This manual is to acquaint you with the policies governing the successful completion of the Medical Laboratory Technology program at Coastal Carolina Community College.
2016-2017
Associate of Applied Science Degree
Medical Laboratory Technology
Student Program Manual
## Contents

Memorandum from MLT Faculty .......................................................................................................................... 1  
MLT Faculty .......................................................................................................................................................... 3  
Medical Laboratory Technology - A4520 - Curriculum Description ................................................................. 4  
Approximate Expenses for MLT Program ........................................................................................................ 5  
Code of Ethics of the American Society for Clinical Laboratory Science ...................................................... 6  
Philosophy of the MLT Program ....................................................................................................................... 7  
Program Mission ................................................................................................................................................ 7  
Medical Laboratory Technician Competencies ................................................................................................. 8  
Admissions Guidelines .................................................................................................................................... 9  
Additional Requirements .................................................................................................................................. 9  
Definition of Medical Technology .................................................................................................................. 9  
MLT Program of Study ..................................................................................................................................... 9  
Program Guidelines ......................................................................................................................................... 10  
Hepatitis B Vaccine Information ....................................................................................................................... 23  
Instructional Guidelines .................................................................................................................................... 25  
Appendix ............................................................................................................................................................ 35  
Hepatitis B Vaccine Declination Waiver ........................................................................................................... 37  
So, you have decided not to have the Hepatitis B Vaccine… ............................................................................ 39  
Communicable Disease Policy ......................................................................................................................... 41  
Academic Integrity Policy .................................................................................................................................... 43  
Permission for Employer Survey ....................................................................................................................... 45  
Criminal Record Checks and Drug Screens ...................................................................................................... 49  
Criminal Disclosure Form ..................................................................................................................................... 51  
Student Conduct and Professional Responsibility Agreement ........................................................................ 53  
HIPAA Policy ..................................................................................................................................................... 55  
Expectations Regarding Classroom Behavior .................................................................................................... 57  
What Coastal Expects from Students ................................................................................................................ 59  
Permission for Student Mailbox ........................................................................................................................ 61  
Academic Calendar .......................................................................................................................................... 63  
Student Acknowledgement of Receipt ............................................................................................................... 65  
Notes .................................................................................................................................................................. 67
Memorandum from MLT Faculty

Welcome! We are pleased that you have chosen to join our team of skilled professionals. An experienced faculty is here to help you become skilled in both the theoretical and practical aspects of clinical laboratory procedures.

As a student enrolled in the Medical Laboratory Technology (MLT) program you must assume certain obligations and responsibilities. Students are also expected to meet specific criteria in order to be retained, promoted, and graduated. The purpose of this handbook is to define behavior and criteria which you are expected to observe and demonstrate.

The MLT Program Manual is intended to provide the student in the MLT Program with basic information and policies in the classroom as well as the clinical setting. This manual is not meant to replace the Coastal Carolina Community College Catalog or Student Handbook, but rather to serve as a supplemental source of information. It is highly recommended that the student obtain a copy of the CCCC Catalog and Student Handbook on admission to CCCC for reference throughout his/her course of study at the college campus.

It is your responsibility to become familiar with and abide by the rules and regulations as stated within this manual.

During the preparation for your medical laboratory technology career, among those personal characteristics which will be emphasized are ethical behavior, maturity, a spirit of cooperation, and a sense of responsibility. As mature professionals, you must learn to organize your time and take responsibility for your actions. Combine and coordinate the above traits with your intelligence and clinical skills for a successful future in the laboratory.

We work hard at teaching and expect our students to work hard at learning. It is your responsibility to learn the material. It is our responsibility to make the learning process as productive as possible. If you miss a class, check the course outline to determine what work you must do, read the material in the text, and ask if you need help.

Tests are like job interviews, scheduled weeks in advance. Treat them as such. Do not miss a test. If you must miss a test, be sure we know about it as soon as you do.

Personal problems can easily influence your academic achievement and clinical skills. Management of your personal affairs should be your first priority. Lack of personal discipline will hamper your development as a professional individual.

Professional attitude is a term commonly used by the MLT faculty. To us, it is a combination of traits or personal characteristics such as respectfulness, courteousness, non-argumentativeness, pleasantness, enthusiasm, an engaging smile, eagerness for learning, motivation, interest, flexibility, adaptability, punctuality, honesty, trustworthiness, ability to take and give instructions, and the use of good judgment. Maturity and a sense of humor will always see you through “the rough spots”.

Being a student is not an easy job. It is work. Plan time to attend class, as well as time to work on the material outside of class. If we can be of help, call us or see us in our offices, or just after class.

Remember, we all have the same goal in mind: to make you the best medical laboratory technician you can be. Any worthwhile goal takes a lot of hard work and determination in order to achieve. Hopefully, the information in the following pages, when read, will assist you in determining in further detail what is expected of you.

Welcome to the program! Have a wonderful and exciting year.

Sincerely,
The Medical Laboratory Technology Faculty

Accrediting Agency
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720
Rosemont, IL 60018-5199
Phone: (773) 714-8880
Fax: (773) 714-8886
MLT Faculty

Mrs. Susan R. Morton, M.A., MT (ASCP)
MLT Program Director - 910-455-5812 (home)/910-938-6306 (office)/910-330-1063 (cell)
Email: mortons@coastalcarolina.edu

Mrs. Morton was born in Charlotte but lived in the counties of Cabarrus, Montgomery, and Duplin before moving to Jacksonville in 1962. She received Bachelor of Arts and Master's degrees in Biology from the University of North Carolina at Greensboro in 1972 and 1975 respectively. Mrs. Morton worked as an instructor at Guilford Technical Institute before entering the School of Medical Technology of Forsyth Memorial Hospital in Winston-Salem in 1977. She had a total of 5 years lab experience at Craven County Hospital in New Bern and Onslow Memorial Hospital in Jacksonville before coming to Coastal in 1983. She assumed the position of MLT Program Director in 2008. Mrs. Morton resides in Jacksonville with her husband James Michael. They are the parents of twin girls, Joy and Sarah Beth. Joy is a teacher assistant Dixon Elementary School and Sarah Beth is a Student Records Specialist here at Coastal. Joy married in 2012 and she and her husband have a son, Jack River Smith, who was born in April 2013. Mrs. Morton’s husband retired after 30 years with the NC Department of Corrections, Division of Adult Probation/Parole.

Mrs. Andrea Horan, B.S., MT (ASCP)
MLT Faculty – 910-938-6275 (office)/910-548-0282 (cell)
Email: horana@coastalcarolina.edu

Mrs. Horan was born and raised in Lexington, NC. She moved to Onslow County in 1989, where she has lived in North Topsail Beach, Holly Ridge, and Sneads Ferry. She achieved an Associates of Arts from Coastal Carolina Community College, and then transferred to the University of NC at Wilmington where she earned a Bachelor of Science degree with a concentration in clinical laboratory science. She did her clinical year at New Hanover Regional Medical Center in Wilmington, where she was then hired out of college. She worked for 16 years in the field of clinical laboratory science in various hospital and privately owned laboratories before accepting the position of MLT Instructor at CCCC in 2012. She is involved in many activities outside of work to include Volunteer Onslow, Sneads Ferry Community Theater, Dixon Marching Bulldogs booster organization, and various fundraisers for the Cystic Fibrosis Foundation. She lives in Sneads Ferry with her husband, Patrick, and her daughter, Francesca, and their Jack Russell, Jazzy.

John L. Almeida, B.S., M.S., M.D., F.C.A.P.

Dr. Almeida is the Director of Laboratories at Onslow Memorial Hospital and Medical Examiner of the counties of Pender, Onslow, Jones, and Carteret. He is also a partner in Coastal Pathology Associates, PA. He has a B.S. from the College of Charleston in South Carolina and a M.S. from the University of South Carolina in Columbia. Following a three-year commitment as an infantry officer in the United States Marine Corps, he obtained his M.D. from the Medical University of South Carolina. Dr. Almeida is certified by the American Board of Pathology in Anatomy and Clinical Pathology. In June 1982, he was appointed to the United States Naval Hospital at Camp Lejeune, NC, where he served as head of the Department of Pathology until his retirement in August 1982. He has been a member of the MLT Program Advisory Committee since his retirement and was appointed the Medical Director of the MLT Program in 2008.
Medical Laboratory Technology - A4520 - Curriculum Description

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease. Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids. Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

<table>
<thead>
<tr>
<th>Hours Per Week</th>
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<tr>
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### FALL SEMESTER (1ST YEAR)

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### SPRING SEMESTER (1ST YEAR)

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<tr>
<td>ENG 111</td>
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<tr>
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### SUMMER SEMESTER (Full Session)

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### SUMMER SEMESTER (1ST Session)

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### SUMMER SEMESTER (2ND Session)

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<td>General Psychology</td>
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### FALL SEMESTER (2nd YEAR)

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<td>MLT 280</td>
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<td><strong>0</strong></td>
<td><strong>3</strong></td>
<td><strong>33</strong></td>
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### SPRING SEMESTER (2nd YEAR)

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<th>Lab</th>
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<th>Credit</th>
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<td><strong>3</strong></td>
<td><strong>33</strong></td>
<td><strong>12</strong></td>
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### TOTAL SEMESTER HOURS

| 76 |
Approximate Expenses for MLT Program

Tuition: In-state ($71.50/credit, fees included, total for 5 semesters) $5852.00
Books (total for 5 semesters) $2000.00
Uniforms (3rd semester) $250.00
Professional shoes $75.00
Disposable lab coats (9 total) $56.00
Safety glasses and face shield (1st semester) $30.00
MLT Program patches (3rd semester) $15.00
Criminal Background Check $42.00
Hepatitis B Surface Antibody Titer (3rd semester) $50.00
Varicella Antibody Titer (OMH only) $75.00
PPD (3rd semester) $15.00
Drug Screen $37.00
Flu Shot (NHRMC only) $25.00
Calculator (1st semester) $40.00
American Society for Clinical Laboratory Science student dues (2nd semester) $30.00
ASCP Certification exam fee (2014 cost – 5th semester) $200.00
MLT Program Pin (5th semester) $50.00

TOTAL IN-STATE $8842.00

Note: Also consider miscellaneous expenses such as notebooks, pens, paper, etc., and gas expenses if assigned to an out-of-county hospital for MLT Practicum I and II.
Code of Ethics of the American Society for Clinical Laboratory Science

Preamble

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

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

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

I will actively demonstrate my commitment to these responsibilities throughout my professional life.
Philosophy of the MLT Program

The tremendous advances in modern medicine have resulted in an ever-increasing demand for vital diagnostic laboratory tests. These results provide the physician with the necessary data to assist him/her in restoring and maintaining normal state of body and mind. The complexities of laboratory science today require a trained staff at various levels of knowledge and skill to carry out both the simple and the intricate analysis which often spell life or death to the patient.

While the educational requirements and technical skills may vary for the different levels, all laboratory personnel must be dedicated to a career of service in the fullest sense. From the beginning the student should set high standards for quality performance. It is essential for students to acquire skills, knowledge, understanding, appreciation, and a sense of responsibility towards the patient. He/she must realize the need to check and recheck, to ask questions when any doubt arises, and to forego the urge to take on responsibilities or decisions beyond his/her level of training.

Therefore, we apply all these factors to the education of the medical laboratory technology student, recognizing that the student's professional, intellectual, and social needs must be met by the cooperative efforts of faculty and students.

Program Mission

The primary mission of the program is to provide a strong academic and practical background in laboratory technology which leads to an Associate of Applied Science Degree. The education and clinical training provided will be compatible with the demands placed upon Medical Laboratory Technicians by the ongoing technological revolution in clinical laboratory medicine.

