program Coordinator.

#### **POLICIES ON SUPPORT COURSES**

Chemistry, Anatomy & Physiology, and English courses must be taken no later than the

designated semesters as published in this Student Handbook unless approved by the MLT Coordinator. Additionally, students who have not completed the Chemistry, English and both Anatomy & Physiology courses with a “C” or higher **by the start of the fall semester regular courses in the second year** of the MLT program will not be allowed to take ML 201 and ML 202 in the MLT program. These students would be required to set out a year while successfully completing these courses with a “C” or higher and request to re-enter the MLT the following year provided space is available.

### **SCHEDULE CHANGES**

Any changes in academic schedules (add, drop, etc.) must be cleared with the MLT Coordinator. Advice from anyone else could cause problems relating to eligibility for the next MLT course or for graduation which will ultimately affect a student’s eligibility for the certification examination.

### **GENERAL POLICIES (Please refer to the various sections of the College catalog)**

**WITHDRAWAL** - No withdrawals are permitted after the published deadline. Refer to the college catalog.

**MARRIAGE/NAME CHANGE**- A change in name is to be reported promptly to the MLT Coordinator and to Student Records.

**PERSONAL INFORMATION CHANGES** - Telephone number, address and e-mail changes must be reported ASAP to the MLT Coordinator and Student Records.

**HEALTH EXAM** - The health exam form must be submitted by the announced deadline. The MLT Coordinator is to be made aware of any changes in health status. A physician’s consent is necessary to continue in the laboratory/clinical experience.

**PREGNANCY** - A pregnancy must be reported to the MLT Coordinator immediately. A physician's consent is necessary if the pregnancy takes place during or extends into the clinical rotation.

**LIABILITY INSURANCE** - Students are currently provided liability insurance coverage under the State of West Virginia's professional liability insurance program. This insurance will not cover students engaged in activities beyond the role of MLT student training or activities not authorized by MLT faculty or clinical instructors. Students accepting jobs in health care facilities prior to graduation are encouraged to purchase their own liability insurance or make certain their place of employment has done so on their behalf.

**HEALTH/ACCIDENT INSURANCE** - All students are highly encouraged to acquire health and accident insurance if not presently covered under a parent's policy or personal policy. Some clinical facilities **require** the student to have an active health insurance policy.

**CPR** - A student’s CPR status is to be current while performing clinical rotations.

**BEHAVIOR CONDUCT (refer to college catalog)**

While in the MLT program, students are expected to conduct themselves in such a manner to reflect favorably on him/herself and the MLT program. Students exhibiting inappropriate conduct will be reprimanded either verbally or written for the first offense depending on the situation. If a student should continue inappropriate conduct after written reprimand, that student may be dismissed from the MLT program.

Examples of inappropriate conduct consist of but are not limited to the following:

1. Disrespectful toward a MLT instructor/clinical instructor;
2. Being uncooperative;
3. Being unprepared for lecture, student lab or clinicals;
4. Being disruptive in lecture, student lab or clinicals;
5. Not paying attention to MLT instructors/clinical instructor;
6. Not notifying instructors/clinical instructors of absences;
7. Making inappropriate comments of a sexual nature in lecture, student lab or clinicals;
8. Not being able to accept professional/instructional criticism well.
9. All forms of dishonesty, including knowingly furnishing false information, forgery, alteration of documents, misidentification with the intent to defraud and cheating.

**EXAMPLES OF CHEATING BEHAVIOR (refer to college catalog 3.4.)** (This list is not totally inclusive.)

1. Eyes directed toward another student's paper.
2. Unauthorized use of resources.
3. Supplying information regarding an exam/quiz to other students.
4. Unauthorized obtainment of an exam or quiz.
5. Photographing of an exam with an electronic device or camera.
5. Changing answers after an exam/quiz is graded.
6. Plagiarism - claiming someone else's work as your own.
7. Crib notes or signaling including the use of electronic devices to do so.

If a student is observed exhibiting any cheating behavior, the faculty member making the observation is to document at that time what is observed. If the student is taking an exam/quiz, that student will not be allowed to finish the exam/quiz. The student, Division Dean, and Chief Academic Officer will be notified within 14 days of the incident (refer to Student Handbook section of College Catalog).

For a first offense, the student may be dismissed from the MLT program, or advised not to repeat the behavior and given a zero on the exam/quiz/assignment. This will be rendered at the discretion of the Instructor or MLT Program Coordinator. If the student is not satisfied with the outcome of this meeting, he/she may proceed with the Student Grievance Policy in the College Catalog.

A second offense would constitute immediate dismissal from the MLT program.

## **GRADING METHOD**

Evaluation is based on written examinations, quizzes, homework assignments, classroom participation and laboratory/clinical performance. Students must maintain a "C or better in both lecture and laboratory/clinical sections of MLT courses in order to obtain a minimum "C" grade for the course. Failure to do so would result in the student receiving a "D" or "F" for the course which constitutes dismissal from the MLT program.

### **Grading Scale**

90 - 100 = A  
83 - 89.9 = B  
75.5 - 82.9 = C  
70 - 75.4 = D (FAILING)  
Less than 70 = F

## **POLICY ON GRADE INFORMATION**

The MLT Department does not post grades publicly. Also, grades will not be given out to the students on the telephone without providing their student number and sufficient personal information if required. Grades will be posted on Blackboard so that students can have access with their personal password at any time. Test/quiz results and final grades may be given to the student in person and in the classroom in a confidential manner. Any grading information provided to the student is their responsibility to see that this information remains confidential if they so desire.

Upon request, students can get a computer print-out of their course grades. Students may also print and/or view their grades at any time from the Blackboard grade recording feature.

## **STUDENT RECORDS**

The office of the registrar maintains permanent records dealing with general admissions, grades, credits and transcripts for each Southern student including MLT students. Records are maintained conforming to all federal and state regulations. See SCP1001 on Southern Web page.

## **MLT STUDENT RECORD/FILE POLICY**

MLT student records permanently maintained by and in the MLT department are:

1. A completed application form
2. Health/Physical Examination/immunization records
3. Clinical evaluations (since 1993)
4. Attendance records (since 1993)
5. Counseling/advising records (when applicable)
6. Various signature of understanding forms
7. MLT course grade reports

Student examinations are maintained for approximately one year after graduation.

