

## I. INTRODUCTION

The contents of this handbook have been compiled for use in the Medical Laboratory Technician Program at Jackson State Community College. It is designed to help acquaint the students with policies and regulations governing their participation in the Program. This two year program is designed to enable the students to obtain an Associate of Applied Science Degree from Jackson State Community College, qualify to make application for a State of Tennessee Laboratory License (MLT), and sit for the National Certification Examinations (ASCP) for Medical Laboratory Technicians. The Medical Laboratory Technician Program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880, <http://www.naacls.org>

Policies in this handbook may be revised at any time, but copies of the revised policies will be distributed to all students and faculty at the time of implementation.

*Jackson State Community College, a Tennessee Board of Regents institution, does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or provision of educational services.*

## DESCRIPTION OF THE CLINICAL LABORATORY SCIENCE PROFESSION

The clinical laboratory professional is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory professionals perform, develop, 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 clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. Clinical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Clinical laboratory professionals 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 and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications 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.

## DESCRIPTION OF CAREER ENTRY OF THE MEDICAL LABORATORY TECHNICIAN

As career entry, the medical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics) as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. 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.

JACKSON STATE COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNICIAN PROGRAM

VISION STATEMENT

The Jackson State Community College Medical Laboratory Technician Program provides an accredited Associate Degree program, committed to excellence in the professional education of competent medical laboratory personnel.

MISSION STATEMENT

Jackson State Community College sponsors a two year Medical Laboratory Technician Program which, upon completion, qualifies a student to receive an Associate of Applied Science degree. Awarding of this degree is not contingent upon the student passing any type of external certification or licensure exam. Graduates are eligible to make application for an MLT laboratory license in the State of Tennessee and are eligible to sit for the national certification examinations American Society for Clinical Pathologists (ASCP) and American Medical Technologists (AMT) for Medical Laboratory Technicians/Clinical Laboratory Technicians.

The Medical Laboratory Technician Program, with the assistance of its clinical affiliate laboratories, is committed to providing quality didactic and clinical instruction, encompassing the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent medical laboratory technicians in health care facilities in West Tennessee. The program is committed to meeting the employment needs of medical laboratories and to providing quality continuing education to laboratory professionals in the JSCC service area.

## **MLT Program Goals and Objectives**

The MLT Program at JSCC will provide students with the knowledge and skills necessary to competently perform diagnostic laboratory tests.

The student will:

- Apply the knowledge gained in lecture and laboratory sections to the work environment as well as the certification exam.
- Perform routine laboratory testing in each clinical rotation with minimal supervision using both manual and automated procedural techniques
- Strive for accuracy in test performance with minimal errors

The MLT Program at JSCC will assist students in developing critical thinking and problem solving skills which are applicable to the medical laboratory's diagnostic purpose.

The student will:

- Recognize irregularities in test results and make corrections according to laboratory strategy and criteria
- Recognize instrument errors or failures and take appropriate action
- Correlate laboratory data in order to confirm or disprove a diagnosis
- Demonstrate and explain routine procedures to others in the clinical laboratory
- Adapt to various work environments and situations efficiently

The MLT Program at JSCC will assist students in developing effective communication skills with fellow laboratorians as well as other medical professionals.

The MLT Program at JSCC will strive to provide the foundation for professional growth, career advancement, and life-long learning.

The MLT Program at JSCC will strive to produce graduates who can adequately meet the needs of the medical laboratory communities by practicing with honesty, integrity, and ethically.

## II. CURRICULUM

### ASSOCIATE OF APPLIED SCIENCE DEGREE Courses for Graduation

#### MEDICAL LABORATORY TECHNICIAN PROGRAM

The Medical Laboratory Technician is an essential member of the modern health care team and works in close cooperation with physicians to establish diagnoses and monitor the effectiveness of treatment through direct examination of patients and analyses of specimens obtained from them. This is a disciplined, scientific profession which requires precision and accuracy in such varied skills as patient observations, microscopic examination, chemical analysis, electronic instrumentation, immunoassays, and culture of microorganisms. While care and attention to detail are fundamental, a commitment to the healing arts is essential; and the laboratory technician must express concern for the sick and be able to manage patients with compassion.

The curriculum is an integrated program in which basic concepts and technical procedures are presented in classroom and laboratory exercises at the college prior to assignment to the clinical laboratory at one of the clinical affiliates for practical experience. The student is introduced to the medical environment early through orientation courses and experiences in specimen collection. As competence is acquired, the emphasis on practical laboratory experience is increased; but basic concepts are taught throughout the entire program. Through a closely supervised process, the student is progressively allowed to develop the skill and confidence to function upon graduation with career entry competence as a Medical Laboratory Technician.

Students seeking admission to this Allied Health program must follow proper admission procedures. Note the June 1 program application deadline. This program is designed for the student who does not intend to transfer to a baccalaureate program.

After official application and admission to the MLT Program, students will begin this 21 month program in the fall term. The program may be completed in 21 months (5 semesters) if a student entering has completed curriculum requirements before admission. Students with no previous college credits who begin in the summer term immediately after program admission may complete the program in 24 months (6 semesters) and be a spring graduate. Students with no college credits who begin in the fall term after program admission may complete the program in 24 months (6 semesters) and be a summer graduate.

#### Recommended Curriculum Schedule (Six Semesters)

##### FIRST YEAR

		SEMESTER CREDIT HOURS
<u>First Summer Term</u> (Student has option)		
PSYC 1030	General Psychology	3
ENGL 1010	English Comp I	<u>3</u>
		6
<u>First Fall Semester</u>		
MLAB 1301	Introduction to the Medical Laboratory	3
MLAB 2402	Hematology and Hemostasis	4
MLAB 2401	Clinical Chemistry	4
BIOL 2010	Anatomy and Physiology I	<u>4</u>
		15

First Spring Semester

MLAB 2403	Clinical Microbiology	4
MLAB 2201	Clinical Immunology	2
MLAB 2202	Urinalysis and Body Fluids	2
BIOL 2020	Anatomy and Physiology II	4
CHEM1110	General Chemistry I	<u>4</u>
		16

Summer Term

MLAB 2301	Immunoematology/Blood Bank	3
MLAB 2150	Special Topics/Medical Laboratory Technician	1
	One Humanities Course Elective	<u>3</u>
		7

**SECOND YEAR**

Second Fall Semester

MLAB 2150	Special Topics/Medical Laboratory Technician	2
MLAB 1510	Clinical Practicum I	5
MLAB 1520	Clinical Practicum II	<u>5</u>
	(Monday-Thursday, 8 hrs. per day)	12

Second Spring Semester

MLAB 2270	Seminar II	2
MLAB 2510	Clinical Practicum III	5
MLAB 2520	Clinical Practicum IV	<u>5</u>
	(Monday-Thursday, 8 hrs. per day)	12

Last Summer Term (Student has option)

PSYC 1030	General Psychology	3
ENGL 1010	English Comp I	<u>3</u>
		6

**TOTAL HOURS                      67**

A career ladder program has been established. For more information, contact the program director.

**MEDICAL LABORATORY TECHNICIAN PROGRAM**  
**SEMESTER COURSE DESCRIPTIONS**

*Students enrolling for HSC 160 do not have to be formally admitted to the MLT Program.*

**HSC 160 Laboratory Supervision and Management** **3 cr. hrs.**

This course is designed to present a review of the knowledge and skills needed to be an effective laboratory supervisor. Topics to be included are: motivation, delegation, time management, stress management, communication, employee selection and evaluation, budgeting, workload recording, etc. (Prerequisite: Previous laboratory experience, B.S. MT degree/certification, and permission of the MLT Program Director)

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*Students enrolling in any MLT course below must be formally admitted to the MLT Program or have special permission of the Program Director.*

**MLAB 1301 Introduction to Medical Laboratory Technology** **3cr. hr.**

An introduction to the clinical laboratory sciences which includes care and use of equipment , laboratory safety, basic laboratory math, medical terminology, principles of phlebotomy, quality control, preparation of chemical solutions and an orientation to the major testing areas in the medical laboratory.  
(three hours lecture)

**MLAB 1510 Clinical Practicum I** **5 cr. hrs.**

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy. (230 clinical hours)

**MLAB 1520 Clinical Practicum II** **5 cr. hrs.**

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy. A continuation of MLAB 1510. (230clinical hours)

**MLAB 2150 Special Topics/Medical Laboratory Technology** **1 cr. hr.**

The student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experiences, including seminars, lectures, practices quizzes, and discussions in the seven knowledge areas (hematology, blood bank, clinical chemistry, microbiology, laboratory operations, immunology, and urinalysis/body fluids). It is also a seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. Included in this course are review and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare students for certification examinations.