The primary goals of the program are:

1. To provide a program for Medical Laboratory Technicians which meets the academic standards of the Community College.
2. To ensure that students completing the full requirements of the program will be capable of functioning in a variety of laboratory settings (clinical, public health, research laboratory, etc.) at a career-entry level.
3. To provide a program that offers a chance for career mobility with minimum loss of credits or time when transferring to a four-year Medical Technology Program.
4. To instill a deep sense of professionalism among graduates of the program and a strong feeling of confidence and pride in their capabilities.
5. To define clearly what is expected of these students at all times and to help the students fulfill these expectations.
6. To prepare graduates who can maintain their competence under the normally stressful conditions of a clinical laboratory.
7. To prepare graduates to integrate theory and practice by effective use of campus and clinical laboratories.
8. To prepare graduates who can generate data to be used in patient care and assure its reliability before reporting test results.
9. To prepare graduates qualified to perform routine tests, maintain instruments, and identify malfunctioning systems.
10. To prepare graduates who function as laboratory professionals, by respecting the confidentiality of patient data; maintaining neatness in personal habits, work areas, and laboratory reports; performing to the best of their abilities; and assuming responsibility for their conduct as well as their work.
11. To provide the opportunity for worthwhile clinical experiences to qualified students.
Medical Laboratory Technician Competencies

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

1. Be cognizant of the health care delivery system and the individual’s role within it.
2. Make concern for the patient’s welfare paramount and interrelate with patients in an empathetic manner.
3. Exhibit a professional attitude toward laboratory personnel, other health care professionals, the public, and privileged information.
4. Be aware of the responsibilities of other laboratory personnel and health care professionals and interact with respect for their jobs and patient care.
5. Communicate and cooperate with other laboratory personnel and health care professionals to complete all assigned tasks and priorities and contribute to a pleasant environment.
6. Collect and process laboratory specimens for analysis.
7. Accurately and consistently compare numbers and names on specimens with those on the requisition, computer print-outs, or computer labels.
8. Recognize inadequate or inappropriate specimens and refer them appropriately for recollection.
9. From the procedure manual, prepare reagents, assemble equipment, verify correct functioning of equipment, standardize, correctly perform, and calculate results on blood and body fluids and other patient specimens with accuracy and speed.
10. Demonstrate proper laboratory techniques in the performance of clinical laboratory procedures.
11. Make necessary morphological distinctions to identify routine structures.
12. Organize work efficiently and keep a neat work area.
13. Use a pre-programmed computer to calculate results, find patient reports, and record results in patient files.
14. Recognize factors that affect procedures and results, and recognize and refer all abnormal or unusual results according to protocol.
15. Record and tabulate pertinent data derived from laboratory testing.
16. Use routine department quality control procedures and confirm results within predetermined limits. Keep and monitor accurate routine Q.C. reports as assigned.
17. Make correlations between laboratory results when preset protocols are available and refer discrepancies appropriately.
18. Relate laboratory results to common disease processes.
19. Perform routine instrument check systems and preventative maintenance. Troubleshoot most common equipment failures using predetermined protocols. Recognize and refer problems to supervisor.
20. Determine the priority of lab requests to arrange the workload to provide for optimal patient care and efficiency.
21. Recognize, select, or develop alternative solutions to problems, and have the initiative to implement them.
22. Interpret the essentials of moral, legal, and ethical responsibilities by exercising discretion at all times.
23. Use routine safety precautions.
24. Apply basic scientific principles in learning new techniques and procedures.
25. Participate in continuing education for professional maturity.
Admissions Guidelines
A. All prerequisites as identified in the Admissions Bulletin and College Catalog must be satisfied before final approval of admission is given.
B. Applicants accepted into the program will be provided required health forms. The eye examination form and student medical form must be completed and returned no later than the first day of class. *Students are strongly advised to make photocopies of their medical forms for their own records.
C. Students will be required to complete a seven (7) year criminal record check (all addresses and names) and drug screening to comply with the regulations in affiliating clinical agencies. Agencies may deny access for any positive findings.

Additional Requirements
Once enrolled in the MLT Program, students will be required to:
A. Demonstrate ongoing physical and emotional health as evidenced by a physical exam and appropriate behavior.
B. Complete all required immunizations as listed in the student medical form. Students may not attend clinical rotations when health-related requirements are incomplete unless official written documentation is provided that immunizations are in progress.
C. Adhere to the student guidelines specific to the MLT Program.
D. Purchase all required course resources: textbooks, uniforms, lab supplies, and online educational resources.
E. Purchase liability insurance, payable with tuition in the fall of the second year.

Definition of Medical Technology
The definition of medical technology as stated by Anna Fagelson in Opportunities in Medical Technology reads:

“Medical Technology is that branch of medicine concerned with the performance of the laboratory determinations and analyses used in the diagnosis and treatment of disease and the maintenance of health.”

David S. Lindberg, and others, in Williams' Introduction the Profession of Medical Technology states:

“These laboratory determinations analyses are performed in the clinical laboratory by the medical technologist, a person who has obtained a sound foundation in the scientific principles involved and a proficiency in the performance of test procedures.”

MLT Program of Study
A copy of the program of study is available in the MLT Bulletin. Also the Program of study and descriptions of all program courses are available in the college catalog. The MLT Bulletin and college catalog are available on the college website and students may request a printed copy.
Program Guidelines

General Information

- Brief descriptions of all courses in the MLT Program are provided in the CCCC catalog. Each description provides a brief statement about content, configuration, credit hours, and prerequisites for the course. Course descriptions are also included in the syllabus provided at the beginning of each course.

- Textbooks are available for purchase in the Campus Bookstore in the Student Center before the beginning of each course. Textbooks are required for each course. Some textbooks may be reused in subsequent semesters for other MLT courses. Purchase required textbooks and web-based learning courses. Note: students who purchase used textbooks are responsible for making copies of any pages that are missing or otherwise unavailable. This includes CD's and Access Codes.

- Students are expected to read college email (to include Office 365) daily. Students are accountable for any emails and course announcements posted before 9 p.m. daily. Refer to course syllabi for additional instructions.

- Tape recording of lectures is welcomed, but students must obtain permission from the instructor before taping any instructional material. Video recordings are prohibited.

- **Cellular phones and beepers must be turned off during class and/or lab.** The ringing of a cell phone during class and/or lab will result in a deduction from the Professional Development Evaluation of the course. For extenuating circumstances, exceptions to this policy must be arranged with the instructor.

- If the student is concerned about being contacted in an emergency, the student may request permission to leave their cell phone on vibrate or provide the MLT Department phone number (910-938-6306), the Nursing & Allied Health Division Secretary (910-938-6269), or the Security Department phone number (910-938-6290) to the appropriate personnel who may need to contact the student.

- No eating is allowed during class unless food is provided for the entire class. No eating or drinking will be permitted within the laboratory. Adequate breaks will be given during lengthy lab sessions so that the student may have time for such activities outside of the lab. If you place food or drink on the window sills outside of the lecture and/or lab room, make sure it is disposed of before leaving for the day.

- Each table is responsible for the clean-up of their work area daily. Contaminated materials in the tabletop biohazard bag must be disposed of daily into the appropriate biohazard container. **Tabletop biohazard bags are not to be used for trash.**

- Each student will be assigned a locker in the bathroom closest to the MLT lab. You must keep your locker locked to prevent theft, and for security reasons. Coats, books, etc., not required during lecture/laboratory sessions should be kept in these lockers. There is no space for storage of these items in the laboratory.

- Forms for all Student Financial Assistance and Veterans Administration Benefits are the responsibility of the student. The student is to present them to the faculty for verification. Please follow the guidelines of the specific financial assistance program.

- If the student desires or needs a conference with a faculty member, the student should contact the faculty member directly to schedule an appointment.
• Each student enrolled in the MLT Program must purchase liability insurance concurrent with assignments in the clinical areas.

• Assistance with study skills is available in the Academic Studies Center in the K. B. Hurst Continuing Education Building.

• If you are instructed to take a test in the Academic Studies Center (K.B. Hurst Continuing Education Building), you must present a picture ID. Make sure you plan adequate time for test-taking considering the closing time of the center. Check hours of operation on the day a test is scheduled.

• Notify in writing the Program Director/Department Head and the registrar’s office of any changes in name, address, or phone number.

• Students should pre-register for the related course sections scheduled for their department. Students who do not pre-register for these courses are not guaranteed seats in other sections. Failure to take all courses in the designated semester will impact the student’s ability to progress in the program and may result in their untimely dismissal from the program.

• Students are expected to travel in the college van if it is available for field trips. Exceptions must be approved by the instructor on an individual basis.

• Students are required to complete a criminal background check before beginning the clinical phase of the program. The criminal background check is required for each name used and each county of residence during the past seven (7) years. Any expense incurred to obtain the criminal background check is the responsibility of the student. Providing false or incomplete information will result in dismissal from the program. The criminal background check is required prior to participating in the clinical component of the MLT Program and may not be completed earlier than 30 days prior to the start date of Clinical Practicum I. The results from the criminal background check will not be considered in admission decision; however the clinical sites have the right to deny student access based on criminal background. This denial will result in the student’s inability to successfully complete the program. Students will be advised of the clinical agencies’ decision regarding eligibility to participate in clinical learning experiences following the agencies’ review of criminal background check.

**Code of Conduct**

• The primary goal of the Medical Laboratory Technology Program at Coastal Carolina Community College is to prepare students to be clinically proficient and capable of securing professional employment in the field of Medical Technology. In order to accomplish this goal, the faculty of the Medical Laboratory Technology Department expects all students to practice high ethical conduct and professional responsibility at all times in all college classrooms and laboratory settings, as well as in all off-campus clinical and professional settings.

• Any personal problems that interfere with achieving the objectives of the MLT Program should be discussed with the MLT Department faculty or counselor. Academic problems or problems related to a specific course should be discussed with the instructor of the course. If a mutually agreeable solution is not found, the problem should be taken to the program director, division chairperson, or Vice President for Instruction. All staff and faculty are concerned with the welfare of our students and will do anything possible to improve the learning experience.
Class Attendance

- Students may miss up to 12.5% of class hours (2 weeks of instruction) before being mandatorily dropped by instructors.

- Student absences from class will be counted beginning with the first class meeting after the student has registered for the class. Laboratory hours and class hours are not interchangeable in the application of the attendance guidelines.

- If a student will be absent from class, he/she is to call the MLT Program Director or Instructor by 8:00 AM on the day of the absence. If necessary, messages can be left on the instructor’s voice mail. Text messaging is permitted. Further information on this is detailed under Student Retention, and will be discussed in class.

- An absence will not waive a student’s responsibility to submit assignments upon return to class.

- Students will be marked tardy if they are late to class or lab. Classes within the MLT Program are designed to reflect a working environment and should be treated in the same way as if the student were attending a job. Three (3) tardies equal one (1) absence. When a student is more than 15 minutes late for class or lab, he/she will be marked absent.

- When a student has been dropped from a course due to excessive absences, he/she may request reinstatement by the instructor. An instructor may allow or deny reinstatement. If instructor reinstates the student, continued enrollment would be under conditions set by instructor.

- Please refer to the Coastal Carolina Community College Catalog for the most current policies regarding attendance and academic calendar.

Attendance – Clinical Rotation

- A student is expected to attend all clinical experiences. A student who is unable to attend class or their clinical experience must notify the clinical facility at least 1 hour prior to his/her assignment. The MLT Program Director and/or Instructor must also be called no later than 8:00 AM. The contact information is in the front of this manual.

- Students are required to report to the clinical affiliate on time and as scheduled according to their rotation schedules in MLT 259 & 269 MLT Practicum I and II. Students are expected to be ready to train at the appointed hour. Excessive failures to report to the clinical affiliate will result in disciplinary action. The student will be held to the same attendance policies and disciplinary action as employees. If the student exceeds the occurrences of absenteeism that equates to employee termination, the student will be removed from the clinical affiliate. The student will be allowed to continue only if there is another clinical affiliate site available and the student has not exceeded the allowed absences based on the College’s attendance policy.

- Failure to follow attendance guidelines will indicate a less than a professional attitude regarding responsibility. A twenty point deduction in the professional development evaluation grade for that semester will be assigned for not notifying the laboratory before the time to report when the student is going to be absent. A ten point deduction in the professional development evaluation grade for that semester will be assessed for not calling in to the MLT Department about an absence.

- A five point deduction in the professional development evaluation grade for that semester will be assessed for not calling in to the MLT Department if the student arrives late or leaves early (maximum of twenty (20) points). If the student exceeds the maximum number of hours allowed for absences, ten (10) points (maximum of forty (40) points) will be deducted from the professional development evaluation grade for the semester for each additional day (7-8 hours) or five (5) points (maximum of twenty (20) points) for each additional half-day (3-4 hours).
• Two tardies will be allowed for the Monday session of MLT 259 and 269 MLT Practicum I and II. Each additional tardy will result in a one (1) point deduction from the professional development evaluation grade for the semester.