The MLT department maintains a student file on each MLT student. Upon request, a student can review their file at any reasonable time. The file cannot be removed from the MLT Department.

### **ATTENDANCE POLICIES**

One hundred percent attendance (or virtual participation) is expected. Excessive absences may result in a student's automatic withdrawal, administratively. Three consecutive days (3 lectures, 3 labs, 3 clinicals, or any combination of the three) are considered excessive without extenuating circumstances. After three non-consecutive absences, students may receive a written warning which will be placed in the student's file and if the behavior continues, this may result in the student's automatic dismissal from the MLT program. These situations will be handled at the MLT Coordinator's discretion.

MLT students are expected to arrange doctor, dentist and other appointments so that they do not interfere with MLT lectures, labs and clinicals. Allowances are made for emergencies and special situations.

### **NOTIFICATION POLICY**

Students are requested to call in person or e-mail the MLT Department personnel of any absences. Concerning lecture and student labs, students should notify the instructor before class begins when possible. Students can notify the MLT Department by calling Ms. Dardi at 304-896-7369 ([shirley.dardi@southernwv.edu](mailto:shirley.dardi@southernwv.edu)) or Ms. Spry at 304-896-7323 ([christy.spry@southernwv.edu](mailto:christy.spry@southernwv.edu)). If there is no answer in the MLT offices, a message should be left on voice mail.

In the event that a student must miss a scheduled clinical day, the student must contact both the clinical coordinator/instructor at the clinical site and the MLT Program Coordinator (Ms. Dardi) or MLT faculty (Ms. Spry for summer rotation) at the above phone numbers and leave a voice message ASAP. Failure to comply with this policy in ML200 and ML210 will result in a 5% reduction in the student's overall grade for the clinical practicum.

### **MISSED TESTS/ QUIZZES/ LABS**

Student labs and quizzes may be made up at the instructor's discretion. It is the student's responsibility to request and show an interest in making up these missed assignments. Set up for students' labs can be very time consuming and at times may require use of specimens that may be difficult to reproduce. Therefore, students are not to take missing a student lab lightly since this could negatively impact their grade.

Tests are expected to be taken on dates scheduled. Make up tests must be within one week of the original test date. Penalties may be implemented on tests taken late. Alternate forms of the test may be given. Students are expected to notify the instructor prior to the test in the event that he/she is unable to take the test as scheduled.

Penalties may be implemented on quizzes, labs or other assignments taken or turned in late. Alternate forms of these may also be implemented. These situations will be handled at the discretion of the instructor.

### **SNOW/FLOOD POLICY**

At times transportation to the SWVCTC campuses may be impeded by inclement weather. Students should always use sound judgment concerning travel to or from Southern during inclement weather since conditions can be vastly different in your local area or those you may need to pass through.

If classes at SWVCTC are canceled due to snow/flood/other, then MLT lectures, student labs and clinical training will be canceled. You will know this by listening to local television and radio stations or checking Southern's webpage.

If SWVCTC classes are placed on a two hour delay, this would mean classes starting between the hours of 8:00 a.m. and 9:59 a.m. are canceled. Classes starting at 10:00 a.m. or later are held as scheduled. If morning classes are canceled, only classes starting before 12 noon are canceled. See Southern's inclement weather policy.

If a student is unable to safely get to the lecture/student lab due to snow/flood/other, he/she must notify the MLT coordinator/instructor as specified in the notification policy.

### **STUDENT LAB DRESS CODE AND SAFETY POLICY**

When performing procedures in student lab, each student is required to wear a long sleeve lab coat (provided). If splashing of fluids is expected, safety glasses and masks must be worn. Other safety equipment will be provided in student labs as needed. (See Covid-19)

Students are expected to follow the safety precautions specified in the student safety contract, as well as the latest standard (universal) precautions and Covid-19 precautions.

No food or drinks will be allowed in the MLT student lab or any classroom.

Any laboratory accident/incident must be reported to the instructor immediately and an incident form completed.

Students are not to take equipment out of the MLT laboratory and work area.

Students are not to perform any unauthorized experiments, laboratory procedures or phlebotomies.

Should a student fail to adhere to these guidelines, they may be dismissed from the program.

## **HAZARDOUS EXPOSURE**

If a student is exposed to a hazardous chemical or substance, they are to use common sense about immediate self-treatment (example: flushing eyes with water) and then report the incident to the class instructor or clinical instructor ASAP so that proper care and protocol can be rendered.

## **EMERGENCY SITUATIONS**

In the event of a fire, bomb threat or other emergency situation, students are to follow directions and, if asked, exit the building immediately in a calm and orderly manner.

## **CLINICAL DRESS CODE AND CONDUCT GUIDELINES**

Uniforms will not be required until the summer semester after admission into the MLT program which will begin in May. Uniforms will need to be ordered or purchased by the student during the spring semester for use beginning in May. Uniform requirements are kept to a minimum and will be discussed during the spring semester.

1. Students are required to present a neat and clean appearance at all times during their clinical rotations.
2. Students must wear a clean, pressed, Southern approved uniform while in the laboratory and other barrier protective clothing when required by the hospital or Southern policy.
3. Black scrubs/pants/dresses, Southern logo tops/lab coats, and any other apparel must be clean and wrinkle free. No jeans, sweats or spandex!
4. Shoes must be closed-toe (no sandals) and soft-soled. Shoes must be clean and polished with clean shoe laces. Predominantly white or black tennis shoes are allowed if clean and neatly kept.
5. Student name tag must be worn at all times as well as any hospital required ID.
6. Dress tactfully. Avoid wearing of clothes which are overly revealing, which may represent a safety hazard or which may be offensive to patients or laboratory personnel. Proper attire will be discussed before entering the hospital environment.
7. Engagement rings and/or wedding rings may be worn except in situations where ALL jewelry is contraindicated. No more than one ring per hand. Small inconspicuous earrings may be worn. No dangling or loop earrings, necklaces or bracelets which may pose a safety hazard. If asked to remove a piece of jewelry while at your clinicals, do this so that you may continue your clinical training. Earrings/gauges in other visible parts of the body (body piercing) are not allowed in any form while in the clinical setting.
8. Tattoos are to be covered if at all possible when in the clinical setting. New tattoos are discouraged while in the MLT program.
9. Hair must be confined neatly out of your face. If longer than shoulder length, it must be PINNED OR TIED UP (includes men). Beards and mustaches are permitted if kept clean and neatly trimmed and well-groomed at all times.
10. Use good body and oral hygiene at all times. Do not wear perfumes, colognes, or after shave in the clinical setting which can cause breathing problems for patients or