**MLAB 2201 Clinical Immunology** **2 cr. hrs.**

Basic principles of the immune system structure and function in health and disease. Topic include principles of a natural and acquired immunity, hypersensitivity, autoimmunity, immunodeficiency, transplant and tumor immunology, immunological techniques and flow cytometry. (two hours lecture; one hour lab)

**MLAB 2202 Urinalysis and Body Fluids** **2 cr. hrs.**

This course examines the urinary system as related to the routine urinalysis. The component parts of the urinalysis, to include the physical, chemical and microscopic examination, are performed. The course also includes the examination of common types of body fluid. (1 hour lecture; 1 hour lab)

**MLAB 2250 Special Topics/Medical Laboratory Technology****2 cr. hr.**

Course focusing on specific issues and/or topics of interest in Medical Laboratory Technology. Permission of the instructor is required to register for this course. This course is designed to provide MLT Students with the confidence and experience necessary to meet career entry requirements in the area of specimen collection. (40 clinical hours)

**MLAB 2270 Seminar II****2 cr. hrs.**

The student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experiences, including seminars, lectures, and discussions in the seven knowledge areas. It is also a seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. Included in this course are review and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare students for certification examinations. (two hours lecture)

**MLAB 2301 Immunohematology/Blood Banking****3 cr. hrs.**

The theory and practice of blood group antigens and antibodies, donor selection, and component therapy. Topics include: ABO grouping, Rh typing, cross matching, antibody screening and identification, quality control, donor screening, component preparation, hemolytic disease of the fetus and newborn, autoimmune hemolytic anemias, and adverse effects of transfusion. (two hours lecture; two hours laboratory)

**MLAB 2401 Clinical Chemistry****4 cr. hrs.**

An overview of clinical chemistry theory, principles, procedures, and correlations. Tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as immunoassays and electrophoresis. (three hours lecture; four hours laboratory)

**MLAB 2402 Hematology and Hemostasis****4 cr. hrs.**

This course integrates the theory of hematology with application through assessment of laboratory test results. Laboratory test results are correlated with disease. Areas of study include formation of blood, composition of blood, morphology of blood cells and changes observed in blood cells in response to disease. An overview of coagulation theory is provided. (three hours lecture; two hours laboratory)

**MLAB 2403 Clinical Microbiology****4 cr. hrs.**

This course examines the study of microorganisms of medical importance as it relates to man and disease. The course includes discussions of proper collection, handling and examination of specimens, staining and culture techniques, identification methods, drug sensitivity testing, and quality control procedures. (three hours lecture; three hours laboratory)

**MLAB 2510 Clinical Practicum III****5 cr. hrs.**

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy.

**MLAB 2520 Clinical Practicum IV****5 cr. hrs.**

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy. A continuation of MLAB21510. (230 clinical hours)

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**West Tennessee Healthcare – North**

Laboratory Manager – Amy Pigg, MT (ASCP)  
Clinical Coordinator – Amy Pigg, MT (ASCP)  
Hematology/Coagulation – Cassandra Henry, MT(ASCP),  
Chemistry – Rhonda Patton, MT (ASCP)  
Blood Bank – Joslyn Martin, MT(ASCP),  
Heather Burkeen, MT(ASCP)  
Urinalysis – Kim Thompson, MLT(ASCP),  
Cassandra Henry, MT(ASCP)

**West Tennessee Healthcare – Dyersburg Hospital**

Laboratory Manager – Angie Spain MLS (ASCP)  
Clinical Coordinator – Angie Spain  
Hematology/Coagulation – Mitzi Riggs MT (ASCP)  
Chemistry – Kim Crews MT (ASCP)  
Microbiology – Susan Kay Brooks MLT (ASCP)  
Blood Bank Jackie Huff MLT (ASCP)  
Immunology & Serology – Kim Crews  
Urinalysis – Mitzi Riggs

**West Tennessee Healthcare – Volunteer Hospital**

Laboratory Manager - Kim Malone, MT (ASCP)  
General Supervisor – Kim Malone, MT (ASCP)  
Hematology/Coagulation – Amy Cooper, MLT (ASCP)  
Chemistry – Scott Sellers, MLT (ASCP)  
Blood Bank - Robin Goodlow, MLT (ASCP)  
Immunology & Serology – Lana Lee, MT (ASCP)  
Urinalysis – Tricia Young, MLT (ASCP)

**The Jackson Clinic**

Laboratory Manager – Doris Knott, MT(ASCP)  
Clinical Coordinator – Doris Knott, MT (ASCP)  
Hematology/Coagulation – Tonia Lewis, MT(ASCP),  
Amanda Chilcutt, MLT(ASCP)  
Chemistry – Tamara Proudfit, MLT(ASCP) ,  
Savannah Myrick, MLT (ASCP)  
Microbiology – Amanda Chilcutt, MLT(ASCP),  
Misty Rector, MLT (ASCP)  
Immunology & Serology – Amanda Chilcutt, MLT(ASCP),  
Misty Rector, MLT (ASCP)  
Urinalysis – Misty Rector, MLT (ASCP)

**Wayne Medical Center – Waynesboro, TN**

Sister facility in Maury Regional Medical Center Group  
Associate Medical Director – Dr. Charles Bramlett  
Laboratory Manager – Heather Gurley, MT(ASCP)  
Hematology – Brad Smith, MLT(ASCP)  
Chemistry – Cait Smith, MT (ASCP)

Blood Bank – Kim White, MLT (ASCP)  
Immunology & Serology – Brandi Horton, MLT (ASCP)  
Urinalysis – Brandi Horton, MLT (ASCP),  
Blood Collection – Brad Smith, MLT(ASCP), Heather Gurley, MT (ASCP)

E. Pathology Lectures by:

**Jackson-Madison County General Hospital**

Dr. Chris Giampapa, Medical Director  
Dr. Mark Burton, Chief Pathologist  
Dr. Joseph Coleman  
Dr. Elaine Green  
Dr. Jeff Sims  
Dr. F. E. Williamson, III - Chief Pathologist

Henry County Medical Center

Dr. Melissa A. Patton, Pathologist

The Jackson Clinic

Associate Medical Director - Dr. Chris Giampapa

West Tennessee Healthcare - North

Associate Medical Director – Dr. Joseph Coleman

West Tennessee Healthcare – Dyersburg Hospital

Associate Medical Director - Dr. Mark Burton (2033)

West Tennessee Healthcare – Volunteer Hospital

Associate Medical Director – Dr. Steven Ellsworth, DO

Baptist Memorial Hospital – Union City

Associate Medical Director – Dr. Ashley Porter,

F. Allied Health Department - Jackson State Community College  
Secretary - Jan Stanfill, CPS

V. ATTENDANCE AND PUNCTUALITY

**Classroom attendance policy:** Students are expected to attend all classes during their entire scheduled time. Students are expected to be punctual for all class periods. Absences can only be excused for illness, death in the family, or special circumstances approved by the program director. An incident report is written each time a student is absent or tardy or violates a program policy. The report is signed by the student and the instructor and placed in the student's file. After three (3) documented incidents, a counseling session is held and a report filed of necessary corrective or disciplinary action. Three (3) points are deducted from the final course average for every three (3) disciplinary incident reports filed

**Clinical attendance policy:** All clinical rotation time missed must be made up and scheduled by the clinical instructor if deemed necessary. If you cannot be present or if you are to be late, you must notify your college or clinical instructor as soon as possible. In cases of bad weather, such as snow and ice, no hospital rotations will resume if the classes at Jackson State are cancelled. The MLT Program Education

Coordinator will notify the hospital clinical instructors that classes have been cancelled. Make-up time will be arranged with each clinical instructor.

In the case of **extended absence** from **clinical**, i.e. surgery, accident, childbirth or family/personal emergency, the student may or may not have the option to make up time, **at the discretion of the college and clinical affiliate**. The program will try to accommodate the student's request for an extension of time in which to complete the clinical requirements, however, there is no certainty that such an extension could be granted. The student may be required to drop the clinical course and begin clinical rotations again the next fall semester.