• Hours missed due to tardiness and leaving early accumulate toward the total of absences.

• Whether or not any absence must be made up will be decided on a case-by-case basis by the MLT Department Head and the clinical affiliate’s department supervisor and Clinical Coordinator.

• Absences due to illness, death in the family, or family emergencies, of course, cannot be avoided but, other reasons for absences (i.e., personal reasons, pleasure trips, elective surgery, doctor/dentist appointments which can be made during time off) should be pre-arranged with the MLT Department Head and Clinical Coordinator for consideration.

• The student should try to schedule appointments after class hours or during semester breaks and holidays. If this is not possible, the student must turn in a signed note from the physician or dentist.

• Any requests for prior approval of days or time off must be presented in writing to the MLT Department Head and clinical supervisor for consideration five (5) class days in advance. The Prior Approval of Absence form must be signed by the appropriate supervisors, and turned in to the MLT Department Head. Students must spend adequate time in each department to learn the required skills of that department. The student is accountable for all work missed due to an absence.

• The student will be responsible for scheduling make-up time with the Clinical Coordinator or instructor and MLT Department Head. The semester break is available make-up time, depending on the policies of the various clinical sites. Any make-up time must be approved by the MLT Program Faculty since written approval must be obtained from the Vice President for Instruction through the Nursing and Allied Division Chairperson. The make-up time will be only at the permission and convenience of the department supervisor to accept responsibility for the student’s instruction and supervision. The appropriate form must be completed and signed by both the MLT Program Faculty and the clinical supervisor.

• Any changes in scheduled hours at the clinical affiliate must be approved by the clinical affiliate’s educational coordinator and the department supervisor/instructor.

• For any deviation in the schedule, a member of the MLT Program Faculty must be notified.

**Dismissal/Withdrawal/Grievance/Right of Appeal**

• Dismissal
  a. An MLT student may be dismissed from the program for any of the following reasons:
     I. Adjustment problems in relation to patient or allied health Personnel.
     II. Conduct NOT in accordance with the ethical standards of medical technology.
     III. Physical or mental conditions which affect the performance of laboratory duties. The student must have the physical and mental ability to accomplish the tasks delineated in the curriculum.
  b. Refer to Instructional Guidelines for specifics on academic probation.
  c. Procedures for formal appeal of dismissal are described in the College catalog.

• Withdrawal
  a. Any student who must withdraw from the program due to physical, emotional, or academic problems may be readmitted upon reapplication and approval of the MLT Program Director. Each student’s situation will be evaluated individually as to what courses must be retaken upon readmission to the MLT Program.
• Grievance/ Right of Appeal
  a. Coastal Carolina provides both a grievance procedure and right of appeal policy for students. These guidelines can be found in the college catalog, which is available on the college website.

Office Hours
• The MLT Program Director and Instructor will maintain an “Open Door” policy during posted office hours. Any problem will be attended to as soon as possible, either directly or indirectly by referral to proper persons in authority. Please do not hesitate to bring to the attention of the MLT Program Director any problems or situations with which she may be of help.
• Office hours will be posted on the office doors of the MLT Program Director and Instructor at the beginning of each semester. These hours are designated availability to students to ensure student success through guidance, advising and/or remediation.
• In all cases confidentiality and impartiality are maintained for students seeking advising.

Inclement Weather Policy
• It is sometimes necessary to make decisions about closing the College during inclement weather situations. The student may obtain information from the Coastal Carolina Community College website (http://www.coastalcarolina.edu), MyCCCC, or by calling (910-455-1221).

  You should listen to the local/regional media of your choice for information about closings or delays. Please remember that public relations staff from schools and other organizations throughout North Carolina are contacting these media to inform their students and clients of weather-related decisions, and do not call these media for information.

Parking
• Students are to follow College Parking Regulations. Student parking spaces at the College are available and are designated with an “S”. Faculty/staff/employee spots are designated “E” and visitor spaces are marked “Visitor”. Students are not to park in visitor or faculty/staff spaces, or on the grass. Students who fail to park in designated student spots may be ticketed or may have a “boot” placed on the vehicle that will not allow you to move the car until Security releases the boot.
• Students attending clinical experiences are to adhere to the rules for parking as established by the clinical site.

Dress Code
• For classes, proper dress is left to the discretion of each student, but attire should be neat and clean. Shorts and jeans are acceptable as long as they are in good taste. Shoes must be worn at all times. Bare midriffs and skimpy clothing are discouraged. Remember, you are now a laboratory professional and your attire should reflect this. During laboratory sessions, shoes covering the entire foot must be worn at all times, along with a lab coat. Shorts are not allowed to be worn in the student laboratory unless the shorts come down to the knee or the lab coat comes down to the knee when the student is sitting. Lab coats are not to be worn outside of the student laboratory. Students may hang their lab coats on the hooks in the storage room or on the coat rack at the front of the laboratory.
MLT students will be required to purchase complete uniforms for clinical experiences. Uniforms include:

a. Female
   I. Clean, pressed uniform dress or pantsuit is acceptable with MLT Program Patch sewn on left sleeve (midline 2” down from seam). It is not acceptable to pin the patch on the uniform.
   II. Low heeled (less than 2 ½ inches in height) clean, polished, white professional leather shoes and clean shoestrings; white leather athletic shoes are acceptable with only minimal colored logo.
   III. White/matching color or nylon knee-high stockings, pantyhose, or socks are acceptable with only minimal colored designs
   IV. Watch with second hand (recommended)
   V. One name tag provided by the hospital

b. Male
   I. Clean, pressed lab shirt with MLT Program Patch sewn on left sleeve (midline 2” down from seam). It is not acceptable to pin the patch on the uniform.
   II. Clean, pressed pants
   III. Clean, white, polished, professional leather shoes and clean shoestrings; white leather athletic shoes are acceptable with only minimal colored logo.
   IV. White socks with no colored designs
   V. Watch with second hand (recommended)
   VI. One name tag provided by the hospital

c. Dress codes at affiliating agencies may be more restrictive than the above policies. If so, students will be expected to adhere to that institution’s policies.

Grooming Policies

- Personal hygiene is important. Cleanliness will prevent natural body odors from becoming offensive.
- Be neat and clean with a clean and well-pressed uniform and shoes.
- To avoid dangers of cross-contamination and prevent danger of scratches and abrasions to patients, finger nails must be natural, clean and free of polish, rounded, and not greater than ½ inch beyond the tip of the finger, with no nail jewelry.
- Jewelry: Any type of loose or dangling jewelry is not allowed in the student laboratory for safety reasons. The wearing of jewelry other than rings, bracelets, necklaces, and earrings is discouraged as other types do not give the student the appearance of being a professional laboratory worker. When participating in the clinical experience, only wrist watch and wedding rings are worn. Students with pierced ears may wear only one small post earring in each ear. Discretion should be used in selection of style and color. Students may not wear other visible body piercing ornaments while in uniform or in street clothes while in clinical agencies.
- Hair length is up to the individual student; however, dangling hair is a safety hazard in the laboratory, especially around open flames or continuous moving instruments. Therefore, those with long hair must keep their hair tied back during lab sessions. Also, hair styles should be neat and clean, and give the student an appearance of being a professional laboratory worker. No extreme styles will be accepted. Any hair ornaments worn must be conservative.
- When in the clinical rotation, males must have neatly-trimmed facial hair (no handle bar mustaches).
- Use of strong perfumes, colognes, and after shave lotions are offensive to patients and co-workers; therefore, they must not be worn.
- Make-up should be light.
Smoking Policy

- As a provider of higher education and job training, Coastal Carolina Community College promotes the health and safety of all students, faculty, staff, and visitors. Numerous efforts have been made toward the creation of an atmosphere which is most conducive to teaching and learning, minimizing health and safety risks to the extent possible. Consequently, upon the recommendation of the CCCC Faculty Assembly, the campus will be tobacco-free effective at the beginning of the 2014 Fall Semester.

- Upon the recommendation of the Coastal Carolina Community College Student Government Association, the use of electronic nicotine delivery systems is prohibited in all campus buildings, including entry ways.

Hospital Laboratory Training

- During the Fall and Spring semesters of the second year, each MLT student will be assigned to one of the following hospitals for MLT 259 and 269 MLT Practicum I and II.
  a. CarolinaEast Medical Center, New Bern, NC
  b. Carteret General Hospital, Morehead City, NC
  c. Lenoir Memorial Hospital, Kinston, NC
  d. Naval Hospital, Camp Lejeune, NC
  e. New Hanover Regional Medical Center, Wilmington, NC
  f. Onslow Memorial Hospital, Jacksonville, NC
  g. Vidant Duplin Hospital, Kenansville, NC
  h. Wayne Memorial Hospital, Goldsboro, NC

- Students who have completed 2 ½ semesters on campus may be permitted to complete their rotations out-of-state if the need arises due to relocation, deployment, or illness of a family member. This will be done on a case-by-case basis contingent upon the MLT Program faculty’s being able to find a clinical site willing to accept the student. The student will be required to complete the requirements for MLT 280 and MLT 217 online. Due to the time required to find a suitable clinical site and to complete the contractual arrangements between that site and Coastal Carolina Community College, the student must submit a request in writing to the MLT Program faculty at least two semesters prior to the semester the out-of-state clinical will be required.

- The MLT Practicum I and II vary from seven (7) to eight (8) hours Tuesday through Friday (excluding lunch) during the semester at the same hospital for the two semesters mentioned above. Each hospital will set the hours of training depending upon the department rotation schedule. Stipends are not given to students during the MLT Practicum.

- The MLT’s program policy is to admit a maximum of twenty (20) students into the freshman class. Currently the eight hospitals mentioned above can accommodate student clinical needs. The MLT Program Director and faculty will make the hospital assignments with each student’s best interests in mind. During the application process, applicants are told there is no guarantee that their assignment will be at a hospital closest to their place of residence. If all students are not able to be placed in clinical sites, alternative clinical times, days and/or facilities may be implemented to accommodate student clinical requirements. In the event there are more students than clinical sites, students will be given preference to progress to the clinical assignment. The following criteria will be utilized in selecting the students for the MLT practicum courses:
  a. Grade point average in MLT courses — If students have same grade point average, criteria b & c will be considered
  b. Cumulative grade point average
  c. Attendance during MLT didactic courses

- Each student is responsible for arranging transportation to the hospital to which he or she is assigned. Hospital assignments and rotations will be made during Summer semester preceding MLT Practicum I and II.
On occasion, a student may be denied clinical privileges. Depending upon the reason for the denial, he/she may be placed on probation. Every effort will be made to secure a second placement for the student to enable them to complete the MLT Practicum. If clinical placement is not available, the student will be placed on a space-available basis for the following academic year. If the student is denied clinical privileges at the second clinical site, arrangements will not be made for an additional clinical site and the student will be removed from the program.

Before entering the MLT Practicum, the medical form requiring a PPD and Hepatitis B Surface Antibody Titer must be completed and turned into the MLT Program Director.

All MLT students entering MLT Practicum I and II will be required to have liability insurance. The purchase of this insurance is coordinated by the College and paid to the College Accounting Office prior to Practicum I and II. No student may participate in any clinical activity without this protection. In case of injury occurring during clinical experiences, students enrolled in nursing and allied health programs will be responsible for medical expenses not covered by insurance. Students may be expected to pay for services at the time services are provided.

A clinical affiliate may require background testing, drug testing, sex offender check, and/or immunization and titers for various diseases before final acceptance of the student(s) in MLT Practicum at that facility. The student(s) must abide by these requirements and the consequences of unacceptable results.

Specific regulations/policies for MLT Practicum I and II will be given in the MLT 259 and 269 course syllabus.

By signing the signature page at the end of this manual and turning it in to the MLT Program Director, by the second class meeting of MLT 110, the student signifies that he/she has read, understood, and agreed to the above conditions of continuation to the MLT Practicum I and II courses of this program.

Service Work for Students

Students are not to take the responsibility or be substituted for regular qualified staff. However, after demonstrating proficiency, students may be allowed to perform procedures with qualified supervision. Service work by students in the clinical affiliate outside of regular academic hours is permissible, but it must be non-compulsory, paid, supervised on site, and subject to employee regulations.