- hospital employees. Maintain clean fingernails at a reasonable length (includes artificial).
11. **Smoking is not permitted** in the hospital and only at designated areas when provided. Smoking may not be permitted on hospital grounds. When in doubt, check with proper personnel before smoking.
  12. **No food or drinks** are allowed in the laboratory except those areas approved for such.
  13. Students are not allowed to remove equipment or supplies from the clinical setting except with permission from the clinical coordinator and the MLT Program Director.
  14. Students are not to perform any unauthorized experiments, laboratory procedures or phlebotomies.
  15. All safety precautions and guidelines are to be followed at all times. Not doing so will result in written reprimands and could result in dismissal from the MLT program.
  16. Confidentiality must be maintained in relation to all information a student may become aware of in relation to their clinical training. See "Confidentiality and Security Agreement" later in this handbook.
  17. Due to the difficulty of creating a balanced clinical experience for each individual student and the process of getting changes approved, requests for changes to the clinical schedule are strongly discouraged.

### **STUDENT CLINICAL TRAINING ASSIGNMENTS AND PROCEDURES**

Each student in the MLT program will be assigned to clinical rotation sites the semester prior to the semester in which they begin ML 200, Phlebotomy Practicum. This two week clinical will take place at one clinical site and then again the semester prior to the semester in which they begin ML 210, MLT Clinical Practicum. It should be noted that most students will be assigned to more than one clinical site in which to perform their clinical training for ML 210 and that training in a clinical area (Hematology, Chemistry, Blood Bank, Microbiology, Urinalysis, Coagulation and Molecular Diagnostics) will be completed prior to beginning a new clinical area of study which may or may not be at a different clinical site. The availability of sites for the MLT program is based on a contractual agreement between the facility providing the clinical rotation experience and Southern WV Community and Technical College, as well as mutual agreement on the clinical schedule and student placement for their facility. In the event of a disagreement in a student's placement in the clinical rotation schedule in which their wishes would conflict with another student's wishes and placement, the student with the highest academic performance received for MLT courses prior to the completed semester that the clinical training in question begins will be given placement preference. It should be noted, that Southern's MLT program maintains a clinical rotation capacity in our service area greater than the number of students accepted into the MLT program for their year of acceptance.

Based on clinical affiliation site contracts, each clinical site has the right to terminate their affiliation with Southern within a specified time frame but shall not affect those presently enrolled and performing clinical training. If a facility terminates a contract and/or denies permission for a student or students to perform clinical training in their facility, Southern's MLT Department will make every effort to find the student another clinical training site in the college's service area; however, students should be aware that the only available site may be in different locales than the original assignment. Should this situation occur, clinical



rotation assignments will be made by the MLT Coordinator and based on the availability of appropriate clinical sites. Students not able to be placed in a clinical training site will be placed on a waiting list (in order of academic performance in MLT courses) and will be placed as soon as an appropriate training site becomes available.

A student may be admitted to the MLT program under conditions in which a clinical assignment cannot be guaranteed and/or situations may arise once the student is enrolled that may delay or prevent clinical site assignment. These conditions include, but are not limited to:

1. Students who require accommodations that cannot be reasonably provided – The MLT Department will make reasonable attempt(s) to assign the student to a clinical site in a timely manner. Such a clinical assignment is not guaranteed and the student's completion of the curriculum may be delayed or may not be possible.
2. Students who are impacted by unusual circumstances that require a clinical site or Southern to temporarily or permanently suspend its clinical relationship – The MLT Department realizes that such circumstances are without foreknowledge of the student, and that the first responsibility of Southern is to the student enrolled in the curriculum. Every effort is made to re-assign the student within the shortest time frame to another clinical affiliate such that the student's graduation is delayed as little as possible. (See Covid-19)
3. Students who have received or are currently receiving treatment for drug/chemical dependency – Clinical assignment may be delayed or not be possible.
4. Students who are convicted of a felony or become involved in criminal acts after admission preventing clinical assignment – Clinical assignment may be delayed or not be possible.

All orientation requirements for each clinical site attended must be completed to the satisfaction of each affiliate. Failure to do so, can result in termination of your clinical training at a facility and may affect your ability to graduate from the MLT program.

Examples of past clinical rotation schedules for both summer and spring are located near the end of this handbook for your review. It should be noted that these are only examples and schedules are somewhat unique each year. Your schedule may or may not be like these examples.

Note: It is being brought to your attention now that earrings in visible parts of the body other than the ear (body piercing, nose, lip, eye brow, etc.) are not permitted in the clinical setting. Additionally, tattoos are to be covered if at all possible when in the clinical setting. New tattoos are discouraged while in the MLT Program.

### **INFLUENZA AND OTHER VIRAL VACCINATION POLICIES**

The seasonal Influenza vaccination is required for MLT students performing clinical training in hospitals during the influenza season (normally ML210 – MLT Clinical Practicum). Each student receiving vaccination will provide documentation by the week before beginning this clinical training or sign proper declination/exemption forms. Hospitals now need to report numbers for influenza immunization rates, declinations, and exemptions which we are to provide to them. (See Covid-19)

## **AFFILIATING AGENCIES**

The following facilities are presently utilized by the MLT Department at Southern WV Community and Technical College for clinical laboratory experiences and subject to change.