In the case of **extended absence** from the **classroom**, i.e. surgery, accident, childbirth, or family/personal emergency, the student may or may not have the option to make up time, **at the discretion of the college**. The program will try to accommodate the student's request for an extension of time in which to complete the classroom requirements, however, there is no certainty that such an extension could be granted. The student may be required to take a grade of "I" for the course and/or the student may be required to drop the course and begin classroom work again the next fall semester.

A student in otherwise good academic standing would be allowed to re-enter the program ONCE if the student fails to satisfactorily complete any single course of the Medical Laboratory Technician program at a time deemed appropriate by the program director for a period of up to 12 months. The student would maintain credit for his/her satisfactorily completed program courses. The student would have to reapply for the program and if accepted, may have to repeat some coursework. The student would have to meet the academic standards for admission.

A student in otherwise good academic standing MAY be allowed to re-enter the program maintaining his/her satisfactorily completed program courses at a time deemed appropriate by the Program Director for a period of up to 12 months for other circumstances not listed above **on a case by case determination** by the Program Director.

**Leave of Absence Policy:** Students who are in good academic standing and must temporarily withdraw from the major due to unavoidable circumstances such as medical problems or military duty should request a leave of absence from the program. Documentation of the reason for the leave request will be required and will be considered by Health Science Faculty and clinical affiliate representatives. If the reasons for the leave request are deemed appropriate, the student will receive a letter indicating that the Leave of Absence has been granted. These students are not dismissed from the program and will be placed in the first available space once they are able to return. NOTE: If the Leave of Absence is extremely lengthy, a condition of readmission may be that some or all of prior coursework is repeated to insure academic success.

## VI. INTEGRITY AND ETHICS

Any student who is caught cheating or who displays unethical behavior in any phase of this program will be immediately discharged from the Program. (Refer to Section XIV on Disciplinary Procedures).

### JACKSON STATE COMMUNITY COLLEGE STATEMENT ON ACADEMIC HONESTY

Academic honesty is central to the educational process. Acts of academic dishonesty are serious offenses at Jackson State Community College. Suspension from the college or other disciplinary action could be the consequence for acts of academic dishonesty. Therefore, no students shall:

- . claim or submit the academic work of another as one's own;
- . procure, provide, accept or use any materials containing questions or answers to any examination or assignment without authorization;
- . complete or attempt to complete any assignment or examination for another individual without proper authorization;
- . allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization;
- . alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person;
- . alter, tamper with, appropriate, destroy, or otherwise interfere with the use of institutional property, including but not limited to classroom fixtures, laboratory and/or computer equipment and supplies, and instructional materials; or fabricate or falsify data or results.

You commit plagiarism if you submit as your own work:

- . part or all of an assignment copied or paraphrased from another person's manuscript, notes, or talk (lecture);
- . part or all of an assignment copied or paraphrased from anything published.

You are an accomplice in plagiarism if you:

- . allow your work, in outline, draft or finished form, to be copied and submitted as the work of another;
- . prepare an assignment for another student which she/he submits as his/her own work;
- . keep or contribute to a file of papers or presentations which anyone other than the author adopts and submits as his/her own work.

## VII. INSURANCE

Students are responsible for their own hospitalization insurance. There is a group policy available through the college. Anyone requesting information about this policy may contact Student Services.

Students are required to have their own liability insurance upon entering a hospital clinical rotation. Application is made through the program director's office. The fee is approximately \$15.00 per year.

## VIII. FINANCIAL AID

Any student needing financial aid may contact the financial aid officer at the college. Several state and national grants, loans, and scholarships are available to those who apply and are qualified. Students also have opportunities to make application for scholarships made

available by organizations such as WTSMLP, TSCLS, ASCP, the Chester Jones Foundation of West Tennessee Healthcare, the JMCGH Volunteer Auxiliary Service, the Jackson Pathology Group, and Dade Behring Corporation.

## IX. TEXTBOOKS

Students are informed in advance of each semester of textbooks required to be purchased at the beginning of each semester term. These may be purchased in the college bookstore or on-line.

## X. UNIFORMS

Students are not expected to wear uniforms to laboratory classes at the college; fluid-resistant, disposable lab coats may be provided at the clinical site to protect the students' clothing. All students are expected to wear uniforms during their clinical rotations. Students must furnish their own uniforms but lab coats are provided by the clinical affiliate hospitals while the students are in rotation. Students will be provided a copy of the dress code policy for the clinical facility to which they are assigned. Students should be clean and well-groomed at all times. Ladies should refrain from wearing heavy jewelry, bright scarves, and heavy perfumes. Remember, you are a professional and should dress as one. Laboratory personnel can make a definite impression on hospital patients.

## XI. SAFETY OF STUDENTS

To ensure safety of students working in the student laboratory:

- (1) A formal class session on lab safety is held during the MLAB 1301- Introduction course, with safety rules reviewed in every lab session held during the entire program.
- (2) Exits are provided in the front and rear of the lab classrooms.
- (3) A fire extinguisher is placed in the rear of the lab classroom.
- (4) A safety shower-eye wash station is installed in the lab classroom.
- (5) Students are not allowed to eat, drink, smoke or apply makeup while in the lab.
- (6) Students are required to wear fluid resistant lab coats, which may be purchased in the college bookstore, disposable latex gloves, and safety glasses during lab class sessions and are required to wash their hands and remove lab coats before leaving the room.
- (7) After each lab session, the laboratory tables are cleaned with an approved disinfectant.
- (8) Biohazard bags are used for collection of contaminated materials and an autoclave is used for sterilization of contaminated materials before discard.
- (9) Students are not allowed to pipet any fluids by mouth. Bulbs and pipetting devices are readily available.
- (10) A chemical fume hood and biological safety hood are available when needed.
- (11) Sturdy, puncture resistant containers are provided for disposal of needles, broken glass, and other sharps.
- (12) All laboratory equipment used is selected with safety in mind.
- (13) It is required that students receive the Hepatitis B vaccine before entering program classes. The student may receive the set of 3 vaccinations at their local Health Department or physician's office. An antibody titer should then be performed.

No children are allowed in the laboratory as this is a biohazardous area. All affiliate hospital laboratories, being accredited by JCAHO, fully comply with required OSHA laboratory safety standards; therefore, students may be required, by the affiliate, to provide information in addition to that which is required by JSCC.

## XII. STUDENT HEALTH RECORDS BEFORE CLINICAL ROTATIONS

Before students enter clinical rotations, they must complete the following criteria for health records:

- (1) Evidence of recent TB skin testing (within the past year)
- (2) Records of the Hepatitis B vaccination and/or Hepatitis B Surface Antibody titer results
- (3) Record of tetanus vaccination, within the past ten years
- (4) Record of MMR vaccination as required by JSCC Admissions office
- (5) Evidence of 2 Varicella vaccines or proof of illness provided by a physician or a Varicella titer.

If a student does not turn in all of the required information needed (i.e. vaccinations, TB skin test or others required by clinical affiliate) by the deadline set forth by the Clinical Education Coordinator, the student will not be able to start clinical and may be dismissed from the program as a result.

These procedures/documentation may be obtained at the students' local Health Department or physician's office.

## XIII. GRADING SYSTEM FOR MEDICAL LABORATORY TECHNICIAN PROGRAM

A	93 - 100%
B	85 - 92%
C	75 - 84%

Failure Below 75%

All MLT courses require at least a C or 75% final average, as well as a 75% average in each of these domains (cognitive and psychomotor) for satisfactory completion. Any student failing to satisfactorily complete an MLT course is automatically dismissed from the program. Any first year student dismissed may apply for readmission to the next class if they meet minimum admissions criteria. Science (A&P I, II, and Gen. Chemistry 1) courses must be satisfactorily completed with a "D" or better in order to remain in the MLT program. A failing grade in a required science course while enrolled in the MLT Program will result in dismissal from the program. A grade of "D" will result in the student being placed on academic probation.

Second year MLT students in clinical rotations who are dismissed from the program may appeal for readmission to continue in the program and possibly repeat the rotation(s) they did not successfully complete. The student may appeal the decision of the committee, if he/she feels it is justified, by notifying the appropriate college official. (Refer to the Appeal Procedures in Section XIV.)