ASCLS Membership

Each MLT student is encouraged to join the American Society for Clinical Laboratory Science. Dues are $30.00 and can be turned in to the MLT Program Director along with the application form any time during the Spring semester of the Freshman year.

Completion of Associate in Applied Science Degree

Upon completion of the MLT curriculum requirements, students who have fully completed the requirements of the academic program in which they are enrolled will be awarded an Associate in Applied Science Degree. Graduates are eligible to sit for the American Society of Clinical Pathology certification exam after receiving their AAS degree; however a student passing any external certification examination is not required for degree completion.
Pinning Ceremony

- The college will only provide support for two pinning ceremonies each year, one at the end of Spring and one at the end of Summer semester. If the MLT graduating class would prefer to hold a private pinning ceremony and reception at the end of the MLT Program in May, the class will be responsible for coordinating the program with the MLT Program Director. The graduating class will be responsible for financing the ceremony and reception with the exception of awards for each graduate. The awards consist of a Clinical Achievement award based on performance in MLT 259 and 269, and a Scholastic Achievement Award given to the MLT student with the highest cumulative grade point average in the MLT curriculum.

Health Policies

- **Prescribed Medications, Diagnostic Procedures, or Treatment**
  A student requiring prescribed medications, diagnostic procedures or treatments will be expected to notify the MLT Program Director of this, due to the possible implications related to his/her academic and/or clinical performance. Each student’s health problem will be treated individually, and the decision as to whether the student will be asked to withdraw and return at a later date rests with the Program Director and Division Chairperson. The decision will be based upon:
  1. The student’s doctor’s recommendations to the Program Director,
  2. The ability of the student to safely continue fulfilling academic and clinical objectives, and
  3. Excessive absenteeism due to illness, treatment, or use of medication.

- **Chronic Health Problems**
  The MLT Program Director will require students with chronic health problems, i.e., diabetes, epilepsy, ulcers, asthma, allergies, etc., to obtain and follow precautions related to the safety of self and/or others. Such students will submit a written statement from their physician indicating whether they may continue their studies and clinical assignments.

- **Leave of Absence**
  A leave of absence request for personal sickness or physical disability must be submitted to the MLT Program Director with a statement from your physician stating the nature of the illness or disability and the expected date of recovery. A leave of absence for personal reasons also is to be made with the MLT Program Director. All maternity leaves of absence must be arranged with the MLT Program Director. If the maternity leave occurs during MLT Practicum I and II, the affiliation site’s employee policies will take priority for consideration. If hospitalization for a prolonged absence is necessary, the student will submit a statement from his/her physician declaring suitability to return to learning activities.

- **Pregnancy**
  Due to risks, communicable or infectious diseases, the student must notify the MLT Program Director of pregnancy at the earliest possible date. The student who is pregnant will submit a written statement from her physician indicating whether she may continue her studies and clinical assignments.

- **PPD**
  All students are required to have a recent PPD completed within 1 year prior to the start of their clinical experience unless previously positive or contraindicated. If unable to have a PPD, “Record of Tuberculosis Screening” will be completed. Failure to comply will prevent participation in clinical learning experiences which may result in a failure to progress. If the Record of Tuberculosis Screening expires while student is in the program, they will need to repeat screening to stay in compliance.
Students whose PPD tests convert from negative to positive must have appropriate follow-up per personal medical provider. The record of follow-up care will be provided to the Program Director/Department Head and documented in the student’s health record.

- **Hepatitis Vaccine and Titer**
  Due to the hazard of Hepatitis B virus (HBV) to laboratory workers, it is strongly recommended that MLT students obtain the HBV vaccination (3 doses) upon entering the MLT Program. A waiver must be signed if the student chooses not to obtain the vaccine. Students electing to obtain the HBV vaccine must begin the series prior to the start of Practicum I. Post-vaccination titer testing for HBV immunity is also recommended for students receiving the HBV vaccine, and should be completed 4-8 weeks after the third injection. Students who do not convert to immune status after 3 doses are to see the MLT Department Head for further instructions.

- **Reporting Infectious Status/State Law**
  Any student who knows, or has reasonable basis for believing that he or she is infected with HIV, HBV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of potentially exposure-prone patient care procedures, has an obligation to share that information.

  North Carolina State Law (Sec 10A NCAN 41A.0207) requires any health care provider whose work requires them to perform or assist in surgery, dental procedures, or vaginal deliveries and know themselves to be infected with HIV or HBV to report themselves to the State Health Director. The notification shall be made in writing to:

 Chief, Communicable Disease Control Branch
 1902 Mail Service Center
  Raleigh, NC 27699-1902

  On the state level, an investigation will be made to assess the operative and infection control techniques and clinical condition of the infected health care worker. When there may be significant risk for transmission to patients, an expert panel will be convened to make recommendations to the State Health Director who will determine whether restrictions in the health care worker’s practice are needed to prevent transmission to patients and whether notification of any previous patients is warranted. The health care worker’s practice and clinical condition will be periodically reviewed to determine whether re-evaluation is needed. The College requires employees/students to abide by this law so that we can protect the health and welfare of employees, students, and patients from the spread of disease, and so that we can respond appropriately to the individual’s health and employment/educational needs.

- **Definitions of Exposure-Prone Procedures:**
  Characteristics of exposure-prone procedures may include, but are not limited to, digital palpation of a needle tip in a body cavity or simultaneous presence of the employee/student’s fingers and a needle or other sharp instrument or object (such as catheter) in a poorly visualized or highly confined anatomical site. Performance of exposure-prone procedures may present a recognized risk of percutaneous injury to the employee/student, and if such an injury occurs, the employee's/student’s blood is likely to contact the patient’s body cavity, subcutaneous tissues, and/or mucous membranes. Characterization of particular exposure-prone procedures is identified on a case-by-case basis.
• **Injury or Illness at CCCC or During MLT Practicum I and II**

Any injury or illness that occurs during MLT Practicum I and II must be reported to the affiliate’s site instructor and the MLT Program Director. In cases where emergency services must be rendered, the student will be taken to the nearest hospital emergency room. Any treatment necessary will be administered at the hospital with consent of either the student or parent/guardian. In some cases, when an injury such as a needle stick occurs, the student will be required to seek emergency room treatment, and will be responsible for the charges incurred for this treatment. The following procedures will then be followed:

I. Any student injured in the classroom, lab, or clinical area should report it immediately to the MLT Program Director.

II. The instructor will document the injury on the Coastal Carolina Community College Incident Report Form. The instructor will call the college business office, the Allied Health Division Chair, and security (ext. 6290/Beeper 910-347-8031) to notify them of the individual’s name and type of injury.

III. The student and instructor will follow the Illness and Accident statement (see program guidelines if applicable) or the protocol of the clinical affiliate regarding the injury. Usually this involves notifying the physician of the client in the case of contaminated sharps injury about the student/instructor injury, notifying the infection control nurse, filing an occurrence, counseling of the student/faculty regarding universal precautions, prevention and safe sharps handling, personal safety practices (i.e., sharing of needles and safe sex practices), and notifying the student in writing of follow-up dates for testing. The student is obligated to provide the MLT Program Director with the results of the follow-up testing.

IV. The insurance form can be obtained from the CCCC business office and must be completed by the student. A completed copy will be retained by the college business office. The student should make several copies of the original form for use for follow-up doctor visits and filing purposes regarding reimbursement for costs incurred due to the injury. THE STUDENT WILL BE RESPONSIBLE FOR PAYMENT TO THE PROVIDER FOR CARE RENDERED. The insurance company will reimburse the student if the claim is approved.

V. Universal precautions will be reviewed by both students and faculty. This includes any protocol related to post-exposure control as well. Documentation should be filed in the student’s permanent medical record.

VI. The following protocol will be followed for exposure to possible HIV and HBV through percutaneous, mucous membrane, or eye exposure:
INCIDENT
↓
FIRST AID TO TREAT INJURY
↓

PRECAUTIONS

Wash wound immediately with soap & water, or irrigate with sterile saline, a disinfectant, or another suitable solution

MUCOUS MEMBRANE

MOUTH & NOSE
Immediately wash vigorously with water

EYES

Wash immediately with eye wash apparatus

↓

Notify MLT Department Head & document as necessary with MLT Program & Clinical Affiliate’s Student Coordinator

↓

Identify source person for HIV

↓

Source person
HIV-1 positive, refuses test or unknown

↓

Student
HIV-1 Test negative

↓

Repeat HIV-1 test in 6 weeks, 3 months, 6 months, & 12 months

↓

Student
HIV-1 Test positive

↓

Refer to Specialist

↓

Source person
HIV-1 negative

↓

Student
HIV-1 Test negative

↓

Repeat HIV-1 test in 6 weeks, and 3 months

↓

Student
HIV-1 test positive

↓

Refer to specialist
INCIDENT
↓
FIRST AID TO TREAT INJURY
↓

**PRECAUTIONS**  **MUCOUS MEMBRANE**  **EYES**

Wash wound immediately with soap & water, or irrigate with sterile saline, a disinfectant, or another suitable solution

**MOUTH & NOSE**
Immediately wash vigorously with water

Wash immediately with eye wash apparatus

Notify MLT Department Head & document as necessary with MLT Program & Clinical Affiliate’s Student Coordinator

Identify source person for HIV

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Treatment when source is

<table>
<thead>
<tr>
<th>Vaccination and antibody response status of exposed person¹</th>
<th>HBsAg*positive</th>
<th>HBsAg*negative</th>
<th>Source unknown or not available for testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unvaccinated</td>
<td>HBig** x 1, initiate HB vaccine series***</td>
<td>Initiate HB vaccine series</td>
<td>Initiate HB vaccine series</td>
</tr>
<tr>
<td>Previously vaccinated</td>
<td>No treatment</td>
<td>No treatment</td>
<td>No treatment</td>
</tr>
<tr>
<td>• Known responder²</td>
<td>HBig x 2⁵ or HBig x 1 and initiate revaccination</td>
<td>No treatment</td>
<td>If know high-risk source, treat as if source were HBsAg* positive</td>
</tr>
<tr>
<td>• Known non-responder³</td>
<td>Test exposed person for Anti-HBs⁴ 1. If adequate², no treatment 2. If inadequate³, administer HBig x 1 and vaccine booster</td>
<td>No treatment</td>
<td>Test exposed person for Anti-HBs⁴ 1. If adequate², no treatment 2. If inadequate³, administer vaccine booster &amp; recheck titer in 1-2 months</td>
</tr>
</tbody>
</table>

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* Hepatitis B surface antigen
** Hepatitis B immune globulin; dose 0.06 mL/kg intramuscularly
*** Hepatitis B vaccine
¹ Persons who have previously been infected with HBV are immune to reinfection and do not require postexposure prophylaxis
² Responder is a person with adequate levels of serum antibody to hepatitis B surface antigen (i.e. anti-HBs greater than or equal to 10 mIU/mL)
³ A nonresponder is a person with inadequate response to vaccination (i.e., serum anti-HBs less than 10 mIU/mL)
⁴ Antibody to hepatitis B surface antigen
⁵ The option of giving one dose of HBig & reinitiating the vaccine series is preferred for non-responders who have not completed a second 3-dose vaccine series.
For persons who have not completed a second vaccine series but failed to respond, 2 doses of HBig are preferred.
Hepatitis B Vaccine Information

What Type of Vaccine Is Used?

Recombinant hepatitis B vaccines are produced by Saccharomyces cerevisiae (common baker’s yeast), into which a plasmid containing the gene for the HBsAg has been inserted. Purified HBsAg is obtained by lysing the yeast cells and separating HBsAg from yeast components by biochemical and biophysical techniques. These vaccines contain more than 95% HBsAg protein. Yeast-derived protein constitutes no more than 5% of the final product.

How Many Injections Are Needed?

The recommended series is three (3) intramuscular doses of vaccines in the deltoid muscle. The schedule is 0, 1, and 6 months, respectively.

How Effective Is The Vaccine?

The recommended series of three intramuscular doses of hepatitis B vaccine induces an adequate antibody response in greater than 90% of healthy adults and in greater than 95% of infants, children, and adolescents from birth through 19 years of age (29-31). People on hemodialysis or immunocompromised persons may require larger and more doses.

How Long Does The Vaccine Remain Effective?