- Boone Memorial Hospital, Madison, WV
- Charleston Area Medical Center (CAMC)- (Includes CAMC Memorial, CAMC General, & CAMC Women and Children Hospitals), Charleston, WV
- Logan Regional Medical Center, Logan, WV
- Pikeville Medical Center, Pikeville, KY
- Raleigh General Hospital, Beckley, WV
- Thomas Memorial Hospital, South Charleston, WV
- Tug Valley Appalachian Regional Hospital, South Williamson, KY
- LabCorp, Charleston, WV

## **TRAVEL AND SCHEDULES**

Clinical experiences are held in a variety of health care agencies. Although clinicals have historically been held during the day, other time frames may be required when necessary. Students are totally responsible for transportation to and from the college and health care agencies utilized for classroom and clinical experiences.

## **PERFORMANCE OF SERVICE WORK**

Service work, in relation to the MLT program, is work or procedures performed by laboratory staff which directly or indirectly relate to patient care. MLT students perform service work only when it is a necessary part of their clinical training and only under supervision. Service work is never compulsory outside of clinical hours.

MLT students are not expected to perform work or procedures in place of a laboratory staff member. MLT students do perform service work when it relates to the achievement of their clinical objectives or to become more proficient at a procedure relating to the present clinical area of study. However, students are not to be used in place of laboratory employees and should NEVER receive monetary compensation for any clinical rotation.

## **ADVISING GUIDELINES**

1. The MLT Coordinator or Student Program Advisor advises the MLT preparatory students.
2. Upon admission to the MLT program, the advisor assigned to a student for the duration of the program will be the MLT Coordinator.
3. The advisor will provide academic advising concerned with registration, withdrawing, academic standing, and evaluate those assigned students for graduation. Students may be directed to the Student Services or Financial Aid Department when needed.
4. The advisor will provide personal counseling as indicated and appropriate.
5. The student may also seek personal counseling from Student Services.
6. During the student's first semester enrolled in the MLT program, the advisor will be responsible for answering any questions concerning advisement and/or the MLT program.

7. The MLT advisor will be responsible for maintaining the student's file.
8. At the beginning of the student's entry into MLT, the MLT Coordinator advises the new student of his/her responsibility of taking the proper courses required for graduation from the MLT program and has the student sign an MLT curriculum plan.
9. The advisor will:
  - a. be available, having posted office hours;
  - b. use resource persons as indicated; and
  - c. record pertinent advisement meetings in the student's file.
10. Any student making the decision to withdraw or who receives less than a "C" in a required course should make an appointment with the MLT coordinator for proper advisement as to how this may affect graduating on time. (See policies governing the repetition of an MLT course or re-admittance into program.
11. Counselors are available to any student on each Southern campus for educational/career, financial, disability and brief personal counseling. Additional counselors are available at local mental health centers at the student's expense.
12. Tutoring and veterans assistance is available.

### **STUDENT GRIEVANCE PROCEDURE**

The purpose of the Student Grievance Procedure shall be to provide an equitable and orderly process to resolve any differences or disputes between a student and faculty member about college policies/procedures or learning activities affecting the student. This may include grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes he/she is being treated unfairly or arbitrarily.

Procedures concerning academic and non-academic grievances, and appeals can be found in the Student Handbook section of the college catalog and has been provided to you in written form during orientation.

### **LIBRARY SERVICES/RESOURCES**

Library hours are posted on the Logan and Williamson Libraries.

Library hours are subject to change. Please call 304-896-7378 and verify times before traveling long distances.

Numerous books and periodicals with materials in all areas of the curriculum are in the Libraries.

Periodically throughout the two year program, literature may be placed on closed reserve. Check for the reserved materials at the circulation desks.

Library Catalog: Southern uses the HORIZON system and this allows students to access our catalog through the Southern website. Patron's college-wide can view the holdings of Logan and Williamson libraries and request needed materials via email or phone. These requested materials will be placed and held for two days at the circulation desks for pick up.

Electronic Resources: The library has various electronic media, databases and resources available for use. All databases are available by remote access. Remote access allows the students and faculty at large access through the Southern website. Please check with the libraries for passwords to each database.

## **MLT ADVISORY BOARD**

A committee comprised of clinical affiliate personnel, other health care professionals and college faculty compose the MLT Advisory Board Committee. The committee meets once each year (presently the spring semester) to review and help plan the progress of the MLT program.

## **ACCREDITATION**

Southern's MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS in cooperation with medical and health professions establish, maintain, and promote standards of quality for educational programs in health professions. Additionally, NAACLS provides recognition for educational programs which meet or exceed these standards.

### **Accrediting Agency Address,Phone Numbers & E-Mail**

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018-5119  
(849) 939-3597 or (773) 714-8880  
(713) 714-8886 Fax  
[www.naacls.org](http://www.naacls.org)

## **MLT CERTIFICATION**

The MLT graduate is eligible to take the American Society of Clinical Pathologists (ASCP) Board of Certification, the American Medical Technologists (AMT) and other certification examinations for Medical Laboratory Technicians. It is recommended that students take a certification examination and should be prepared to pay the approximate \$200 or more fee during March of their last semester. **NOTE:** The issuing of the Associate Degree is NOT contingent upon the students passing any type of external certification or licensure examination.

## **PARTICIPATION IN MLT ACTIVITIES**

During the student's first or second semester of the program, MLT students are encouraged to elect class officers as representatives of their class. This is done to encourage participation in activities such as health fairs and community functions, as well as association with other classes of MLT students at the local, state and national level.

## **FINANCIAL AID**

Financial aid in various forms is available. Students may qualify for federal and state grants, scholarships, loans and work study programs. Students are encouraged to contact the Financial Aid department on each campus or student services. Aid for non-qualifying students in need (Financial or Special Meritous Projects) may be available through Southern's College Foundation.

## **FELONY/MISDEMEANOR CONVICTIONS**

It is the student's responsibility to inform the MLT Coordinator immediately of any felony or misdemeanor conviction. Students convicted of a felony or misdemeanor may be excluded from clinical experiences by healthcare agencies and/or from taking certification examinations. Early disclosure may prevent problems in these situations.

## **CLERY ACT**

Enabled by Congress in 1990 as the "Crime Awareness and Campus Security Act of 1990." It is a federal law that requires colleges and universities to disclose information about campus crime and security policies. See college catalog.