If a student is excused from the classroom or the clinical portion of the program for academic reasons, they may apply for readmission to the program per the Admission Requirement and start the program over from the beginning. Refer to the Grading System in Section XIII of this Student Handbook.

Students may appeal a college course grade they feel is unjust by following procedures described on page 24 of the College Catalog.

Three (3) points are deducted from the final course average for every three (3) disciplinary incident reports.

#### College MLT Courses

Grading systems for college MLT courses will be provided to the student in course syllabi distributed at the beginning of each semester.

#### Clinical MLT Courses

Clinical Rotation grades are calculated as follows:

45% Cognitive - Written Examinations

45% Psychomotor - Practical Examinations and Psychomotor Evaluation Checklists\*  
completed daily

10% Affective Evaluation Checklists\* completed daily

\*Copies of forms may be found in the back of this handbook along with a Clinical Rotation Grade form.

Students in the clinical courses must also achieve a final 75% average in each of these domains (cognitive and psychomotor) to successfully complete a course.

With respect to the Pre-Test that the student will take on the first day of the clinical rotation at the clinical site: The student is required to make a 75% or better in order to continue that day. If they do not make the required 75%, they will be sent home to study further and will retake the exam the next morning. At this time, the student shall make a grade of at least 80% or be excused from the program and not allowed to continue with the program.

#### General Academic Requirements

A minimum grade of C is recommended for successful completion of math science-related support courses in the curriculum such as algebra, anatomy and physiology, and general chemistry. Any student making a D in such courses will be placed on program probation and the decision concerning retention of this student will be made by the Admissions Committee at the end of the next term if poor math or science-related curriculum course performance continues. Students who are enrolled in the MLT Program and who fail a required math or science-related curriculum course are dismissed from the program. As stated before, the student may apply to the next class for readmission if they meet minimum admissions criteria.

Students must also meet the retention standards of the college as stated in the college catalog or be dismissed from the program if placed on academic suspension.

### XIV. DISCIPLINE, DISMISSAL, AND STUDENT APPEAL PROCEDURES

For any violation of general College Regulations and Policies, disciplinary procedures as found in the college catalog will be followed.

#### STUDENT APPEAL PROCEDURES FOR CLINICAL DISMISSAL DUE TO CLINICAL MISCONDUCT OR UNSATISFACTORY GRADE:

When a program or hospital policy or objective is violated, an incident report will be made to document the violation. The report will be signed by the instructor and the student and will be placed in the student's file. After three reports of violations, a counseling session will be held

and a report filed to document corrective and/or disciplinary action. A decision regarding the necessary disciplinary action will be made by an MLT disciplinary committee composed of the program director, the education coordinator, a clinical coordinator, and a clinical instructor from the area in which the problem occurred. Some violations such as dishonesty, leaving without permission, unethical/illegal behavior, or practices unsafe to students, patients or others at the clinical site will result in immediate action and possible dismissal from the program. Refer to attached Student Incident Report and Counseling Record forms.

This policy is designed to provide the student with an avenue for appealing a clinical failure and/or dismissal which the student believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to actual student performance. In all cases, the burden of proof rests with the appealing student with regard to the allegations. The procedure is terminated if the student and the faculty agree on the grade or if the student fails to appeal a decision within the appropriate time limit. Every effort will be made to expedite the review of appeals. All correspondence will be retained in the office in which the complaint is terminated.

The program has specific written policies and procedures regarding the evaluation of student performance in the clinical setting. Students are notified of a single unsatisfactory grade or incident of misconduct according to the program policy and documentation standard.

In the event that a student is dismissed from the program while in clinical rotations due to clinical misconduct (failure to follow hospital or program policies) or due to an unsatisfactory grade (having below a 75 overall course average or below a 75 average in the cognitive or psychomotor domains of evaluation), the college insures "due process of appeal" if the student so chooses. The appeal process is outlined below.

If the student's performance warrants a clinical failure and/or dismissal from the program, the program director will notify the student of the grade and dismissal and the right to appeal within two working days of a determination being made. If the student wishes to appeal the failure/dismissal, the following steps should be taken:

1. Submit a written appeal to the program director within two working days of receipt of notification of dismissal. Upon receipt of the appeal, the program director will immediately present the student's written appeal to the MLT disciplinary committee for review and notify the Dean of Professional and Technical Studies and the Vice President for Academic Affairs.

The MLT disciplinary committee must reach a decision on the appeal within three working days of receipt. The decision of the disciplinary committee will be communicated to the student in writing within two working days of the final group decision. If these time limits are not observed, the student may go to the next level of the appeal process.

2. If the complaint is not satisfactorily resolved, the student may request to appeal to the Appeals Committee of the Division of Professional and Technical Studies. A written request must be submitted to the Dean of Professional and Technical Studies within two working days of notification of the decision by the course/clinical faculty or disciplinary committee. Upon receipt of the request and within two working days, the Dean of Professional and Technical Studies will appoint a division appeal committee consisting of:
  - a. three faculty members from programs within the division including one for the MLT

program

- b. one faculty member from outside the Division of Professional and Technical Studies
- c. the Dean of the Division of Professional and Technical Studies (ex officio)
- d. the laboratory manager or medical director for the assigned clinical affiliate

No committee member should have served at any preceding level of the student's appeal. The committee will convene and review the student's written appeal. The committee will be authorized to examine the evidence and take such steps as necessary to reach a fair and impartial decision. Witnesses may be called before the committee, appropriate documents examined, and other procedures followed as determined by the individual case. The committee will reach a decision within five working days of receiving the appeal and notify the student of the decision within two working days of the final deliberation. Copies of the decision will be forwarded to all concerned parties.

3. The student has the right to appeal the decision of the Appeals Committee of the Division of Professional and Technical Studies to the Vice President for Academic Affairs within two working days of receipt of notification from the Appeals Committee. The Vice President shall render a written decision on the matter within two working days. If the student is not satisfied with the Vice President's decision, a further written appeal may be submitted to the President of the College within two days of receipt of such decision. The president's decision on the matter shall be final, subject only to any appeal provided by policies of the Tennessee Board of Regents.

## XV. ADMISSION REQUIREMENTS

The Medical Laboratory Technician program has specific admission requirements;

- Obtain regular admission status to the college.
- Complete four (4) hours of observation at a hospital prior to applying to the MLT program (Recommended).
- Complete all required learning support courses prior to the June 1 program application date.
- Score a minimum ACT composite of 19 or acceptable Compass Placement score, or complete at least 10 semester hours of college-level credit with a minimum GPA of 2.5.
- Applicants 21 years of age or older with no previously recorded ACT score are not required to take the ACT or equivalent tests but must complete college academic credits as described above in order to be properly evaluated.
- This curriculum must include college-level mathematics and/or science courses, such as biology or chemistry, which require laboratory sessions and must have been completed with the past five years.
- Submit a completed MLT application by June 1.

### Clinical Assignment and Guaranteed Student Placement Policy

When a student applies for admission into the program, they mark their top three choices for clinical assignment on the application. Assignments are then based upon the numerical ranking of the students which are calculated after the interview process has been completed. Students are placed with the travel involved in mind. The number of students that can train at a facility is the big factor. Also, we are placing students to allow flexibility for rotations such as microbiology, which are hard to place due to clinical places available.

In the event that a student is not able to be placed in their assigned clinical affiliate due to a reduction in placements from the hospital affiliate, the Program has several options for student completion.

The Program Director will maintain the original admission of numerical ranking to decide the placement. After such rankings are complete, the MLT Director and the student(s) will discuss options available accordingly:

- Option 1: If a clinical slot is available at another affiliate, the student can chose to stay in the current cohort at JSCC.
- Option 2: Per the Program's policy on Transfer (Item XXIV in Program Handbook), a student may have the option to transfer to a state of Tennessee sister program, IF an opening is available.
- Option 3: The student could choose to defer their Clinical Practicum experience for one calendar year and begin with the next cohort scheduled.
- Option 4: If possible, the student could complete the Clinical Practicum in virtual or simulated clinical practice.

#### XVI. REQUIREMENTS BY CLINICAL AFFILIATES

The clinical affiliate hospitals and most healthcare employers in the West Tennessee area now require students and employees to have clear records on background checks for patient abuse, sexual abuse, and felonies. Students will be required to submit to drug testing and background checks **before** admission to clinical rotations. Positive results/findings will interfere with student placement in affiliate hospitals and will, therefore, result in dismissal from the MLT program. Students are also required to have current, up to date vaccination records **before** they can enter clinical rotations of any kind.