Field trials of the vaccines licensed in the United States have shown 80%-95% efficacy in preventing infection or clinical hepatitis among susceptible persons. Protection against illness is virtually complete for persons who develop an adequate antibody response after vaccination. The duration of protection and need for booster doses are not yet fully defined. Between 30% and 50% of persons who develop adequate antibody after three doses of vaccine will lose detectable antibody within 7 years, but protection against viremic infection and clinical disease appears to persist. Immunogenicity and efficacy of the licensed vaccines for hemodialysis patients are much lower than in normal adults. Protection in this group may last only as long as adequate antibody levels persist.

Can The Vaccine Give Someone Hepatitis B Disease?

No. All hepatitis B vaccines are inactivated (noninfective) products and there is no evidence of interference with other simultaneously administered vaccines.

Are There Any Side Effects Or Adverse Reactions From The Vaccine?

The most common side effect observed following vaccination with each of the available vaccines has been soreness at the injection site. Postvaccination surveillance for 3 years after licensure of the plasma-derived vaccine showed an association of borderline significance between Guillain-Barre syndrome and receipt of the first vaccine dose. The rate of this occurrence was very low (0.5/100,000 vaccinees) and was more than compensated by disease prevented by the vaccine even if Guillain-Barre syndrome is a true side effect. Such postvaccination surveillance information is not available for the recombinant hepatitis B vaccines. Early concerns about safety of plasma-derived vaccine have proven to be unfounded, particularly the concern that infectious agents such as HIV present in the donor plasma pools might contaminate the final product.
Is Post-Vaccination Testing For Serologic Response Necessary?

Postvaccination testing should also be considered for persons at occupational risk who may have needle-stick exposures necessitating postexposure prophylaxis. When necessary, postvaccination testing should be done between 1 and 6 months after completion of the vaccine series to provide definitive information on response to the vaccine. Revaccination of persons who do not respond to the primary series (nonresponders) produces adequate antibody in 15%-25% after one additional dose and in 30%-50% after three additional doses when the primary vaccination has been given in the deltoid (36). For persons who did not respond to a primary vaccine series given in the buttock, data suggest that revaccination in the arm induces adequate antibody in greater than 75%. Revaccination with one or more additional doses should be considered for persons who fail to respond to vaccination in the deltoid and is recommended for those who have failed to respond to vaccination in the buttock.

Who Should Receive The Vaccine?

1. Persons with occupational risk. HBV infection is a major infectious occupational hazard for health-care and public-safety workers. The risk of acquiring HBV infection from occupational exposures is dependent on the frequency of percutaneous and permucosal exposures to blood or blood products. Any health-care or public-safety worker may be at risk for HBV exposure depending on the tasks that he or she performs. If those tasks involve contact with blood or blood-contaminated body fluids, such workers should be vaccinated. Vaccination should be considered for other workers depending on the nature of the task. Risks among health-care professionals vary during the training and working career of each individual but are often highest during the professional training period. For this reason, when possible, vaccination should be completed during training in schools of medicine, dentistry, nursing, laboratory technology, and other allied health professions before workers have their first contact with blood.

2. Clients and staff of institutions for the developmentally disabled.

3. Hemodialysis patients.

4. Sexually active homosexual men. Susceptible sexually active homosexual men should be vaccinated regardless of their age or the duration of their homosexual practices. Persons should be vaccinated as soon as possible after their homosexual activity begins. Homosexual and bisexual men known to have HIV infection should be tested for anti-HBs response after completion of the vaccine series and should be counseled accordingly.

5. Users of illicit injectable drugs. All users of illicit injectable drugs who are susceptible to HBV should be vaccinated as early as possible after their drug use begins.

6. Recipients of certain blood products. Patients with clotting disorders who receive clotting-factor concentrates have an increased risk of HBV infection. Vaccination is recommended for these persons, and it should be initiated at the time their specific clotting disorder is identified. Pre vaccination testing is recommended for patients who have already received multiple infusions of these products.

7. Household and sexual contacts of HBV carriers.

8. Adoptees from countries of high HBV endemicity.

9. Other contacts of HBV carriers.

10. Populations with high endemicity of HBV infection.

11. Inmates of long-term correctional facilities.

12. Sexually active heterosexual persons. Sexually active heterosexual persons with multiple sexual partners are at increased risk of HBV infection.

13. International travelers. Vaccination should be considered for persons who plan to reside for more than 6 months in areas with high levels of endemic HBV and who will have close contact with the local population.

Additional information can be found at http://www.cdc.gov/hepatitis/HBV
Instructional Guidelines

Student Retention

In addition to the College’s policy of academic probation for degree candidates, the following regulations will apply to MLT students:

- A student will be placed on academic probation for receiving a “D” in any MLT course. A second grade of “D” on any concurrent or subsequent MLT course will result in automatic suspension from the MLT Program.
- A student who drops or receives an “F” in any non-MLT (related) course may be permitted to continue, provided that the student can complete the course by the end of the summer session following their expected date of graduation.
- A student must maintain a cumulative quality point average of 2.0. Upon completion of the MLT Program, a total of 76 credits will be accumulated with 26 credits in general education and 50 credits in MLT courses.
- CCCC is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies. It is the responsibility of each student to understand and to abide by the attendance requirements, as well as any additional guidelines developed by faculty member concerning such things as advance notice of absences and make-up work requirements. Students should be mindful that they remain accountable for any information or assignments missed because of class absences. Class attendance will be in keeping with the College attendance policy. Absences shall not exceed the equivalent of two (2) weeks of instruction. Laboratory hours and class hours are not interchangeable in the application of this policy. Habitual tardiness to class and/or lab will not be tolerated. Students who are tardy three (3) times will be assigned one (1) hour of absence. In addition, student absences must not exceed the equivalent of one (1) week of clinical practice (33 hours) in MLT 259 & MLT 269 Practicum I & II.
- Attendance and tardiness will be considered in the professional development grade: Attendance: 5 points maximum of 25 points deducted for each absence after accumulating two (2) weeks’ worth of class and/or lab absences. Exceptions will be made on a case-by-case basis (i.e., pregnancy, extended illness, etc.)
- Computer assignments may be part of a MLT course grade.
- The student is responsible for any lectures or lab procedures missed due to absence. It is the student’s responsibility to arrange to make up any work missed immediately upon return to class.
- In the clinical setting, the student is expected to be in the clinical affiliate each day of the semester. The rotation time missed due to absence must be made up before the student is allowed to progress to the new rotation. Absence due to sickness, of course, cannot be avoided, but other reasons for absences (doctor’s appointments, special events, etc.) should be pre-arranged with the MLT Department faculty and Clinical Laboratory Supervisor as far in advance as possible. Refer to the MLT 259 and 269 syllabus for further guidelines.
- On the day of an absence, the student must call the MLT department (910-938-6275 or 910-938-6306) before 8:00 AM to inform the instructor that he/she will not be in class and/or lab that day. If you cannot contact a MLT faculty member, you must leave a message on the voice mail or with the Nursing and Allied Health secretary (910-938-6269). This does not apply if the instructor has received prior notice of the absence.
- MLT students may also be dismissed from program or suspended on the grounds of documented academic dishonesty, documented lack of professional integrity in clinical laboratory practice, or documented lack of proficiency in clinical laboratory procedures.
- A student requesting readmission to the Medical Laboratory Technology program must complete the admission process; i.e., interviews and physical forms, and compete with all other MLT applicants. Audit requirements for courses successfully completed will be determined individually, based upon previous academic achievement and/or the time period between the completed courses and readmission.
Testing and Grading Policies

• If the instructor is not notified of a student’s absence on the day of a test, the student may receive a 10% penalty on that test grade. The student is expected to make up the test on the day of return unless other arrangements have been made with the instructor. Each student is limited to one make up test. Consequences of a second missed test will be left to the discretion of the instructor. Should a student know in advance of a serious conflict on a test day, they may take a scheduled test early, provided that the instructor has been notified at least three days in advance and has agreed to administer an early test.

Testing Guidelines and Procedures

To reduce the temptation to talk during classes or obtain information illegally during testing, the following procedures will be followed in all MLT courses:

• On test days, the student will be allowed to bring only a pencil to their seat. Purses may be left in the front of the room. No books, notes, 3x5 cards, drinks, food, coats, etc. will be allowed at the student’s desks. The use of non-programmable calculators will be permitted.

• On test days, students may be rearranged as per the instructor’s directions.

• No communication, verbal or otherwise, will be tolerated once the test has been distributed. Any talking will be viewed as cheating. The offender will be asked to leave the room and will receive a zero on the test. Therefore, if something is needed, the instructor – not a fellow student – should be consulted. Only one student at a time will be allowed to be at the front of the room talking to the instructor; other students must remain in their seats and wait their turn. Each student will be asked to sign an honor oath upon entry into the MLT program.

• Once a student has completed a test, the paper should be turned in and the student should leave the room. No one will be allowed to re-enter until all students have completed the test. “Hanging around” outside the door is disruptive and will be discouraged. Non-MLT students are not allowed to enter the room.

• No answer keys will be viewed in the classroom.

• Instructors will not give any answers to the test until everyone is finished.

• No test will be reviewed until everyone has taken it. Therefore, if someone is absent, do not expect to see the answer key until the absent student has taken the test.

• Tests will be returned and discussed at the instructor’s discretion.

• Computer averages will be provided within one week of the test date.

• Any cheating should be reported to the instructor as soon as it is discovered. If a student does not feel comfortable coming to an instructor, a note can be left in the instructor’s box to let her know who was involved, when it happened, what they did, etc.

The following procedures will be followed during MLT 120 and MLT 140 Practical Exams:

1. All books and notes will be left in the student’s locker or placed in front of the classroom prior to the test.

2. All stations will be set upon the central table if possible. When more space is needed, the student work tables will be used.

3. If Kodachrome slides are used, they will be shown to the entire class first. The instructor will go through the slides once without going back to view any previously shown slide. The instructor will then go back over the entire slide presentation a second time. Finally, the instructor will go back and show those slides that students have questions about. Additional review is available for students upon request.
4. During the entire testing procedure but especially when participating in the practical portion of the exam, students should make every effort to keep their answers hidden with a cover sheet or by folding their answer sheet in half. No discussion of the test among students will be permitted.

5. Only ONE student at a time will be permitted to view the materials at a station. When the number of students exceeds the number of stations, those students who are presently not at a station should remain in their seats.

6. In the event that more than one student needs to go back and view the material at a particular station, the students will “sign up” with the instructor in the order that they approached the station. He or she will then be seated until his or her turn arrives.

7. Since the exact test cannot be duplicated for review after the test is graded, students will be allowed to have the instructor view their answer sheet prior to turning in their paper. Only ONE student may approach the instructor at a time. If desired, each student will be given ONE chance to go back and re-examine the stations evaluated incorrectly in order to increase their opportunity to learn as much as possible from the testing experience.

8. Once a student has turned in his or her test paper, he/she should leave the testing area as quietly as possible and will not be allowed to return until all students have completed the test.

9. Failure to adhere to the above policy may result in the students having to take the test in “shifts” – one at a time or in groups of two or three students – which would result in strict adherence to a time schedule in order to complete the test in the allotted time.

**Academic Dishonesty**

Cheating in didactic courses and short cutting or omitting clinical procedures is considered academic dishonesty. The MLT faculty emphasizes that attitudes and actions demonstrate the student’s ethics. The policy for cheating is:

> Academic dishonesty, which shall in general mean conduct that has as its intent or effect the false representation of a student’s academic performance, including, but not limited to, cheating on an examination; collaborating with others in work to be presented, contrary to the standard rules of the course; plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own; stealing or having unauthorized access to examination or course materials; falsifying records, laboratory or other data; submitting, if contrary to the rules of a course, work previously presented in another course; and knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed. Any academic dishonesty will be handled according to the “Discipline Procedures and “Disciplinary Penalties” outlined in the college catalog. The student does have the right to appeal also outlined in the college catalog. Consequences for violated proscribed conduct may result in receive a grade of “F” for the course and/ or be dismissed from the MLT Program.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty’s ability to declare prospective graduates to be reliable and ethical, since both the level of knowledge and the degree of ethics are unknown values in such a situation.
Grading System

- The following criterion levels have been adopted for issuing grades for performance in all MLT courses:

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<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>B</td>
<td>85-92</td>
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<tr>
<td>C</td>
<td>77-84</td>
</tr>
<tr>
<td>D</td>
<td>70-76</td>
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<tr>
<td>F</td>
<td>Below 70</td>
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</table>

- The percentage of the final grade carried by various sections of an MLT course, e.g.; laboratory reports, exams, quizzes, final exam, etc., will be clearly outlined on the syllabus for each individual course during the first week of the semester that the course is offered. Each syllabus also contains all the requirements for the course, including textbook(s), materials required for laboratory sessions, etc.