## **DRUG/BACKGROUND CHECK POLICY**

All students have been contingently admitted to an allied health or nursing program until all information/documentation is received on or before a date designated by the program. Failure to provide all requested information; to disclose prior felony, misdemeanor, and/or pending criminal charges will result in immediate dismissal from a program.

## **BACKGROUND CHECK**

Students must satisfactorily complete a background check and drug screen prior to entry into an allied health or nursing program and any other time as requested by the faculty, coordinators or division head. If a student has been convicted of a **FELONY, MISDEMEANOR** or has **PENDING** criminal charges, a student may be excluded from admission to a program, may not be allowed to attend clinical rotations held at affiliating health care agencies, and/or may be prevented from taking the required Certification/Licensure Examination. Entry into a health care agency is the sole determination of the clinical facility. Certification/Licensing Boards may prohibit students from taking national examinations based on students physical status, emotional condition, results of a background check and/or drug screen.

It is the student's responsibility to inform the Program Coordinator prior to entering the program or **IMMEDIATELY** after an incidence occurs, of any felony, misdemeanor, or pending criminal charges/conviction. Any falsification or omission of information may result in disciplinary action; including, but not limited to, dismissal from a program. Pending felony and/or misdemeanor charges or convictions that occur while in a program must be reported immediately to the Program Coordinator.

## **DRUG TESTING/SCREENING**

### **Drug Screening Upon Admission**

Southern West Virginia Community and Technical College, Division of Healthcare and Business, Programs of Allied Health and Nursing are committed to safeguarding the health and safety of students, faculty, staff, administration, community members, and patients/clients while maintaining a drug-free educational/workplace environment. In order to uphold the highest standard of care, the Programs of Allied Health and Nursing will conduct a drug screen test for all students tentatively admitted to any allied health or nursing program.

The alcohol and drug test must occur at the date and time specified by the Program Coordinator or division head and at a location determined by Quality Drug Testing. The type of specimen is at the discretion of the program. Students contingently admitted are **REQUIRED** to consult with their attending physician/healthcare provider, in order to determine whether any/all prescribed medication(s) may affect program performance. The student who is contingently admitted to a program **MUST** disclose a list of medications prior to testing. Validation of prescriptions must be supplied promptly upon request to the appropriate individuals.

The cost of any and all expenses associated with the drug testing and/or evaluation is the responsibility of the student. It is the student's responsibility to determine from the physician whether prescribed medications may affect program performance and to disclose a list of medications prior to drug screening. Many prescription drugs alter mental status and may impair the student's ability to perform in the classroom or clinical setting. Impairment in the classroom or clinical setting is not permissible regardless of the source. Any attempt to alter the drug test, attempt to prevent collection (example but not limited to: shaving hair), any positive or diluted test results or failure to follow the proper procedure, failure to have the test performed on the date by the approved company, or refusal of a drug screen will result in withdrawing the selection of the student to the Allied Health or Nursing programs by the respective department. Any future reapplication to an Allied Health or Nursing program may not be considered, due to the facility requirements. A student that is unable to enter a facility for clinicals, will not be able to complete the program. Appropriate accreditation/program approval agencies may be notified of the results.

Any positive or diluted results may be challenged by the student. Upon notification of the test results, the student must immediately contact the testing company to request retesting by hair or blood specimen as deemed appropriate by the testing company. Cost is the responsibility of the student. The student may be reinstated into the program, if the results of the challenge is in the students favor.

### **Disclaimer**

A student tentatively admitted to an allied health or nursing program has the right to refuse a drug test. However, refusal to have the drug test and/or failure to follow the procedure/directions prescribed by the Programs of Allied Health and Nursing will result in withdrawing the student's tentative admission and dismissal from a program.

## Drug Screening after Program Enrollment

Enrollment is defined as a student attending the first day of class in an Allied Health or Nursing Program. A random drug test of any student, any group of students or an entire class or program may occur at any time and on more than one occasion. Alcohol and drug testing will be by urine sample, breath analyzer, by hair, and/or blood sample at the discretion of the department/program. The date, time, and company to conduct the drug test are selected by the Programs of Allied Health and Nursing. The cost is the responsibility of the student.

While enrolled in a program, a random drug/chemical screen(s) may be requested. At any time, failure to comply with a request for a drug screen and/or a positive drug screen will result in **IMMEDIATE** dismissal from a program. Further, a student who demonstrates questionable behavior (classroom, laboratory, or clinical setting) or indicates that alcohol or drugs have been consumed will be requested to submit to a drug test. Failure to comply with the request immediately will result in dismissal from a program. The cost is the responsibility of the student.

Signs and symptoms of alcohol and/or drug use may include but are not limited to any one or more of the following example behaviors: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, change in appearance or grooming, hyper-reflexia, lethargy, flushed face, tardiness, absenteeism, dilated/pinpoint pupils, odor of alcohol, mood swings, missed deadlines, careless mistakes, and dozing/sleeping.

## Drug/Chemical Dependency

If a student has received or is currently receiving treatment for drug/chemical dependency, please have a copy of the discharge summary, printed on the facility letterhead, sent directly to the Program Coordinator. A statement from the student's physician/healthcare provider **MUST** accompany the letter. The student **MUST** also submit a letter detailing their progress in recovery. Additional documentation regarding drug/chemical dependency and treatment may be requested at any time. There is no guarantee a hospital will allow said student to attend clinical rotations at their facility.

It is the responsibility of the student who is contingently admitted, or one that is currently enrolled in a program, to read, understand, ask questions, and abide by all requests from a faculty member, program coordinator, or division head at all times. Failure to do so will result in immediate dismissal from the program and/or college.

## **Blood and Body Fluid Exposure Policy**

**Policy:** All persons participating in teaching and learning in allied health laboratory settings may acquire a needle stick, sharp injury, and/or skin or mucous membrane exposure to blood or body fluid must comply with the following guidelines.

**Scope:** Pertains to all students and faculty.

**Purpose:** To prevent trauma and infection with a break in the skin barrier. Follow the appropriate protocol for blood or body fluid exposure.