#### XVII. PROGRAM ETHICS

Laboratory staffing at each affiliate hospital is adequate and students are not necessary for completion of routine laboratory workload. Students are not used as replacements or substitutes for paid laboratory personnel.

#### XVIII. EMPLOYMENT

After satisfactory completion of each clinical rotation, a student may be employed in that lab section outside of regularly scheduled rotation time. Approval must, however, be granted by the program director. Employment is not allowed to interfere with the students' performance in the program. Students are not allowed to work at the hospital more than twenty-four (24) hours per week. Students are not released from scheduled rotation time to be employed by the hospitals. At the end of the program, a student is in no way obligated to work at the hospital where he/she received their clinical experience nor is the hospital obligated to employ the student. The program director will assist students in finding employment and will notify them of any job openings available.

#### XIX. STATE OF TENNESSEE LABORATORY LICENSURE

In Tennessee, all laboratory personnel are required to have a laboratory license for their specific work category. Applications are available through the program director's office and should be filed with the State of Tennessee Department of Health (Tennessee Medical Laboratory Board) at least two months prior to graduation. The application fee is \$60.00. As part of the application process, a student will be required to have a background check for the Tennessee Medical Licensing Board at a cost of \$58.00.

## XX. AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS NATIONAL BOARD OF REGISTRY EXAMINATION

To be certified by the American Society of Clinical Pathologists, an MLT must pass the National Board of Registry Examination. Applications are available through the program director's office and should be filed with the ASCP Board of Registry several months before the exam. The exam fee is \$215.00. A student may also be certified by the American Medical Technologists (AMT) exam. The fee for this exam is \$175.00. The granting of an Associate of Applied Science Degree upon program completion is not contingent upon the student passing the examination.

## XXI. PROFESSIONAL SOCIETIES

Students are encouraged to join professional societies. Students are encouraged to join the Tennessee Society for Clinical Laboratory Science and the American Society for Clinical Laboratory Science. Student (Developing Professional) membership is \$24.00 per year. Applications for membership are available from the program director. As members, students receive publications concerning the medical laboratory.

## XXII. STUDENT RECORDS

The moment a student sends in an application a record is begun in our program. The Admissions department keeps the original Jackson State application as well as official transcripts from High School or College. The Tennessee Board of Regents has published guideline for the Disposal and Retention of Student Records ([http://www.tbr.state.tn.us/policies\\_guidelines/general\\_guidelines/G-070.htm](http://www.tbr.state.tn.us/policies_guidelines/general_guidelines/G-070.htm)). JSCC meets and in some areas exceeds these guidelines.

The Student folder in the MLT Program contains the original MLT Application and every other document used while the student is in the program. These include student copy transcripts, health records, incident forms, work permits from the state, as well as paperwork from each MLT class taken while in the **program**. Class paper work includes assignments, quizzes, tests, and other documents turned in while taking the class. If a student leaves for any reason, the file is kept with the class for the same 10 year period. The records of a ten year old class are shredded and disposed of in a proper manner.

## XXIII. ELECTRONIC TECHNOLOGY / SOCIAL MEDIA POLICY:

In the educational setting of the classroom, laboratory or clinical practicum, electronic devices such as phones, tablets, or the new phablets are subject to policy. As with all policies, there will also be exceptions.

In the classroom lecture setting, all devices are to be silenced and placed away from the desktop. There will be opportunities when the instructor asks for student participation involving research, and devices are completely acceptable. At no time during exams, quizzes and other testing situations are electronic devices acceptable as calculators are available. Failure to comply can result in an incident report of academic dishonesty, and potentially dismissal from the program. Laboratory sections of the MLT courses are all conducted in what is considered a biohazardous area and no devices are to be used. All electronic devices are to also be silenced, but remain out of sight. Policies pertaining to electronic devices in the clinical setting are at the discretion of the hospital affiliate; most often cell phone use is limited to breaks and lunch periods. With the above limitations in mind, there are times when it may be necessary to respond to calls, texts or other emergency situations – please do so with minimal

disruption to the class.

With the changes in technology which have occurred over the past few years, social media has become a primary means of communication. The purpose of a policy regarding social media is to provide some guidance in the use of such sites as Facebook, Twitter, LinkedIn, YouTube, etc. as well as any electronic communication such as email, JWeb communications, or via eLearn.

Remember that rules or policies of JSCC which pertain to sexual (or other) harassment, bullying, discrimination, and unauthorized release of student records and other confidential and private information are also applicable to posts or communications which may be made on the social media sites or transmitted electronically. The College is intolerant of any behavior which is unsafe, threatening, or violent; therefore any conduct which falls under that classification will be subject to administrative disciplinary sanctions.

When making posts or transmitting communications pause to ask yourself: "Is it accurate, respectful, truthful or appropriate?" Posts or communications should not be threatening, malicious, making a false claim or misrepresenting the College, the MLT Program, or a fellow student, and should not be rude or inappropriate.

We recognize that social media sites are of a personal nature and a means to express personal opinions; however, students must keep in mind that at all times you are representing the MLT Program and JSCC, as well as the clinical affiliate or hospital.

#### XXIV. TRANSFER POLICY:

##### I. TRANSFERRING INTO THE MLT PROGRAM FROM ANOTHER NAACLS ACCREDITED MLT PROGRAM

JSCCMLT Program may accept a maximum of 18 students per year. If however, there are spaces available due to attrition of those students accepted, there may be an available slot for a transfer student. In order for a student to be considered for the MLT Program, the transfer student would be required to meet the admission requirements of JSCC.

The student requesting transfer would be required to:

1. Provide a current official transcript from all colleges previously attended and course descriptions and student assignments for evaluation by the MLT Program Director so that the student has advisement of transferable courses.
2. Provide a positive recommendation from the director of the program in which the student currently is enrolled.
3. Schedule an interview with the MLT Program Faculty to develop an understanding of the transfer status.

Students must take a minimum of 17 credit hours at JSCC in order to be eligible.

Even if a student meets the minimum requirements for admission to Jackson State, and there is an opening at the requested clinical site, a student may not be accepted to transfer due to circumstances at the affiliate which would not permit them to accept a student at that time.

##### II. TRANSFERRING FROM A STATE OF TENNESSEE NAACLS ACCREDITED PROGRAM

In 2017, a joint committee made up of representatives of the Tennessee Board of Regents Medical Laboratory Technician programs from across the state met and adopted a curriculum which was approved and has been applied to the Fall 2018 schedule. This common curriculum would allow a student in good standing to potentially transfer to another TBR MLT program within the State of Tennessee. The main issue facing a student is the availability of a clinical site at the new school which would determine if and when the student could transfer. There must be a clinical affiliate position open for the student to be able to transfer. If there is no position, there can be no transfer.

#### XXV. TEACH OUT PLAN:

In the event of program closure, the “Jackson State Community College Medical Laboratory Technician Program Teach Out Plan” is as follows:

1. If closure is due to exceptional or uncontrollable circumstances, such as natural disaster, and the college will reopen the program within 12 months, then the students will reenter the program and progress as previously planned.
2. If closure is due to exceptional or uncontrollable circumstances, such as natural disaster, and the college will not reopen, then every effort will be made to contact MLT Programs within the Tennessee Board of Regents Community College System to request that students be transferred into other programs.
3. If the closure is due to the college’s decision to no longer offer the program, then all enrolled students will progress as planned. No new students will begin the program, only existing students will be enrolled and will be allowed to complete.

Based on the current content guidelines published by ASCP pertaining to MLT programmatic content and assessment of student mastery, the MLT Program at Jackson State can provide a complete laboratory experience.

Jackson State Community College  
Medical Laboratory Technician Program

Health and Physical Requirements  
for  
MLT Students Entering Clinical Rotations

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
ID #

Please attach appropriate documentation.

- (1) Record of recent TB skin test (within the past year)

\_\_\_\_\_

Chest x-ray recommended if skin test is positive.

- (2) Hepatitis B vaccinations

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hepatitis B Antibody Titer

\_\_\_\_\_

A student release form must be attached if the student chooses not to be vaccinated.

- (3) MMR vaccination

\_\_\_\_\_

Rubella Titer (if available)

\_\_\_\_\_

- (4) Varicella vaccines – evidence of 2 Varicella vaccines or proof of illness provided by a Physician or a Varicella titer.