- Unless otherwise stipulated, lab reports are due on the following lab date. Lab report forms are provided and required for lab procedures in which chemical determinations are involved in MLT 130. Other lab report forms will be utilized at certain times in MLT 111, 120, 125, and 140. Reports must be neat and legible. The purchase of a blue or black fine tip marking pen is required for use in labeling reagents prepared, test tubes, etc., in lab procedures.

- In addition to any other situations mentioned in this manual, the professional development evaluation grade reflects:
  a. Class tardiness
  b. Failure to call on an absence
  c. Cell phone ringing in class or lab or using cell phone in class or lab
  d. Completing supervisor duties – not checking with instructor or checking on lab clean-up
  e. Early packing up of books or standing by the door waiting on the end of class or lab session
  f. Food during class
  g. Leaving class or lab without warning (allowed the number of class and lab meetings per week)
  h. Not paying attention during class or lab
  i. Not having PPE for lab; i.e., lab coat, eye protection, and/or correct footwear
  j. Lab tardiness – allowed twice the number of labs per week
  k. Make up lab – not checking in with instructor within 2 school days or no-show on the makeup date

- It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the College. The following procedure will enable a student to exercise the right of appeal to course grades received:

  - All grade appeals must be initiated no later than the first calendar day of the next regularly scheduled semester or by the census date (10% point) of the next term in which the student is enrolled, whichever comes first. The following procedure is to be utilized.
    1. The student will contact the instructor to determine that there has been no mistake and to present his or her case.
    2. In the event of no resolution, the student will, within one calendar week, contact the Division Chair, Director, or supervisor who will consider the appeal and render judgment within one calendar week.
3. In the event of no resolution with the instructor’s supervisor, the student will, within one calendar week, contact the appropriate Vice President, who will require both the instructor and the student to present their cases. Upon completion of said presentations, the Vice President will render judgment within one calendar week.

4. Decisions obtained by this process will be recognized as final. Exceptions to the aforementioned timelines due to instructor and/or supervisor unavailability must be approved by the appropriate Vice President.

**Academic Success**

- Various resources are available to assist students with academic success.
  
a. Faculty
b. Counselors
c. Academic Studies Center (ASC)
d. Learning Resource Center (LRC)
e. Web-based and Media Programs

**MLT Program Outcome Measures**

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<tbody>
<tr>
<td>Graduation Rates</td>
<td>94%</td>
<td>100%</td>
<td>83%</td>
<td>100%</td>
</tr>
<tr>
<td>Placement Rates</td>
<td>87%</td>
<td>92%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>Certification Pass Rates</td>
<td>70%</td>
<td>83%</td>
<td>100%</td>
<td>75%</td>
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**Confidentiality**

- Students are obligated to treat information about patients as confidential. The MLT student will have access to matters and information that in ordinary circumstances would be private. It is appropriate for the student MLT to have necessary interactions with the instructor and/or other members of the health care team when performing student duties. Discussing a patient in public whether or not it contains confidential information may place a student at risk for breaking confidentiality. The student who violates confidentiality will be held to the policy of the institution and/or clinical site in which the student is assigned. Disciplinary action may result in dismissal from the MLT Program.

- All assignments with information that could potentially identify a patient must be shredded. Student may not retain any confidential information on computer storage drives or hard drives.

- The MLT Program adheres to the requirements of the Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of patient data.

**Student Laboratory Precautions**

- Mechanical pipetting devices should be used for the manipulation of all liquids in the laboratory. Mouth pipetting is not allowed. Pipetting aids are available for every task.

- Needles, lancets, and other bloodletting devices should not be bent after use, but should be promptly placed in a puncture-resistant container used solely for such disposal, along with disposable syringes. Needles should not be reinserted into their original sheaths before being discarded into the container since this is a common cause of needle injury. The entire needle and adapter is discarded upon completion of phlebotomy.
• A fastened full-length laboratory coat must be worn while working with potentially infectious materials and removed when leaving the lab. The intent of this rule is to reduce the transfer of hazardous biological material from the lab. Failure to have your lab coat for laboratory sessions will result in 2 points maximum of 10 points deducted from the professional development evaluation grade.

• Gloves must be worn while the student is performing phlebotomy or working with potentially infectious materials, such as blood, body fluids, excretions, and secretions, as well as surfaces, materials, and objects exposed to them. Gloves do not have to be worn when working with microbiological culture plates or tubes.

• All procedures and manipulations of potentially infectious material should be performed carefully to minimize the creation of droplets and aerosols.

• Laboratory work surfaces must be decontaminated with a 10% sodium hypochlorite solution (household bleach) following any spill of potentially infectious material and at the completion of lab. A spray disinfectant can be used after working with microbiological culture plates or tubes.

• All potentially contaminated materials used in laboratory tests should be decontaminated. **DO NOT DISCARD TRASH IN THESE CONTAINERS!**
  a. Microbiology specimens/materials, culture plates, and **unstained** microbiology slides should be placed in the orange bagged biohazard containers to be autoclaved.
  b. Microbiology specimens/materials, culture plates, and **unstained** microbiology slides should be placed in the orange bagged biohazard containers to be autoclaved.
  c. **Stained** microbiology or hematology slides and broken uncontaminated glass should be placed in the cardboard box labeled “broken clean glass”.
  d. Any contaminated glass containers (blood specimens, test tubes, unstained hematology slides, etc.) should be placed in the cardboard biohazard box labeled “contaminated glass”.

• When carrying strong acids or bases, utilize the protective buckets to prevent splashing if broken. Pipet all strong acids or bases under the fume hood, using protective goggles and rubber apron. Do not use flammable liquids near ignition sources – open flames, heating, elements, and spark gaps (motors, light switches, friction, and static).

• One of the most important aspects of infection control is proper hand washing. All students must wash their hands with soap following completion of lab and/or before leaving the lab.

• Any non-intact skin area (cuts, abrasions, etc.) on hands or exposed arms of students must be covered by bandage prior to performing lab work.

• Do not eat, drink, or chew gum in the laboratory at any time. Likewise, do not put fingers, pencils, or other objects in your mouth. No food is to be stored in the laboratory or in the laboratory refrigerator.

• Use the fume hood for volatile, caustic, and toxic chemicals and reagents.

• Dispose of broken or chipped glassware. Report any occurrence to the lab instructor. Dispose of broken or chipped glassware in the glass containers if instructed to do so by the lab instructor.

• Do not abandon specimens or cultures in the laboratory. Each person is responsible for the proper handling, storage, and disposal of his/her own specimens and cultures.

• Do not leave a Bunsen burner flame unattended. Turn the burner off as soon as you are finished with it.
• Wear safety glasses and apron whenever handling or preparing caustic chemicals and reagents. Wear safety glasses during lab whenever handling blood, body fluids, or chemicals to prevent exposure of the mucous membranes of the mouth, nose, and eyes.

• Hair that may interfere with the performance of laboratory procedures must be tied back while in the laboratory.

• Shoes with closed toes must be worn in the laboratory at all times.

• No radios or iPods are permitted on the student desks.

• Do not sit on any laboratory table or sit on a chair with feet propped up on a laboratory table.

• Anything spilled or dropped must be cleaned up immediately by the individual involved.

• Materials such as coats, hats, books, and so forth that are not needed in the laboratory are to be put in lockers.

• Books and notebooks that are not needed in the laboratory must be on laboratory tables, not on the floor. Exits and aisles must not be obstructed in any manner.

• Drawers and cupboards are to be open when something is being put into them or taken out of them. At all other times, they are to be closed.

• When chairs are not in use, they are to be pushed under the laboratory table.

• No biological or chemical material or equipment of any kind is to be taken from the laboratory without the permission of the instructor.

• Use asbestos gloves or hand protectors to handle hot materials or glassware.

• Contact lenses, especially the soft ones, will absorb certain solvents and also constitute a hazard in splashes or spills. Contact lenses offer no protection from a splash and may concentrate the caustic material against the cornea or prevent tears from washing a caustic substance away. You are strongly advised not to wear contact lenses in the laboratory.

• Do not leave pipettes sticking out of bottles, flasks, or beakers.

• Do not attempt to remove stoppers on glass tubing by force – cut them off.

• Do not allow trash to accumulate in any area. Trash and biohazard bags on the desktops are to be disposed of daily.

• Precautions for centrifuges:
  a. Do not operate centrifuges unless the lids are closed.
  b. Keep hair, beards, and neck ties away from the interior of the centrifuge.
  c. Do not centrifuge uncovered specimen tubes.
  d. Do not open the centrifuge lid until the rotor comes to a complete stop.

• All shocks, even minor ones, must be reported immediately to the instructor. Small shocks often precede major shock and may indicate potential instrument malfunctions.

• Do not work on or attempt to repair an instrument while it is plugged in. Remove all jewelry and make sure hands are dry before reaching into any instrument.
• When diluting acids, always add acid to water. Allow the acid to run down the side of the container and mix slowly by gentle rotation.

• When disposing of chemicals, liquids should be flushed down the sink with copious amounts of water.

• For chemical spills:
  a. Skin, eye, or mouth contact – wash affected areas with copious amounts of water.
  b. Remove any item of clothing that has been splashed with the material.
  c. Contain spills with sand or other absorbent materials. After containing the spill, clean up the spill completely. Sand or other absorbent materials should be placed in sealed containers for disposal. The container must be marked “Chemical Waste = Hazardous”.

• Extraordinary care must be taken to avoid accidental puncture wounds from sharp instruments contaminated with potentially infectious material. Avoid contact of skin lesions with infectious materials. Students with weeping dermatitis will not be allowed to work in the laboratory until the situation is resolved. Report all incidents to the instructor immediately.

• Immediately report all laboratory accidents (needle sticks, cuts, hazardous material in mouth, eyes, nose, etc.) to an instructor, no matter how minor the incident may be. An incident report must be filed.

• Know the location of and proper operation of safety equipment, such as the fire extinguisher, eye wash station, safety shower, fire blanket, etc.
  a. Sand or absorbent is to be used to contain the spread of spilled liquids.
  b. Fire extinguishers are of the CO2 and dry chemical type. They may be used on any type of fire. Unauthorized use is strictly prohibited and is grounds for disciplinary action.
  c. Fire blankets may be used to smother a clothing fire by wrapping the victim or rolling them on the ground. Fire blankets may also be wrapped around a person who has to pass through a burning area.
  d. Heat-resistant gloves may be used to move or handle a small burning object, to handle hot vessels, or to turn off hot valves or handles. Caution: heat resistant gloves are permeable. Steam or hot liquids can soak through and cause injury.

• Know the procedure to be followed in case of a fire, tornado, or other emergency.

• Emergency telephone numbers:
  Fire, Police, Rescue Squad: 2-911
  Campus security: Ext. 6290 or 910-938-6290

• REMEMBER: THE BEST RULE OF THUMB IN THE LABORATORY IS TO HANDLE ALL SPECIMENS AS IF THEY WERE INFECTIOUS.
  NOTE: Students in MLT 259 and 269 MLT Practicum I and II will be oriented to the clinical site’s safety and infection control procedures. Lab coats will be provided by the clinical site.

Summary of Biological Hazards

• Routes of Infection
  Infections may be spread by several routes.
  a. Airborne: Droplets and aerosols may be formed by removing caps, cotton plugs, or swabs from specimen tubes. Use gauze or lab tissues when removing caps from tubes to minimize aerosolization.
b. **Ingestion:** May occur through mouth pipetting, failure to wash hands after handling specimens and by handling of cigarettes or food in the laboratory. Mouth pipetting is NOT allowed while enrolled in MLT program.

c. **Direct Inoculation:** Small cuts or scratches of the skin, needles, and broken glass may permit direct inoculation.

d. **Mucous membrane contact:** Splashes of specimen to the eyes, nose, or mouth may permit infection to occur.