### **Responsibility: General Information**

- 1) Students will always follow OSHA Universal Precautions guidelines in the laboratory and clinical settings.
- 2) Students are instructed that any practice done using needles **is not** to be done on individuals without **direct instructor supervision**.
- 3) Teaching aides/models are provided to the students.
- 4) Disposal of needles/sharps:
  - a) Do not reuse needles/sharps
  - b) Dispose only in sharps container
  - c) Never leave needles lying open
  - d) Never recap a needle

If exposure to blood or body fluids occurs, the steps to be taken are:

- Report the needle stick, sharp injury, or bloody or body fluid exposure to the instructor, clinical instructor or laboratory manager immediately.
- Students will see and inform the program coordinator as soon as possible.
- Coordinator will discuss and document with student on the appropriate form what occurred.
- If a needlestick, sharp injury, or other type of blood or body fluid exposure occurs:
  1. The student will **immediately** wash the wound/exposed area (except eyes/mucous membranes and eyes) with soap and water, 70% isopropyl alcohol or minimum of 10% bleach solution.
  2. Apply bandage with antibiotic ointment (except mucous membranes and eyes) when appropriate.
  3. For mucous membrane exposure, flush the area immediately with a large amount of water or normal saline.
  4. **The student is to immediately seek health care from their physician/clinical or emergency room and follow recommended protocol for treatment.**
  5. Cost of any treatment is the responsibility of the student.



## **LATEX SENSITIVITY/ALLERGY POLICY**

**Policy:** Those persons with known sensitivity to latex shall be treated as if they have a known allergy.

**Purpose:** To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

**Scope:** Pertains to all students and faculty.

**Responsibility:**

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life-threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student with their physician is responsible for deciding if an allied health career is possible.

**Definitions:**

- Latex – the natural sap of the rubber tree (*Hevea Brasiliensis*). It is used to make natural reubber which is used in the production of many products.
- Irritant Dermatitis – A dermatitis caused by chemical irritation that does involve the immune system.
- Type IV Dermatitis – A chemical contact dermatitis caused by the chemical used in latex production but involving the immune system.
- Type I Systemic Reactions – true allergic reactions caused by protein antibodies in the latex. Type I causes serious and potentially lethal reactions. Symptoms include: Anaphylaxis, dermatitis, erythema, hives, pruritus, swelling, eye/nasal itching, sneezing, coughing, laryngeal swelling, wheezing, asthma or cardiovascular collapse.

**Procedure:**

Considerations: Clinical findings may depend on the sensitivity of the patient, the route of administration, and the quantity of the antigen. There are three types of reaction: Irritant Dermatitis, Type IV Dermatitis, and Type I Systemic Reactions (see Definitions).

- A. The student will identify on their medical history form any allergies.
- B. Any person who reports a latex allergy or has a positive response to any of the following questions are directed to seek out their health care provider for care and instructions:

Have you had a reaction to personal sources of latex? For instance, balloons, rubber gloves, hot water bottles, rubber bands, foam pillows, baby bottle nipples, shoe wear, erasers, etc.

After handling latex products, have you experienced breathing, swelling, hives, redness, chapping/cracking hands, runny nose, congestion, itching?

Do you have any food allergies? If so are you allergic to any of the following? Bananas, avocados, potatoes, tomatoes, kiwis, chestnuts, peaches, papaya.

Have you ever had an anaphylactic reaction to latex devices?

Have you ever been told by a doctor that you have an allergy to any latex products?

Do you have any congenital anomalies? (Neural tube defects such as Spina Bifida)

Have you had previous surgeries, extensive dental work, or does your occupation involve frequent contact with products containing latex?

### **Keynotes:**

Persons at risk for developing latex allergies:

- \_ Those with history of repeated surgical procedures.
- \_ Those with history of asthma, drug, and food allergies (many of the proteins that cause latex allergy are also found in fruit, vegetables, nuts and cereals).
- \_ Those with repeated latex exposure may develop latex allergies from repeated exposure to latex products that are used in their work.

Latex precautions should be used for persons at high risk for an allergic reaction to Latex. This population includes patients with:

- \_ Neural tube defects (myelomeningocele, lipomyelomeningocele, spina bifida).
- \_ Congenital urologic disorder
- \_ A history of systemic symptoms from contact with latex products (e.g., balloons, gloves)
- \_ A positive latex allergy test.

### **Social Media Policy**

Social Media are powerful communication tools that have a significant impact on organizational and professional reputations. Because the lines are blurred between personal voice and institutional voice, Southern West Virginia Community and Technical College's Department of Allied Health and Nursing has created a policy to help clarify how to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Instagram, Snap Chat, YouTube, and My Space.

Both in professional and institutional roles, employees, staff and students need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting apply online as in the real world. Employees, staff, and students are liable for anything they post to social media sites and may be subject to litigation.

### **Policies for All Social Media Sites, Including Personal Sites**

- Protect confidential and proprietary information: Do not post ANY confidential, disrespectful, or unprofessional information about Southern, clinical affiliates, clients/patients, faculty, staff, or students. You must still follow the applicable federal requirements such as FERPA, HIPAA, NCAA, etc. Adhere to all applicable privacy and confidentiality policies. Any confidentiality violation is at the risk of disciplinary action or dismissal from your respective program. Also subject to discipline from respective licensure Boards. You can be held liable for any postings and may be subject to litigation.
- Do not post any content that might put Southern, the program or clinical agencies in a bad light or incite litigation.
- Respect copyright and fair use.
- Do not use Southern logos for endorsement.
- Respect College property.
- Do not utilize or access social media platforms during clinical hours. Do not utilize cell phones during clinical hours.

### **Best Practices**

- Think twice before posting.
- Once you post, you relinquish control of its proliferation forever.
- Be respectful
- Remember who the audience is.