\_\_\_\_\_

- (5) Tetanus vaccination (within the past 10 years)

\_\_\_\_\_

- (6) Signed Physician's Statement

\_\_\_\_\_

Jackson State Community College  
Medical Laboratory Technician Program

Hepatitis B Vaccine

Hepatitis B, formally referred to as serum hepatitis, is an inflammation of the liver caused by HBV (hepatitis B virus). It may be transmitted by contact with blood products, as in blood transfusions, needle sticks, etc. The virus may also be found in other body fluids such as tears, saliva, semen, or in any body fluid that contains blood. Transmission can also occur by contact with these infected fluids through skin lesions or mucosal surfaces.

All health care workers who come in contact with these body fluids are considered to be at high risk for contracting the virus. Dependent on the practice setting, medical laboratory personnel are considered high risk.

The effect of contracting the virus may result in serious health problems such as hepatic cancer, cirrhosis of the liver, or even a chronic state of the disease. In the chronic state of the disease, the infected person can often unknowingly transmit the virus to other people.

Since you are entering the MLT Program and will be considered at high risk for exposure to the HBV, you will be required to receive the vaccine to immunize yourself against this virus, if you have not already done so. If you have already received the series of 3 vaccinations, you must provide proof of the immunizations, **OR** proof of immunity by surface antibody titer.

**Policy of Jackson State Community College  
Allied Health Programs  
Regarding Use and/or Abuse of Drugs or Alcohol**

Tennessee Board of Regents (TBR) Allied Health programs must maintain a safe, efficient academic environment for students and must provide for the safe and effective care of patients while students are in a clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of Allied Health students in this setting poses an unacceptable risk for patients, colleagues, the institution, and the health care agency. Therefore the unlawful use, manufacture, possession, distribution, or dispensing of alcohol or illegal drugs, the misuse of legally prescribed "over-the-counter" drugs, or being under the influence of such substances while engaged in any portion of the Allied Health experience poses an unacceptable risk for clients, colleagues, the institution, and the health care agency and is strictly prohibited. For purposes of this policy, "being under the influence" is defined as meaning the student's judgment or motor coordination is impaired due to the presence or use of any one of the substances mentioned above.

Testing Prior to the Clinical Experience

Students should be aware that clinical agencies with which Jackson State Community College contracts will require successful completion of a drug/alcohol screen prior to commencement of participation in the clinical setting. Testing positive will result in denial of the student's participation in the clinical experience. The student should know that under appropriate circumstances, the student will be subject to academic and/or disciplinary consequences. Information pertaining to such testing will be provided to all students prior to the testing date or the date they are expected to report to the clinic.

Reasonable Suspicion Testing

All students enrolled in the Allied Health programs are subject to alcohol and drug testing on the basis of reasonable suspicion, while on property owned or controlled by Jackson State Community College; at JSCC sponsored events, or on property owned or controlled by an affiliated clinical site. Reasonable suspicion may include:

- ...observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of such, or
- ...abnormal conduct or erratic behavior

When reasonable suspicion is determined to be present, the student will be immediately removed from the setting. The basis for reasonable suspicion will be documented and immediately relayed to the Office of Student Affairs. That office will make the determination as to whether testing is appropriate and will take steps to have the student tested if needed. Based on the outcome of the test, that office will also determine whether to initiate the disciplinary process.

If the student refuses to submit to testing, or if test results are positive disciplinary action will be taken as discussed in the college catalog.

An additional sanction may be mandatory participation in, and satisfactory completion of a drug or alcohol abuse program, or rehabilitation program. Licensed health care students violating these policies will be reported to the state licensing board.

Consent to Drug/Alcohol Testing  
Statement of Acknowledgment and Understanding  
Release of Liability

I, \_\_\_\_\_, am enrolled in the MLT program at Jackson State Community College. I acknowledge receipt and understanding of the institutional policy with regard to drug and alcohol testing, and the potential disciplinary sanctions which may be imposed for violation of such policy as stated in the JSCC College Catalog and the MLT Student Handbook.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff, and property. Accordingly, I understand that prior to participation in the clinical experience, I will be required to undergo drug/alcohol testing of my blood or urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing will affect my ability to participate in a clinical experience, and will also result in disciplinary action up to and including dismissal from Jackson State Community College.

My signature below indicates that:

1. I consent to drug/alcohol testing as required by clinical agencies or as directed by the Office of Student Affairs.
2. I authorize the release of all information and records, including test results relating to the screening or testing of my blood/urine specimen, to the Office of Student Affairs, the Director of the JSCC MLT program, and others deemed to have a need to know.
3. I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of Jackson State Community College, as well as federal, state, and local laws regarding drugs and alcohol.
4. I understand that if a positive test result is obtained, that I shall be responsible for the cost of confirming the result by additional laboratory testing. A prescription drug confirmation will result in additional charges above the cost of the drug screen.
5. I hereby release and agree to hold harmless Jackson State Community College and the Tennessee Board of Regents, their officers, employees, and agents from any and all action, claim, demand, damages, or costs arising from such test(s), in connection with, but not limited to, the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration of enrollment in the Jackson State Community College MLT program.

---

Student's Signature

Date

## **Criminal Background Check**

Students enrolled in the MLT Program will be required to submit a criminal background check to satisfy the guidelines of our clinical affiliates (hospitals and clinics). Based upon the results of the background check, the clinical affiliates have the right to refuse a student's participation in the education practicum at their facility. This in turn would result in the student's inability to complete the required competencies for program completion, or dismissal from the program.

All applicants seeking licensure as Medical Laboratory Personnel are also required to submit to a criminal background check as a prerequisite to licensure. The applicant has to submit to a FBI/TBI fingerprint scan through the State of Tennessee's approved vendor or its equivalent as determined by the Board. The results of the criminal background check must be submitted directly from the vendor to the Board. If the applicant's fingerprints are unreadable, then the background check will be performed on the name and social security number of the applicant.

These background checks will be the financial responsibility of the student / applicant, and not of the MLT Program.

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I have been informed that clinical affiliate hospitals and healthcare employers in Tennessee, as well as the Tennessee Medical Laboratory Board, now require criminal background checks on students/applicants. Evidence of criminal offenses will prevent a student from participation in clinical experiences and will result in dismissal from the Medical Laboratory Technician Program at Jackson State Community College.

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MLT Applicant's Signature

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Date

## Tennessee Medical Laboratory Licensure

Any individual who performs technical work (excluding phlebotomy) in a hospital's medical laboratory in the state of Tennessee must possess a medical laboratory license. Successful completion of the Jackson State Community College Associate of Applied Science degree with an MLT concentration will prepare you to meet the minimum educational criteria to qualify you to make an application for a Tennessee license as a Medical Laboratory Technician. After successful program completion, you must pass a Medical Laboratory Board approved MLT certification examination in order to be granted a license to practice as an MLT. Your completed application for licensure must also be approved by the state licensing Board. Board requirements follow the Tennessee Medical Laboratory Licensure Laws.

Besides the educational requirements, there are other general requirements: transcripts, criminal background checks, application and fees, and proof of certification. If you should have an affirmative response to any of the questions on the form, you should consult with the state licensing Board concerning your licensure qualifications. The telephone number of the Tennessee Laboratory Board office in Nashville is 1-800-778-4123, and their address is 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243

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I understand the information provided to me concerning the Tennessee Medical Laboratory licensure, and I understand that successful completion of both campus courses and clinical courses in the Jackson State Community College MLT Program does not automatically qualify me for a Tennessee Medical Laboratory license.

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MLT Applicant's Signature

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Date

## **Student Employment / Service Work**

Jackson State Community College MLT Program recommends that enrolled students work no more than 20 hours of work per week in order to allow sufficient time for class, study, and personal needs. This is an accelerated, highly specialized course of study, and our desire is for students to succeed.

Medical Laboratory Technician students are not expected to perform service work in the clinical laboratory. Any service work is discretionary and ONLY at times considered outside of the scheduled classes or clinical practicum hours.

Students may not be substituted for regular staff during their student experiences or practicum under any circumstances. The use of students as substitutes for licensed medical laboratory personnel is not permitted according to the Tennessee State Medical Laboratory Board's rules and regulations. Students (trainees) must have adequate supervision and shall not be substituted for licensed medical laboratory personnel. Additionally, a licensed medical laboratory scientist/technologist or technician must check all laboratory reports before they can be released to a patient's medical record.