• **Handling Specimens**

  a. Wear gloves when processing specimens. Wash hands immediately afterwards. When gloves become contaminated, remove them, wash hands, and put on a new pair of gloves.

  b. If specimens must be centrifuged, they must be covered by a sealed cap to prevent aerosol formation.

  c. Specimens for fungus culture and AFB culture should be placed in and handled in the biological safety cabinet.

• **Processing Specimens**

  a. All specimens are potentially infectious. Use proper techniques at all times.

  b. Large numbers of specimens should be carried appropriately. Tubes should be placed in test tube racks of the appropriate size. Culture plates should be transported in baskets or sleeves.

  c. Processing of fungus and AFB cultures must be performed in the biological safety cabinet.

  d. Needles and loops should be sterilized so as not to cause spattering of material during heating.

  e. Benches are to be disinfected before and after all work.

• **Disposal of contaminated materials**

  a. Specimens and culture plates and tubes will be autoclaved prior to disposal. Autoclave at 15# of steam for 20 minutes.

  b. Discard microbiology specimens and cultures into containers with orange bags. Bags should be changed when full.

  c. Discard biohazardous material in the red bagged biohazard box.

  d. Any breakage of bags or leakage of contaminated materials should be reported to the instructor at once for instructions on procedures for safe clean up.
Appendix
I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at high risk of acquiring Hepatitis B Virus (HBV) infection.

I understand the protection the vaccines could offer, and have been advised to be vaccinated at my own expense. However, I am declining Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. I also understand that I may be restricted from some clinical rotation due to the failure to show Hepatitis B immunity.

For the following reason(s), I decline Hepatitis B vaccination at this time:

1. Received the complete Hepatitis B vaccination series two (2) times and do not have a positive titer result.

2. Antibody testing has revealed that I am immune to Hepatitis B.

3. For medical reasons the Hepatitis B is contraindicated.

I will provide to Coastal Carolina Community College medical documentation concerning my prior vaccination, immunity, or medical contraindications to Hepatitis B vaccine before beginning patient care. I understand that if I am receiving the vaccine, it is my responsibility to complete the series and submit dates of vaccination and titer results. If I do not complete the series, I may be restricted from some clinical rotation due to the failure to show Hepatitis B immunity.

___________________________  ________________
Student Name and Student Number   Date

___________________________
Print Name

___________________________  ________________
Witness   Date

6/15
So, you have decided not to have the Hepatitis B Vaccine…

You have the right to decline the Hepatitis B Vaccine. However, you need to know the facts about occupational exposure to Hepatitis B and the post exposure regimen necessary for health care workers who have not been vaccinated before you make such a critical decision.

1. Hepatitis B is a serious viral disease that affects the liver. It can cause acute (short-term) illness as well as chronic (long-term) disease.

2. About 1.25 million people in the US have chronic HBV infection. Approximately 50,000 people become infected each year with 3,000-5,000 people dying annually from cirrhosis or primary liver cancer caused by HBV.

3. An exposure that might place health care workers at risk for HBV infection is defined as a percutaneous injury (needlestick or cut with a sharp object) or contact of mucous membrane or nonintact skin with blood, tissue, or other body fluids that are potentially infectious. Nonintact skin is exposed skin that is chapped, abraded or afflicted with dermatitis.

4. HBV infection is a well recognized occupational risk for health care workers. The risk is primarily related to the degree of contact with blood in the work place.

5. The risk of developing clinical hepatitis following a needlestick incident if blood contains the HBV antigens is 22%-31%. The risk of developing serologic evidence of HBV infection from this type exposure is 37%-62%.

6. Percutaneous injuries are the most efficient modes of HBV transmission. However, in several studies infected health care workers could not recall an overt percutaneous injury.

7. HBV can survive in dried blood at room temperature on environmental surfaces for at least 1 week. HBV infections that occur in health care workers without a history of nonoccupational exposure or occupational percutaneous injury might have resulted from direct or indirect contact with blood or body fluid exposures that inoculated HBV into scratches, abrasions, burns, lesions, or on mucosal surfaces.

8. Prior to the use of vaccinations for prevention of HBV, health care workers had a prevalence of HBV approximately 10 times higher than the general population. Preexposure vaccination and the use of standard precautions has resulted in a sharp decline in the incidence of HBV among health care workers.

9. Use of the HBV vaccine results in immunity for approximately 95% - 99% of patients between the ages or 2 and 29 who receive it. Rates decrease with age.

10. When the vaccine is not administered prior to an occupational exposure, multiple doses of HBIG (Hepatitis B Immune Globulin) initiated within 1 week of exposure provides an estimated 75% protection from HBV infection. If HBIG is given in combination with initiation of the HBV vaccine series, it is estimated that the regimen is 85%-95% effective in preventing HBV infection.

11. The HBV vaccine is safe for infants, children and adults. The most common side effects are pain at the injection site and mild to moderate fever. Studies indicate that these side effects are reported no more often among persons vaccinated than among those receiving a placebo. Large scale immunization programs have observed no association between vaccination and the occurrence of serious adverse reactions.

12. HBIG is prepared from human plasma known to contain a high titer of antibody to HBV. No evidence exists that HBV, HCV or HIV have ever been transmitted by HBIG commercially available within the United States.

13. An unvaccinated health care worker who is occupationally exposed to HBV should have the following post-exposure prophylaxis:
   a. HBIG as soon as possible after exposure and initiate BHV vaccine series, OR
   b. HBIG as soon as possible after exposure and a second dose after 30 days
   c. HBIG must be given within 7 days of exposure
14. Serious adverse effects from HBIG when administered as recommended have been rare. Local pain and tenderness at the injection site, urticaria and angioedema might occur. Anaphylactic reactions, although rare, have been reported following the injection of human immune globulin (IG) preparations.

15. The HBV vaccine currently costs approximately $65 per dose, with 3 doses required for the series, for a total cost of $195.

16. HBIG currently costs approximately $250 per dose, with 2 doses needed following each occupational exposure for unvaccinated health care workers, for a total cost of $500 per exposure.

I understand the information provided on the Hepatitis B Vaccine and the use of HBIG following occupational exposures. I decline the HBV vaccine.

_________________________________________  ________________
Student's signature                              Date

_________________________________________  ________________
Instructor's signature                          Date
Communicable Disease Policy

In keeping with the College’s mission and policy, Coastal Carolina Community College is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. The College recognizes the serious implications that the spread of communicable disease has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment.

Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from admission or employment, or restricted in their access to the institution’s services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically-based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution, patients, or its affiliates (patient care community).

Any student or employee who knows, or has reasonable basis for believing that he or she is infected with HIV/HBV/HCV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of patient care procedures which may be exposure prone, has an obligation to share that information with the College.

If a student, employee, or patient is accidentally exposed to blood or body fluids, the person will immediately report the incident to the appropriate supervisor as well as the Security Services Department.

All faculty, employees, and students in health-related fields are required to adhere to universal disease control guidelines consistent with the U. S. Centers for Disease Control and Prevention. No student will be allowed to deliver patient care in any setting until he/she has been instructed in infection control (as per OSHA guidelines) and mastered material on safety/universal precautions with satisfactory accuracy.

A copy of the College’s Communicable Disease Policy is available from the Personnel Office.
Prior to enrolling in the Medical Laboratory Technician program, I have been informed and am fully aware of the risks for exposure to blood and body fluids and the potential for transmission of bloodborne and other infectious disease during patient care activities. Understanding my risks, I agree to treat all patients as assigned to me, regardless of disease state of the patient. If I refuse to treat any patient, I realize that my academic success may be affected by my decisions.

_________________________  ____________________
Signature                  Date

_________________________
Print Name

_________________________  ____________________
Signature of Parent or Guardian if Student is a Minor Date

_________________________  ____________________
Witness Date
ACADEMIC INTEGRITY POLICY

I will neither give nor accept help on any exam or graded assignment. I realize that engaging in any activity that can be construed as academic dishonesty will result in my receiving a grade of “F” for the course and may be dismissed from the Medical Laboratory Technician Program.

____________________________________  ________________
Signature                                      Date

_________________________________________
Print Name

An Equal Opportunity Employer
COASTAL CAROLINA COMMUNITY COLLEGE
PERMISSION FOR EMPLOYER SURVEY

Upon graduating from the ____________________________ program, I give permission to Coastal Carolina Community College to contact my employer to complete an employer survey. I understand that this information will be used to collect data for the Desk Top Audit and I will not be identified in any way in the publication of the document.

__________________________________________  __________
Signature                                     Date

__________________________________________
Print Name

An Equal Opportunity Employer
Criminal Record Checks and Drug Screens

Since May 2007, the Nursing and Allied Health Division has been using CertifiedBackground.com for the criminal record check required by several of our clinical agencies. Some of our affiliates (New Hanover Regional Medical Center (NHRMC), Onslow Memorial Hospital (OMH), Vidant Duplin Hospital, and Wayne Memorial Hospital (WMH)) require drug screens for any student who rotates through their facility. Due to recent changes in privacy laws, it has now become necessary for us to use CertifiedBackground.com as the vehicle for obtaining drug screens so that no one from the college will be able to view the results.

To complete these requirements, log on to the website http://www.certifiedbackground.com

**For the criminal record check ($30-$42):**

Enter the MLT package code **OS34** in the “Order Now” box. Note that “O” is a capital O, not a zero. Read the additional information carefully. You will be directed to create a Certified Profile account by entering your personal information. This will authorize the agency to perform a criminal background check which is required for all students. You may pay with Visa, MasterCard, Discover, monthly installments, electronic check, money order, or Certified gift card. An additional background check is required for students assigned to Wayne Memorial (WMH) and New Hanover Regional Medical Center. A federal sex offender screening is required and the cost is approximately ($12).

Print out the receipt you receive upon payment and return it to the MLT Program Director for placement in your medical folder.

**For the drug screen ($37):**

Students need to have drug screens done, they cannot be performed prior to thirty days before the student begins their clinical rotation. Enter the MLT package code **OS34D** in the “Order Now” box. Note that “O” is a capital O, not a zero. Read the additional information carefully. You will be directed to create a Certified Profile account by entering your personal information. This will authorize the agency to perform a criminal background check which is required for all students. You may pay with Visa, MasterCard, Discover, monthly installments, electronic check, money order, or Certified gift card.

Print out the receipt for your drug screen and bring it to one of the MLT Program faculty. You will be given a lab requisition for LabCorps, which will perform the drug screen. LabCorps is located at 7 Office Park Drive, Jacksonville, NC.

You may receive an electronic “Web Chain of Custody” from CertifiedBackground.com after your order is placed. If so, the lab requisition for LabCorps is unnecessary. Print the Web COC form and bring it with you to LabCorps. An example of the Web COC is on the next page.

**NOTE:** At this time, students required to have a drug screening and criminal background checks completed before beginning clinical. In the case of NHRMC, you must have a **9 drug panel** in order to be accepted for training at that facility. Additionally, WMH and Carolina East require a current influenza vaccine. You will not be permitted to begin your clinical practicum until these requirements are met.
DRUG-SCREEN TEST INSTRUCTIONS for ________________

You are registered for a drug-screen test. Your registration expires on 11/20/2013 @ 12 AM EST

Your registration number is ________________

PLEASE TAKE THIS PAGE WITH YOU TO THE SPECIMEN COLLECTION SITE.

2. Present this page AND
3. A government issued photo ID at the collection site.

COLLECTOR INSTRUCTIONS:

NOTE: This donor is pre-registered in LabCorp Solutions Web COC and does not need a paper chain of custody form.

STEPS:

1. In LabCorp Solutions Web COC, select Start Collection.
2. Select Donor arrived without a paper Chain of Custody form.
3. Enter ________________ in the Registration Number field.
4. Verify the donor’s identity by photo ID or employer representative.
5. Complete the collection using LabCorp Solutions Web COC.

-This e-mail and any attachments may contain CONFIDENTIAL information, including PROTECTED HEALTH INFORMATION. If you are not the intended recipient, any use or disclosure of this information is STRICTLY PROHIBITED; you are requested to delete this e-mail and any attachments, notify the sender immediately, and notify the LabCorp Privacy Officer at privacyofficer@labcorp.com or call (877) 23-HIPAA / (877) 234-4722.
Criminal Disclosure Form

I, ________________________________, have been made aware and understand the ramifications of the following offenses, in regard to my enrollment and progression in a health care provide program as it relates to me:

1. felony and/or misdemeanor convictions(s),
2. guilty plea or nolo contendere to any crime which indicates that one is unfit or incompetent to practice as a health care provider or that one has deceived or defrauded the public, and/or
3. parole violation.