**REMEMBER: DO NOT ACCESS SOCIAL MEDIA AT ANY TIME DURING YOUR CLINICAL ROTATION. DO NOT POST ANY COMMENTS OR PICTURES WHILE ON HOSPITAL OR FACILITY PROPERTY. (BATHROOMS INCLUDED)**

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

**HIPAA GENERAL AWARENESS EDUCATION CERTIFICATION**  
ALLIED HEALTH and NURSING DEPARTMENT  
MEDICAL LABORATORY TECHNOLOGY PROGRAM

**NAME (PRINT):** \_\_\_\_\_ **S#** \_\_\_\_\_  
Please **PRINT** full name (Please print **dark** and legible)

**I CERTIFY THAT I HAVE VIEWED HIPAA EDUCATIONAL VIDEO/INFORMATION**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONFIDENTIALITY AND SECURITY AGREEMENT**

As an associate and/or student of health care, I understand that I may have access to confidential information including patient, financial, or business information obtained through my association with the company. I understand that one purpose of this agreement is to help me understand my personal obligation regarding confidential information.

Confidential information regardless of media is valuable and sensitive and is protected by law and by strict company policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), WV state law and other Federal Regulatory laws requires protection of confidential information contained within a health care information system. Inappropriate disclosure of patient data may result in the imposition of fines up to \$250,000 and ten years imprisonment per incident.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

- 1) I will not access confidential information for which I have no legitimate need to know to perform my job/function and for which I am not an authorized user.
- 2) I will not in any way divulge, copy, release, sell, loan, review, gossip or speak in idle talk, alter or destroy any confidential information unless expressly permitted by existing policy except as properly approved in writing by an authorized officer of the company within the scope of my association with the company.
- 3) I will not utilize another user's password in order to access any system. I will not reveal my computer access code to anyone else unless a confirmed request for access to my password has been made by Information Services and I am able to confirm the legitimacy of the request and the requestors.
- 4) If I observe or have knowledge of unauthorized access or divulgence of confidential information, I will report it immediately either to my supervisor, the Privacy Officer or the Compliance Hotline.
- 5) I will not seek personal benefit or permit others to benefit personally by any confidential information that I may access.
- 6) I will not discuss any information regarding patients in common areas such as elevators and cafeterias, snack bars or smoking areas.
- 7) I will respect the ownership of proprietary software and not operate any non-licensed software on any company computer.
- 8) I understand that all electronic communication may be subject to internal or external audits.
- 9) I agree to abide by all company rules and regulations applicable to confidential patient information.
- 10) I understand that my failure to comply with this agreement may result in disciplinary action, which might include but is not limited to, termination of employment with the company and/or loss of my privileges to provide services in the company facilities.

**By signing this agreement, I acknowledge that I have read or have had read to me and understand that the company has an active on-going program to review records and transactions for inappropriate access and I understand that inappropriate access or disclosure of information can result in penalties up to and including termination of employment and/or legal action**

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

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

**Clinical Training Schedules (Applied Education Assignments)**

Review sample schedules below. Questions will be answered.

## *Sample Summer Rotation Schedule*

**Southern WV Community & Technical College  
MLT Department  
SAMPLE Summer Phlebotomy Practicum**

Student name	Week 1 5/15 to 5/19	Week 2 5/22 to 5/26	Week 3 5/30* to 6/2	Week 4 6/5 to 6/9
	LRMC (day)	LRMC (day)	off	off
	LRMC (evening)	LRMC (evening)	off	off
	WMH	WMH	off	off
	TVARH	TVARH	off	off
	BMH	BMH	off	off
	TMH	TMH	off	off
	off	off	LRMC	LRMC
	off	off	WMH	WMH
	off	off	TVARH	TVARH

**IMPORTANT NOTE:** Students will attend clinicals Monday through Friday from 7:00 a.m. until 3:00 p.m. during their two weeks of phlebotomy training unless otherwise addressed in this schedule or approved by both Ms. Dardi and the clinical instructor/coordinator. WARH's rotations will be from 8:00 a.m. to 4:00 p.m.

**Scheduled Student Events** - None to date. Facilities will be notified should any arise.

**\*Observed Holidays** - May 29 (Memorial Day) NOTE: Students can elect to train on this day with the permission of their clinical instructor/coordinator. Ms. Dardi is to be notified of such arrangements.

WMH - Williamson Memorial Hospital  
LRMC - Logan Regional Medical Center  
TVARH – Tug Valley Appalachian Regional Hospital

TMH - Thomas Memorial Hospital  
PMC – Pikeville Medical Center  
BMH – Boone Memorial Hospital