Such examples of Service Work include, but are not limited to:

- working as a phlebotomist, specimen processor or laboratory assistant while completing Core curriculum courses or clinical practicum
- continuing to work afternoon shifts or weekends in your assigned clinical affiliate during progression through the MLT program

Students enrolled and completing the clinical practicum portion (second year) in JSCC's Medical Laboratory Technician Program are considered "Trainees" according to the State of Tennessee Medical Laboratory Board. Such students may use a trainee permit to work and receive remuneration in those specialties for which they have completed their classroom lectures and clinical practicum, provided they are under direct supervision of licensed medical laboratory personnel at the technologist level or higher. Trainees may only work in the facility in which the specific specialty training was obtained and may begin training only if the facility has possession of a copy of the valid trainee permit. Also note that a trainee permit is void the day the trainee completes or withdraws from the training program.

## Medical Laboratory Technician's

### Code of Ethics

Upon entering at this time into the practice of clinical laboratory science, I accept, with the full realization of their implications, the responsibilities associated with my profession. To the best of my ability, I will endeavor to:

- Practice, maintain and promote standards of excellence in the art and science of my profession;
- Exercise sound judgment and integrity in the establishment, performance, and evaluation of all laboratory testing;
- Promote the highest standards of care for patients served, and to personally demonstrate faithful caring to them;
- Respect each patient as an individual, remembering the rights of each to dignity, privacy and confidentiality;
- Establish cooperative working relationships with my colleagues;
- Continue to maintain my competence by pursuing appropriate educational activities;
- Contribute to the advancement and well-being of the community and society as a whole; and
- Actively demonstrate my commitment to these responsibilities throughout my professional life.

Jackson State Community College  
Medical Laboratory Technician Program  
General Psychomotor Objectives

While in the MLT Program, a student should strive to:

- Consistently perform laboratory tests with precision & accuracy within the acceptable limits provided by the instructor.
- Demonstrate proper care, handling, identification, and labeling of specimens, according to department protocol.
- Follow rules for laboratory safety of self and others.
- Readily learn new techniques and demonstrate dexterity.
- Follow procedures and directions well, using correct reagents at the appropriate time, using instruments in the correct manner, and following required quality control protocol.
- Leave the equipment and work area clean and orderly.
- Understand theory and apply it to practical work.
- Organize work load for maximum efficiency - organizing and performing multiple procedures logically and efficiently.
- Attain acceptable speed, without loss of accuracy & precision.
- Record and report lab results according to appropriate procedure and protocol - if written, the report should be legible.
- Perform routine preventive maintenance on equipment and recognize errors in instrument operation, making adjustments and repairs consistent with his level of training.
- Utilize quality control principles by: evaluating control specimens, reporting values only when controls are within established ranges, and reporting out-of-range control specimens to the instructor or supervisor.
- Cooperate in maintenance of lab supplies.
- Recognize errors in analysis and/or results and report them to his instructor.

**MEDICAL LABORATORY TECHNICIAN PROGRAM  
DAILY PSYCHOMOTOR EVALUATION**

Student: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

CATEGORY & BEHAVIOR	PTS.	1	2	3	4	5	6	7	8	9	10	11	12
<b>PRECISION &amp; ACCURACY:</b>													
1. Consistently performs tests with precision & accuracy within acceptable limits	7-10												
2. Inconsistent in accuracy & precision	3-6												
3. Results frequently out of acceptable limits	0-2												
<b>SPECIMEN PREPARATION:</b>													
1. Demonstrates proper care, handling, identifying, & labeling of specimens	7-10												
2. Has to be prompted to check labeling or needs improvement in handling specimens	3-6												
3. Fails to show proper care in handling specimens	0-2												
<b>LABORATORY SAFETY</b>													
1. Usually follows rules for laboratory safety of self & others	7-10												
2. Occasionally follows rules for safety but needs to be reminded	3-6												
3. Does not follow rules for lab safety	0-2												
<b>TECHNIQUE (DEXTERITY):</b>													
1. Readily learns new techniques & demonstrates good technique	8-10												
2. Generally demonstrates good technique	6-7												
3. Awkward but can improve with practice	3-5												
4. Unable to attain minimal acceptable technique	0-2												
<b>PROCEDURE &amp; DIRECTIONS:</b>													
1. Follows procedures & directions well using correct reagents at appropriate time, using instruments in correct manner, & performing quality control	8-10												
2. Has some difficulty in following protocol, but can perform	6-7												
3. Repeatedly makes mistakes & needs improvement	3-5												
4. Unable to demonstrate acceptable ability in performing procedures; does not follow protocol	0-2												
<b>MAINTENANCE OF LABORATORY AREA</b>													
1. Leaves equipment & work area clean & orderly	8-10												
2. Occasionally forgets to clean work area	6-7												
3. Carelessly cleans work area	3-5												
4. Leaves cleaning to others	0-2												

**MEDICAL LABORATORY TECHNICIAN PROGRAM**  
**DAILY PSYCHOMOTOR EVALUATION (page 2)**

Student: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

CATEGORY & BEHAVIOR	PTS.	1	2	3	4	5	6	7	8	9	10	11	12
<b>APPLICATION OF THEORY-PRACTICAL KNOWLEDGE</b>													
1. Is able to understand theory & can apply this to practical work	8-10												
2. Average theoretical knowledge & usually applies it to work	6-7												
3. Has difficulty applying theory but can perform	3-5												
4. Fails to attain minimum acceptable comprehension; instructor must repeat instructions each time procedure is performed	0-2												
<b>ORGANIZATION &amp; EFFICIENCY:</b>													
1. Is able to organize workload for maximum efficiency; can organize & perform multiple procedures with efficiency	8-10												
2. Organizes workload with average efficiency	6-7												
3. Needs improvement in organizing workload & procedures	3-5												
4. Unable to organize work or does not work in order of priority	0-2												
<b>SPEED:</b>													
1. Has attained excellent speed without loss of accuracy	8-10												
2. Demonstrates average speed with minimal loss of accuracy	6-7												
3. Slow but can improve with practice	3-5												
4. Cannot acquire speed without loss of accuracy	0-2												
<b>RECORDING &amp; REPORTING LAB RESULTS</b>													
1. Is able to record & report lab results to the appropriate place; legible & neat; proper protocol	8-10												
2. Usually is able to report &/or record results correctly but occasionally needs prompting	6-7												
3. Needs improvement	3-5												
4. Does not record or report results correctly	0-2												

Daily totals \_\_\_\_\_

STUDENT INITIALS (weekly): \_\_\_\_\_  
 FINAL AVERAGE SCORE: \_\_\_\_\_

Jackson State Community College  
Medical Laboratory Technician Program  
Affective Objectives

While in the MLT Program, a student should strive to:

- Report to class consistently on time, as scheduled.
- Attend class or present an acceptable excuse - if not able to attend, notify their supervisor within 1 hour of scheduled class time.
- Maintain composure, with a high level of organizational ability, precision, and accuracy, when placed in a stressful situation.
- Readily admit mistakes and take immediate steps to correct the problem and notify their supervisor.
- Respect the patients' right to privacy and never discuss medical information about patients in a public place.
- Exhibit good personal grooming - clean uniform, shoes, hair nails and practice acceptable personal hygiene habits.
- Cooperate with others - be pleasant to work with.
- Accept constructive criticism and strive to improve.
- Make preliminary academic preparation for class - taking initiative in learning, often without assignments.
- Initiate work within their competency level and assume work responsibilities as assigned.