Before I can enroll or continue in courses with a clinical component, any crime of which I have been convicted must be disclosed to the clinical agencies, which support the clinical components of the courses(s).

Clinical agencies have the right to refuse a clinical practicum for students in their facilities. Therefore, I may be unable to successfully complete the program because clinical objectives cannot be met, and I will be dismissed from the program.

I agree to hold harmless, the clinical agencies and staff, and college and staff for any acts under the North Carolina Tort Claims Act, NC GS 143291 et seq. and accept responsibility for any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized.

_________________________________  ____________________________
Student Signature                  Date

_________________________________  ____________________________
Witness Signature                  Date

_________________________________
Witness Print Name

_________________________________  ____________________________
Witness Signature                  Date
Student Conduct and Professional Responsibility Agreement

The primary goal of the Medical Laboratory Technology Program at Coastal Carolina Community College is to prepare students to be clinically proficient and capable of securing professional employment in the field of Medical Technology. In order to accomplish this goal, the faculty of the Medical Laboratory Technology Department expects all students to practice high ethical conduct and professional responsibility at all times in all college classrooms and laboratory settings, as well as in all off-campus clinical and professional settings.

Every Medical Laboratory Technology student is expected to take responsibility for becoming familiar with the College’s policies regarding student conduct (see STUDENT RIGHTS AND DISCIPLINE, Coastal Carolina Community College Catalog). In addition, every student is responsible for becoming familiar with the Medical Laboratory Technology Department’s expectations regarding professional responsibility (see PROFESSIONAL RESPONSIBILITY, Coastal Carolina Community College Medical Laboratory Technology Program Manual). Any student who may have violated one or more of the College’s Rules of Proscribed Conduct will be subject to an investigation and possible disciplinary action. Any student violating one or more of the Medical Laboratory Technology Department’s Rules of Professional Responsibility will be subject to the assessment of professional points and, depending on the violation, may be referred for further action as detailed in the rules of Proscribed Conduct.

As a Medical Laboratory Technology student, I understand that my signature on this Student Conduct and Professional Responsibility Agreement acknowledges that I am familiar with the College’s policies regarding student conduct as well as the Medical Laboratory Technology Department’s expectations regarding professional responsibility.

I acknowledge that any possible violation on my part pertaining to the College’s rules of Proscribed Conduct could subject me to an investigation and possible disciplinary action, and any violation of the Medical Laboratory Technology Department’s Rules of Professional Responsibility will result in the assessment of professional points and/or possible disciplinary action.

I agree that I should in no way interfere with the success of fellow students, bring discredit to Coastal’s Medical Laboratory Technology Department or the profession of Medical Laboratory Technology.

______________________________    __________
Student Signature               Date
I, ________________________________, have been made aware and understand that

the HIPAA Privacy Rule establishes national standards to protect individuals’ medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. While a student in the Medical Technology Program at Coastal Carolina Community College, I will abide by this policy in maintaining the privacy of patient results while working in the MLT student lab or the clinical affiliate to which I am assigned.

________________________________________  ______________________________
Student Signature                                      Date

________________________________________
Witness Printed Name

________________________________________  ______________________________
Witness Signature                                      Date

An Equal Opportunity Employer
Date: ______________________

Student Name: ________________________________

Class: ________________________________

I have explained my expectations regarding classroom behavior. My policies are consistent with those provided for the entire college. The Coastal Carolina Community College Catalog states, “The college may discipline a student in the following situation: For participating in conduct which is disruptive to the education process.”

Your behavior in our class this semester is disruptive to the education process. In order to continue in this class, you must refrain from:

| Unapproved use of your cell phone or other handheld device during class |
| Unapproved use of a classroom computer (IE checking e-mail or surfing the internet during a lecture) |
| Acting unprofessionally towards your instructor and/or your fellow classmates |
| Using profanity in the classroom |
| Arriving late/leaving early |
| Disruptive talking |
| Other: |

Your behavior is making it difficult for other students to concentrate and focus on learning. If you continue this inappropriate behavior, disciplinary action may be taken according to the policy provided in the college catalog.

Instructor

I acknowledge that being in this class is a privilege, not a right. I have been advised by my instructor regarding my disruptive behavior and I am agreeing to change this behavior.

__________________________________________

Student Signature

cc: Student, Instructor, Division Chair for Student Services

An Equal Opportunity Employer
What Coastal Expects from Students

• Refrain from any behavior that could be considered disruptive to the educational process or distracting to the other students or the instructor. Inappropriate behavior in class includes, but is not limited to, the following: disruptive talking, passing notes, using a cell phone or other electronic device, sleeping, constantly interrupting the instructor, arriving late/leaving early, walking in and out of class, using the classroom computer for activities not related to the class (IE checking e-mail, Facebook, etc.).

• Treat the instructor and the other students in class with respect. Refrain from using profanity or making inappropriate comments. Help the instructor maintain a professional atmosphere in the classroom.

• During group activities, try to speak to your classmates in a low voice so that the classroom atmosphere stays conducive to learning. All conversations should be related to the subject matter.

• Students are expected to be prepared for each class and bring all required materials. Specifically, students should bring their textbook to class each day. Instructors will often refer to textbook problems or give class work assignments from the book. Students are expected to have their textbook by the first day of class. If financial aid applications and documentation were submitted on time, funds will be available to purchase texts in the College Store before the first day of class.

• Learning takes concentration and undivided attention. Texting in class is distracting to yourself and other students, and is also disrespectful to the instructor. Please be sure your cell phone is on silent operation and put away when you are in class. If you have an emergency call, please excuse yourself from class. However, these special calls should not occur on a regular basis. Unauthorized use of a cell phone during class will be handled according to the discipline policies in the college catalog.

• To insure academic integrity, you may not use, or even check, your cell phone during a test. Unauthorized use of a phone during a test may be treated as academic dishonesty and will be handled according to the discipline policies in the college catalog. If you have an emergency situation during a test, please notify your instructor.

• For similar reasons as those provided for cell phone restrictions, students are not allowed to use headphones or electronic devices in class without prior approval from the instructor.

• Students are expected to attend all classes for the entire class period, unless there are extenuating circumstances. The attendance record must be kept 100% accurate by the instructor. Expect to be marked absent if you miss class for any reason. Expect to be marked tardy if you miss up to a few minutes of class by arriving late, leaving early, or leaving in the middle of class. If you miss more than a third of the class period, you will be marked absent.

• Regarding absences, it is the student’s responsibility to ask the instructor for any assignments missed or if any assignments were collected.

• If you have a medical reason or extenuating circumstance that may cause you to miss class time on a regular basis, please speak to the instructor about this outside of class.

• Please maintain a record or log of your absences including the date and the reason you missed class.

• Attach any documentation regarding your absences. If you exceed the allowable number of absences and request reinstatement, you will need to present these reasons to your instructor. The instructor’s decision for reinstatement will be based on the reasons for all absences, your current grade in the class, your ability to make-up any assignments in a timely manner, and your behavior in class.

• You are welcomed to ask the instructor questions on the material that is being presented. If the instructor answers your question, but you still do not understand, please just ask the instructor for more clarification outside of class.
• If you have some questions because you missed class or did not complete the required homework, please be respectful of the other students and ask these questions outside of class. If you miss class, please obtain the class notes from another student and read the corresponding section in the textbook. Meet with the instructor outside of class to receive individual help.

• Students should use their Office 365 email address for all college business. Students are expected to check their Office 365 email and class information at least twice per week.

• If you have a concern about the class, your grade, or the instructor’s teaching style, please calmly discuss your concern with the instructor outside of class. It may be best to make an appointment to insure that there is enough time to thoroughly discuss the issue. If you are not satisfied with the instructor’s response to your concern, you may make an appointment to speak to the Division Chair about the issue.
Permission for Student Mailbox

Susan R. Morton and/or Andrea Horan, MLT Instructors, have/has my permission to return graded quizzes and/or graded lab reports to my individual or shared “mailbox” located in HOSB 232.

________________________________________  ____________
Student Signature              Date
## Academic Calendar

### FALL SEMESTER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11-12</td>
<td>Thursday-Friday</td>
<td>Faculty Workshops</td>
</tr>
<tr>
<td>August 15</td>
<td>Monday</td>
<td>Fall Semester (16-week) and First (8-week) Sessions Begin</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 13</td>
<td>Tuesday</td>
<td>Fall (12-week) Session Begins</td>
</tr>
<tr>
<td>October 10-11</td>
<td>Monday-Tuesday</td>
<td>Fall Break (Curriculum classes only/weather days)</td>
</tr>
<tr>
<td>October 13</td>
<td>Thursday</td>
<td>First (8-week) Session Ends</td>
</tr>
<tr>
<td>October 14</td>
<td>Friday</td>
<td>Second (8-week) Session Begins</td>
</tr>
<tr>
<td>November 11</td>
<td>Friday</td>
<td>Veterans Day Holiday</td>
</tr>
<tr>
<td>November 23</td>
<td>Wednesday</td>
<td>Thanksgiving Break (Curriculum classes only)</td>
</tr>
<tr>
<td>November 24-25</td>
<td>Thursday-Friday</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 15</td>
<td>Thursday</td>
<td>Fall Semester Full (16-week), 12-week and Second (8-week) Sessions End</td>
</tr>
<tr>
<td>December 16</td>
<td>Friday</td>
<td>Weather days, if needed</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Wednesday</td>
<td>Faculty Workshops</td>
</tr>
<tr>
<td>January 5</td>
<td>Thursday</td>
<td>Spring Semester Full (16-week) and First (8-week) Sessions Begin</td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>February 3</td>
<td>Friday</td>
<td>Spring (12-week) Session Begins</td>
</tr>
<tr>
<td>March 3</td>
<td>Friday</td>
<td>First (8-week) Session Ends</td>
</tr>
<tr>
<td>March 7</td>
<td>Tuesday</td>
<td>Second (8-week) Session Begins</td>
</tr>
<tr>
<td>March 10</td>
<td>Friday</td>
<td>Mid-Semester Break (Curriculum classes only/weather day)</td>
</tr>
<tr>
<td>April 10-13</td>
<td>Monday-Thursday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 14</td>
<td>Friday</td>
<td>Good Friday Holiday</td>
</tr>
<tr>
<td>April 17</td>
<td>Monday</td>
<td>Easter Monday Break</td>
</tr>
<tr>
<td>May 10</td>
<td>Wednesday</td>
<td>Spring Semester Full (16-week), 12-week, and Second (8-week) Sessions End</td>
</tr>
<tr>
<td>May 11 and 12</td>
<td>Thursday &amp; Friday</td>
<td>Weather days, if needed</td>
</tr>
<tr>
<td>May 13</td>
<td>Saturday</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

### SUMMER SEMESTER 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19</td>
<td>Friday</td>
<td>Summer Semester Full (10-week) and First (5-week) Sessions Begin</td>
</tr>
<tr>
<td>May 29</td>
<td>Monday</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>June 23</td>
<td>Friday</td>
<td>First (5-week) Session Ends</td>
</tr>
<tr>
<td>June 26-30</td>
<td>Monday-Friday</td>
<td>Summer Break (Curriculum classes only)</td>
</tr>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>July 5</td>
<td>Wednesday</td>
<td>Second (5-week) Session Begins</td>
</tr>
<tr>
<td>August 8</td>
<td>Tuesday</td>
<td>Summer Semester Full (10-week) and Second (5-week) Session Ends</td>
</tr>
<tr>
<td>August 9</td>
<td>Wednesday</td>
<td>Weather day, if needed</td>
</tr>
</tbody>
</table>
Student Acknowledgement of Receipt

I, __________________________________________ have received and read the Medical Laboratory Technology Program Manual of Coastal Carolina Community College and fully understand the policies enclosed therein, including conditions for progression and alternate status. I am aware that I am responsible for complying with the policies and guidelines in the Program Manual, the College Catalog, and the Student Handbook.

__________________________________________
Name (Print)

__________________________________________
Student Signature

__________________________________________
Witness

__________________________________________
Date
Notes