**SWVCTC MEDICAL LABORATORY TECHNOLOGY SAMPLE CLINICAL ROTATION SCHEDULE SAMPLE**

STUDENT	Wk 1 Jan. 10-14	Wk 2 Jan. 18-21	Wk 3 Jan. 25-28	Wk 4 Feb 1 - 4	Wk 5 Feb. 8-11	Wk 6 Feb. 15-18	Wk 7 Feb 22-25	Wk 8 March 1 - 4	Wk 9 March 8 -11	Wk 10 March 16 - 18	Wk 11 Mrch 29 - April 1	Wk 12 April 5 - 8	Wk 13 April 12 - 15	Wk 14 April 19-22	Wk 15 April 26-29	Wk 16 May 2 - 6
	TMH Micro	TMH Micro	TMH Micro	CAMC Chem	CAMC Chem	CAMC Chem	SFH BB	SFH BB	SFH BB	SFH Hem	SFH Hem	SFH Hem	TMH UA	TMH UA	TMH Coag	TBA
	SFH UA	SFH UA	SFH Coag	CAMC Micro	CAMC Micro	CAMC Micro	SFH Chem	SFH Chem	SFH Chem	TMH BB	TMH BB	TMH BB	TMH Hem	TMH Hem	TMH Hem	TBA
	WARH Hem	WARH Hem	WARH Hem	LRMC UA	LRMC UA	LRMC Coag	WMH Micro	WMH Micro	WMH Micro	LRMC Chem	LRMC Chem	LRMC Chem	WMH BB	WMH BB	WMH BB	TBA
	TMH BB	TMH BB	TMH BB	SFH Hem	SFH Hem	SFH Hem	CAMC UA	CAMC UA	CAMC Coag	TMH Micro	TMH Micro	TMH Micro	CAMC Chem	CAMC Chem	CAMC Chem	TBA
	WARH Chem	WARH Chem	WARH Chem	LRMC BB	LRMC BB	LRMC BB	WMH Hem	WMH Hem	WMH Hem	CAMC UA	CAMC UA	CAMC Coag	WMH Micro	WMH Micro	WMH Micro	TBA
	CAMC Micro	CAMC Micro	CAMC Micro	SFH Chem	SFH Chem	SFH Chem	TMH BB	TMH BB	TMH BB	CAMC Hem	CAMC Hem	CAMC Hem	SFH UA	SFH UA	SFH Coag	TBA
	CAMC UA	CAMC UA	CAMC Coag	SFH Micro	SFH Micro	SFH Micro	CAMC Chem	CAMC Chem	CAMC Chem	SFH BB	SFH BB	SFH BB	CAMC Hem	CAMC Hem	CAMC Hem	TBA
	LRMC Hem	LRMC Hem	LRMC Hem	LRMC Chem	LRMC Chem	LRMC Chem	LRMC Micro	LRMC Micro	LRMC Micro	LRMC UA	LRMC UA	LRMC Coag	LRMC BB	LRMC BB	LRMC BB	TBA
	WARH BB	WARH BB	WARH BB	WMH Hem	WMH Hem	WMH Hem	WARH UA	WARH UA	WARH Coag	WMH Micro	WMH Micro	WMH Micro	LRMC Chem	LRMC Chem	LRMC Chem	TBA
	LRMC Chem	LRMC Chem	LRMC Chem	WARH BB	WARH BB	WARH BB	LRMC Hem	LRMC Hem	LRMC Hem	TMH UA	TMH UA	TMH Coag	LRMC Micro	LRMC Micro	LRMC Micro	TBA
	WMH Micro	WMH Micro	WMH Micro	WARH Chem	WARH Chem	WARH Chem	LRMC BB	LRMC BB	LRMC BB	WMH Hem	WMH Hem	WMH Hem	LRMC UA	LRMC UA	LRMC Coag	TBA
	LRMC Micro	LRMC Micro	LRMC Micro	WARH UA	WARH UA	WARH Coag	WARH Chem	WARH Chem	WARH Chem	LRMC BB	LRMC BB	LRMC BB	WARH Hem	WARH Hem	WARH Hem	TBA
	LRMC* Micro	LRMC* Micro	LRMC Micro*	LRMC Hem	LRMC Hem	LRMC Hem	LRMC UA	LRMC UA	LRMC Coag	WARH Chem	WARH Chem	WARH Chem	WARH BB	WARH BB	WARH BB	TBA
	WMH BB	WMH BB	WMH BB	WMH Micro	WMH Micro	WMH Micro	WARH Hem	WARH Hem	WARH Hem	WARH UA	WARH UA	WARH Coag	WARH Chem	WARH Chem	WARH Chem	TBA

BB = Blood Bank; Chem = Chemistry; Coag = Coagulation; Hem = Hematology; Micro = Microbiology; Ser = Serology; UA - Urinalysis  
 Holidays/Testing days = January 17- M L King Day, March 15-Assessment Day & March 25 - Good Friday (Students can elect to train on holidays with permission from the clinical site & Ms. Dardi.)

## **Recent MLT Program Outcomes**

### **MLT ASCP Certification Examination Results**

2019 – 90% passage  
2018 – 100% passage  
2017 – 91.67% passage  
2016 – 91.67% passage  
(National first time examinee's average 81.12%)  
2015 – 100%  
(National first time examinee's average –81.8%)  
2014 – 81.8% passage  
(National first time examinee's average –77.8%)  
2013 – 88.9% passage  
(National first time examinee's average –78.9%)  
2012 – 100% passage  
(National first time examinee's average –80.4%)

### **MLT Graduate Job Placement**

2019 – 100% placement  
2018 - 100% placement (for those who sought jobs)  
2017 – 100% placement (for those who sought jobs)  
2016 - 100% placement (for those who sought jobs)  
2015 - 83% placement for those seeking jobs  
2014 - 100% placement for those seeking jobs  
2013 - 100% placement for those seeking jobs  
2012 - 100% placement  
Additional data available upon request.

## **Covid-19 - Coronavirus Pandemic Addendum**

**Personal Protective Equipment:** In addition to the usual PPE, which includes gloves, lab jackets, and safety glasses, the students will be provided with plastic face shields to be worn while in the lab at all times.

**Vaccinations:** In the event a vaccine becomes available for the Coronavirus, the students may be asked to obtain the vaccine prior to being allowed to attend clinical rotations or student laboratories on campus. These stipulations may or may not be implemented in the future.

**Safety while on campus:** The plan for working safely with the students on campus in small groups will be as follows:

Students will arrive at the designated time to the MLT student laboratory. They will be asked beforehand not to attend if they have a fever, have been traveling out of state, had contact with an individual from an area considered a “hot spot”, have been in contact with anyone with Covid-19 symptoms or had contact with anyone who has tested positive for Covid-19 in the last two weeks.

The student will enter the building through an appropriate entry door. They must be wearing face coverings and go straight to the laboratory. The students will be asked to remain in the laboratory until completion of the days scheduled activities. Bathroom breaks will be allowed, with limits to the number of individuals allowed in the restroom. Face coverings must remain in place.

While in the laboratory the students will be assigned work areas that will be well spaced from one another. The three long rows of counters will allow for no more than four students per row with a work space between each one. They will not be sharing lab equipment. In the exception, equipment will be sanitized between uses. Acrylic safety shields will be used for separation between the instructor and student for any activities that may require close contact or direct observation by the instructor.

The students and instructor will wear masks, face shields, gloves and lab jackets while in attendance. Sani-Cloth disinfecting wipes will be used thoroughly and frequently to wipe equipment, reagents and work areas. The students will be instructed to remove PPE properly before leaving the lab, wash hands, use hand sanitizer and avoid touching their face, eyes, nose and any unnecessary door knobs and objects. They will exit the building with instructions for no congregating in the lobby or outside the building.

**Additional Guidelines can be found on the Southern webpage.**



**Notes:**

## STATEMENT OF UNDERSTANDING

I have read the MLT Student Handbook. I understand and agree to abide by the policies, procedures and requirements within. Further, I am aware of and understand the essential functions, policies and requirements for progression in and completion of Southern's Medical Laboratory Technology program.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_