**MEDICAL LABORATORY TECHNICIAN PROGRAM  
DAILY AFFECTIVE EVALUATION**

Student: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

CATEGORY & BEHAVIOR	PTS.	1	2	3	4	5	6	7	8	9	10	11	12
<b>PUNCTUALITY:</b>													
1. On site, ready to work	10												
2. On time, within acceptable limits	9												
3. Tardy, with valid excuse	8												
4. Late – weak or no excuse	0-4												
<b>ABSENTEEISM:</b>													
1. Present	10												
2. Gives late or no notice of absence	0												
<b>REACTION TO STRESS: When something extraordinary occurs:</b>													
1. USUALLY maintains composure, a high level of organizational ability, precision & accuracy	7-10												
2. OCCASIONALLY fails to maintain composure, & organization decreased but precision maintained	3-6												
3. USUALLY loses composure resulting in loss of organization, precision, & accuracy	0-2												
<b>WILLINGNESS TO ADMIT MISTAKES:</b>													
1. Readily admits mistakes & takes immediate steps to correct	7-10												
2. Admits mistakes but blames others & tends to rationalize	3-6												
3. Ignores or covers up mistakes	0-2												
<b>PROFESSIONAL ETHICS:</b>													
1. Respects the right to privacy & never discusses medical information about patients in a public place	7-10												
2. Discusses medical information about patients in public but discontinues this practice after being counseled	3-6												
3. Repeatedly discusses medical information about patients in public	0-2												
<b>PERSONAL APPEARANCE:</b>													
1. Exhibits good personal grooming, clean uniform, shoes, hair, nails, etc.	7-10												
2. Exhibits a lack of good personal grooming but corrects with counseling	3-6												
3. Exhibits a lack of good personal grooming & makes no effort to correct after counseling	0-2												

**MEDICAL LABORATORY TECHNICIAN PROGRAM**  
**DAILY AFFECTIVE EVALUATION (page 2)**

Student: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

CATEGORY & BEHAVIOR	PTS.	1	2	3	4	5	6	7	8	9	10	11	12
<b>RELATIONSHIPS WITH CO-WORKERS – COOPERATION</b>													
1. Usually cooperates with others & is cheerful & pleasant to work with	7-10												
2. Occasionally does not cooperate & is moody & unpleasant to work with	3-6												
3. Uncooperative, antagonistic, sullen, & a chronic complainer	0-2												
<b>WILLINGNESS TO ACCEPT CONSTRUCTIVE CRITICISM:</b>													
1. Criticism is accepted as evidenced by improvement.	7-10												
2. Questions criticism & does not respond favorably	3-7												
3. Criticism not accepted as shown by consistent undesirable behavior.	0-2												
<b>INITIATIVE IN STUDIES:</b>													
1. Usually does preliminary academic preparation – often without assignments, seeking further information	7-10												
2. Does not do preliminary academic preparation unless specifically assigned	3-6												
3. Does no preliminary academic preparation & shows little interest beyond minimal requirements	0-2												
<b>RESPONSIBILITY FOR WORK:</b>													
1. Initiates, assumes responsibility, & looks for work to do	7-10												
2. Performs only as required	3-6												
3. Unwilling to assume responsibility; must be constantly reminded to complete assignments	0-2												

Daily totals \_\_\_\_\_

STUDENT INITIALS (weekly): \_\_\_\_\_

FINAL AVERAGE SCORE: \_\_\_\_\_

**CLINICAL ROTATION GRADE**

STUDENT: \_\_\_\_\_

ROTATION: \_\_\_\_\_ COURSE # \_\_\_\_\_

INSTRUCTOR(S): \_\_\_\_\_

SEMESTER: \_\_\_\_\_

---

**COGNITIVE (45%)**

Pretest (20%) \_\_\_\_\_

Other Written Exams (80%)

\_\_\_\_\_

\_\_\_\_\_ Written Exam Average \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Overall Cognitive Average \_\_\_\_\_

---

**PSYCHOMOTOR (45%)**

Daily Psychomotor  
Checklist Average (50%) \_\_\_\_\_

Practical Exams (50%)

\_\_\_\_\_

\_\_\_\_\_ Practical Exam Average \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Overall Psychomotor Average \_\_\_\_\_

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**AFFECTIVE (10%)**

Students are evaluated daily according to an Affective Checklist.

Overall Affective Average \_\_\_\_\_

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**FINAL GRADE** \_\_\_\_\_

**OVERALL**

JACKSON STATE COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNICIAN PROGRAM

STUDENT INCIDENT REPORT

Student's Name \_\_\_\_\_

Class/Rotation \_\_\_\_\_ Date \_\_\_\_\_

- |  |  |
|--|--|
| 1. ( ) Unexcused Academic Absence              | 2. ( ) Unexcused Clinical Absence                    |
| 3. ( ) Excused Absence                         | 4. ( ) Sleeping in Class or Clinical                 |
| *5. ( ) Dishonesty                             | 6. ( ) Lack of Interest                              |
| 7. ( ) Failure to Follow Procedures & Policies | 8. ( ) Poor Personal Appearance in Class or Clinical |
| 9. ( ) Lack of Cooperation with Personnel      | *10. ( ) Leaving Without Permission                  |
| 11. ( ) Tardiness                              | 12. ( ) Violation of Safety Rules                    |
| 13. ( ) Carelessness                           | 14. ( ) Destruction of Property                      |
| 15. ( ) Improper Clinical Uniform              | *16. ( ) Unethical/Illegal Behavior                  |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read this report:

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

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

The above offense, or offenses, have been noted and are made a part of the above student's official record as of this date.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director

Incident #: 1 2 3

NOTE: Those incidents indicated with an \* require immediate disciplinary action. Three (3) reports of other incidents will result in a counseling session and possible disciplinary action.

JACKSON STATE COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNICIAN PROGRAM

COUNSELING RECORD

I have counseled with \_\_\_\_\_ regarding the following problem:

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\_\_\_\_\_ Corrective Action Plan. Describe: \_\_\_\_\_

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\_\_\_\_\_ The student understands what must be done to correct the problem and will attempt to do so. A future counseling session will be held on \_\_\_\_\_.

\_\_\_\_\_ Disciplinary action has been taken. Describe: \_\_\_\_\_

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Counselor Comments:

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

Student Comments:

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

JACKSON STATE COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNICIAN PROGRAM  
CLINICAL INSTRUCTOR EVALUATION FORM

FACILITY: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_ ROTATION: \_\_\_\_\_

EVALUATE THE CLINICAL INSTRUCTORS FOR THIS ROTATION. USE THE FOLLOWING SCALE:

- |                  |                  |
|------------------|------------------|
| 1 - Always       | 4 - Rarely       |
| 2 - Often        | 5 - Never        |
| 3 - Occasionally | 6 - Cannot Judge |

A. Instructor Effectiveness

- |  |       |
|--|-------|
| Gave feedback on my performance              | _____ |
| Provided good explanations and clarification | _____ |
| Was thorough                                 | _____ |
| Used documentation to support decisions      | _____ |
| Discussed objectively other points of view   | _____ |
| Was knowledgeable                            | _____ |
| Was fair in grading                          | _____ |
| Was organized                                | _____ |
| Made learning objectives clear               | _____ |
| Was available when needed                    | _____ |
| Was a good role model                        | _____ |
| Provided adequate supervision                | _____ |

Other strengths \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other weaknesses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Instructor Attitude

- |                                  |       |
|----------------------------------|-------|
| Communicated well with me        | _____ |
| Exhibited enthusiasm in teaching | _____ |
| Encouraged me                    | _____ |
| Showed a personal interest in me | _____ |
| Was eager to give extra help     | _____ |
| Made me feel comfortable         | _____ |

Other strengths \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other weaknesses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Student Responsibilities and Opportunities

My time was spent productively \_\_\_\_\_  
My responsibilities were compatible with my experience & competencies \_\_\_\_\_  
I was given proper opportunities for learning \_\_\_\_\_  
My responsibilities and level of authority were made clear \_\_\_\_\_  
I was allowed to assist and perform rather than just observe \_\_\_\_\_

General Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. General Evaluation

Was the time allotted for this rotation appropriate?

Too little \_\_\_\_\_  
Too much \_\_\_\_\_  
Adequate \_\_\_\_\_

My overall experience with this clinical rotation was:

Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Fair \_\_\_\_\_  
Poor \_\_\_\_\_

My overall experience with this instructor was:

Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Fair \_\_\_\_\_  
Poor \_\_\_\_\_

What things in particular helped your learning?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What things in particular hindered your learning?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Could you now work competently and comfortably in this area?

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

General Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MLT Student Handbook Agreement

The receipt of the foregoing Medical Laboratory Student Handbook constitutes due process notification of the requirements of the JSCC Medical Laboratory Technician Program policies. By their signature below, the student acknowledges: the receipt of these rules and regulations, their understanding of these rules and regulations, and their intent to abide by the said rules and regulations. Failure to conform to the rules and regulations will be considered as grounds for disciplinary action.

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Printed Student Name

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Date

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Signature